

Pembroke Primary School
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PEMBROKE PRIMARY SCHOOL

Parent Payments Policy

2023



Help for non-English speakers If you need help to understand the information in this policy please contact 9725 6689.

Hi theihternak zultphung kong hi na fian lomi a um ahcun Pembroke Primary Sianginn (9725 6689) chonh khawh a si.

PURPOSE

To provide high quality learning opportunities that cater for the needs of all students.

SCOPE

The quality and variety of educational programs offered by our school are enhanced if departmental funds are supplemented by Curriculum contributions.

POLICY

Implementation

- School Council seeks to supplement Department of Education and Training funds by seeking Curriculum contributions from parents and guardians.
- Curriculum contributions are not compulsory, and students whose parents have not paid Curriculum contributions will not be treated differently from those who have.
- School will make clear distinctions between Curriculum contributions and Other Non-Curriculum and Extra Curricular items which parents are required to pay.
- The public identification of students or their parents where Curriculum contributions have or have not been paid will not occur.
- School Council requests for Curriculum contributions are included, and limited to the documentation sent to parents and provided to new enrolments.
- School Council will provide all parents with information detailing the purpose for which Curriculum contributions are being collected.
- As with all parent payments to the school, School Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the Principal.
- Unpaid Curriculum contributions do not constitute outstanding debts.

Payment arrangements and methods

Centrepay, Cash, EFTPOS or Electronic Fund Transfer are the methods of payment.

Financial Support for Families

Pembroke Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- The Camps, Sports and Excursions Fund (CSEF)
- CentrePay
- State Schools Relief
- Local community supports

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact either the Principal or the School Office.

Email: pembroke.ps@education.vic.gov.au or Phone: 9725 6689

Refunds

For Curriculum Contributions, refunds will not be issued as all items will remain with the student. For Other and Extra Curricular Contributions, when an event is cancelled by the school or organisation, all paid monies will be credited towards a forthcoming excursion/incursion, unless a specific written request is made by the parent within seven days for a refund. Where CSEF has been used, such amounts will not be refunded, but held in credit to be placed against other camps, sports and excursions. or forwarded to another school if a student is leaving.

DEPARTMENT OF EDUCATION AND TRAINING

PARENT PAYMENTS POLICY



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).

FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

REVIEW AND APPROVAL

Policy last reviewed	4 November 2022
Consultation	School Council Meeting
Approved by	Principal
Next scheduled review date	November 2023