

## PARENT / GUARDIAN PAYMENT POLICY.



Date: November 2016

### **Movelles School Values:**

#### **Respect, Responsibility, Resilience, Compassion.**

Our vision at Movelles Primary School is to empower our students to become successful life-long learners. We will prepare our students to contend with the complexities of an ever changing world, in which creativity, adaptability, teamwork and connectedness to our community and the world are key features. Our school community will practise the core values of *responsibility, respect, resilience* and *compassion* for all.

**Rationale:** School councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in three categories – **essential education items, optional education items and voluntary financial contributions**. This policy seeks to explain the 3 payment categories and covers payments that will apply at Movelles Primary School for essential education items, optional educational items and voluntary contributions.

### **Goals**

- To provide high quality learning opportunities for all students by supplementing limited government funds with approved financial contributions and payments from parents.
- To ensure costs are kept to a minimum and affordable to most families.
- To ensure payment requests are clearly itemised under the three parent payment categories - **essential education items, optional education items and voluntary financial contributions**. (where applicable)
- To guarantee that no student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution.
- This policy must comply with the requirements of the Department of Education and Training (DET) Parent Payments Policy.

### **Implementation:**

Movelles Primary School spends considerable time selecting the most appropriate items and services to meet the needs of our students. School will communicate this policy and the coming year's school payment schedule on our school website and through the school newsletter from November of each year. This will allow parents to budget for the proposed payments.

## Parent Payment Categories.

- **Essential Education Items** are those items or services that are essential to support the course of instruction in the standard curriculum program that parents or guardians are requested to pay the school to provide, or may provide themselves, if appropriate.

The Education Department has deemed Essential Payment Items to include:

- Materials that the student takes possession of, including text books, exercise books, digital resources (eg. Mathletics, RazKids) , Library bags and student stationery;
- Materials for learning and teaching sessions, where the student consumes or takes possession of the finished articles; (e.g. Food Technology, Art/Craft, etc.)
- Transport and entrance charges for camps, and excursions / incursions which all students are expected to attend; and
- School uniforms.

For 2017 our School Council requests that all families pay a levy of \$50 to cover the Essential Educational Items listed below.

*\$30 of which covers the subscription to 'Razkids' to assist teachers and students with the development of Reading skills and 'Mathletics' to assist with the learning of Mathematics for all students. Both these online educational web sites are util ised across all grade levels at Movelle and may be accessed at home via the internet for additional learning and homework task that the teachers may set. In addition, an Arts levy has been set at \$20 to cover the costs of materials for all students to complete Artwork and Craftwork. **Total School Levies \$50.***

All other student classroom materials and stationery items that will be required, will be supplied by the School and at no cost to families.

### Optional education items

During the year, there will be camps, excursions and sporting events that the teachers will organise as part of the learning program for students. They are considered “essential” and parents / carers will be charged a cost for attending these camps, excursions and sporting events. The school will notify parents of those costs as soon as possible when permission notes are sent home.

Additionally, students in grades 5 and 6 will be given the voluntary option of hiring a school laptop computer to use at school for school work. Students retain a specific laptop that is networked to access appropriate internet sites to access learning throughout the two year period. For the families who wish to take up this option there is a \$20 per term charge involved. Families who do not select this option, school desktops will be available for students to use.

### Optional Educational Items include:

- Student computer hire arrangements
- Extra-curricular programs or activities e.g. instrumental music, dance classes
- School excursions and incursions as required
- School and class photographs

### **School Financial Support Options.**

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents, including:

- Schoolkids Bonus;
- State Schools Relief Committee;
- Camps, Sports and Excursions Fund;
- Options to ‘pay off’ school ‘Essential Educational Items’ and other payments over time.

### **Payment arrangements.**

Parents and guardians will be provided with early notice of payment requests for essential education items, and if applicable, optional extras and voluntary financial contributions. This will be done before the end of each school year.

Costs will be kept to a minimum with payment requests being fair and reasonable.

### **To Further Assist Parents With Payments.**

Three payment options have been developed:

**Option A:** Full amount at the beginning of Term 1.

**Option B:** Half yearly payment (beginning of Terms 1 & 3)

**Option C:** Alternative payment options are available through the school and parents are encouraged to make an appointment with the Principal to discuss circumstances and available options.

Payment requests to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.

Receipts will be issued to parents immediately upon making payment.

Reminders for unpaid essential education items or optional extras will be generated and distributed on a regular basis to parents, but not more than once a month.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

Students enrolling at Movelle Primary School after the start of the school year will be invoiced for Essential Education Items on a pro-rata basis and for optional educational items as required.

Evaluation: • This policy will be reviewed as part of the school’s four-year review cycle.

Date Implemented:	2016
Approved by School Council	
School Council President signature & date	
Date to be reviewed	2020
Responsible for Review	Finance Sub-Committee
References	Victorian Government – Parent Payment Policy and Implementation



## 2017 MOVELLE PRIMARY SCHOOL PAYMENT SCHEDULE

### ESSENTIAL EDUCATIONAL ITEMS.

The following Prep student requisites are required for each student in 2017 and can be provided to the student by parents making the appropriate payments to the school.

Alternatively parents may wish to source the items on the list provided, however, there are several items that school believes that it would be far less expensive for parents to purchase.

Access to Mathletics software program ( Mathematics)

Access to Razkids software program (Reading)