

Montmorency Secondary College

PARENT PAYMENTS

POLICY

Rationale:

- Locally raised funds add significantly to the school's ability to provide a diverse and high quality curriculum.

Aims:

- To provide a diverse range of high quality learning opportunities for all students.

Implementation:

- School Council seeks to supplement DEECD resources with a variety of locally raised funds, including levies for parent funded materials and charges.
- School Council supplements DEECD funds by requesting payments from parents for the following items:-
 1. **Essential Education Items** which parents and guardians are required to provide or pay the school to provide e.g.: essential educational items associated with administration and subject requirements, text books and uniforms, etc
 2. **Optional Extras** that are offered on a user pays basis and parents can choose whether or not their child participates e.g.: school magazine, instrumental music tuition or instrument hire etc.
- In addition, School Council invites parents to make donations by means of:-
 3. **Voluntary Financial Contributions** that are non-compulsory donations for specific projects e.g.: Building Fund and Technology Levy.
- Early in term 4 of each year, the Finance committee, after consulting with learning area leaders and other relevant staff members, will make recommendations to School Council regarding proposed parent payments for the following year.
- School Council will only consider submissions for parent payments consistent with the DEECD document "Parent Payments in Victorian Government Schools".
- The purpose and amount charged for parent payments will be decided by the Finance subcommittee, endorsed by School Council, and communicated to parents via handbooks and/or letters in a timely fashion.
- The payments schedule will include itemised details relating to all payments, an option to purchase goods elsewhere (where appropriate), essential payment dates, options to make payments by instalments, clear definitions of the category of any payments (i.e.: Essential, Optional or Voluntary), an alignment between payment dates and the timing of Education Maintenance Allowance (EMA) payments, and advice to parents to contact the Business Manager if they require support or additional information.
- All payments and non-payments will be strictly confidential. The public identification of students or their parents where payments have or have not been received will not occur.
- All costs and processes associated with parent payments and voluntary contributions will be reasonable, will be defensible in relation to DEECD requirements, and will be within the expectations of the school community.

- As with all parent payments to the school, Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the Business Manager.
- Invoices detailing all charges associated with **Essential Items**, **Optional Extras** and **Voluntary Financial Contributions** will be mailed out by February of each year. Statements of Account will be mailed out in subsequent terms for informational purposes. A second and final request for consideration of Voluntary Financial Contribution will be published in a newsletter early in Semester Two.
- Students will not be denied access to a particular subject due to their inability to contribute to the relevant subject levy or any voluntary contribution. Unpaid **Essential Items** payments will not result in any detriment by the school to the student or family, however, unless the relevant materials intensive subject levy is paid the student may not be provided with the higher cost materials or services relating to that subject. Parents will be provided with specific documentation to this effect.
- Items made by students during subjects, for which the parents have contributed financially, become the property of the student.
- Unpaid **Optional Extras** payments may compromise a student's ability to be involved in the optional activity in the future.
- Unpaid **Voluntary** Financial Contributions do not constitute a non-payment and will not result in any detriment by the school to the student or family.
- No collectors of any type, including debt collectors, will be used to obtain funds from parents or students.
- The provision of student reports will not be conditional upon the payment of a levy charge or voluntary contribution.
- Where a parent pays a levy for a specific purpose, the school will not use the funds for any other purpose without the consent of parents.
- The Principal will ensure that all staff are aware of this policy and adhere to it.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle. School Council will review the level and purpose of parent payments and voluntary contributions annually, and in doing so will be consistent with any advice or instruction received from the Department of Education.

This policy was last ratified by School Council in....

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