



# PARENT PAYMENT

## POLICY

### **Rationale:**

- School councils are able to set payments or contributions for education items and services from parents and guardians for students in Victorian Government schools in the three categories – essential student learning items, optional education items and voluntary financial contributions.

### **Aims:**

- To provide high quality learning opportunities for all students, by supplementing limited government funds with approved financial contributions and payments from parents.

**No student will be denied access or refused instruction to the standard curriculum program ie core subjects, for not making a payment or voluntary contribution.**

### **Parent Payment Categories:**

**Student Learning Items** are those items or services that are essential to support the course of instruction in the standard curriculum program for which parents and guardians are responsible. Parents may choose to either provide or pay the school to provide essential items.

These items include:

- materials that the student takes possession of, including text books and student stationery;
- materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. Art/VCD, home economics, practice exam material, tech studies: auto/welding, systems, woodwork and textiles);
- identification cards;
- school/sport uniform;
- transport and entrance to excursions which all students are expected to attend.

Students in Years 7 - 12 have the opportunity to use IT (information technology) devices at Cohuna Secondary College or take part in the BYOD program. This program requires parents to purchase a suitable IT device as outlined by the College.

**Optional Extras** (or non-essential materials and services) are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay.

These items include:

- Year level camps/excursions not essential to the core curriculum program

- student computer printing beyond the usual curriculum;
- extra-curricular programs or activities e.g. instrumental music, swimming, camps, excursions;
- Distance Education subjects;
- Bus to and from VET requires a student contribution; VETis program is FREE to student's at CSC;
- school-based performances, productions and events; and
- Individual and class photographs.

**Voluntary Financial Contributions** are for those items and services that parents and guardians are **invited** to make a donation to the school, for example for grounds maintenance, or building trust.

### **Other 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 parents, including State Schools Relief Committee support and Camps, Sports and Excursion Fund (CSEF)

### **Camps, Sport and Excursion Fund (CSEF)**

Schools are required to use the Camps, Sports and Excursions Fund (CSEF) payment for expenses relating to Camps, Sport and/or Excursions for the benefit of the eligible student.

Some common examples of school-organised programs for which the CSEF payment may be used include:

- School camps/trips
- Swimming and other school-organised sporting programs.
- Outdoor education programs.
- Excursions

The CSEF payment cannot be used towards voluntary school charges, nor towards books, stationery, school uniforms, music lessons or other optional items.

Parents and guardians who hold a valid means-tested **concession card** or are a temporary foster parent, may be eligible for CSEF. This allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your family.

The total CSEF amount per student will be allocated in consultation with parents/carers.

### **Remaining funds**

Any remaining portion of the CSEF not expended by the end of the school year may be carried forward by the school towards the following year's camps, sports and excursions expenses for the eligible child, can be transferred to another school in Victoria the child is attending or credited to the Welfare camps program.

### **Payment arrangements**

Parents and guardians will be provided with early notice of payment requests for essential student learning items, optional extras and voluntary financial contributions (a minimum of six weeks' notice prior to the end of the previous school year) and itemised in the Family account sent out in early January of each year.



Alternative payment options are available through the school ie; Bpay, regular small payments with parents encouraged to make an appointment with the Business Manager to discuss circumstances and available options.

Receipts will be issued to parents/guardians/students immediately upon making payment.

Reminders for unpaid essential student learning items or optional items 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 remain confidential.

### **Evaluation**

This policy will be reviewed every three years and ratified annually as part of the school's policy review cycle.

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

**18<sup>th</sup> February 2020**