# **Parent Payment Policy**

**Parent Payment Charges**

Tullamarine Primary School school council will annually review parent payments requested to ensure they are in line with Department of Education & Training guidelines. Charges will be clearly itemized, costed and categorized as Essential Student Learning, Optional Items and Voluntary Financial Contributions.

Parent contribution requests will be made in line with the principles of Educational value; Access, equity and inclusion; Affordability; Engagement and Support; Respect and Confidentiality; Transparency and Accountability.

Parent contributions will be requested to assist the school in providing an enhanced teaching and learning program for every student in line with the school priorities.

**Payment Arrangements and Methods**

Parents will be provided with early notification of annual payment requests (a minimum of 6 weeks prior to the commencement of the school year). Reasonable notice will be given for any other payment requests during the year (ie: excursions, swimming, camps).

Parents will be permitted to make payments in instalments, and be provided with several methods of making payment including, cash, cheque, EFTPOS, BPay or Direct Deposit. Parents are able to enter into confidential payment arrangements by contacting the Business Manager on 9338 2826 or wright.vicki.d@edumail.vic.gov.au

**Family Support Options**

There are a number of support options available for parents including but not limited to;

* Second hand uniform if available
* Camps, Sports & Excursion Funding (CSEF) available to eligible parents
* State School Relief support available for uniform/footwear (via Assistant Principal)
* Local community supports (Assistant Principal can provide more information)

Information regarding support options is available by contacting the general office.

**Consideration of Hardship**

The school understands that families may experience financial difficulties or hardship at times and may be unable to meet full or part payments requested. Families are invited to contact the Business Manager, Principal or Assistant Principal for a confidential discussion and information regarding options.

**Communication with Families**

The Parent Payment Policy and Implementation will be published in the newsletter, Compass and on the school website.

General enquiries regarding parent charges may be made at the general office on 9338 2826. Concerns should be directed in the first instance to the Business Manager.

**Review Cycle**

The School Council will conduct an annual review of the implementation of the Parent Payment Policy including addressing any concerns raised by the school community. Any changes to the Policy Implementation will be reported back to the community via the newsletter, Compass and on the school website.

This policy was last approved by school council in March 2020 and is scheduled for review in March 2021