



## PARENT PAYMENT

### PURPOSE

To ensure that parent payment practices are consistent, transparent and ensure that all children have access to the comprehensive education offered at Gardenvale Primary.

### SCOPE

This policy applies to all students at Gardenvale Primary School.

### POLICY

#### Parent Payment Categories:

- **Essential Student Learning Items** – These are items, activities or services that the school deems **essential** to student learning of the standard curriculum. Where practical and appropriate, parents may choose to purchase items through the school or provide their own.  
These items include:
  - ❖ Textbooks, activity books, exercise books
  - ❖ Stationery, book bags
  - ❖ Materials for final products that students take home or consume (technology projects, cooking, visual art projects)
  - ❖ Activities associated with instruction that all students are expected to attend
- **Optional Items** - Are those items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user-pays basis so that if parents choose to access them for students, they are required to pay for them.
- **Voluntary Financial Contributions** - Are for those items and services that parents and guardians are **invited** to make a donation to the school for eg: -
  - ❖ **Grounds Maintenance** – including refurbishment of buildings and maintenance of school grounds
  - ❖ **Library Fund** – A tax deductible donation to the Library Fund will support updating curriculum based materials for the Library and the Information Technology program.
  - ❖ **A Building Fund** is also an option for voluntary payment. School Council will nominate projects for which parents may make tax deductible donations.

#### Payment Arrangements:

- Gardenvale Primary School offers flexible payment plans which provide parents with a number of instalment options and various ways to pay e.g. the school QKR App, Credit Card, Cash or Cheque. Records of payments, contributions and any outstanding payments will remain confidential. Invoices for unpaid Essential Student Learning items are generated and distributed on a regular basis but not more than once a month.
- Current and detailed account information will be provided to parents and will be available on our website.
- The Gardenvale School Council appreciates that families sometimes experience financial difficulties in meeting requests for payments and contributions. Parents who are experiencing financial difficulties are encouraged to discuss their concerns by contacting



the Principal or Business Manager. Any issues raised will be treated in complete confidence.

- Gardenvale Primary School will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

#### **Communication with parents:**

- Full Student account information will be available to parents in November the year prior and displayed on the School Website along with the Parent Payment Policy and Implementation. For General inquiries regarding charges please contact the Business Manager, Pauline Dunn on 9596 2871.

#### **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.
  - ❖ CSEF – The Camps, Sports and Excursions Fund provides payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply.
  - ❖ Second hand uniform – Gardenvale Primary School provides second hand uniform sales at minimal cost to parents
  - ❖ State Schools Relief – May cover the cost of new school uniforms, shoes, books and more for disadvantaged students. These requests need to come from the school Principal, Assistant Principal or welfare coordinators – please contact the school regarding access to State Schools Relief.

## RELATED POLICIES AND RESOURCES

- School Policy and Advisory Guide: [Parent Payments](#)

## REVIEW PERIOD

This policy was last updated on October 2018 and is scheduled for review in 2019