



# Casterton Secondary College

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## Materials & Services Parent Payment Policy

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### RATIONALE

The school council has the responsibility to carefully consider the resources available each year and set the charges to cover provision of those areas which are the parents' responsibility. College Council members are to keep the costs to parents to a minimum and not exceed the cost of the relevant materials or services to the student.

### PURPOSE

The aims of the College Council in monitoring the Parent Payments are to ensure that:

- Parents and carers are provided with early notice of requests for payment of essential education items and optional extras
- All students have access to the standard curriculum program
- The status and details of any payments or non-payments by parents and carers are confidential
- Parents and carers are informed of alternative payment options and invited to contact the business manager if the parent wishes to discuss these options
- Details of how payments will be spent are provided by the school
- Payment requests or letters to parents clearly identify whether the items are essential education items or optional extras
- Only the initial invitation for voluntary financial contributions and one reminder notice will be issued to parents and carers.
- All requests for payment are fair and reasonable.

### IMPLEMENTATION

The aims of the College's Parent Payment Policy will be achieved through fair and reasonable communication with parents about education items, including requests for payment. Payment requests, letters or CASES 21 invoices for student materials and services charges will be accompanied by the following information:

- Parent/guardians are required to provide essential education items for their children, and they have the option of purchasing these through the school or through a local supplier, where appropriate
- The availability of our alternative payment options such as our direct credit system and an invitation to contact the business manager if the parent wishes to discuss these
- Details of how payments or contributions will be spent by the school
- A copy of the school-level policy is available upon request.
- Payment requests or letters to parents to clearly identify which category the items fall into i.e. essential education items, optional education items or voluntary financial contributions.
- Only one request for voluntary financial contributions and one reminder notice will be issued.
- It is not acceptable to use coercion or to harass parents and guardians to obtain payment.
- Students wishing to participate in extra curricula activities such as camps, excursion trips, dinners, instrumental music etc. must meet the full cost of the activity and be up to date with all materials and services payments before the student participates, alternatively the student may be removed from the program.
- Students participating in a standard curriculum program where the student consumes or takes possession of the finished article (e.g. home economics, art, photography, catering, wood/metal technology etc.) must be up to date with all materials and services payments to take possession of the finished article.

## 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 and carers are responsible for and may choose to either provide or pay the school to provide.

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. home economics, art, photography, catering, wood/metal technology etc.)
- School uniform
- Transport and entrance for camps and excursions which all students are expected to attend.

**Optional education items** (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 carers choose to access them for students, they will be required to pay for them.

These items include:

- Student computer printing for personal use, internet access for recreational or non-school use
- Extra-curricular programs or activities e.g. instrumental music, dance classes
- School-based performances, productions and events
- School magazines, newsletters, class photographs

**Voluntary financial contributions:** for items and services that parents and carers are **invited** to make a donation to the school, for example for grounds maintenance, a library or building trust.

## PAYMENT ARRANGEMENTS

To further assist parents and carers with payments, four payment options have been developed:

Option A	Full amount
Option B	Payment at the beginning of each Term
Option C	Half yearly payment (beginning of Terms 1 & 3)
Option D	Other, payment arrangements

Alternative payment options are available through the school with parents and carers encouraged to make an appointment with the business manager to discuss circumstances and available options.

### Evaluation

This policy will be reviewed as part of the school's three-year review cycle.