



## **Policy Statement: Parent Payments**

BESDS school council is able to request payments or contributions for education items and services from parents and guardians for school aged students in Victorian government schools in two categories – essential education items and user pays education items.

This policy ensures that:

- costs are kept to a minimum
- educational items and user pays items are separate charges.
- no student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment
- access to enrolment will not be withheld as a condition of payment for any of the two categories.

BESDS spends considerable time selecting the most appropriate items and services to meet the needs of our students.

### **Parent Payment Categories**

**Essential education items** are those that are essential to support the curriculum program and parents or guardians are requested to pay the school to provide.

**User pays education items** are those programs that are offered in addition to the standard curriculum program. These programs and activities are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them.

These items include:

- cooking programs
- incursions/community based activities
- camps/sleepovers
- class photographs.
- School uniform

**Donations** are appreciated and a tax receipt issued

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### **Payment arrangements**

Parents and guardians will be provided with early notice of payment requests for fees.

Costs will be kept to a minimum with payment requests/letters fair and reasonable. To further assist parents with payments, four payment options have been developed:

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|----------|--|
| Option A | Full amount at the beginning of Term 1 with a discount |
| 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 and parents are encouraged to make an appointment with the school to discuss circumstances and available options. The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions

Receipts will be issued to parents upon making payment.

Reminders for unpaid essential education items and/or user pay items will be generated once a term.

All records of payments or contributions and any outstanding payments by parents and guardians are confidential.

**Presented to, and endorsed by, School Council March 2018 due for review March 2019**