

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW

The following is a summary of the main principles of the Parent Payments Policy:



### FREE INSTRUCTION

- Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.



### PARENT PAYMENT REQUESTS

- Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.
- Schools request payments from parents under three categories:

#### Essential Student Learning Items

- Items and activities which the school deems essential for student learning.
- Parents may choose to purchase essential items through the school or provide their own.

#### Optional Items

- Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.
- These are provided to students on a user-pays basis.

#### Voluntary Contributions

- Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.
- Students will not be disadvantaged in any way if parents do not make a contribution.



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.

Dear Parents,

Hamilton North Primary School is looking forward to another great year of teaching and learning and would like to advise you of our parent payment arrangements for 2021.

Hamilton North Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. The fee schedule for 2021 is attached.

### **Financial Support for Families**

Hamilton North Primary School understands that some families may experience financial difficulties or hardship at times and may be unable to meet full or part payments requested. We offer a range of support options, including:

- Camps, Sports & Excursion Funding (CSEF)
- State Schools Relief support available for uniforms/footwear
- Second hand uniform (if available)
- Local community support

### **Concession Card Holders**

*Parents with a valid means tested health care card or pension card are eligible to apply for the Camps, Sports and Excursions Fund (CSEF). You must complete an application form and present your card at the office. Eligible families will receive \$125.00 per child. The CSEF payment is paid directly to the school and will be allocated towards camps, excursions or swimming costs as the events occur. The CSEF payment cannot be used towards books, stationery, school uniforms or other optional or voluntary items.*

Families are invited to contact the Business Manager (Lesley McDermaid) on 5571 2433 or [lesley.mcdermaid@education.vic.gov.au](mailto:lesley.mcdermaid@education.vic.gov.au) for information regarding support options or a confidential discussion to discuss alternative payment arrangements.

### **Payment Methods**

Payments may be made by cash, cheque (payable to Hamilton North Primary School), direct deposit, EFTPOS or Centrepay.

### **Refunds**

The school's refund policy outlines how refunds are applied. The policy is available from the office or on the school's website.

For further information on the Department's Parent Payment Policy please see a one page overview attached.

Yours sincerely,

Don Beaton  
Principal

Karen Spong  
School Council President