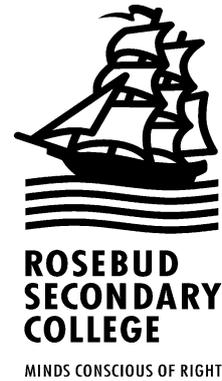


Parent Payment Policy



1. Purpose

To ensure that:

- Costs are kept to a minimum
- Payment requests are clearly itemized under the three payment categories
- Items that students consume or take possession of are accurately costed
- Students will not be treated differently, denied access to the standard curriculum program, or refused instruction on the basis of payments not being made for educational items, services or voluntary financial contributions
- Access to enrolment or advancement to the next level will not be withheld as a condition for any of the three categories.

2. Broad Guidelines

The Education and Training Reform Act 2006 provides for the provision of free instruction in the standard curriculum program, and allows School Councils to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools, in the three categories Essential Education Items, Optional Extras and Voluntary Contributions.

Free instruction includes learning and teaching, instructional supports, materials and resources, administration and facilities associated with the provision of the standard program. The standard curriculum program includes core learning and teaching activities associated with the Victorian Essential Learning Standards (VELS) and senior secondary certificates (VCE and VCAL including VET programs).

As the quality and variety of educational programs offered by our school are enhanced by doing so, Rosebud Secondary College School Council requests payment from parents for certain student materials and services charges. Rosebud Secondary College has spent considerable time selecting the most appropriate subject resources and general requisites to meet the needs of our children.

Parents and guardians have the option of purchasing equivalent materials from other sources. If parents and guardians choose to provide equivalent materials, this should be done in consultation with the school, as items should meet the specifications provided by the school. There may also be certain items that due to their nature may only be provided by the school.

The Principal is responsible for the implementation and administration of this policy which covers essential educational items, optional extras and voluntary financial contributions as developed by the school council.

Essential Education Items (EEI)

Are those items or services that are essential to support instruction in the standard curriculum program that parents and guardians are responsible for and may choose to either provide or pay the school to provide.

These items include but are not limited to:

- materials that the student takes possession of, including text books, student stationery, project materials etc.;

- materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, ceramics, photography, catering, arts, wood, electrical, textiles etc.);
- transport and entrance for camps, excursions, incursions and sports venues which all students are expected to attend.

Optional extras (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 guardians choose to access them for students, they **will** be required to pay for them.

These items include but are not limited to:

- materials for subjects where the payment sought is the difference between the basic materials/services required for access to the standard curriculum program and higher cost alternatives which may be more desirable (e.g. the use of more expensive materials) for a more enriched curriculum program
- extra-curricular programs or activities offered in addition to the standard curriculum program e.g. interschool sport, instrumental music, dance classes etc.;
- school-based performances, productions and events;
- school facilities and equipment not associated with the provision of the standard curriculum program, and not otherwise provided for through the SRP (e.g. hire or lease of equipment such as musical instruments);
- materials and services offered in addition to the standard curriculum program (e.g. school magazines, newsletters, class photographs).

Voluntary financial contributions

Are for those items and services that parents and guardians, or anyone else, can be **invited** to make a donation to the school for the following purposes:

- Contributions to our building fund (our building fund is approved by the Australian Taxation Office and any donations over \$2 are tax deductible)
- Contributions for a specific purpose identified by the school (e.g. our Language Assistance Program).
- General voluntary financial contributions or donations to the school.

3. Implementation

- Parents and guardians will be provided with early notice of payment requests for essential education items, optional education items and voluntary financial contributions (a minimum of six weeks prior to the end of the previous school year).
- Every effort is made to ensure that College payments are kept to a minimum.
- Initial payment requests, letters or CASES21 invoices for student materials and services charges will be accompanied by the following information:
 - * That parents/guardians are required to provide essential education items for their students, and have the option of purchasing these through the school or through a local supplier, where appropriate
 - * A clear description of each of the three parent payment categories
 - * The availability of alternative payment options and an invitation to contact the principal or business manager if a parent wishes to discuss these
 - * Details of how payments or contributions will be spent by the school
 - * A copy of this policy or information on where to access this policy.
- The College has a variety of mechanisms which parents/guardians can access in making their payments which are:
 - * Cash / EFTPOS / Cheque

- * Credit Card (which can be used either in person or over the phone)
- * BPay
- * Centrepay
- * Scholarship or Award (if applicable to your student)
- Receipts
 - * Will be issued to parents immediately upon making any payment by cash, EFTPOS, cheque or credit card in person. A financial statement can be requested at any time.
 - * Will be issued upon request upon making any payment by EFTPOS or credit card over the telephone, by BPAY or direct deposit.
 - * Will be issued, with a financial statement, on a monthly basis to those families using Centrepay.
- Only the initial invitation for voluntary financial contributions and one reminder notice will be issued to parents and guardians.
- Reminders for unpaid essential education items or optional items will be generated and distributed on a regular basis to parents, but not more than once a month.
- All students have access to the standard curriculum program
- Parents and guardians are provided with an alternative option for their children if they choose not to participate in an excursion or camp
- Under no circumstances will collectors of any type, including debt collectors, be used to obtain any funds from parents and guardians
- All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.
- Rosebud Secondary College School Council will review and approve changes to the College's essential education item charge, the optional education items and the voluntary financial contributions each year.
- Any parent/guardian needing financial assistance with any aspect of the education provided by the College is very welcome to discuss the matter directly with the Principal, Business Manager or Student Welfare Officer by phoning the College on 5986 8595 to make an appointment.

4. Support Options

There are a range of support options available for parents experiencing difficulty in paying for essential items including:

- The **Schoolkids Bonus** is provided by Centrelink to help with education costs and is automatically paid in January and July to eligible families and students.
- Access to **State Schools' Relief** via the principal or welfare officer to assist with uniforms, shoes, textbooks, stationery and software. State Schools' Relief has developed a smartphone app 'clk2sell' to buy and sell use uniforms, books and musical instruments.
- The **Camps, Sports and Excursions Fund**, which is available to eligible families to cover the costs of school trips, camps and sporting activities
- Welfare and support agencies which have established arrangements with Rosebud Secondary College to provide assistance to students and their families.
- A variety of payment plans can be arranged through the Business Manager.
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5. Evaluation

This policy is to be reviewed annually.

This policy was last ratified by School Council in March 2016