

St. Albans Primary School

Parent/Guardian Voluntary Contributions Policy

Rationale: St Albans Primary School considers the provision of high quality learning experiences essential for all students. When considering parent contributions the school will use the lens of the least advantaged to ensure 100% participation in all aspects of the school curriculum and parent contributions will be kept to a minimum

Locally raised funds will contribute to the school's ability to provide a diverse and high quality curriculum.

Aims: The parent contributions will:

- Assist the school to provide a diverse range of high quality learning opportunities for all students.

Implementation:

- School Council seeks to supplement Department of Education and Early Childhood Development (DEECD) resources with a variety of locally raised funds, including contributions for parent funded materials and charges.
 - School Council supplements DEECD funds by requesting payments from parents for Essential Education Items such as Book Packs, class sets of books, camps, incursions and excursions etc.
- Early in term 4 of each year, the Principal will make a recommendation to school council regarding proposed parent contributions for the following year.
- Parent payments will be kept to a minimum and instalment plans will always be offered.
- School Council will only consider submissions for levies consistent with the DEECD document "Parent/Guardian Payments in Victorian Government Schools".
- The purpose and amount charged for school levies will be decided by School Council and communicated to parents/guardians via the Book pack letter and school newsletter.
- The payments schedule will include itemized details relating to all payments, an option to purchase goods elsewhere (where appropriate), essential payment dates, options to make payments by installments, an alignment between payment dates and the timing of EMA payments, and advice to parent/guardians to contact the Principal, Wellbeing Manager or Business Manager if they require support or additional information.

- All payments and non-payments will be strictly confidential. The public identification of students or their parents/guardians where payments have or have not been received will not occur.
- All costs and processes associated with parent/guardian payments and voluntary contributions will be reasonable, will be defensible in relation to DEECD requirements, and will be within the expectations of the school community.
- As with all parent/guardian payments to the school, Council will provide opportunities for all parent/guardians experiencing financial difficulties to enter into alternative and confidential payment arrangements with the Principal.
- Unpaid Essential Items payments will not result in any detriment by the school to the student or family
- No collectors of any type, including debt collectors, will be used to obtain funds from parent/guardians or students.
- The school portion of each eligible parent/guardian's Education Maintenance Allowance can be used to pay for school materials and services that parent/guardians are normally expected to pay.
- The Principal's Discretionary Fund and individual brokerage will be used to assist families who are experiencing financial difficulty.
- The principal will ensure that all staff are aware of this policy and adhere to it.

Evaluation:

- This policy will be reviewed annually. School Council will review the level and purpose of school levies annually.

This policy was last ratified by School Council on: February 2014