



# Doreen Primary School

## Parent Contributions Policy

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### Rationale:

- The Education & Training Reform Act empowers school councils to charge parents for goods and services used in the course of instruction of their children, as well as to raise funds. As the quality and variety of educational programs offered by our school are enhanced, School Council requests payment from parents for certain essential student materials and services charges. As per the act it may also ask for non-compulsory voluntary contributions for specific projects.

### Aims:

- To provide high quality learning opportunities for all students, by supplementing limited government funds with approved financial contributions and payments from parents.

### Implementation:

- School Council supplements Department of Education funds by requesting payments from parents for the following items:-
  1. **Essential Education Items** which parents and guardians are required to provide or pay the school to provide eg: stationary booklists, text books and uniforms etc
  2. **Optional Extras** which are offered on a user pays basis and parents can choose whether or not their child participates eg: instrumental music tuition or instrument hire, camps and excursions etc.
- In addition, School Council invites parents to make donations by means of:-
  3. **Voluntary Financial Contributions** which are non-compulsory donations for specific projects eg: library resources, grounds projects, or technologies equipment.
- Parents will be made aware of the costs associated with all payments and voluntary contributions by December of the previous year, along with a recommended payments schedule.
- The payments schedule will include itemised details relating to all payments, an option to purchase goods elsewhere (where appropriate), essential payment dates, options to make payments by instalments, clear definitions of the category of any payments (ie: Essential, Optional or Voluntary).
- All payments and non-payments will be strictly confidential. The public identification of students or their parents where payments have or have not been received will not occur.
- All costs and processes associated with parent payments and voluntary contributions will be reasonable, will be defensible in relation to Department of Education requirements, and will be within the expectations and capacity of the school community.
- As with all parent payments to the school, Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal.

- Invoices for unpaid **Essential Items** and **Optional Extras** will be mailed to parents each term with a rundown of costs children have incurred regards essential fees, excursions etc.
- Unpaid **Essential Items** payments will not result in any detriment by the school to the student or family. Unpaid **Optional Extras** payments may compromise a student's ability to be involved in the optional activity in question. Unpaid **Voluntary Financial Contributions** do not constitute a non-payment and 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 parents or students.
- Parents who make voluntary contributions will receive letters of appreciation.
- The principal will ensure that all staff are aware of this policy and adhere to it.
- As part of the enrolment process, new students are asked to pay the **Essential Items** component of the first term of their enrolment so as materials etc. can be purchased. If a student does not attend, this fee is refunded.

### **Evaluation:**

This Policy was ratified by School Council in....

March 18<sup>th</sup>, 2025

*Dear Parent/Guardian,*

*Doreen Primary School is looking forward to another great year of teaching and learning and would like to advise you of Doreen Primary School's voluntary financial contributions for 2023.*

*Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.*

*Within our school this support has allowed us to build the Basketball Court and Cover, install the synthetic surface on the oval and build our brilliant sandpit to name a few. It also goes towards: e.g. a wider offering of subjects and special curriculum experiences; enhanced digital learning opportunities; and supplements the cost to parents of some programs.*

*For further information on the Department's Parent Payments Policy please see a one-page overview attached. Our fees are always approved by school council.*

*Yours sincerely,*

*Glenn Simondson*  
Principal  
Doreen Primary  
School

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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>[Use the listed items as examples only and either delete or replace with items relevant to your individual school context and identified needs]</i> <i>Classroom consumables, materials &amp; equipment, Printing and photocopying of worksheets and learning materials</i>	\$130
<i>ICT devices – provision of devices from the shared classroom sets</i>	\$60
<i>Swimming and water safety program</i>	\$15
<i>Musical instrument supply/replacement,</i>	\$20
<i>Art Supplies</i>	\$30
<i>Sports Equipment upgrades etc</i>	\$25
<b>Total Curriculum Contributions</b>	<b>\$280</b>

Extra-Curricular Items and Activities	Amount
<i>School camp – grades 3-6</i>	Approx. \$300
<i>Interschool sports program</i>	TBA
<i>Excursion to be scheduled</i>	TBA
<b>Total Extra-Curricular Items and Activities</b>	<b>\$300 +</b>

### Financial Support for Families

Doreen Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund which can be accessed through the Principal
- Hardship arrangements as arranged with the Principal

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

The Principal at School

### Payment Methods

Parents may wish to pay Curriculum Contributions per term, as regular part-payments or intermittent payments.

Camps, Sports Event and Excursion costs should be paid with the return of permission notes for these activities, or immediately afterwards. Of course if financial hardship is an issue, the Principal should be contacted to discuss the options available.

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).

### 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 must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.