

PARENT PAYMENTS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Campus Principal

PURPOSE

The Parent Payments Policy outlines the ways in which schools can request financial contributions from parents and ensures that parent payment practices in schools are consistent, transparent and that all students have access to the curriculum.

SCOPE

School councils are able to invite contributions from families to support the school.

This policy ensures that:

- costs are kept to a minimum
- contribution requests are clearly itemised under the three categories
- items that students consume or take possession of are accurately costed
- no student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution
- access to enrolment or advancement to the next year level will not be withheld as a condition of payment for any of the three categories.

POLICY

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

Parents and guardians also 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.

Parent Payment Categories

Curriculum Contributions are those items or services that are essential to support the course of instruction in the standard curriculum program.

These items include:

- materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, photography, metalwork)
- Transport and entrance for Incursions and excursions and school events which all students are expected to attend.

Other contributions (or non-curriculum items and services) are those that relate to the school's functions and objectives.

These items include:

- school diaries, combination locks.

Extra-Curricular contributions are for those items and services that are above and beyond what the school provides for free to deliver the curriculum. These are provided on a user-pays basis and include:

- Programs to broaden and extend students learning, transition programs, subject electives which include compulsory excursions and equipment.

Parents and guardians will be informed of the relevant contributions a minimum of 6 weeks prior to the end of the previous school year. Costs will be kept to a minimum.

All contribution amounts will be listed on COMPASS against each category and parents have the ability to contribute any amount via COMPASS. Any payments collected via COMPASS are transferred into the CASES 21 reporting system, with receipts generated from this system. Receipts will be issued to parents immediately upon making payment.

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

Other Support Options

The school appreciates that families may sometimes experience financial difficulties in meeting contribution requests. A range of support options are available to assist eligible parents, including State Schools Relief support.

Financial Hardship arrangements

Parents are welcome to make an appointment with the school to discuss circumstances and available options, such as Centrepay, CSEF (Camps, Sports & Excursions Fund) or SSB (School Saving Bonus).

FURTHER INFORMATION AND RESOURCES

Resources are available on the Departments Policy and Advisory Library (PAL) and includes various overviews, templates and resources, some of which are:

- Parent Payments Policy – one page overview
- Requesting parent payments for camps and excursions
- Requesting parent payments for subjects and electives
- Parent Payments Policy Financial Transaction Guide

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2024
Policy requirement	Mandatory
Consultation	Consultation on this policy is mandatory Consulted: School Council Consult Date: 16 September 2024
Approved by	School Council
Next scheduled review date	September 2025 – This policy has a mandatory review cycle of 1 year