

## **PARENT PAYMENT CHARGES**

- Payment for Essential Education Items covers the individual stationery needs of each child; the purchase of bulk items including Writing and Maths books, pencils, pens, pencil cases, glue sticks, erasers, sharpeners, diaries, Useful Word Books/Dictionaries, take home reader covers/wallets, sticky notes, manila folders, scissors, reinforced refills, coloured paper, clipboards, sticky tape, art and craft supplies, folders and worksheets. It also covers access to the Mathematics Online Program, Reading Eggs Program and DIPL workbooks, all of which support and enrich our curriculum implementation. Payment also ensures we can have the most up-to-date notebook computers and iPads for use by the students.
- Excursions (all grade levels) and camps (Grades 4, 5 and 6) are Optional Items and paid for separately during the year.
- Voluntary School Council, Working Bee and PTFA contributions allow us to maintain our school buildings and grounds to an exemplary standard.

## **PAYMENT ARRANGEMENTS AND METHODS**

- Booklist information for the following year is sent home in November each year. Payment is requested by the start of the school year, but an instalment payment plan is available upon request by contacting the Business Manager. Payment may be made by Cash, Cheque or Credit card. Credit Card payments may be made over the counter, by mail or phone. We accept Visa and Mastercard and also have Eftpos facilities.
- One reminder per term will be sent home in Terms 2, 3 and 4 for unpaid invoices.

## **FAMILY SUPPORT OPTIONS**

- The Camps, Sports and Excursions Fund is available to families on Health Care Cards or Pension Cards. This is advertised widely to our school community at the start of the school year.
- State Schools' Relief provides uniform assistance where applicable.
- Liaison will take place with other local community support organisations in needy cases.

## **CONSIDERATION OF HARDSHIP**

- Support will be provided in all cases of hardship by contacting the Principal, Assistant Principal or Business Manager. Communication may take place in person, by phone or via the school email to discuss any financial difficulties.

## **COMMUNICATION WITH FAMILIES**

- The Parent Payment Policy will be placed in the Newsletter and on the School's website.
- Parents are invited to raise issues and make general enquiries about the Parent Payment Policy to the Principal, Assistant Principal and Business Manager at any time.

## **MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY**

- School Council will be responsible for the approval, monitoring and implementation of the Parent Payment Policy. School Council will ensure that the school community is informed about this policy through the School Newsletter and the Website.
- The Parent Payment Policy will be reviewed annually by School Council or when a need for change arises. School Council will ensure that any advice or instructions from the Department of Education and Training are adhered to.

This policy was last reviewed in .....

**2016**