

## The Patch Primary School Parent Payment Information

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School councils are able 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 education items and voluntary financial contributions.

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.

No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution.

### **Parent Payment Categories**

***Essential education items*** are those items or services that are essential to support the course of 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:

- materials that the student takes possession of, including text books and student stationery;
- materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, ceramics, photography, catering);
- school uniform;
- transport and entrance for camps and excursions which all students are expected to attend.

The Patch Primary School has spent considerable time selecting the most appropriate requisites to meet the needs of our children. The school buys these items in bulk and so they can be provided to parents at a significant discount. If you choose to purchase these items yourself you must consult with the school to ensure your child has the right items. Note that there may be some items or services you cannot purchase yourself. The book packs contain high quality materials at a competitive price due to our ability to bulk order.

***Optional education items*** (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:

- student computer printing for personal use, internet access for recreational or non-school use;
- extra-curricular programs or activities e.g. instrumental music, dance classes;
- school-based performances, productions and events; and
- school magazines, newsletters, class photographs.

***Excursions and School Activities*** - we anticipate that there will be some low cost excursions planned during the year and we expect that the total cost for these excursions will be finalised for information nights and will be charged individually throughout the year. Other costs that can be expected to arise during the year may include the ***Prep - 2*** swimming program inter-school, sport activities for Grade 5/6 students and ***individual grade level excursions***.

The costs of our optional Camps Gr 3 to Gr 6 have not been finalised but we expect to have these finalised by the end of February 2016. These activities are charged on an individual basis.

***Voluntary financial contributions*** are contributions made by the parents and guardians where they are invited to make a donation to the school, to fund specific activities, improvements or items not otherwise provided by the school, for example for grounds maintenance, a library or building trust

## **Support Options**

### ***Second hand uniform shop***

In order to support parents in meeting the costs of their children's education the school operates a second-hand school uniform shop.

## **Payment arrangements**

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (a minimum of six weeks notice prior to the end of the previous school year).

Payments are kept to a minimum with payment requests and letters fair and reasonable. To further assist parents with payments, four payment options have been developed:

|          |                                   |
|----------|-----------------------------------|
| Option A | Full amount                       |
| Option B | Half yearly payment (Terms 1 & 3) |
| Option C | Other, payment arrangements       |

Alternative payment options are available through the school with parents encouraged to make an appointment with the school to discuss circumstances and available options.

Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.

Payment requests or letters to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.

Receipts will be issued to parents immediately upon making payment.

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.

Only the initial invitation for voluntary financial contributions and one reminder notice per term will be issued to parents and guardians.

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