



PATTERSON LAKES PRIMARY SCHOOL

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PARENT PAYMENT POLICY

RATIONALE

The Victorian community shares a vision to build an education system that champions excellence and ensures that every child and young person has access to the opportunities to succeed in life, regardless of their background or circumstances.

Schools are best placed to make local decisions which ensure that all students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the education system. Parent contribution, in all forms, assists schools to provide an enriched learning and teaching program for every student and is highly valued by school communities.

Learning and teaching programs vary across schools based on local needs and circumstances and reflect each school's priorities, decisions and resources. This, in turn, informs the parent payment charges approved by Patterson Lakes Primary School that follows:

PURPOSE

To ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum.

IMPLEMENTATION

PARENT PAYMENT CATEGORIES

Parent payments fall in three categories:

- *Essential*
 - *Essential Booklist Items*
 - *Essential School Education Fees*
- *Optional*
 - *Events (Camps, Excursions & Activities)*
- *Voluntary*
 - *Building & Library Fund Tax-deductible Donations*
- *Parent payment categories are further clarified in the Department of Education flowsheet, distributed with family accounts in December.*

REFUNDS

- Patterson Lakes Primary School will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally the school will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school.*

ESSENTIAL BOOKLIST ITEMS

- Each child is required to commence the school year with a supply of Essential Educational stationary items. Each child has been provided with a booklist of these items, which parents are required to supply on the first day of the school year.*
- Parents are encouraged to reuse items that they may have from the previous school year such as pencils, pens, rulers, pencil cases, Texta's, clipboards, document wallets, display books and the like.*
- Parents may elect to purchase the booklist items from their chosen retailer, bring some items from home or purchase required materials from Officeworks via the link provided on the booklist.*

TABLE 1

Year Level	Description	Total Amount
Foundation	Complete Booklist (If purchased from Officeworks)	\$78.84
One	Complete Booklist (If purchased from Officeworks)	\$81.47
Two	Complete Booklist (If purchased from Officeworks)	\$65.65
Three	Complete Booklist (If purchased from Officeworks)	\$67.88
Four	Complete Booklist (If purchased from Officeworks)	\$77.09
Five	Complete Booklist (If purchased from Officeworks)	\$68.08
Six	Complete Booklist (If purchased from Officeworks)	\$95.12

ESSENTIAL EDUCATION FEES

Year Level	Description	Total Amount
Foundation	Classroom Materials \$48.00 Mathletics License \$12.00 Artroom Materials \$20.00 Kluwell My Home Reading Book \$5.00 Oxford Handwriting Book \$17.00	\$102.00
One	Classroom Materials \$48.00 Mathletics License \$12.00 Artroom Materials \$20.00 Mini music book \$10.00 Kluwell My home Reading Book \$5.00 Oxford handwriting Book \$17.00 Oxford my first Dictionary \$11.00	\$123.00
Two	Classroom Materials \$48.00 Mathletics License \$12.00 Artroom Materials \$20.00 Oxford handwriting Book \$17.00 Oxford my first Dictionary \$11.00	\$108.00
Three	Classroom Materials \$48.00 Mathletics License \$12.00 Artroom Materials \$20.00 Oxford Handwriting Book \$17.00 Headphones 1:1/Naplan \$10.00	\$107.00
Four	Classroom Materials \$48.00 Mathletics License \$12.00 Artroom Materials \$20.00 Oxford handwriting Book \$17.00	\$97.00
Five	Classroom Materials \$48.00 Mathletics License \$12.00 Artroom Materials \$20.00	\$80.00
Six	Classroom Materials \$48.00 Mathletics License \$12.00 Artroom Materials \$20.00	\$80.00

- *These school charges are for use within the standard curriculum therefore they are “**Essential Educational Items**” for which, parents are to supply and pay for as per the Department of Education Parent Payment Policy.*
- *In general, parents have the option of purchasing equivalent booklist materials from their own sources. Some items, by their nature, may be difficult for parents to source, for example: Mathletics license or a specific handwriting book, therefore these items may only be provided by the school and are included in the Essential Education Fees above.*
- *Charges for these items are added to family accounts, which are distributed in December.*
- *See Payment Arrangements and Methods for details on payment terms.*

OPTIONAL ITEMS – EVENTS (CAMPS, EXCURSIONS & ACTIVITIES)

- *Optional Camps, Excursions and activities will be charged to families during the school year. As these events are deemed Optional they will be run on a user pay basis.*
- *Notification of these events will be via the school communication system, Compass. The option to pay using compass will also be available.*
- *In an effort to ensure that parents have adequate time to plan for the expense of these events, an outline of the planned events for the year will be distributed to parents in Term 1.*
- *School camps for years 3, 4, 5 and 6 will be notified to parents at the commencement of Term 1, including costs.*
- *A payment plan on Compass will be available to parents for Camps.*
- *All school excursions, incursions and events will have strict cut off dates for parent approval and payments.*
- *Parents experiencing financial hardship will be encouraged to contact the school, at which time alternative payment arrangements will be made on a case-by-case basis.*

VOLUNTARY DONATIONS - TAX DEDUCTIBLE DONATIONS

- *The school operates two registered Tax-Deductible Gift Recipient Funds.*
 - *The Building Fund.*
 - *The Library Fund.*
- *Donations to these funds, greater than \$2.00, are tax deductible*
- *Donations made to the Building Fund are used for the purposes of building projects and maintenance expenses only, as per the ATO legislation.*
- *Donations made to the Library Fund are used for the purposes of Library expenses only, as per ATO legislation.*

CONSIDERATION OF HARDSHIP

- *Monique Hunt (Office Manager) is the nominated parent payment officer; parents may communicate with Monique by phone, email or in person about their financial situation and any related difficulties in making payments. Conversations of this nature are held with discretion, and will be discussed as necessary with the Principal staff, Business Manager or Student Wellbeing Leader only. Parents will be supported on a case-by-case basis.*
- *Parents experiencing financial hardship are provided with a range of payment options and referrals to community support as directed by the Department of Education.*
- *The school will make every effort to communicate with parents who have been identified as disconnected from the school or who may be experiencing hardship. The school will engage discreet strategies of handling such situations on a case-by-case basis.*

PAYMENT ARRANGEMENTS AND METHODS

The following outlines the planned payments due dates:

Essential Education Fees (as per Table 2)	Friday 22 nd February 2019 (in full)
Camps	Two weeks prior to the Camp (payment plans to be made available).
Events (Excursions, incursions, activities)	Two weeks prior to an event (or as notified on Compass)
Voluntary Contributions	At any time.

The following payment methods are available to families:

- **Compass – (This is our preferred method of payment)**
- BPAY via internet banking
- EFTPOS in person at the school office
- MASTERCARD or VISA via phone
- PAYMENT PLANS by arrangement, contact Monique Hunt 9772 4011
- CENTRPAY eligible families to apply at the office
- Camp, Sports & Excursion Fund - eligible families to apply via form or at the office

The Patterson Lakes Primary School Staff and School Council work to ensure that school costs are manageable and kept to a minimum for families.

Please see the section “Consideration of Hardship” for those families experiencing difficulties making payments.

FAMILY SUPPORT OPTIONS

- Parents experiencing financial hardship may access a range of referrals to community support as directed by the Department of Education by contacting Monique Hunt at the School Office.
- CSEF- (Camps, Sports & Excursion Fund) eligible families are encouraged to apply for the CSEF. An application for CSEF is sent home to families with the Statement of Account in December. The CSEF may entitle a family to Government Funding of \$125.00 per child to assist in the payment of Camps, Sports or Excursions only. Additional application forms and support may be sought from the school office.
- State School Relief- The donation/supply of new school uniforms to families in need. The school office will support families to apply for uniforms from State School Relief.
- The school will direct families in need of support to:
 - Crisis services : <http://cris.crisisservices.org.au/>
 - The Smith Family: www.thesmithfamily.com.au
 - Brotherhood of St Laurence savers Program www.bsl.org.au
 - Anglicare: www.anglicare.org.au
- Local Payment Arrangements (contact Monique Hunt at the school office)

COMMUNICATION WITH FAMILIES

- *This policy will be communicated to families as follows:*
 - *The Parent Payment Policy is placed as a prominent link on the schools official website.*
 - *The Parent Payment Policy will be communicated to families via Compass, where families will sign their acknowledgment of access to the policy.*
 - *Hard copies of the Parent Payment Policy are available at the school office.*
 - *Parents are notified six weeks prior to the end of the school year of the preceding years' known school fees for the following year.*

OTHER

- *General enquiries regarding parent payments are to be directed to the school office.*
- *Parents may raise further issues, concerns or complaints regarding parent payments or the Parent Payment Policy to the School Principal, Assistant Principal, Business Manager or to the School Council.*
- *All school fees are ratified by the Patterson Lakes Primary School Council.*
- *Every effort is made to keep parent payments to a minimum, whilst supporting the school curriculum and the values of Patterson Lakes Primary School.*

EVALUATION

The Patterson Lakes Primary School Council is responsible to monitor; the implementation, the transparency of processes and the engagement with parents in relation to the Parent Payment Policy. The Patterson Lakes Primary School Council is responsible for how and when this policy will be reported back to the school community, and the timing and processes of review of this policy.

CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School on December 5th, 2018.

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School Council President

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School Principal

Last updated: December 2018