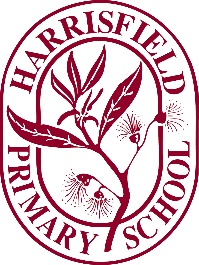
**HARRISFIELD PRIMARY SCHOOL**

Parent Payment Policy

# Parent Payment Charges

Harrisfield Primary School Council will annually review parent payments requested to ensure they are in line with Department of Education & Training guidelines. Charges will be clearly itemized, costed and categorised as Essential Student Learning Items, Optional Items and Voluntary Contributions.

Parent contribution requests will be made in line with the principles of educational value, access, equity and inclusion, affordability, engagement and support, respect and confidentiality, transparency and accountability.

Parent contributions will be requested to assist the school in providing an enhanced teaching and learning program for every student, in line with the school’s priorities.

# Payment arrangements and methods

Parents will be provided with early notification of annual payment requests to allow parents sufficient time to plan for payment (a recommended 6 weeks’ notice should be given).

Reasonable notice will be given for any other payment requests during the year (i.e. excursions, swimming, camps)

Parents are able to make payment in instalments and will be provided with several methods of payment such as BPAY, Cash, CentrePay, EFTPOS and Direct Deposit. Parents are able to enter into confidential payment plan arrangements by contacting the School Office on 9546 9210.

# Family support options

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist parents, including:

• The Camps, Sports and Excursion fund (CSEF) supports families who meet eligibility criteria set by the Victorian Government to ensure the student has the opportunity to participate in important, educational and fun activities.

• The State Schools Relief Committee, applications can be made via the Principal to assist with clothing/uniforms

• Welfare and support agencies that have established partnership arrangements with schools to provide further assistance to students and their families.

* The availability of second hand uniform items to purchase from the School Office.

No student will be treated differently, denied access or refused instruction to the standard curriculum

program for not making a payment or voluntary contribution.

# Consideration of hardship

The school understands that families may experience financial difficulties or hardship at times and maybe unable to meet full or part payments requested. Families are invited to contact the Principal to enter into a confidential Payment Plan.

# Communication with families

* The Parent Payment Policy will be published on the school’s website and will also be distributed to families each year
* General enquires regarding parent charges may be made to the school office on 9546 9210. Concerns should be directed to the Principal.

# Monitoring and review of the implementation of the policy

This policy will be reviewed and endorsed by Harrisfield Primary School Council every year or more often if necessary due to changes in regulations or circumstances.

**Date of approval by School Council October 21st 2018**