

## **PARENT PAYMENT CHARGES**

### **Curriculum Contributions**

Oakwood School will supply all items, activities or services that are essential to support student learning of the standard curriculum.

### **Extra Curricula Items and Activities**

Extra Curricula Learning Items, Activities or Services may be provided on a user pays basis. Some camps and excursions fall into this category. All costs associated with these items will be detailed in an invoice sent to you.

### **Other Contributions**

Oakwood School Council has not set an amount for Other Contributions. Any Other Contributions received by Oakwood School will be used in a transparent and accountable manner and spent in accordance with Department of Education guidelines to contribute to School Council Projects where all students will benefit.

## **PAYMENT ARRANGEMENTS AND METHODS**

If any Extra Curricula Items, Activities or Services are offered by Oakwood School a payment request will be accompanied by a detailed invoice. These are optional and are provided on a user pays basis. Payments can be made at the School Office by cash, cheque or deposited to the school bank account.

## **FAMILY SUPPORT OPTIONS**

Families holding a valid means tested concession card, or temporary foster parents are eligible to apply for the Camps, Sport and Excursions Fund. This money is held by the school to meet the cost of Camps, Sport and Excursions.

## **CONSIDERATION OF HARDSHIP**

For a confidential discussion regarding parent payments please contact the Business Manager or the Campus Principal.

## **COMMUNICATION WITH FAMILIES**

The Parent Payment Policy will be included with our enrolment documentation, posted on the school website and included with any invoices. Any enquiries or complaints should be directed to the Principal.

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

School Council is responsible for monitoring and implementing the Parent Payment Policy and will ensure that all processes including invoicing and the collection of monies will be transparent and accountable. This policy will be reviewed each year.

*This policy was reviewed and updated at the June 2022 meeting of School Council and will be reviewed annually.*

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.