

1. Purpose & Rationale

Sandringham College is committed to providing the best possible education opportunities for all students. The Department of Education and Training provides funding to schools through the Student Resource Package (SRP) and other grants. Parent contributions have an important role in enriching the Sandringham College learning and teaching program and improving educational outcomes. Parent contributions assist the College in maintaining its high standards of education.

The Education and Training Reform Act 2006 grants School Councils the power to charge fees for goods and services to support the delivery of free instruction in the standard curriculum program, including reasonable adjustments for students with disabilities. The standard curriculum includes core learning and teaching activities associated with the Victorian Curriculum and senior secondary certificates (VCE, VCAL and VET programs). School Councils are responsible for developing and approving school level parent payment charges under three categories – Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

This policy ensures that:

- Costs are kept to a minimum
- Payment requests are clearly itemised under the three parent payment categories
- Items that students consume or take possession of are accurately costed
- No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution

2. Policy Goals

School Councils are responsible for developing and approving school level payment charges and can request payments from parents under three categories only. The Sandringham College Parent Payment Policy Implementation clearly identifies the categories of parent payment charges

Essential Student Learning Items – are those items or services that are essential to support instruction in the standard curriculum program. These are items that the school considers essential that parents and guardians are responsible for. Depending on school arrangements parents and guardians may choose to either provide themselves or pay the school to provide.

These items include, but are not limited to:

- Materials that the student takes possession of, including text books, school uniform, student stationery and project/assignment materials
- Materials for learning where the student consumes or takes possession of the finished article eg. Food Technology, Ceramics, Photography, Arts, Wood, Textiles
- Transport and entrance for camps, excursions, incursions and sports venues which all students are expected to attend

Parents and guardians 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.

Optional Items – are those items, activities or services that are offered in addition to, or support instruction, in the standard curriculum program. These are provided on a user-pays basis, if parents choose to access them for students they are required to pay.

These items include, but are not limited to:

- Materials for subjects where items and/or materials used are more expensive than required to meet the standard curriculum
- Extra-curricular programs or activities offered in addition to the standard curriculum e.g. Interschool sport, instrumental music tuition, dance academy, sports academy, optional camps and excursions, entry fees for school incursions, functions such as year 12 formal.
- School facilities and equipment not associated with the provision of the standard curriculum program e.g. hire or lease of musical instruments
- Materials and services offered in addition to the standard curriculum program e.g. school magazines, newsletters, class photographs

Voluntary Financial Contributions - are those items and services that parents and guardians can be invited to make a donation to the school

- Contributions to the College Building Fund (Tax deductible) – this fund enables the College to undertake more substantial projects e.g. the construction of the new fence at Sandringham 7-10 in 2015
- Contributions to the College Library Fund (Tax deductible) – this fund is used to purchase reference materials, subscriptions and student resources for the Senior and Sandringham 7-10 libraries
- Contributions to the School Assistance Fund – this fund has been established to provide Essential or Optional education items for families at our school unable to purchase these items due to demonstrated financial hardship.

3. Implementation

3.1.1. Payment Arrangements and Methods

Timeline: Parents will be provided with a notice of requested payments at least 6 weeks prior to the end of preceding school year. The payment due date is the day before the first day of the school year.

Payment Method: A range of payment options are available. To make it easier for parents Sandringham College offers standard payment plans (direct debit via the Council approved gateway) which should be organised with school at least 2 weeks prior to the payment due date. Payment can also be made in full before the due date via BPay (recommended), payment

at school office with cash, cheque, EFTPOS and submitting payment form with credit card details.

Alternative payment options are available through the school and parents are required to make an appointment with the school to discuss circumstances and available options. Please contact the Campus Principal/Business Manager or Welfare Coordinator.

Parent Commitment: Parents commit to the school charges based on the student curriculum choices. Refunds may be granted for changes occurring during the year (for details please refer to the school Refund Policy). All students have access to the standard curriculum. Alternative educational activities that achieve an equivalent outcome will be provided by the college for students with outstanding essential activity charge(s) where no payment plan has been organised prior.

3.1.2. Family Support Options

Sandringham College understands that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents, including the following

- Camps, Sports and Excursions Fund (CSEF). Eligible families will receive \$225.00 per student, paid into their account at Sandringham College. Parents and guardians holding a valid concession card may be eligible. Foster parents and Veteran Affairs card holders may also be eligible. For further information, and an application form, please contact a campus office.
- States Schools' Relief may cover the cost of new school uniforms, shoes, books and more for disadvantaged students. State Schools' Relief only is available via requests made through the Principals or Student Welfare Coordinators of Sandringham College.
- College PTF second hand uniform shop and Book Swap. Opening times and dates available from Campus offices.

Sandringham College also has the support of many community agencies who can also provide specialist assistance to students and families. Further details are available through Campus Student Welfare Coordinators.

3.1.3. Family Support Options

Sandringham College aims to ensure that every student has the opportunity to participate fully in school life. Any families experiencing hardship are invited to contact the Sandringham College Campus Principal / Business Manager / Student Welfare Coordinator by phone, email or in writing to discuss their individual circumstances. All information will be treated confidentially and students will not be denied access to the standard curriculum program. In cases where financial hardship prevents parents from being able to make payment of College charges, the college undertakes to enact a range of actions to support these families.

It is the obligation of the parent(s) to establish hardship grounds with the college prior (two weeks) to remittance dates for College charges.

Sandringham College has developed:

- A welfare budget to support students and families in need
- Links with agencies and organisations that provide assistance and support for students
- Support material for families outlining the range of Family Support Options. This is made available to families through the College newsletter/information sessions and meetings
- A process to monitor booklist and equipment requirements to ensure that costs are kept to minimum
- A second hand uniform shop and Book Swap process
- Policies to ensure that all camps and excursions are costed accurately to ensure that costs are kept to a minimum

3.1.4. Family Support Options

Sandringham College Parent Payment Policy and support options will be communicated to parents and the school community through

- Placing the policy on the Sandringham College website
- Emailing the policy/link to all families with the School Newsletter
- Ensuring that copies of the policy are available at each of the College administration offices
- Providing details of the Family Support Options through the School Newsletter
- Actively monitoring Parent payments and contacting families directly to ensure that they are aware of the support options available

4. Monitoring & Review

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances

5. Definitions

6. References

- School Policy and Advisory Guide (<http://www.education.vic.gov.au>)

7. Document Control

Policy Number	AA-000-00	Last Approval Date	September 2018
Policy Owner	School Principal	Approved By	School Council

Parent Payment Policy Implementation Guide



Policy Reviewer	School Council Finance Committee	Next Review Date	September 2019
Review Frequency	Document Availability	Policy Delivery	
<input checked="" type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input checked="" type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input type="checkbox"/> Parent Compass <input type="checkbox"/> Staff Compass <input type="checkbox"/> Staff Information Drive <input type="checkbox"/> Enrolment Pack	<input type="checkbox"/> Annual Staff Meeting <input type="checkbox"/> Annual Parent Meeting <input type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input type="checkbox"/> Per Semester Staff Meeting <input type="checkbox"/> Per Semester Parent Meeting <input type="checkbox"/> Per Semester Student Meeting <input type="checkbox"/> Per Semester School Assembly <input type="checkbox"/> Post-incident Staff Meeting <input type="checkbox"/> Post-incident Parent Meeting <input type="checkbox"/> Post-incident Student Meeting <input type="checkbox"/> Post-incident School Assembly	