



PARENT PAYMENT POLICY

PURPOSE

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

SCOPE

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 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 school councils that may vary from one school to the next.

POLICY

Mount Waverley Secondary College Council will annually review parent payments requested to ensure they comply with Department of Education and Training guidelines. Charges will be clearly itemised, costed and categorised as Curriculum Contributions, Other Contributions or Extra- Curricular Activities 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 college in providing and enhanced teaching and learning program for every student which will be aligned with college priorities.

Students will not be treated differently, denied access to the standard curriculum program, or refused instruction based on payments not being made for Curriculum Contributions, Other Contributions and extra -Curricular Activities Contributions.

Students will not be denied access to enrolment or advancement to the next year level as a condition of payment of Curriculum Contributions, Other Contributions or Extra- Curricular Activities contributions.

Records of payments or contributions by parents/carers will be kept confidential.

Receipts will be issued to parents/carers immediately upon making payment.

Parents/carers will be provided with an alternative education program for their children if they choose not to participate in an excursion or camp.

Mount Waverley Secondary College administrative and financial processes are compliant with Departmental requirements such as CASES 21 financial reporting.

Parents/carers will be provided with notice of requests for payment of Curriculum Contributions, Other Contributions and Extra-curricular Activities Contributions in December of the prior year.

Parents may pay in a lump sum, by arranged instalments or individual payment plans as per arrangement through the Finance office.

SUPPORT

There are a number of support options available for parents including but not limited to:

- Second hand uniform and book shop located on college grounds.
- Camps, Sports & Excursion Funding (CSEF) available to eligible parents.
- State Schools Relief support available for uniforms/footwear/calculators/textbooks.



- Local community supports (Wellbeing Team can provide further information).

Information regarding support options is available from the general office and will be advertised periodically in the College newsletter.

The College understands that families may experience financial difficulties or hardship at times and may be unable to meet full or part payments requested. Families experiencing financial hardship are invited to contact the Accounts Receivable Officer to make payment arrangements or alternatively can contact the Wellbeing team for a confidential discussion and information regarding support options.

COMMUNICATION

Communication with parents will be provided with a clear description of each of the three parent payment categories Curriculum Contributions, Other Contributions, and Extra -Curricular Activities Contributions. The Parent Payment Policy and Implementation will be published on the College website.

General enquiries regarding parent statements may be made to Accounts Receivable Officer on 9803 6811 or finance@mwsc.vic.edu.au.

FURTHER INFORMATION AND RESOURCES

<https://www2.education.vic.gov.au/pal/parent-payment/policy>

EVALUATION

The College Council will conduct an annual review of the implementation of the Parent Payment Policy. Any changes to the Policy Implementation will be reported to the College community via the College website.

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2024
Approved by	18 April 2024 Presented to Finance Committee – Approved 18 April 2024 Presented to College Council - Approved
Next scheduled review date	April 2025

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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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.