

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.

Categorisation of parent payment requests – Primary Schools

The information below is to be used as a reference guide for schools when deciding upon which category a parent payment item should be listed on the [Parent Payment Letter Template](#). The list covers a wide range of potential items and activities that should only be listed by schools when they have a demonstrated need related to their school goals. Further information regarding how schools can request parent payments can be found at www.education.vic.gov.au/pal/parent-payment/policy.

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.

- **General classroom materials and equipment** (e.g. shared classroom stationery, paper, posters/charts, craft items, classroom libraries, readers)
- **Subject specific materials and equipment** (e.g. materials for English, Mathematics, Language, Science, Art, Music, Physical Education)
- **Provision and upkeep of school devices, peripherals and ICT** (e.g. devices owned by the school, class sets, device configuration, maintenance, server/system costs)
- **Photocopying and printing for students** (e.g. printed learning resources)
- **Curriculum activities** (e.g. excursions, incursions, camps, whole-school carnivals, including transport and entry)
- **Digital and online subscriptions for learning**)
- **Assessments** (e.g. online standardised testing)
- **Supplementary classes within the school’s swimming and water safety program and associated costs** (attended by all students)
- **Student planners / diaries**

Other Contributions

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

- **Sports affiliation costs** (e.g. School Sports Victoria affiliation)
- **Student and parent communication tools**
- **Enhanced student support** (e.g. learning support programs, tutoring, homework clubs)
- **Enhanced wellbeing support** (e.g. wellbeing programs, school counsellors, mental health practitioners)
- **Engaging staff through local payroll** (e.g. groundskeepers, additional wellbeing and learning support staff)
- **School buildings and grounds maintenance and enhancement** (e.g. Building Fund)
- **Library maintenance and enhancement** (e.g. Library Fund)
- **First aid and hygiene costs**

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.

- **Optional items to keep** (e.g. yearbook, school photos, recording of school concert)
- **Optional Extra-Curricular Activities - school based** (e.g. camps, excursions, incursions, guest speakers, sport carnivals and events)
- **Optional Extra-Curricular Activities - outside of school hours** (e.g. social, graduation, award ceremonies)
- **Alternative curriculum programs** (e.g. Montessori, Steiner, Language Immersion)
- **Private instrumental music lessons and instrument hire**
- **Entry into academic competitions**
- **Additional swimming classes and associated costs** (optional and outside the standard swimming and water safety program)

- Schools may also invite parents to supply or purchase educational items to use and own. These items are sold by third party providers and can include **booklist items, stationery, digital devices and peripherals, calculators**. If a student does not provide or purchase their own educational items, the school must ensure the student has free access to what is needed at school to access the school’s delivery of the Curriculum