GEMBROOK PRIMARY SCHOOL
Parent Payment Policy

Rationale:
This policy provides information for the School Council and community regarding parent payments. The policy covers payments for essential education items, optional extras and voluntary financial contributions that School Council may request.

Aims:
School Council has the responsibility to develop policy and plans to allocate its overall resources – human, financial and physical – in accordance with the goals, targets and strategies outlined in its strategic plan. This includes the allocation of funding provided under the School Resource Package, any other funding provided by DEECD and locally-raised funds.

The Gembrook Primary School Council is responsible for developing a parent payment policy and which covers the collection of funds for essential items, optional extras and voluntary financial contributions.

1. Essential items which parents and guardians are required to provide or pay the school to provide for their child (eg stationary, text book, camps and excursions)
2. Optional extras which are offered on a user pays basis and which parents and guardians can choose whether their child accesses or participates in (eg instrumental music, extra curricular programs or activities)
3. Voluntary financial contributions which parents and guardians may be invited to donate to the school (eg grounds beautification, additional computers)

All students will have access to the standard curriculum program.

Implementation:
• Parents and Guardians will be provided with an early request for payment of essential educational items, optional extras and voluntary financial contributions. A minimum of six weeks notice prior to the end of the previous school year will be given to allow parents and guardians sufficient planning time.
• Items that students consume will be accurately costed.
• Payments coincide with the timing of the availability of the Educational Maintenance Allowance (EMA).
• Parents will be informed about the process for Educational Maintenance Allowance (EMA) by the school newsletter and by the application form.
• The administration and financial process of the parent payments will be done through CASES 21 financial reporting system.
• The status and details of any payments and non payments by parents and guardians will be confidential.
• Communication with parents and guardians in regard to parent payments will be fair and reasonable and will include the following information:
  ♦ Parents are required to provide essential education items for their students through the school or through a supplier.
  ♦ A clear description of each of the three parent payment categories.
  ♦ The availability of alternative payment options and an invitation to contact the principal if the parent wishes to discuss these.
  ♦ Details of how payments or contributions will be spent by the school.
  ♦ A copy of the school Parent Payment Policy.
• Receipts will be issued to parents upon receipt of payment.
• Invoices for essential education items or optional items accepted by parents will be generated and distributed to parents on a regular basis.

Evaluation:
• This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last reviewed in 200
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