

POLICY STATEMENT

Parent Payment Policy

PARENT PAYMENT CHARGES

Essential Items:

These items will be broadly listed by each year level. The items have been selected by the Teaching staff of each level to assist each student with their learning & development of the Standard Curriculum

Optional Items:

These items are based on a 'user pays' basis. They will be listed at the start of each Term for each year level giving description and costs. In some cases individual Programs ie: Swimming Program will be sent out on individual basis.

Voluntary Items:

School Council will meet each year and decide on the focus area where of financial assistance with required.

Once School Council has approved the Parent Payment charge, a detailed "Parent Payment" invoice and accompanying documentation will be issued to families within the first 2 weeks of Term 4 to allow Parents/Guardians ample time to arrange their payment options.

Once all parents have fulfilled their options, students will be given their Essential Items on the first day of school at the start of the year.

PAYMENT ARRANGEMENTS AND METHODS

The school council acknowledges that the Parent Payment contacts will the Business Manager and the Office Manager.

Parents are given the following options for payments:

1. Cash or Cheque
2. EFT/Credit Card at office
3. Internet Banking
4. Payment Plans to suit each individual accordingly.

Payment arrangements will be made on an individual basis that will suit their financial situation.

If a parent payment plan is required, it will be done in writing and signed by both the parent/guardian, Business Manager and Principal.

A copy of the payment plan will be given to the parent/guardian and a copy kept on file at the school

Parents who take up a Payment plan with Tecoma Primary School, will ensure that they will be able to full fill the requirements of the plan

If at any stage the Parent/guardian cannot fulfill their payment plan, they must contact the Business Manager and or Principal to make other arrangements.

FAMILY SUPPORT OPTIONS

Tecoma Primary School can offer support of the following items

- Second hand uniforms will be available for families.
- CSEF (Camps, Sport, Excursions Fund) (Eligibility Required)
- State Schools Relief
- School Council Family assistance fund

CONSIDERATION OF HARDSHIP

- The school can provide support to parents experiencing hardship.
- School Council recognises that some families may experience financial hardship (wants to pay but cannot) from time to time and in a quest to ensure the best possible education for each child, the 'Family Support' options as listed above are available for all families at our school .

COMMUNICATION WITH FAMILIES

- The Parent Payment Policy will be posted on the Tecoma Primary School Website, published in the Newsletter and copies will be available from the school office.
- Parents will be able to contact the school office in relation to any queries they have regarding the Parent Payment Policy.

MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY

- School Council together with Finance Committee will review the Payment Policy each year.
- The monitoring of student stationary supplies will be reviewed by the Business Manager and Teaching staff each year and presented to Finance Committee.
- School Council will ensure all efforts are made to keep stationary items at reasonable costs and of good quality.
- Items included in each stationary pack will have the items listed by the supplier and made available to parents if so requested.
- Parents/Guardians will be allowed to supply their own student material if they wish, but will have to liaise with the school to ensure that the items will be of the same quality and as provided by the school.

Approval Date: 13th September 2016

Review Date: September 2017

Signed:

Principal

School Council President