

# 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.

For further advice or support in implementing the Parent Payments Policy in your school, please contact the School Operations and Governance Unit (SOGU) at [parent.payments@education.vic.gov.au](mailto:parent.payments@education.vic.gov.au)

# PARENT PAYMENTS POLICY

## REQUESTING PARENT PAYMENTS FOR CAMPS AND EXCURSIONS – ONE PAGE OVERVIEW

### OFFERING CAMPS AND EXCURSIONS ON A USER-PAYS BASIS



- Schools can invite parents to purchase camps or excursions on a user-pays basis if:
  - it is not required for students to meet Curriculum outcomes in the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major or the Victorian Pathways Certificate, or
  - there is a free alternative activity provided to meet Curriculum outcomes.
- Camps or excursions provided on a user-pays basis can still be linked to curriculum-based learning but must be categorised in Extra-Curricular Items and Activities.
- Schools can ask parents to pay for the costs of a user-pays camp or excursion, including transport, food, entry, accommodation (for students and teachers), and supporting casual relief teachers (during its operation, either on or off the school premises).
- Schools cannot ask parents to pay for the salaries of Department teaching staff attending a camp or excursion provided on a user-pays basis.
- Schools can invoice families for camps and excursions provided on a user-pays basis.
- Schools should help families facing financial hardship to purchase these camps or excursions.

### REQUESTING CONTRIBUTIONS FOR OTHER CAMPS AND EXCURSIONS



- Schools may request Curriculum Contributions towards the costs of camps and excursions that are required by all students to meet Curriculum outcomes.
- Each school determines whether a camp or excursion is required by all students to meet Curriculum outcomes based on their local context.
- Schools cannot deny student access to a camp or excursion on the basis of Curriculum Contributions not being made.

### COMMUNICATION REQUIREMENTS



Schools must not:

- Indicate that contributions for camps and excursions are compulsory.
- Indicate that a user pays camp or excursion is compulsory for students to attend.

### SUGGESTED COMMUNICATION



Inviting parents to pay for activities provided on a user-pays basis

- *We provide an opportunity for all students to attend this camp/excursion. Students will experience [adapt as relevant] the outdoor environment and build resilience, incorporating key learning opportunities related to the [subject] curriculum.*
- *This opportunity costs \$xx.*
- *[If relevant] – We have subsidised this experience so that it is affordable for families, with additional support options available based on need. Please contact [staff member] for more information regarding this support.*

Requesting contributions for activities required to meet Curriculum outcomes

- *This excursion is a required element of the school's Curriculum. All students are expected to attend.*
- *We invite you to support our school by making a Curriculum Contribution, so that we can continue to provide these opportunities for all students.*

