

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.

PARENT PAYMENTS POLICY

REQUESTING PARENT PAYMENTS FOR CAMPS AND EXCURSIONS – 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.
- It is up to each school to determine what camps and excursions they will provide to meet the standard curriculum requirements.
- Schools can invite parents to make a voluntary Curriculum Contribution for curriculum activities. All students are treated the same regardless of whether their parents contribute.
- All subjects must be provided at no cost, including any camps or excursions that are required to meet the subject's curriculum outcomes.



ENHANCING AND BROADENING THE STUDENT EXPERIENCE

- Schools can provide camps and excursions that enhance or broaden the schooling experience and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis and listed as an extra-curricular activity.
- Camps or excursions provided on a user-pays basis can still include curriculum-based learning experiences; however, schools must be able to deliver the standard curriculum requirements to a student who does not participate.
- Schools can invoice families for camps and excursions run on a user-pays basis.
- Schools should support families facing financial hardship to attend these activities.



COMMUNICATION REQUIREMENTS

When communicating to parents about any camp or excursion schools must not:

- state that any payment is compulsory, required, mandatory or any other equivalent
- indicate that it is compulsory for students to attend activities provided on a user-pays basis.



SUGGESTED COMMUNICATION

Requesting contributions for activities required for a school's delivery of the Curriculum

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

Inviting parents to pay for activities that enhance and broaden the student experience

- *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.*

If schools have questions about the application of the Parent Payments Policy to camps and excursions or require further support, they can call **1800 955 913** or email parent.payments@education.vic.gov.au.