

Carlisle River Primary School

Parent Payment Policy

Essential Education Items

Are those items or services that are essential to support the course of instruction in the standard curriculum program that parents are responsible for and may choose to either provide or pay the school to provide. These items can include:

- school uniform;
- transport and entrance for camps and excursions which all students are expected to attend.

Optional Education Items

These can also be referred to as non-essential materials and services. These items are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents choose to access them for students, they will be required to pay for each item. These items can include:

- school-based performances, productions and events
- excursions and incursions
- additional school items such as student/ class photographs.

Voluntary Financial Contributions

Are those items and services under which parents are invited to make a donation to the School, for example for grounds maintenance or library fund.

PAYMENT ARRANGEMENTS AND METHODS

- Payments may be requested but not required prior to the commencement of the academic year in which the materials and services are to be used.
- Payment requests or letters to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.
- Upon making payment, receipts will be issued to parents in a timely manner.
- Statements for unpaid essential education items or optional items will be generated and distributed on a regular basis to parents, but not more than once a month.
- Only the initial invitation for voluntary financial contributions and one reminder notice will be issued to parents and guardians.
- All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.
- Parents will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (a minimum of six weeks' notice prior to the end of the previous school year).

Payment Options

- Payments are kept to a minimum with payment requests and letters fair and reasonable. To further assist parents with payments, two payment options are available:
 - Option A Full amount payment
 - Option B Alternative payment options are available through the school with parents encouraged to make an appointment with the Principal to discuss circumstances and available options.

Please refer to the attached DET Parent Payment Policy for further information.