

PARENT PAYMENT (VOLUNTARY CONTRIBUTION) POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the Victorian School of Languages (03) 9474 0500

PURPOSE

The purpose of this policy is to set out how our school will manage parent voluntary financial contributions to support the school.

SCOPE

This policy applies to all parents and guardians of students enrolled at the Victorian School of Languages.

POLICY

In accordance with the Department of Education (DE) Parent Payments Policy overview (Appendix A), schools can request voluntary contributions from parents under the following 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: for non-curriculum items and activities that relate to the school's functions and objectives,

Extra-Curricular: items and activities that enhance and broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum.

Schools may also invite parents to supply or purchase educational items for personal use, such as textbooks, digital devices.

The Victorian School of Languages has developed this policy consistently with the DE Parents Payment Policy Overview.

Implementation

- The Victorian School of Languages School Council will invite parents to make yearly voluntary financial contributions toward the cost of curriculum items and activities, non-curriculum items and activities and extra-curricular items and activities.
- The Victorian School of Languages School Council approves the voluntary contributions figure set for the following year by October of the previous year.
- The Victorian School of Languages, once approved by School Council, publishes all requests and communications for F-12 years on the school website for transparency.
- The Victorian School of Languages will ensure that all costs and processes associated with parent voluntary contributions will be reasonable, will be defensible in relation to DE requirements, and will be within the expectations of the school community.
- The Victorian School of Languages, in the case of financial hardship will support families who cannot pay a voluntary contribution for items or activities so that their child does not miss out.
- The Victorian School of Languages appoints a nominated parent payment contact person/s that parents can approach to discuss individual financial hardship arrangements.
- The Victorian School of Languages School Council will review parent payments on an annual basis. Any increase to payments will be commensurate with and not exceed the CPI for the period since the last increase except where extraordinary circumstances exist.

Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred,

COMMUNICATION

This policy will be communicated to our staff in the following ways:

- Included in staff communications in the Term 4 Family & Staff Bulletin, distributed electronically
- Included on Centre and Distance education information brochures
- Included on our school's website www.vsl.vic.edu.au

POLICY REVIEW AND APPROVAL

Policy last updated	October 2024
Approved by	Principal
Consultation	School Council: 23/10/24
Next scheduled review date	October 2025

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.