

# Implementation of PARENT PAYMENT POLICY

## PURPOSE

The Education and Training Reform Act 2006 provides for the provision of free instruction in the standard curriculum program and empowers school councils to raise funds and seek voluntary contributions for goods and services used in the course of instruction.

School Council endorses the work of the Resources Committee of Council which will develop an annual review of needs and plans to meet expectation of the delivery of highest possible schooling standards, programs and facilities.

Recommendations on year level curriculum contributions, Extra Curricular Items and Activities and other voluntary contributions to the college functions and objectives are considered within the context of our college and its funding (SRP etc).

## 1.0 Scope

Northern Bay College Council endeavour to minimise requests to families and has implemented a range of strategies to assist parents to support enhanced outcomes for the community.

**1.1. Curriculum Contributions** These are items which parents/carers volunteer payments to the college to provide or may provide themselves, if appropriate. These items are essential to enhance instruction in the standard curriculum program and include:

- 1.1.1. materials that the individual student takes possession of, such as textbooks and student stationery
- 1.1.2. materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, photography, catering)
- 1.1.3. school uniform (where applicable)

*Note: If parents/guardians choose to provide equivalent materials themselves, this should be done in consultation with the school, and items should meet the specifications provided by the school. However, there are some items (e.g. food provisions for home economics) which, due to their nature, can only be provided by the school.*

**1.2. Other Contributions** These are items which parents/carers volunteer payments to the college to provide enhanced school functions and improvement objectives including:

- 1.2.1. Other Contributions can be requested for a broad area of school need or a specific, clearly described purpose relating to the school's functions and objectives. Schools must use funds raised from Other Contributions for the purposes of which they were requested. eg Building Fund, Spectator seating, Shade Sails.

*Note: Schools cannot refuse students instruction in the Curriculum or disadvantage them in any way on the basis of Other Contributions not being made.*

**1.3. Extra-Curricular Items and Activities:** These are items provided in addition to the standard curriculum program and are offered to all students. They are provided on a user-pays basis and if parents/guardians choose to access them for students, they will be required to pay for them. These items include:

- 1.3.1. extra-curricular programs or activities offered in addition to the standard curriculum program (e.g. instrumental music)
- 1.3.2. college organised performances, productions and events
- 1.3.3. For richer curriculum experiences materials/services required beyond standard curriculum program will require additional charges.
- 1.3.4. materials and services offered in addition to the standard curriculum program (e.g. graduation dinners, school photographs)
- 1.3.5. college facilities and equipment not associated with providing the standard curriculum program, and not otherwise provided for through the SRP (e.g. hire or lease of equipment such as musical instruments).
- 1.3.6. School organised Camps, Optional Excursions, Optional Sporting activities etc

**1.4. Voluntary Financial Contributions** Parents/guardians, or anyone else, can be invited to make a donation to the school for the following purposes:

- 1.4.1.contributions to our building trust fund (this trust fund is approved by the Australian Taxation Office and are tax deductible)
- 1.4.2.general voluntary financial contributions or donations to the school.

## 2.0 COMMUNICATION

**2.1 Payment arrangements and methods:** Parents and carer’s will be provided with early notice of payment requests To further assist parents with payments, four payment options have been developed:

- Option A Full amount on Book Sale Day (start of Term 1)
- Option B Direct Debit Payments – fortnightly/monthly
- Option C BPay payments – fortnightly/monthly
- Option D Centrepay fortnightly payments

Receipts will be issued to parents immediately upon making payment. All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

### 2.2 Family support options

**2.2.1 Payment Plan.** The college appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. Parents/Carers can organise a payment plan with the college Assistant Business Manager.

**2.2.2 Support Agencies and Funds.** Northern Bay College has established partnerships with some welfare and support agencies that can provide assistance to students and their families eg text books, uniforms, scholarships and school shoes. Access to these supports is available through referral from Campus wellbeing staff. Families generally require a current relevant Centrelink benefit card to access these supports. Please contact campus office to make an appointment. The college is also registered with Centrelink to receive payments via their Centrepay system which is only available to holders of relevant current Centrelink benefit cards.

**2.2.3 Camps, Sports & Excursions Fund (CSEF).** The CSEF will provide payments for eligible students to support participation in camps, sports and excursions. Families holding a valid means- tested concession card or temporary foster parents are eligible to apply.

**2.2.4 Consideration of Hardship.** Families experiencing financial difficulties due to unforeseen and unavoidable circumstances are encouraged to speak to the Campus Leadership as arrangements can be made to assist the family. This can include, but is not limited to:

- 2.2.4.1 Waiving / reducing requests
- 2.2.4.2 Flexible payment plans - beyond what is available in the college’s standard policy. The college will also assist parents to obtain assistance through the many support agencies available to assist families with uniforms, school curriculum materials and finances.

## 3.0 EVALUATION

**Monitoring and Review of the Implementation of the Policy** - School Council is responsible for continued monitoring of the principles and processes used by the school to ensure that parent payment practices are adhered to. School Council will review the Parent Payment Policy annually.

## 4.0 FURTHER INFORMATION

**Parent Payment Policy:** <https://www.nbc.vic.edu.au/uploads/PDFS/parent-payments-one-page-overview.pdf>

Document #	Committee Responsible	Review Date	Public Location	Ratified by School Council:
NBC003	Resource Committee	March 2023	NBC Website	March 2022