

# ALFREDTON PRIMARY SCHOOL

## PARENT/GUARDIAN PAYMENT CHARGES

### **ESSENTIAL STUDENT LEARNING ITEMS MATERIALS CHARGE**

The School Council has set this charge at **\$70.00** per student. These funds are for the provision of the following:-

**Class materials for activities in class**

**Cooking  
Arts Materials  
Activities  
School Sports**

**The following are additional charges**

**\$12 for Mathletics – Grades 1 – 6**

**\$10 for PM eCollection eReader – Foundation – Grade 2**

**Both of these are used at school and at home.**

Other essential items may include but are not limited to excursions, activities and incursions.

Costs for these are determined as required.

### **OPTIONAL ITEMS**

Optional items may include but are not limited to excursions, activities, incursions, sports, yearbook, graduation, ICAS exams, South Street, school photos, bookclub and others. Costs for these are determined as required.

*Please note that students will not be permitted to attend an excursion or camp unless the signed permission form and any accompanying consent/medical forms have been returned to the school with payment by the due date.*

*The due date for the return of signed forms and payment is stated on each permission form. This will normally be 48 hours prior to the date of the excursion, with exception of camps, which must be paid by the specified date.*

### **VOLUNTARY FINANCIAL CONTRIBUTIONS**

Alfredton Primary School does not ask for a Voluntary Contribution. If families would like to make a donation, they are most welcome to.

## PAYMENT ARRANGEMENTS AND METHODS

Parents/Guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (e.g. a minimum of six weeks notice prior to the end of the previous school year).

Costs will be kept to a minimum with payment requests/letters fair and reasonable.

To further assist parents/guardians, payment options are flexible - Full payment, part payments, prepayments and pay as you go for excursions/incursions.

Alternative payment options are available through the school and parents are encouraged to make an appointment with the school to discuss circumstances and available options.

Payments may be requested but are not required prior to the commencement of the year in which the materials and services are to be used.

Payment requests to parents/guardians 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.

Receipts will be issued to parents/families.

Reminders for unpaid essential education items or optional extras will be generated and distributed on a regular basis to parents/guardians, but not more than once a month.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

The school offers the following payment methods

- Cash
- Bpay
- Qkr
- Eftpos

### **FAMILY SUPPORT OPTIONS**

- CSEF
- State Schools Relief
- Local community supports

### **CONSIDERATION OF HARDSHIP**

- Parents/Guardians can contact Cathy Sharp (Business Manager) by phone on 53341572, email at [Alfredton.ps@edumail.vic.edu.au](mailto:Alfredton.ps@edumail.vic.edu.au) or in person, about their financial situation and related difficulties in making payments.
- Alfredton Primary School will be proactive in engaging with parents/guardians who may be experiencing hardship, such as discretely approaching families who may need support and special payment arrangements.

### **COMMUNICATION WITH FAMILIES**

- The policy and the school's implementation will be communicated with the school community via Flexibuzz. A copy will also be available at the general office.
- Parents/Guardians can raise any issues or make general inquiries about charges by contacting Cathy Sharp (Business Manager).

### **MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY**

- It is the responsibility of the School Council to monitor the implementation of the policy, identify the factors/measures to be taken into account, such as transparency of processes and engagement with parents/guardians, how/when it will be reported back to the school community, and timing and processes of review.