

PARENT PAYMENT POLICY

For period: June 2015 – June 2018

Rationale:

Wandong Primary School Council has developed and approved a school level Parent Payment Policy which is compliant with DEECD guidelines.

Parents are requested to provide essential educational items (books and stationery) for students and have the option of purchasing these either through the school provider or a local supplier. Wandong Primary School will provide all parents with a booklist (from the preferred company) to ensure correct size and type of items.

Aims:

Informing families of the process and costing for Parent Payments is an expectation of DEECD. The Wandong Primary School Parent Payment Policy was developed to ensure transparency of process and allocation of funds.

Implementation:

- Parents will receive an initial information letter outlining the following year's Parent Payment costs by early-mid November each year.
- At the beginning of every school year, a detailed letter will be forwarded to each family, requesting payment. This letter will outline payment categories, individual items and costs.
- Parents will be provided with a range of payment options including electronic transfers and cash instalments
- Parents will be invited to contact the Principal to discuss payments and/or concerns if applicable.
- Receipts will be issued for all payments through CASES21
- Wandong Primary School will issue one initial information letter (November), one request letter (February) and one follow up individual family letter only. General reminders will be placed in the school newsletter.
- Families will receive monthly statements related to any outstanding school expenses or monies paid. This will assist families to track expenses and payments.
- Details of payments and non-payments will be kept strictly confidential.
- Parent Payments and Voluntary Contributions will be kept to a minimum and will be fair and reasonable.
- A copy of the Parent Payment Policy will be uploaded onto the school website.

CERTIFICATION

This policy was adopted at the School Council meeting held at Wandong Primary School on the 13th day of July 2015.

Signed:.....

Signed:

School Council President

School Principal