

# *Essential Student Learning Items Parent Payment Policy*

For period: June 2018 – June 2021

## **Rationale:**

Wandong Primary School Council has developed and approved a school level of Essential Student Learning Items Parent Payment Policy which is compliant with D.E.T guidelines.

## **Aims:**

Informing families of the process and costing for Essential Student Learning Items Parent Payments is an expectation of D.E.T. The Wandong Primary School Essential Student Learning Items 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 Essential Student Learning Items 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 EFTPOS, direct deposit, cash and instalments plans.
- Parents will be invited to contact the Principal to discuss payments and/or concerns if applicable.
- All payments will be processed through CASES21 which will reflect in family statements.
- 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.
- Essential Student Learning Items Parent Payments will be kept to a minimum and will be fair and reasonable.
- A copy of the Essential Student Learning Items 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 18<sup>th</sup> June 2018.

Signed:.....

School Council President

Signed: .....

School Principal