

## ***MPS Parent Payment Policy***

### **PARENT PAYMENT CHARGES**

Mentone Primary School Council will annually review parent payments requested to ensure they are in line with Department of Education & Training guidelines. Charges will be costed and broadly itemised within the appropriate category as either Essential Student Learning Items, Optional Items or Voluntary Financial Contributions. Parent contribution requests will be made in line with the principles of Educational value; Access, Equity & Inclusion; Affordability; Engagement and Support; Respect and Confidentiality; Transparency and Accountability.

Parent contributions will be requested to assist the school in providing an enhanced teaching and learning program for every student in line with the school priorities.

### **PAYMENT ARRANGEMENTS AND METHODS**

Parents will be provided with early notification of annual payment requests (a minimum of 6 weeks prior to the commencement of the school year). Reasonable notice will be given for any other payment requests during the year (i.e. excursions).

QKR is the preferred payment option for MPS. However, parents will be provided with several methods of making payment including, cash, cheque, Credit Card and Bpay. They will also have the option to make payments in instalments, and parents are able to enter into confidential payment arrangements by contacting the Business Manager (Belinda Cooper) on 9583 2995.

### **FAMILY SUPPORT OPTIONS**

There are a number of support options available for parents including but not limited to:

- Second hand uniform if available
- Camps, Sports & Excursion Funding (CSEF) available to eligible parents
- State Schools Relief support available for uniforms/footwear/calculators/classroom requisites, (via the office of uniform shops)
- Local community supports (Camp Australia, Rotary).

Information regarding support options is available from the general office and will be advertised periodically in the Newsletter and on the website. If support is required by families, early notice is requested so as to obtain support.

### **CONSIDERATION OF HARDSHIP**

The school understands that families may experience financial difficulties or hardship at times and may be unable to meet full or part payments requested.

Families are invited to contact the Business Manager to make payment arrangements or alternatively can contact the Principal or Wellbeing team for a confidential discussion and information regarding support options.

### **COMMUNICATION WITH FAMILIES**

The Parent Payment Policy and Implementation will be published on the school website. General enquiries regarding parent charges may be made to the office on 9583 2995. Concerns should be directed in the first instance to the Business Manager.

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

The School Council (via the Finance Committee) will conduct an annual review of the implementation of the Parent Payment Policy including addressing any concerns raised by the school community. Any changes to the Policy Implementation will be reported back to the community via notice on the schools website and report in the schools Newsletter.

**Date of approval by School Council**

**15 November 2017**