



# Aurora School

## FINANCE - PARENT PAYMENT POLICY

**Aurora Policy (August 2019) to be read in conjunction with DET Policy Template (October 2018)**

### RATIONALE

- The Education & Training Reform Act 2006 empowers school councils to charge parents for goods and services used in the course of instruction of their children, as well as to raise funds. The quality and variety of educational programs offered by our school are specialized. In support of these high quality learning opportunities for all students, School Council requests payment from parents for certain student materials and services charges, and for modest voluntary financial contributions.

### AIMS

- To provide high quality learning opportunities for all students, by supplementing limited government funds with approved financial contributions and payments from parents.

### IMPLEMENTATION

- School Council supplements Department of Education and Training funds by requesting payments from parents for the following items:-
  - ❖ **Essential Education Items** These items are essential to support instruction in the standard curriculum program.
  - ❖ **Optional Extras** These items are provided in addition to the standard curriculum program.
- In addition, School Council invites parents to make donations by means of:-
  - ❖ **Voluntary Financial Contributions** These can include donations for a Building/Library trust fund, a specific purpose identified by the school (eg. equipment, materials or services) or general voluntary financial contributions or donations to the school.
- These contributions support the running costs of programs including materials, resources, toys and books which require replacement on a regular basis, due to the age group of the children using them. These items are an integral part of our work with the children and their families.
- Parents will be made aware of the costs associated with all payments and voluntary contributions when invoices/statements are distributed by mail.
- All payments and non-payments will be strictly confidential. The public identification of students or their parents where payments have or have not been received will not occur.
- All costs and processes associated with parent payments and voluntary contributions will be reasonable, will be defensible in relation to Department of Education and Training requirements, and will be within the expectations and capacity of the school community.
- As with all parent payments to the school, Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the Principal or Assistant Principals.



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- The Camps, Sports and Excursions Fund (CSEF) provides payments to eligible students to attend camps, sports and excursions at school. Enquiries can be made in person or by phone to the school office.
- State Schools' Relief may cover the cost of new school uniforms, shoes, books and more to assist families in need. Enquires can be made in person or by phone to the Assistant Principal.
- Hardship requests will be considered on an individual basis in consultation with the parent and school principal.
- Invoices for unpaid **Essential Items** and **Optional Extras** will be mailed as reminders. Unpaid **Essential Items** and Optional Extra payments will not result in any detriment by the school to the student or family. Unpaid **Voluntary Financial Contributions** do not constitute a non-payment and will not result in any detriment by the school to the student or family.
- No collectors of any type, including debt collectors, will be used to obtain funds from parents or students.
- Aurora School will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally it is not possible to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, excursion costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

### EVALUATION

This policy will be reviewed each year to comply with financial audit requirements and DET Policy Requirements.

This policy was last ratified by School Council in....

August 2019