Rationale:
School Councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the three categories – essential education items, optional educations items and voluntary financial contributions.

Coburg North Primary School has spent considerable time selecting the most appropriate requisites to meet the needs of our children. The book packs contain high quality materials at a competitive price due to our ability to bulk order.

Parents and guardians also have the option of purchasing equivalent materials from other sources. If parents and guardians choose to provide equivalent materials, this should be done in consultation with the school, as items should meet the specifications provided by the school. There may also be certain items that due to their nature may only be provided by the school.

No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution.

Implementation:

Parent Payment Categories

Essential education items are those items or services that are essential to support the course of instructions in the standard curriculum program that parents and guardians are responsible for and may choose to either provide or pay the school to provide.

These items include:
- Materials that the student takes possession of, including text books and student stationery;
- Materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. ceramics)
- School uniform;
- Transport and entrance for camps and excursions which all students are expected to attend.

Optional education items (or non-essential materials and services) are those that are provided in additions to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pay basis and if parents and guardians choose to access them for students, they will be required to pay for them.

These include:
- School Student Insurance

Voluntary financial contributions
Parents and guardians are invited to make donations for items and services to the school, for example for grounds maintenance, a library or building trust.
Payment Arrangements

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions before the end of the previous school year.

Payments are kept to a minimum with payment requests and letters fair and reasonable. To further assist parents with payments, two payment options have been developed:
Option A Full amount
Option B Other payment arrangements
Alternative payment options are available through the school with parents encouraged to make an appointment with the school to discuss circumstances and available options.

Payment requests or letter to parents will be itemised and the category each items fall under will be clearly identified as an essential education time, optional education time or voluntary financial contribution.

Receipts will be issued to the parents immediately upon making payment.

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

Only the initial invitation and one reminder notice for voluntary financial contributions will be issued to parents and guardians.

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

Evaluation:

- This policy will be reviewed every three years.
- This policy was last ratified by School Council in November 2014