1. **BASIC BELIEFS**

1.1. The Department of Education and Training empowers school councils to set charges for goods and services used in the course of instruction. Payments can be requested from parents for student materials, and service or program charges in three categories.

2. **POLICY: PARENT PAYMENT CHARGES**

2.1. Appin Park Primary School can request payments from parents for:

2.1.1. *Essential student learning items*: parents are required to pay (or provide an equivalent, school-approved product) for their child: stationery, text books, school uniforms and the costs associated with camps and excursions which all students are expected to attend.

NB: Camps and excursions are annual events that are linked to the educational program of the school. All students are expected to participate. Costs for these are advertised in advance and are calculated to pay for the cost of the food, transport, accommodation, entry fees and incidentals relating to the excursion. The school does not make a profit from these activities. These are **essential student learning items**. Payment must be received or an arrangement for payment agreed with the principal prior to the excursion/camp date. In cases of hardship, refer to clause 4.4 below.

2.1.2. *Optional extras*: parents can choose to pay for the following user-pays items appropriate to Appin Park Primary School: school magazine, school-based performances, religious education materials etc.

2.1.3. *Voluntary financial contributions*: membership of Appin Park Parents’ Association, contributions to computer fund, tax deductible contributions to the Building Fund or fundraising activities

3. **DEFINITIONS**

- **DET**: Department of Education and Training
- **CSEF**: Camps, Sports and Excursions Fund: Families with a Healthcare Card can apply for this annual benefit that is paid to the school on behalf of each student
- **STATE SCHOOL’S RELIEF**: A fund that can offer uniforms and other essential items to families experiencing hardship. The principal is the first contact for this fund.

4. **GUIDELINES**

4.1. Prior to the end of each school year, teachers will compile a list of stationery supplies required for each grade level in the following school year. This list will be distributed to preferred school supplies providers and quotes sought to ensure the most cost effective purchasing on behalf of parents.

4.2. Student supplies will be distributed at the beginning of each year, upon receipt of payment by parents. These are **essential student learning items**.

4.3. Art supplies, photocopying paper, a printing charge and first aid supplies will also be included in this booklist as Essential Student learning items under the heading, Materials Charge. They are charges for items used in the course of instruction in the standard educational program and are items that support students’ health and wellbeing.

4.4. The principal is the school’s parent payment contact person, who can be communicated with by phone, email or in person about individual family’s circumstances and related difficulties in making payments for essential learning items.
4.5. Parents will be provided with a statement of any outstanding essential student learning charges each semester. Payment plans by instalments are able to be negotiated with the principal.

4.6. Confidentiality will be respected in all dealings with parents regarding their payment arrangements for school accounts. No child will be discriminated against on the basis of his/her parent's inability to pay for essential education expenses. However, optional extras will be provided on a user-pays basis only. These items will also be listed on the statement distributed once a semester. Voluntary items will only be included in these reminders once per year.

5. FAMILY SUPPORT OPTIONS

There are a number of State Government, community and charitable agencies’ funds available to support families who have eligibility who are experiencing hardship. These include the CSEF and State Schools’ Relief. For further information, families can contact the school office.

6. RELATED DOCUMENTS

6.1. The APPS Parent Payment Policy will meet the DET guidelines for such activities and will take account of family hardship and individual circumstances (available on the school’s webpage or at the office).

7. AUTHORISATION

7.1. The APPS Parent Payment Policy was adopted by the APPS School Council in February 2016.

8. REVIEW

8.1. These guidelines may be varied by the Principal in consultation with the School Council should the need arise.

8.2. In addition, the APPS Parent Payment Policy shall be reviewed every two years from date of adoption.

Reviewed February 2016.