



## WERRIBEE SECONDARY COLLEGE

### **Parent Payment POLICY**

Status: Approved by School Council

Date: 02/06/2020

Review by: 06/2021

Author:

WERRIBEE SECONDARY COLLEGE  
DEPARTMENT OF EDUCATION AND TRAINING

# WERRIBEE SECONDARY COLLEGE

## GUIDING STATEMENT

### **Our Motto**

Live worthily.

### **Our Vision**

Werribee Secondary College is a leader in international education in the Victorian state education system. We implement the best quality educational practices evident throughout Australia and internationally.

The Werribee Secondary College community “lives worthily”. We are adaptable life-long learners, who are confident, creative and resilient individuals, empowered to shape the world in which we live.

### **Our Mission**

At Werribee Secondary College we strive for success in students’ chosen endeavours.

The College community provides a safe and caring environment where each student is valued. We celebrate achievements, success and growth for all students. Our programmes equip students with the skills, knowledge and attitudes needed for the dynamic world after secondary education.

College leaders, teachers and support staff adopt evidence-based best practice to generate a progressive 21st century educational setting. We enhance learning and develop digital literacy through the purposeful use of emerging technology. With a focus on realising optimal outcomes for learners, staff commit to continuous improvement through ongoing targeted professional development, peer collaboration and reflection.

At Werribee Secondary College we nurture the values of respect, cooperation, honesty, integrity, confidence, perseverance, resilience and responsibility. Driven by these ideals, the College community embraces cultural and social diversity. Students develop a strong sense of personal identity and global citizenship, enabling different cultural groups to interact, learn from each other and grow together.

## PARENT PAYMENT POLICY

### AIMS

To conform to the guidelines from the Department of Education and Training.

To provide a clear distinction between the three categories of payment and to be accountable for the use that payments and contributions are put to.

To provide fairness in terms of program options and payment methods for parents.

### RATIONALE

Werribee Secondary College offers a rich and varied program to students. In order for this to continue and to expand, contributions from parents are necessary.

### DEFINITIONS

**Free Education** - Victorian legislation provides that instruction in the standard curriculum program must be provided free to all students in Victorian government schools. Free instruction includes the provision of learning and teaching activities, instructional supports, materials and resources, and administration and facilities associated with the standard curriculum program. The costs associated with the administration and coordination of the standard curriculum program are considered to be part of free instruction and must not be passed onto parents.

**Standard Curriculum Program** - The standard curriculum program is made up of the eight key learning areas agreed to by all the States and Territories and the Commonwealth. These are the arts, English, health and physical education, languages other than English, mathematics, science, studies of society and environment and technology.

The standard curriculum program includes the core learning and teaching activities associated with the Victorian Essential Learning Standards (VELS) and senior secondary certificates such as VCE and VCAL

All students must have access to the standard curriculum program. This policy will ensure students are not treated differently, denied access to the 'standard curriculum program', or refused instruction on the basis of payments not being made for essential education items, optional extras or voluntary financial contributions.

All records of payments or contributions are confidential. The public identification of students or their parents or guardians who have or have not made a payment or contribution is unacceptable and must not occur in any circumstances.

### **What are parents and guardians required to pay for?**

Parents can be asked to pay for essential education items including:

- Items which students take possession of, including text books and student stationery
- Materials for learning and teaching where your child consumes or takes possession of the finished articles (for example, home economics, ceramics, photography, catering)
- Travel costs incurred in the course of receiving the instruction from a teacher or other person
- Essential services associated with, but not considered to be part of, 'instruction' in the standard curriculum program, such as costs associated with camps and excursions which all students are expected to attend (for example, transport and entrance costs).

### **What are the optional extras that parents may have to pay for?**

Optional extras are those that are provided in addition to the 'standard curriculum program', and which are offered to all students. These optional extras are provided on a user-pays basis and if you choose to access them for your child you will be required to pay for them. These items include:

- Instructional supports, resources and administration beyond the provision of the standard curriculum program (for example, student computer printing for personal use, internet access for recreational or non-school use, and religious education materials)
- Extra-curricular programs or activities offered in addition to the standard curriculum program (for example, instrumental music tuition)
- Entry fees for school run performances, productions and events
- Materials and services offered in addition to the 'standard curriculum program' (for example, school magazines or school photographs)
- School facilities and equipment not associated with provision of the 'standard curriculum program', and not otherwise provided for through the School Resources Package (for example, student accident insurance, and hire/lease of equipment such as musical instruments or notebook computers).

Schools may invite voluntary financial contributions for the following:

- Contributions for a specific purpose identified by the school (for example, Air conditioning, materials or services in addition to those funded through the Student Resource Package. This may include additional computers or student-related services)
- General voluntary financial contributions or donations to the school.

### **IMPLEMENTATION:**

On correspondence to parents, it has to be clear if the charge is:

1. For essential educational items which parents are required to provide or pay the school to provide such as stationery, books, school uniforms, Identification cards, official diary, programs provided by outside specialist (eg. visiting artist, speakers, performers) compulsory excursions which are part of course work; also for subjects where the student consumes or takes possession of finished products such as in Home Economics, Woodwork, Photography, Ceramics, etc.
2. For optional extras which are offered by invitation on a user-pays system. This may include camps, optional excursions, extra materials costs for elective subjects (not covered above), Instrumental Music, Debating, Drama productions, VET courses and extra-curricular activities.
3. Voluntary contributions for which parents are asked to contribute a set sum to the school for additional capital works and provision of equipment.

**The schedules set should take into account:**

1. To keep charges to parents relative to the costs of school programs
  2. The fact that parents may be on welfare benefits
  3. The fact that parents might have more than one child in the school
- That parents should be able to discuss, individually and confidentially, alternative schedules for payment in hardship cases and that it is possible to negotiate these alternative schedules. We offer Payment Plans for our School community.
  - That students can be excluded from activities that are optional or extra-curricular (eg. Formals etc.) if there is no payment or subject elective fees are outstanding.
  - That no student can be excluded from the school program for non-payment of voluntary contributions.
  - That parents be notified early with requests for payment – no less than once a Term.
  - That assessment, reporting and promotion not be affected by payments and their confidentiality is maintained.
  - That communication with parents, including CASES 21 invoices/Statements should make the School's policy clear.
  - That while more than one request to parents for essential and optional charges is allowable, only one request and one reminder are permitted for requests for voluntary contributions. Personal follow-ups for non-payment of essential and optional fees are to be made by the School.

## RECEIPTING

As per DET requirements receipts must be issued to parents immediately upon making payment.

## SUPPORT OPTIONS

Parents who have difficulty paying for essential items may have access to a range of support options including:

- The **CSEF (Camps, Sports, Excursion Funding)** is provided by the Victorian Government to low income families to assist with these costs only for their children.
- Access to **State Schools Relief** support via the Principal to assist with clothing/uniforms.