



# THE BASIN PRIMARY SCHOOL

## Parent Payments Policy

### PARENT PAYMENT CHARGES

School Council supplements DET funds by requesting payments from parents under three categories: Essential Student Learning Items, Optional Items or Voluntary Financial contributions.

#### 1. Essential Education Items

The student individual stationary pack is the main item provided to parents / guardians after we receive the E.I payment. This charge also covers the costs of other consumable student requirements such as text books, exercise books, pens, pencils, writing paper, class materials and resources, art materials, photocopying, PE equipment and ICT consumables. These costs are outlined in more detail below. It is important for parents to note: the amount of materials in each stationary pack will vary slightly from grade to grade. It is important that students bring all items labelled with their name in the packs to school at the start of next year. Some items will be stored by the teachers and distributed to the children as required. Children will not receive their individual stationary pack until the first payment is made.

**1.1 Visual Art Materials includes:** Visual Arts consumables, e.g. a range of paper, paint, glue, clay

**1.2 Photocopying includes:** The cost of photocopying paper for student worksheets, notices and booklets that children use throughout the year.

**1.3 ICT consumables include:** Paper, (photo quality and regular) and printer cartridges (black and colour) that are used for printing student worksheets and portfolios and school computer lease.

**1.4 Science:** Science consumables, e.g. paper, pens, pencils, products for experiments and other accessories.

**1.5 LOTE: (Language Other Than English)** German consumables, e.g. a range of paper, pens, textas, glue sticks and other accessories.

**1.6 Music/Performing Arts:** Music/Performing Arts consumables, e.g. music rights, musical instruments, costumes, make-up and other accessories.

#### 2. Optional extras

These are offered on a user-pay basis which parents and guardians may choose whether their child accesses or participates in, e.g. camps, excursions and extra-curricular programs or activities.

#### 3. Voluntary financial contributions

Parents/guardians may be **invited** to donate to the school

For Example:

- contributions for a specific purpose identified by the school (e.g. equipment, materials or services) in addition to those funded through the SRP. This may include additional computers or student-related services. These contributions are NOT tax deductible.
- general voluntary financial contributions or donations to the school. These contributions or donations are NOT tax deductible.
- donations to a building fund (if these funds have been endorsed by the Australian Taxation Office and have a Deductible Gift Recipients (DGR) status). Donations to these funds **ARE** tax deductible to the donor.



# THE BASIN PRIMARY SCHOOL

## Parent Payments Policy

### PAYMENT ARRANGEMENTS AND METHODS

- Reduced fees
- Deferred payment or the extension of payment deadlines
- Flexible payment plans – beyond what is available in the school's standard policy
- Cost saving options available at the school, such as second hand uniform, loan of school resources, e.g. laptops

### FAMILY SUPPORT OPTIONS

- *Second hand and low cost options*
- *CSEF*
- *State Schools Relief*
- *Local community supports*

### CONSIDERATION OF HARDSHIP

In context of the commitment and responsibility the school has to be responsive to parents, experiencing either short term or long term hardship, The Basin Primary School will provide for an individualised, family centred and student outcomes approach that necessarily requires thoughtful consideration of each situation. In addition a proactive approach will be taken for early identification and engagement strategies to identify families, who may be experiencing hardship.

All parents are able to contact Principal, Graeme Russell, or Business Manager, Sarah Wallace with whom payment arrangements can be discussed.

### COMMUNICATION WITH FAMILIES

The school community can access this policy and the arrangements for financial hardship through the following means:

- [The Basin Primary School website](#)
- [DET Parent Payments Policy](#)
- Reference to key information distributed with the new year School Fees letter
- Opportunities available for parents to raise any issues or make general inquiries about charges can be made via the school office; in person, via email or phone and should be directed to the Business Manager.  
9762 1256  
[the.basin.ps@edumail.vic.gov.au](mailto:the.basin.ps@edumail.vic.gov.au)

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

#### Evaluation:

School Council has responsibility to monitor the implementation of this policy. In doing so, it will focus on the following:

- Transparency of processes
- Communication and Engagement with the school community
- Outcome of hardship cases

This Parent Payment Policy will be reviewed as part of the school's annual financial policy review cycle.

**Date of approval by School Council**

**April 2020**