



# PETERSHAM PUBLIC SCHOOL

## Parent Payments and Voluntary Contributions Policy

### **Purpose:**

To offer all students the opportunity to participate in the school curriculum including incursions, excursions, sports programs, camps, and co-curricular activities.

### **Guidelines:**

The NSW Department of Education *Voluntary School Contribution Policy* and *Voluntary School Contribution Code of Practice* provides advice on the different types of payments that schools can request from parents and outlines the procedures and protocols that schools must adhere to. This policy and Code of Practice can be accessed on the Department of Education's website here: <https://education.nsw.gov.au/policy-library/policies/pd-2005-0233>

### **Implementation:**

#### Voluntary Contributions

- The school seeks to supplement Department of Education funding by seeking annual voluntary financial contributions from parents and carers.
- Voluntary contributions are not compulsory, and the payment of this contribution is a matter for decision by each individual family.
- Non-payment of voluntary contributions will not impact on students' involvement in any activities or programs.
- The school requests a General Voluntary Contribution of \$65 per child per year, or \$86 per family per year for 2 or more students. The General Voluntary Contribution is used to purchase resources for students such as sporting equipment, library books and teaching resources.
- The school also requests a Stationery Levy of \$20 per year to help cover the costs of exercise books, photocopied worksheets, paper, art supplies and additional stationery and a Technology Levy of \$30 per year to help cover the costs of purchasing, maintaining and servicing hardware and software, and teacher professional development in using technology to enhance student learning.

#### Educational Activities and Resources

- The school needs financial contributions from families to enhance and enrich programs through activities including: incursions; excursions; camps; sporting and creative arts programs; and textbooks and online learning subscriptions.
- Activities Statements detailing all activities for the term will be distributed at the beginning of each school term. Payment due dates will be set a minimum of 4 weeks from the date of issue (where practical) to allow parents and carers sufficient planning time.
- Financial assistance is available to support families who have difficulty covering the costs of Activities Statements. The school office administers financial assistance funds, sourced from the school's budget and the P&C Association. Staff members may approach families who they are concerned are experiencing financial hardship and offer support with payments. Families in need of assistance should not hesitate to approach the office staff or principal to discuss financial assistance.
- It is preferred that families pay the total amount of the activities statement by the due date each term. If the total amount cannot be paid before the due date, we request that families notify the office ahead of time and work out a payment plan.
- For specific activities such as excursions and incursions, payment needs to be received by the office, or alternative arrangements for payment made, one business day before the activity occurs (two business days for online payments).
- If payment for specific educational activities cannot be made before the event, we request that families notify the office and discuss a payment plan or student assistance as required. Staff will endeavour to contact families who have not paid for educational activities and remind them ahead of time.
- Should frequent non-payments occur for activities, and arrangements have not been made with school staff for deferred payments or financial assistance, the school may need to exercise the right to withdraw students from participating in educational activities.

Revised: February 2022

Review date: February 2023