



Parent Payment Policy

Purpose

To ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum.

Rationale

Mount Clear College shares a vision to build an education system that champions excellence and ensures that every child and young person has access to the opportunities to succeed in life, regardless of their background or circumstances.

We ensure that all students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the education system. Parent contribution, in all forms, assists schools to provide an enriched learning and teaching program for every student and is highly valued by school communities.

Mount Clear College offers students many real world/authentic experiences which enhance the standard curriculum. These experiences add value to their education journey, engaging students in school and in their learning.

Parent Payment Charges

Essential Student Learning Items are those items, activities or services that are essential to support student learning of the standard curriculum. These are items that the school considers essential for all students and which students take possession of. Parents may choose to provide the items themselves or buy the items from the school where practical and appropriate.

Optional Items are those items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user-pays basis so that if parents choose to access them for students, they are required to pay for them.

Voluntary Financial Contributions - parents can be invited to make a donation to the school for a general or specific purpose, e.g. school grounds projects, library fund or for new equipment. Only some Voluntary Financial Contributions are tax-deductible.

All charges are clearly specified in the Parent Payment charges document attached and which of the above categories they pertain to.

Principles

When determining charges Mount Clear College will take the following principles into account:

- **Educational value:** The promotion of student learning, aspirations and wellbeing
- **Access, equity and inclusion:** We will ensure that all students have access to the standard curriculum program and participation of all students to the full school program is facilitated
- **Affordability:** Costs to parents are kept to a minimum and are affordable for most families at the school
- **Engagement and Support:** Ensure parents are well informed of the payment options and support available for those experiencing hardship

- **Respect and Confidentiality:** Parents and students experiencing hardship will be treated with respect, dignity, sensitivity and without judgment and the identity and personal information of all parents and students will be kept confidential in respect to parent payments
- **Transparency and Accountability:** The purpose of all charges is well communicated, clear and transparent and the impact on student programs and families is reviewed by school council

Payment Arrangements and Methods

Families are encouraged to make an appointment with administration staff at the College to discuss charges and options for payment and to assist with a payment plan if required. Families may pay by cash, cheque, credit card, EFTPOS and BPAY. Centrepay is also available for families who are the recipients of a Centrelink Benefit. All payment arrangements remain confidential.

Family Support Options

A range of support options are available to assist eligible parents, including State Schools Relief Committee and the Camps, Sports and Excursions Fund.

Consideration of Hardship

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. Contacts for families who are experiencing financial difficulties are:

Business Manager	Julie Dodgshun	Phone 5337 2025
Student Services Coordinator	Fionna Wooller	Phone 5330 1500

An appointment will be offered with the Student Welfare Team to assess each family on a case by case basis and determine support required. A proactive approach will be taken with the school working collaboratively with the family to ensure the best outcome for the student.

Communication with Families

This Policy will be available on the College Website: www.mtclearsc.vic.edu.au and Compass. A hard copy is available from the General Office. Families who have general enquiries or wish to raise issues about the Policy can ring the general office on 5330 1500.

Families can access the School Policy and Advisory Guide via <http://www.education.vic.gov.au/school/principals/spag/management/Pages/parentpayments> for more information about Parent Payments.

Monitoring and review of the implementation of the Policy

Mount Clear College School Council has a key role in ensuring that the school level approach to parent payments reflects the shared expectations of the whole school community and will therefore be responsible for monitoring the effectiveness and impact on parents and students. This Policy, and all fees and charges will be reviewed by School Council annually or in response to changes or opportunities arising for students at Mount Clear College.

Approved by School Council – 16 October, 2018

Understanding Parent Payment Categories

Schools

What does the legislation say?

The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.

In the Act, a 'Parent' includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.

What do schools pay for as part of 'free instruction'?



Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.

The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.

The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

What principles govern parent payment practice?

Educational Value | Access, Equity & Inclusion | Affordability
Engagement & Support | Respect & Confidentiality | Transparency & Accountability

Parents

What may parents be asked to pay for?

Schools can request payment for Essential Student Learning Items



These are items, activities or services that the school deems **essential** to student learning of the standard curriculum.

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

Items the student takes temporary or permanent possession of

- e.g.
- textbooks, activity books, exercise books
- stationery, book bags
- student ID cards, locks
- cooking ingredients students will consume
- materials for final products that students take home (technology projects, build-your-own kits, dioramas)
- Picture Exchange Communication Systems

Activities associated with instruction that all students are expected to attend

i.e. travel, entry fees or accommodation

- e.g.
- excursions
- incursions
- school sports
- work placements

Parents can be asked to pay for items, activities and services in the three Parent Payment Categories:

Essential Student Learning Items,
Optional Items and
Voluntary Financial Contributions.

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

Schools can request payment for Optional Items

These are items, activities or services that are **optional** and are offered in addition to the standard curriculum.

Students may access these on a user-pays basis.

These may be either:

Items the student purchases or hires

- e.g.
- school magazines, class photos
- functions, formals, graduation dinners
- materials for extra curricular programs
- student accident insurance

Activities the student purchases

- e.g.
- fees for extra curricular programs or activities, such as instrumental music tuition
- fees for guest speakers
- camps, excursions, incursions, sports
- entry fees for school run performances

Items and/or materials that are more expensive than required to meet the standard curriculum

- e.g.
- use of silver in metal work instead of copper
- supplementary exam revision guides

Support for families experiencing hardship is available at every school and each school has a parent payment contact person. See your school's policy for more information.

For more information on Parent Payments and Personal Devices, visit the DET website at: www.education.vic.gov.au

Schools can invite
**Voluntary
Financial
Contributions**
for



- e.g.
- Building or Library fund (Tax deductible)
- Voluntary contributions for a specific purpose, such as equipment, materials, services.
- General voluntary contributions



Dear Parent/Guardian

Re: Parent Payments 2019

Mount Clear College School Council has approved the school's parent payment charges.

The Parent Payment Policy, and how the school will implement the policy, is attached as well as the 2019 list of payment items/services requested for your child's program. Payment of fees as soon as possible would be appreciated.

The College appreciates that families may sometimes experience financial difficulty in meeting payment requests. A number of support options are available to parents who have difficulty making payments including State Schools Relief or the Camps, Sports and Excursions Fund.

We also offer families the opportunity to come into the school and meet with office staff to discuss a payment plan. Staff will explain all fees and why we charge them. Families can make regular affordable payments towards camps, BYOD devices and fees. Please call the front office on 5330 1500 if you wish to make an appointment.

If you experience difficulty in making the requested payments please contact our Parent Payment Contact – Business Manager Julie Dodgshun by phone 5337 2025 or email dodgshun.julie.j@edumail.vic.gov.au or a staff member from our student welfare team (The SHAAC) on 5330 1500 who you can have a confidential discussion with about alternate arrangements.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Lynita Taylor'.

Lynita Taylor
Principal

A handwritten signature in blue ink, appearing to read 'Joanne Hocking'.

Joanne Hocking
School Council President

EXAMPLES OF ITEMS/SERVICES, CATEGORIES AND REASONS

This table provides some examples of education items and services, identifies if they fall under free instruction or a parent payment category and the reasons why.

Item/service	Category/Rationale
Class sets	Free instruction – if temporarily used by students in class, then can be considered an instructional resource owned by the school.
Consumables	<p>Free instruction – if consumable materials held by the school (other than cooking ingredients) and are required to provide the standard curriculum (such as paint, tissues, glue, laboratory chemicals, etc.). This includes materials held by the school (instructional resources owned by the school) and distributed to students when required in class.</p> <p>Essential Student Learning Item – where the student takes possession of the finished article and the amount of material actually kept by the student is accurately costed and it is at a significant cost, such as photography, cooking ingredients for home economics, etc.</p> <p>Mount Clear College offers students many real world/authentic experiences which enhance the standard curriculum. These experiences value add to their education journey, engaging students in school and in their learning.</p>
Excursions/Camps	<p>Essential Student Learning Item – when associated with, but not part of instruction in the standard curriculum program, i.e. travel, accommodation or entry fees can be charged.</p> <p>Optional Item – when the camp or excursion is not part of the standard curriculum program.</p>
First Aid/School Nurses	Free instruction – as part of schools' duty of care to ensure student safety and provide appropriate first aid.
Graduations/school formals	Optional Item – not essential to providing the standard curriculum program.
Hire of text books from school	Essential Student Learning Item – items that a student has personal possession of for the duration of the subject (including taking home for this period) and then returns to the school (not requiring parents to pay full price for texts).
School programs to provide students with mobile computing devices (netbooks, notebook computers, or tablet computers)	For information on how to implement these programs and comply with legislative obligations, refer to the School Policy and Advisory Guide – Personal Devices (http://www.education.vic.gov.au/school/principals/spag/management/Pages/personaldev.aspx)
Performances/activities provided by outside specialists (e.g. 'incursions' that are equivalent to excursions but are held at the school)	<p>Essential Student Learning Item – when essential to support instruction in the standard curriculum program, costs that are equivalent to 'entrance costs' for the use of facilities or equipment may be charged for.</p> <p>Optional Item – when provided in addition to the standard curriculum program.</p>
Photocopying or printing	<p>Free instruction – if materials provided to students are required to provide the standard curriculum program.</p> <p>Essential Student Learning Item – when the school is providing a photocopied text or chapter instead of requiring a text book to be purchased and the students take</p>

	possession of the item; or when equivalent to student stationery such as students printing out assignments. Optional Item – when it is extracurricular or not essential to providing the standard curriculum program.
Student Insurance	Optional Item – not essential to providing the standard curriculum program.
Student ID Cards Student locks	Essential Student Learning Item – a student takes possession of the card or lock.
Student reports	Free instruction – when reports are associated with the administration of the standard curriculum



Mount Clear College 2019 Parent Payment Charges – Years 7 - 12

Family Code: _____

Name of child: _____

Year level _____

Name of child: _____

Year level _____

Name of child: _____

Year level _____

Please find the itemised list that includes essential student learning items (those items that your child needs for school) and Optional Items (that you can choose whether your child participates in or accesses).

Mount Clear College makes every effort to keep the cost and number of items that you need to purchase to a minimum. We also try to ensure that the costs are affordable for all parents. If you will have difficulty making payments please contact Julie Dodgshun, Business Manager (parent payment contact) to discuss possible support options and flexible payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

We would appreciate payment by 17 December 2018 however, payment is not required until 30 January 2019 Please bring this completed sheet with you when making payment.

Please Note: Additional school charges may arise during the year. For example: costs for Production, school jacket, sports uniforms, BAS (Ballarat Associated Schools) and uniforms. We also anticipate that there will be some excursions planned during the year with an estimated cost of \$100 per student (not including the costs of purchasing food items on the day). Year 7 – 10 Camps are optional and estimated costs are included in Optional Items.

Essential student learning items

Item	Specifications	Cost	Amount
Essential Education Items All Year 7-12	Material costs for Technology, Arts and other subjects including Electives at Year 9 and 10 Photocopied booklets of units of work for all subjects Access to Edrolo for students in Years 11 and 12	\$260.00	
	Compass Organiser	\$20.00	
	Locker Provision	\$20.00	
	Travel to Sporting Venues for whole school events	\$15.00	
	Total per student	315.00	
All Year 7-9 Including SEALP	Maths Essential Assessment Subscription	\$ 7.00	
All Year 7-8 Including SEALP Electives 9-12 Including VET Chinese	Japanese/Chinese Education Perfect Subscription	\$30.00	
SEAL Program Year 7-9	National Benchmark Testing, Affiliations with SEALP Network and Victorian Gifted and Talented Association	\$80.00	
Year 7 Water Safety Program	Fees for use of facilities at the University Pool	\$45.00	
Essential Education Items All Year 7-12	Student Diary	\$15.00	



Education
and Training

Essential Items VET Material Costs	Building and Construction Year 1	\$300.00	
	Building and Construction Year 2	\$300.00	
	Hospitality Year 1	\$300.00	
	Hospitality Year 2	\$200.00	
	Chinese Year 1 & Year 2	\$30.00	
	Music Year 1 & 2	\$150.00	
	VET Drones	\$50.00	
	VET Cluster – students participating in a VET Subject provided by the cluster will be charged a materials cost as determined by the Provider		

Note: Parents may choose to provide or purchase some items themselves. If you choose to do this you must consult with the school so that your child has the right items. There may be some items or services you cannot purchase yourself.

Optional Items

Item	Cost	✓
Instrumental Music	\$270.00	
School magazine	\$15.00	
Year 7 Lady Northcote Camp (Estimate)	\$330.00	
Year 8 The Summit Camp (Estimate)	\$315.00	
Year 9 Tasmania Camp (Estimate)	\$850.00	
Year 10 Amazing Race (Estimate)	\$300.00	
Year 9 Advance (Elective) Per Semester	\$50.00	
Year 10 Outdoor Ed (Elective) Camp Semester 1 (Summer)	\$300.00	
Semester 2 (Winter – Alpine Camp)	\$450-\$500	
Year 11 Outdoor Ed (Elective) Camp Semester 1 (Summer)	\$300.00	
Semester 2 (Winter – Alpine Camp)	\$450-\$500	
Year 12 Outdoor Ed (Elective) Camp Semester 1 (Summer)	\$300.00	
Semester 2 (Winter – Alpine Camp)	\$450-\$500	
BAS Sport after school program – \$25 per Sport per Term		
General Excursions for Budgetary Purposes per student 7-10	\$100.00	

Parent Payment Charges

Essential student learning items	Amount
Optional Items	Amount
	TOTAL