

## PARENT PAYMENT ARRANGEMENTS

Dear Parents and Carers,

Montmorency Primary School is looking forward to another great year of teaching and learning and would like to advise you of Montmorency Primary School's parent payment arrangements for 2021.

Please find the Fee Schedule Form attached.

Please complete and return to the school by Friday 27th November 2020 so the school can prepare accordingly.

Montmorency Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Montmorency Primary School's income is currently funded from two sources:

- The Department of Education & Training (DET) Student Resource Package (SRP) pays for school administration, utilities and services, staff salaries, urgent works, cleaning and general school operation;
- Our parents' essential and voluntary contributions are a major source and essential component of our educational and school program funding.

**Essential education items** which parents and guardians are required to provide or pay the school to provide for their child (e.g. stationery, text books and school uniforms) where required. These items or services are essential to support the course of instruction in the standard curriculum program that parents and guardians are responsible for and may choose to either provide or pay the school to provide.

These items include:

- materials that the student takes possession of, including text books and student stationery;
- materials for learning and teaching where the student consumes or takes possession of the finished
- articles (e.g. SAKG, art);

**Optional Education items** (or non-essential materials and services) 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 parents and guardians choose to access them for students, they will be required to pay for them.

These items include:

- extra-curricular programs or activities run by outside providers e.g. instrumental music
- school-based performances, productions and events; and school magazines, class photographs
- transport and entrance for camps and excursions which all students are expected to attend, including swimming program, Yr 5/6 Senior Sport, incursions and excursions

**A voluntary financial contribution** is for those items and services that parent and guardians are invited to donate to the school, for example for grounds, maintenance, or building trust.

### Financial Support for Families

Montmorency Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- **the Camps, Sports and Excursions Fund**
- **State Schools' Relief** may cover the cost of new school uniforms, shoes, books and more for disadvantaged students. State Schools' Relief only responds to requests from school principals, assistant principals or welfare coordinators. Parents or Carers who are struggling need to make an appointment with the school to discuss their situation.
- **Second hand uniform** - In order to support parents in meeting the costs of their children's education the school makes available second-hand uniforms at minimal cost through its uniform shop.

### Consideration of Hardship

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist parents. These options can be accessed by contacting the Principal or Assistant Principal or 9434 5944 or via email to [montmorency.ps@education.vic.gov.au](mailto:montmorency.ps@education.vic.gov.au)

### Payment Methods

- Parents and guardians will be provided with early notice of payment requests for essential education items, the optional extras and voluntary financial contributions (a minimum of six weeks' notice prior to the end of the previous school year).
- Payments are kept to a minimum with payment requests and letters are fair and reasonable.
- Payments can be made in full or through three instalments. Payments can be made via Compass, cheque, credit card, or direct deposit.
- Where financial difficulties are evident, parents are encouraged to make an appointment with the school to discuss circumstances and available options.
- Payment requests or letters to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.
- Receipts will be issued to parents immediately upon making payment.
- Reminders for unpaid essential education items or optional items will be generated and distributed on a regular basis to parents, but not more than once a month.
- All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.
- Only the initial invitation for voluntary financial contributions and one reminder notice will be issued to parents and guardians.

### Refunds

Where Montmorency Primary School is charged for the provision of a program or service as a bulk cost and not a "per head" cost, no refund is able to be given.

Where a "per head" fee is charged refunds may be given, subject to any program or service cancellation policy and upon receipt of a medical certificate

In some circumstances, a partial refund may be possible: where there is a combination of a bulk charge and a “per head” charge in an excursion. For example: An excursion to the zoo – Bus charge is a bulk cost and the entry fee is a “per head” cost, only the “per head” component may be able to be refunded.

Swimming refund will only be given:

- If a child has missed more than 5 consecutive days due to illness, a medical certificate must accompany this request. The refund given will be the “per head” charge
- When requested in writing at least 21 days before the event.

Camp refunds will only be refunded under the following conditions:

- When requested in writing within 21 days of the event.
- If a child has missed more than 5 consecutive days due to illness, a medical certificate must accompany this request. The refund given will be the “per head” charge
- The Principal will have the capacity to view special circumstances on an individual basis.
- Refund will not be given if the refund will cause a financial loss to the school.

For further information on the Department’s Parent Payment Policy please see a one page overview on our school website, [click here](#).

Yours sincerely,



Janene Worsam  
Principal