Payment arrangements

2.3. Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (a minimum of six weeks’ notice prior to the end of the previous school year).

2.4. Payments are kept to a minimum with payment requests and letters fair and reasonable. To further assist parents with payments, four payment options have been developed:

2.4.1. Option A Full amount

2.4.2. Option B Payment at the beginning of each Term

2.4.3. Option C Half yearly payment (beginning of Terms 1 & 3)

2.4.4. Option D Other, payment arrangements

2.5. Alternative payment options are available through the school with parents encouraged to speak to the Principal or Business Manager to discuss circumstances and available options.

2.6. Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.

2.7. Payment requests or letters to parents will be itemized and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.

2.8. Receipts will be issued to parents immediately upon making payment.

2.9. 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.

2.10. Only the initial invitation for voluntary financial contributions and one reminder notice will be issued to parents and guardians.

2.11. All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

Status: Ratified by Council
Date: 23 August, 201, revised: 1 December, 2012 (changes to DEECD EMA policy)
Review date:
Responsibility: Principal