



CRANBOURNE
SECONDARY COLLEGE

PARENT PAYMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 5996 3544.

Statement of Belief:

This policy complies with the requirements of the Education and Training Reform Act 2006. The Education Department provides funding for the standard curriculum program, delivery of instruction and other associated costs in running the school.

The School Council can charge fees for goods and services to support the delivery of free instruction and to raise funds. The provision of a comprehensive curriculum that meets the needs, expectations, breadth and educational standards demanded by our community necessitates additional payment to be raised under these guidelines.

Guiding Principles:

1. Council can request payment for Essential Educational Items to support the course of instruction in the standard curriculum program. These items include materials that students take possession of including textbooks provided by the school stationery; materials that are consumed or used to produce items students take possession of (e.g. Food, Photography, Art, Technology); transport, events and excursions that students are expected to attend.
2. Payment can also be requested for Optional Extras which are offered on a user-pays basis in which parents/guardians may choose whether their child accesses or participates (e.g. computer printing, instrumental music, School-based performances, magazines, class photographs, extra-curricular programs or camps and excursions).
3. Additional requests can be for Voluntary Financial Contributions which parents/guardians may be invited to donate to the College (e.g. the College Building Fund which is ATO approved and tax deductible, grounds beautification).
4. The College will offer to purchase essential items on behalf of all parents. If parents choose to provide equivalent materials, this should be done in consultation with the College, and should meet the specifications provided by the College.
5. The College appreciates that families may sometimes experience financial difficulties in meeting these contributions. A range of support options are available to assist eligible parents, including State Schools Relief Committee. The Wellbeing Coordinator is able to assist with these.
6. Parents and guardians are always provided with early notice of payment requests for all three financial categories and costs are always kept to a minimum and are fair and reasonable.
7. Alternative payment options, such as payment plans are available through the school and parents are encouraged to make an appointment with the Business Manager.
8. Receipts will be issued to parents immediately upon payment. Reminders for unpaid Essential Education Item accounts will be generated and distributed no more than once a month. Reminders for Voluntary Items will be generated and sent once per year.



CRANBOURNE
SECONDARY COLLEGE

9. All records of payments and contributions and any outstanding payments by parents and guardians are kept confidential.
10. The various essential, optional and voluntary payments are approved through the School Council Finance Committee annually.

Policy Review and Approval

Policy last reviewed	
Approved by	Principal - David Caughey
Next scheduled review date	10 December 2021