

LEVIES

POLICY

Rationale:

- Locally raised funds add significantly to the school's ability to provide a diverse and high quality curriculum. Funds sought from parents by schools are often referred to by parents as school fees, school levies, family payments or a host of other common terms. In the context of this policy, a 'levy' refers to an additional cost to be paid as a result of a student enrolling in an optional subject.

Aims:

- To provide a diverse range of high quality learning opportunities for all students.

Implementation:

- School Council supplements Department of Education funds by requesting payments from parents for the following items:-
 1. **Essential Education Items** which parents and guardians are required to provide or pay the school to provide eg: Class Materials including writing books, art supplies, photocopying etc.
 2. **Extra Expenses** which are offered: school magazine, religious education, excursions and bus travel are paid upfront rather than small amounts collected during the year.
- Parents will be made aware of the costs associated with all payments by December of the previous year, along with a recommended payments schedule.
- The payments schedule will include itemised details relating to all payments, an option to purchase goods elsewhere (where appropriate), essential payment dates, options to make payments by instalments, clear definitions of the category of any payments (ie: Essential, Optional or Voluntary), an alignment between payment dates and the timing of EMA payments, the School Start Bonus and advice to parents to contact the principal if they require support or additional information.
- All payments and non-payments will be strictly confidential. The public identification of students or their parents where payments have or have not been received will not occur.
- All costs and processes associated with parent payments will be reasonable, will be defensible in relation to Department of Education requirements, and will be within the expectations and capacity of the school community.
- As with all parent payments to the school, Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal.
- Invoices for unpaid **Essential Items** and **Optional Extras** will be mailed monthly, to occur in February and July (if required) each year.
- Unpaid **Essential Items** payments will not result in any detriment by the school to the student or family. Unpaid **Optional Extras** payments may compromise a student's ability to be involved in the optional activity in question.
- No collectors of any type, including debt collectors, will be used to obtain funds from parents or students.
- The principal will ensure that all staff are aware of this policy and adhere to it.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle. School Council will review the level and purpose of parent payments and voluntary contributions annually, and in doing so will be consistent with any advice or instruction received from the Department of Education.

This policy was last ratified by School Council in...

November 2015