



Parent Payment Policy

Yarra Hills Secondary College Council will review parent payments requested annually to ensure they comply with Department of Education and Training guidelines. Charges will be itemised, including the cost, and categorised as Essential Student Learning Items, Optional Items or Voluntary Financial Contributions. Parent contribution requests will align with the principles of educational value: Access, equity and inclusion, Affordability, Engagement and Support, Respect and Confidentiality, Transparency and Accountability.

Parent contributions will be requested to assist the College in providing an enhanced teaching and learning program for every student aligned with college priorities.

Students will not be treated differently, denied access to the standard curriculum program, or refused instruction based on payments not being made for Essential Student Learning Items, Optional Items or Voluntary Financial Contributions. However, participation in non-curricular activities and optional items (e.g. Instrumental Music Program, Overseas study tours, Year Level Camps) are conditional on payment of items deemed essential by the College Council (e.g., Essential Student Learning Items charges).

Students will not be denied access to enrolment or advancement to the following year's level as a condition of payment of Essential Student Learning Items, Optional Items, or Voluntary Financial Contributions.

Records of payments or contributions by parents and guardians will be kept confidential.

Receipts will be issued to parents immediately upon making payment.

Parents and guardians will receive an alternative education program for their children if they choose not to participate in an excursion or camp.

Yarra Hills Secondary College's administrative and financial processes comply with Departmental requirements such as CASES 21 financial reporting.

Payment arrangements and methods

Parents and guardians will be notified of requests to pay Essential Student Learning Items, Optional Items or Voluntary Financial Contributions in November of the preceding year.

Payment may be requested but will not be required before the year's commencement in which the materials and services are to be used. Parents may pay in a lump sum, by arranged instalments or by individual payment plans.

Family support options

There are several support options available for parents including but not limited to;

- Second-hand uniforms and books via Sustainable Bookshops
- Camps, Sports & Excursion Funding (CSEF) available to eligible parents
- State Schools Relief support available for uniforms/footwear/calculators/textbooks (via the College Wellbeing Team)
- Local community support (Wellbeing Team can provide further information).

Information regarding support options is available from the general office and will be advertised periodically in the College newsletter.

Consideration of hardship

The College understands that families may sometimes experience financial difficulties or hardship and cannot meet the requested whole or part payments. Families experiencing financial hardship are invited to contact the finance manager to make payment arrangements, or they can get the well-being team for a confidential discussion and information regarding support options.

Communication with families

Communication with parents will be provided with a clear description of each of the three parent payment categories: Essential Student Learning Items, Optional Items or Voluntary Financial Contributions. The Parent Payment Policy and Implementation will be published on the College website. General enquiries regarding parent statements may be made to Finance Manager on 9839 8800 or yarra.hills.sc@education.vic.gov.au

Monitoring and review of the implementation of the policy

The College Council will conduct an annual review of the implementation of the Parent Payment Policy. Any changes to the Policy Implementation will be reported to the College community via the College website.

Reference:

<http://www.education.vic.gov.au/school/parents/financial/Pages/parentpayments.aspx>

Date of approval by School Council

REVIEW CYCLE

This policy was last updated on 21 November 2023 and is scheduled for review annually.

The School Council endorsed this policy.