GLENEAGLES SECONDARY COLLEGE

PARENT PAYMENT POLICY 2014

1. Reason for the Policy

School Councils are responsible for developing and approving a school-levy policy which covers essential education items, optional extras and voluntary financial contributions. School Council will ensure that all decisions are consistent with the DEECD parent payment policy.

School Council will also review the school budget and determine the amounts that need to be set to ensure that Gleneagles Secondary College students have access to high quality programs, equipment and facilities.

School Council will ensure that processes are in place to support families that may need assistance in meeting the charges set.

2. Aims

The Gleneagles Secondary Parent Payment Policy will establish and implement procedures to ensure:

2.1 Parents/guardians are provided with early notice of the requirement to pay essential items and the opportunity to pay for optional extras and voluntary contributions. This early notice will be six weeks before the end of the school year.

2.2 Council approves the setting of all levies after consideration of the cost of providing the items and/or services.

2.3 Parents/guardians are provided with information on alternative payment options and an invitation to contact the principal or Business Manager if the parent wishes to discuss these. The school will provide parents with information about Education Maintenance Allowance (EMA) and will provide information on other resources as appropriate.

2.4 Parents are provided with information on the three categories of items permitted under the DEECD policy.

2.4.1 Essential education items are those items that parents and guardians are responsible for and may choose to provide or pay the school to provide. The College can require payment if the items are not provided to the school.

2.4.2 Optional extras are those 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 a parent and guardians choose to access them for students, they will be required to pay for them.

2.4.3 The College will offer a range of electives, some with associated fees and others at no cost. A student must be able to select a full elective program at Year 9 or 10 at no additional cost. Where electives are chosen that have an associated levy, payment will be expected within four weeks of the commencement of the subject.

2.4.4 School Council may invite parents/guardians to make a donation in the form of a voluntary financial contribution to the school. The school may invite contributions to the building trust and/or library trust and/or specific purpose identified by the school and/or general financial contribution or donation.
3. Implementation

The Gleneagles Secondary Council annually, shall:

3.1 Establish the items deemed to be essential education items at each year level and the associated cost.

3.2 Ensure that the elective program at Year 9 & 10 allows for six subjects to be selected at no cost.

3.3 Set any levies associated with electives at Year 9 & 10.

3.4 Ensure procedures are in place that requires parents to approve in writing, the selection of electives at Year 9 & 10 that have an associated essential education levy.

3.5 Set any subject charges for subjects at Year 11 & 12.

3.6 Ensure procedures are in place that requires parents to approve in writing, the selection of subjects at Year 11 & 12 that have an associated essential education levy.

3.7 Establish items that will be offered at each year level as optional extras and the associated levies.

3.8 Determine the amount requested for voluntary contributions.

3.9 Approve the document that will distributed to parents/guardians explaining payment and support options.

3.10 Approve the process that will be followed by the school staff to follow up the non-payment or provision of essential education items. These processes could include mailing invoices, sending reminder notes, telephone calls to the parent/guardians and newsletter articles. If these strategies do not resolve the non-payment issue, students may have their program modified to a basic program (e.g., limited opportunity to cook in Home Economics where there is no payment made through Essential Education levy or provision of consumable; or not receive school published textbooks) and could be prevented from participating in future activities that are not part of the standard curriculum and have an associated optional charge.

4. Budget

4.1 An annual budget will need to be identified to facilitate the printing of information for parents/guardians and staff time to follow up payments.

5. Evaluation

5.1 The Gleneagles College Council will formally review this policy as required by DEECD policy and levies will be reviewed and set annually.

6. Links

The Gleneagles Secondary College Parent Payment policy needs to read in conjunction with relevant DEECD policies.