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| Parent Payments - School Checklist | |
| *Key processes or arrangements* | |
| The [Parent Payment Policy and Implementation Template](http://www.education.vic.gov.au/Documents/school/principals/spag/management/PP_Policytemplate.docx) is used to develop the school’s parent payment arrangements and is approved by the school council when modified |  |
| The school council is aware of and understands the views of the school community in determining parent payments |  |
| The school adheres to the principles of access, equity and inclusion and ensures all students have access to the standard curriculum program and that participation of all students in the full school program is facilitated |  |
| The school has a nominated parent payment contact person |  |
| The school has written documentation for hardship consideration which is communicated to parents |  |
| Consideration of hardship arrangements and concessions are provided to families on a confidential, case-by-case basis |  |
| Students are not denied access to the standard curriculum program, refused instruction or disadvantaged on the basis of payments not being made for education items or services |  |
| Where a child cannot participate in an essential activity or provide an essential student learning item, the school considers the financial hardship circumstances of the student or makes alternative arrangements that provide for the required knowledge and skills to be learned |  |
| Costs to parents are kept to a minimum and are affordable for most families at the school |  |
| Parent Payment charges are transparently and accurately costed |  |
| Parents are provided a minimum of six weeks’ notice prior to the end of the previous school year for annual payment requests |  |
| *Communication with parents* | |
| Parents are provided with a clear description of each of the three parent payment categories: [Essential, Optional and Voluntary](http://www.education.vic.gov.au/school/principals/spag/management/Pages/parentpayments.aspx) |  |
| Payment requests are sufficiently itemised to allow parents to understand what is being charged for, and items are categorised under the three categories |  |
| Parents are informed that they have the option of providing Essential Student Learning items themselves, in consultation with the school |  |
| Parents are advised of the availability of alternative payment options for families who may be experiencing financial hardship and are invited to contact the principal or nominated parent payment contact person to discuss these arrangements |  |
| The school has addressed any concerns raised by parents regarding payment requests |  |
| Parents are made aware of financial and other supports available and how to access them |  |
| Invoices/statements for unpaid essential student learning items or optional items are generated and distributed no more than monthly |  |
| Only the initial request for voluntary financial contributions and one reminder notice per year is sent to all parents |  |
| Prior to generating reminder notices to parents for unpaid items, discretion is exercised where there may be hardship or financial difficulty |  |
| The completed and signed [Parent Payment Policy and Implementation Template](http://www.education.vic.gov.au/Documents/school/principals/spag/management/PP_Policytemplate.docx) and [Frequently Asked Questions for Parents](http://www.education.vic.gov.au/Documents/school/principals/spag/management/PP_FAQforparents.docx) document is published on the school’s website. |  |
| *Records Management and CASES 21* | |
| All documents relating to individual parent payments are stored confidentially in a secure location and accessible only to the principal, business manager and other nominated staff |  |
| Receipts have been issued to parents immediately upon payment and receipted on CASES21 |  |
| The school’s administrative and financial processes are compliant with Departmental requirements such as CASES21 financial reporting |  |