# FINANCIAL HELP FOR FAMILIES CHECKLIST

This checklist is to assist schools to develop and implement financial help arrangements under the Financial Help for Families Policy.

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| **1. Planning** |
| * Nominate a parent payment contact. |
| The school’s financial help for families arrangements are developed to suit the school’s context. This can include:   * reminding families that Curriculum Contributions and Other Contributions are voluntary * offering tailored payment plans, waiving, reducing or extending payment deadlines for Extra-Curricular Items and Activities * referring parents to State Government or community support programs e.g. CSEF, State Schools Relief * establishing the sale/exchange of second hand items to own. |

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| **2. Review and approval** |
| The school’s financial help for families arrangements are reviewed by the:   * parent payment contact * student welfare coordinator * principal. |

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| **3. Training** |
| * All staff are provided with information or training on how to recognise signs of financial hardship and know who to refer families to. * The school’s parent payment contact is aware of State Government and community support programs to refer families to. |

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| **4. Communication** |
| The school’s Financial Help for Families arrangements are communicated:   * whenever a school is inviting parents to pay for Extra-Curricular Items and Activities and/or educational items to own * using culturally inclusive language * in multiple languages (if applicable), using the [Victorian Interpreting and Translating Service](http://www.education.vic.gov.au/school/principals/management/Pages/translateservice.aspx). |
| Communications are placed in a range of formats for parents such as:   * parent payment arrangements and notices * school newsletters * school website * excursion notices and parent permission forms. |

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