

PARENT PAYMENTS POLICY

POLICY

Rationale:

- School council has a responsibility to manage the finances of the school, and in doing so, must ensure that a fair and reasonable process for managing parent payments and outstanding debts is developed and implemented.

Aims:

- To ensure essential student requisites are provided to students, cover the costs of these materials through the collection of parent payments in February of each year. In addition this policy will seek to minimise outstanding debts, and to provide a process for managing outstanding debts should they occur.

Implementation:

- School council will consider the costs associated with parent-funded materials and services, and parent's capacity to pay before deciding upon activities to be offered.
- School council will ensure the costs associated with parent funded materials and services, and due dates for payment are provided to parents so as to allow maximum time to prepare for future expenses.
- Parents may pay fees and costs by cheque, direct debit or cash.
- School Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal. These arrangements will be recorded and signed by the parent.
- School Council will allocate funds annually to be used at the discretion of the principal to assist families experiencing financial hardship.
- Outstanding debts occur when parents agree to pay for parent funded materials and services (see Exec Memo 029/99) which their children have used and then don't pay, or when payments for the hire of school facilities are not made according to school council agreements.
- Unpaid, or non-payment of parent-funded materials and services by parents who have made alternative arrangements with the principal, do not constitute outstanding debts.
- The principal with the School Council president will be responsible for managing all outstanding debts.
- Outstanding debts in excess of 30 days will result in a reminder letter from school council.
- Outstanding debts in excess of 60 days will result in a payment envelope being sent home.
- Parents with outstanding debts in excess of 90 days, or parents who have agreed to alternative payment arrangements with the principal but have then reneged upon the arrangement, will be required to pay for all future activities in advance.
- Outstanding debts will carry over from one year to another.
- Students will not be denied access to programs, materials or services for which they have paid, simply because payment has not been received for other charges or fees
- Community groups that hire school facilities and in doing so create outstanding debts, will have access to the schools facilities suspended until all debts are paid.
- Debt collectors will not be used to collect debts from parents, but School Council may consider using a debt collector to recover funds from organisations or individuals that hire facilities etc.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

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

27/06/2011