



# Swinburne Senior Secondary College

## Parent Payment Policy

### Policy Statement

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The parent payment policy aims to provide a framework to provide a rich, relevant and contemporary educational experience and to ensure all students at Swinburne Senior Secondary College can actively take part in all aspects of school life.

### Guidelines

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Victorian legislation provides that instruction in the standard curriculum program must be provided free to all students in Victorian government schools. Free instruction includes learning and teaching, instructional supports, materials and resources, administration and facilities required to provide the standard curriculum program.

All students have the right to actively take part in all aspects of school life, including camps and excursions. SSSC's policy is that a fair and equitable system for the collection of fees and charges and that assistance is available to less financial families.

Parent and guardians will be asked to pay for essential education items including:

- Items which students take possession of, including text books and student stationery.
- Materials for learning and teaching where the student consumes or takes possession of the finished articles (for example, studio art, woodwork, photography, catering).
- Travel costs incurred in the course of receiving the instruction from a teacher or other person.
- Essential services associated with, but not considered to be part of, 'instruction' in the standard curriculum program, such as costs associated with camps and excursions which all students are expected to attend (for example, transport and entry costs).

Payment guidelines are as follows:

- Family situations and ability to pay will remain confidential and will be considered in each case should financial issues arise
- Financial issues need to be discussed by the parent or guardian with the Principal or Assistant Principal.
- Families will be provided with a reasonable amount of time to make payments
- It is expected that each family will have paid the charges for any camp or excursion at least one week prior their child attending the program

In order to support financial planning, contain costs and maintain an equitable system, refunds for essential education items due a to change in enrolment status or non-attendance at camps and excursions are only made at the discretion of the Principal/Business Manager.

## Implementation

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- Each year the Finance Sub Committee will review the cost of fees and charges in consideration with the budget and school programs and present the proposed amounts to School Council for approval.
- Excursion program charges will be based on fixed costs such as transport as well as variable costs such as per capita admission prices.
- Statements will be issued to families at the beginning of each school year requesting payment based on the school curriculum program for the student. Payment upon enrolment is encouraged.
- For camps, which are large payments, payment plans will be made available as an option and the dates for these will be clearly stated on the initial forms provided to parents.
- Reminder statements will be sent home with a letter from the Principal encouraging the family to make the payment in full or to approach the Principal/Business Manager to discuss a Payment Plan should there be non-payment.
- The Business Manager will keep a record of those parents who have opted for the Payment Plan alternative and reminders will be sent them of the next instalment date two weeks prior to the due date.
- If there is a change in enrolment status, families should contact the Principal/Business Manager concerning any request for refund of essential education items and/or optional extras such as camps/excursions.

## Resources

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Refer to the Frequently Asked Questions on the Victorian Education web site.

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

## Evaluation and Review

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This policy is for annual review.

## Certification

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This policy was adopted at the School Council meeting held at

on the \_\_\_\_\_ day of \_\_\_\_\_

Signed:

\_\_\_\_\_  
Principal

Signed: \_\_\_\_\_

\_\_\_\_\_  
School Council President

***Endorsed by School Council and effective as of: (insert date)***