

SCHOOL LEVY POLICY

Rationale

Alphington Primary School has a school levy policy that is reviewed regularly. The *Education and Training Reform Act 2006* ensures the provision of free instruction in the standard curriculum program, and empowers School Councils to charge for goods and services used in the course of instruction and to raise funds. Free instruction includes the provision of the standard curriculum program associated with the AusVELS. School Council can request payments from parents for student materials and services charges, and for voluntary contributions.

These payments fall into three categories:

- essential education items; parents are required to provide or pay the school to provide for their child (e.g. stationery, text books & consumables)
- optional extras which are offered on a user-pays basis and which parents/guardians may choose whether their child accesses or participates in (e.g. extra curricular programs or activities)
- voluntary financial contributions which parents/guardians may be invited to donate to the school (e.g. building & grounds, library resources)

Aims

To:

- ensure quality educational materials are made available to students to enhance learning and teaching
- keep charges in line with providing a higher quality programme that delivers more than just the minimum standard essential resources to operate programs and ensure a safe and attractive environment in rooms and the playground.

Implementation

- The Principal, as executive officer of School Council, ensuring the school levy policy complies with the requirements of the DET policy and is responsible for the implementation and administration of the school levy policy developed by the School Council
- The Principal ensures the school levy policy is communicated to staff and that all staff is familiar with and adhere to it.
- Providing parents and guardians with early notice of requests for payment (minimum of six weeks) of school levy costs to allow parents and guardians sufficient planning time
- Payment being requested but not required prior to the commencement of the year in which the materials and services are to be used
- Ensuring the status and details of any payments or non-payments by parents and guardians are confidential.
- All communication with parents about education items, including requests for payment, is fair and reasonable.
- Payment request letters or CASES 21 invoices for student materials and service charges must clearly identify which category the items fall into, i.e. essential education items, optional education items or voluntary financial contributions.
- Invoices for unpaid essential education items or optional items accepted by parents are generated and distributed on a regular basis, but not more than once a month.

- Students are not treated differently, denied access to the standard curriculum program, or refused instruction on the basis of payments not being made for education items, services or voluntary financial contributions
- Coercion and harassment are not be used to obtain payment .Under no circumstances will collectors of any type, including debt collectors, be used by schools to obtain any funds from parents and guardians.

Evaluation

This policy will be reviewed as part of the School Strategic Plan review.

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

March 2015