

**DANDENONG HIGH SCHOOL**

**Parent Payment Policy**

# PREAMBLE

* To provide a range of high quality learning opportunities for all students, parents are required to pay for essential materials, excursions and equipment, not provided by the Government Grant. This enables the use of materials and resources to support learning.
* Charge sheet costs will be categorised into three payments categories of Essential Charges, Optional payments and Voluntary Payments.
* Costs to parent/guardian will be kept to a minimum and be affordable for most families.

# Payment arrangements and methods

* Parents will be given the option to pay in full, by instalments or through Centrepay (Centrelink payment scheme)

# Family support options

* Information will be provided regarding purchase of second hand books and uniform through Sustainable book shop
* CSEF (Camps, Sport and Excursion Fund) – Applications will be available from the Finance Office
* State Schools Relief Can be contacted through Wellbeing

# Consideration of hardship

Wellbeing may provide support to parents experiencing hardship, including:

* Hire of text books & provision of uniforms
* The name and details of a nominated parent payment contact person who parents can communicate with by phone, email or in person about their financial situation and related difficulties in making payments will be supplied.
* There are a number of opportunities for parents suffering hardship to communicate with wellbeing staff regarding options.
* Parents and students experiencing hardship will be treated with respect, dignity and sensitivity and without judgement.

# Communication with families

* The policy and the school’s implementation will be communicated with the school community on the school Website and Compass. A letter will be sent with course selection charge sheets.
* Opportunities are available for parents to raise any issues, make general inquiries about charges and the contact details where complaints can be referred

# Monitoring and review of the implementation of the policy

* School councils having a key role in ensuring the school level approach is effective.

**Evaluation: This policy will be reviewed annually.**

**Date of approval by School Council Date: 13th September 2016**