



# **Student Enrolment & Parent Payment Policy**

**DRAFT 2022**

**Produced in consultation with the school community  
Ratified by School Council:  
Reviewed & revised in 2022**

**Principal: Peter Bush  
School Council President: Emily Trickey**

**Rationale:**

- All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

**Aims:**

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.

**Implementation:**

- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30<sup>th</sup> April of that year) and an immunisation certificate.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- Other parents seeking early age entry for their children must make a written application to the Regional Director – see Early Enrolment policy.
- Information regarding the enrolment of overseas students can be obtained from the International Student Program (03) 9637 2990.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the Dept of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or the commencement of term 3, or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
- Our Assistant Principal will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.

- Students will be allocated to classes according to a combination of class size and student need.

### **Enrolment Forms:**

The Enrolment Form asks you for personal and health information about your child and your family. This information is collected to enable our school to educate your child and support your child's social and emotional wellbeing and health. Our school is also required by legislation, such as the *Education and Training Reform Act 2006*, to collect some of this information.

Our school relies on you to provide **health information** about any medical condition or disability that your child has, medication your child may take while at school, any known allergies and contact details of your child's doctor. If you do not provide all relevant health information, this may put your child's health at risk.

Our school requires current, relevant information about all **parents, guardians and carers** so that we can take account of family arrangements. Please provide our school with copies of all current parenting plans AND court orders regarding parenting arrangements. Please provide copies of court orders or plans when they change. If you wish to discuss any matters regarding family arrangements in confidence, please contact the principal.

- **Protecting your privacy and sharing information**

The information about your child and family collected through this Enrolment Form will only be shared with school staff who need to know to enable our school to educate or support your child, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. The information collected will not be disclosed beyond the Department of Education and Training without your consent, unless such disclosure is lawful. For more about information-sharing and privacy, see our school's privacy policy at:

<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

- **Our school's use of online tools (including apps and other software) to collect and manage information**

Our school may use online tools, such as apps and other software, to collect and manage information about your child. When our school uses these online tools, we do our best to ensure that your child's information is secure. These online tools enable our school to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of these online tools, please contact us.

- **Emergency contacts**

Emergency contacts are those people you nominate for the school to contact during an emergency. Please ensure your nominated emergency contact agrees to you providing their contact details to our school and that they have read the paragraph above. It is important that you inform them that their contact details may be disclosed beyond the Department if lawful.

- **Student background information**  
The enrolment form requests information about country of birth, aboriginality, language spoken at home and parent occupation. This information enables the Department to allocate appropriate resources to our school. The Department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.
- **Immunisation status**  
Your child's immunisation status assists our school to manage health risks for children. The Department may also provide this information to the Department of Health and Human Services to assess immunisation rates in Victoria, but not in a way which identifies you.
- **Visa status**  
Our school also requires this information to process your child's enrolment.
- **Updating your child's personal and health information**  
Please inform our school if, and when, there are any updates to any of the personal or health information you provide on the Enrolment Form.
- **Accessing your child's records**  
Our school provides ordinary school communications and school reports to students and parents, guardians and carers who have legal decision-making responsibility for the student. Requests for any other type of student records may be made through a Freedom of Information (FOI) application. Please contact our school and we can advise you how to do this.
- **Student transfers between Victorian government schools**  
When our students transfer to another Victorian government school, our school will transfer the student's personal and health information to that next school. This may include copies of student's school records, including any health information. Transferring this information assist the next school to provide the best possible education and support to students.

### **Parent / Carer Payments - 2022**

All students in Victorian government schools must have free access to instruction that is offered by a school to fulfil the requirements of the Victorian Curriculum F–10, Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL) (Curriculum).

Free instruction includes the teaching staff, administration and the provision of facilities in connection with the instruction of the Curriculum, including reasonable adjustments for students with disabilities.

Schools must ensure that students have free access to items and activities as required for the school's delivery of the Curriculum. The extent and frequency of access that students require depends on the school's context and their approach to delivering the Curriculum.

Schools are not required to provide students with items to own, or keep, on a one-to-one basis. However, schools must determine appropriate resourcing to ensure students have access to the relevant items for the duration required to access the Curriculum.

Schools cannot refuse students instruction in the Curriculum or disadvantage students on the basis of financial contributions and payments not being made. Schools cannot deny students access to the Curriculum by withholding enrolment or advancement to the next year level on the basis of payments and financial contributions not being made.

### **Principles of voluntary financial contributions**

Schools seeking a parent payment must adhere to the following principles of voluntary financial contributions:

- the school council should clearly explain how contributions will be spent when making a request for a contribution
- each contribution is to be voluntary and obtained without coercion or harassment
- a student at the school is not to be refused instruction in the Curriculum because their parents do not make a contribution
- a student is not to be approached, coerced or harassed for contributions
- any record of contributions is confidential, as is any decision by a parent not to make a financial contribution.

### **Parent payment categories**

School councils may request parents to make voluntary financial contributions and payments to the school under the following categories.

#### **Curriculum Contributions**

Curriculum Contributions are voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. As each school delivers the Curriculum based on their own local context, it is at a school's discretion to determine whether an item or activity is necessary for delivering the Curriculum. Schools must be able to justify why an item or activity is necessary to the school's delivery of the Curriculum.

Schools cannot refuse students instruction in the Curriculum or deny student access to items or activities on the basis of Curriculum Contributions not being made. Each student must have the same access to curriculum items or activities regardless of whether a student's parent has made a Curriculum Contribution.

Schools must provide a clear description of the item or activity when requesting Curriculum Contributions so that parents are informed of what their contributions are going towards. However, schools do not need to itemise each individual item when requesting Curriculum Contributions. Schools must use funds raised from Curriculum Contributions for the purposes of which they were requested.

#### **Other Contributions**

Other Contributions are voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Schools cannot refuse students instruction in the Curriculum or disadvantage them in any way on the basis of Other Contributions not being made.

Other Contributions can be requested for a broad area of school need or a specific, clearly described purpose that relates to the school's functions and objectives. Schools must use funds raised from Other Contributions for the purposes of which they were requested.

### **Extra-Curricular Items and Activities**

Extra-Curricular Items and Activities are items and activities that enhance or broaden the schooling experience of students and are additional to or outside what the school provides for free in order to deliver the Curriculum. As each school delivers the Curriculum based on their own local context, it is at a school's discretion to determine whether an item or activity is extra-curricular.

An item or activity can be provided on a user-pays basis and categorised in Extra-Curricular Items and Activities if it is not required for students to meet Curriculum outcomes or if there is a free standard activity available for students to participate in the Curriculum. Items or activities provided on a user-pays basis can still support curriculum-based learning; however, schools must be able to deliver the standard curriculum requirements to a student who does not participate.

Schools do not need to provide students with access to Extra-Curricular Items and Activities if payment is not received. However, schools cannot refuse students instruction in the Curriculum if payment is not received.

Extra-Curricular Items and Activities must be specific, clearly described and identified as optional.

Extra-Curricular Items and Activities can include:

- optional alternative forms of instruction
- optional non-curriculum-based school events (graduation)
- optional non-curriculum items (school magazines, yearbooks)
- optional excursions and camps
- optional sporting programs
- optional music programs
- optional out of school hours care
- optional items and materials that are linked to the Curriculum but are additional to or outside what the school provides for free to deliver the Curriculum.

Extra-Curricular Items and Activities must not include:

- items, activities, and services that are required to fulfil the Curriculum
- educational items such as headphones, stationery packs, digital devices, textbooks (including digital textbooks), calculators
- general enrolment fees
- subject enrolment fees (including VET courses and subjects defined by the school as 'elective')

- the hire, lease, or lease-to-own, of school owned digital devices.

Schools should ensure the cost of Extra-Curricular Items and Activities are kept to a minimum and made affordable for families. Schools must apply the [Financial Help for Families policy](#) in relation to Extra-Curricular Items and Activities to support families experiencing financial hardship.

### **Educational items for students to own**

Schools can invite parents to bring from home, purchase, or lease educational items directly from third parties instead of using what is made available for free by the school. Educational items for students to own include items that have a specific curriculum purpose and for which students take individual possession. When inviting parents to purchase or lease educational items to own directly from a third-party provider, the school may include a list of recommended items or specifications.

Schools cannot communicate to families that parents must purchase educational items for students to own from third parties. If a parent does not provide or purchase educational items, the school must ensure that the student has free access to items as required for the school's delivery of the Curriculum. Schools are not required to provide students with items to own, or keep, on a one-to-one basis. However, schools must determine appropriate resourcing to ensure students have access to the relevant items for the duration required to access the Curriculum.

Educational items for students to own can include:

- textbooks (paper or digital versions)
- stationery
- calculators
- digital devices
- fitted safety equipment (safety boots, closed shoes).

Educational items for students to own must not include:

- items not directly related to curriculum-based learning
- classroom consumables (including class materials such as food ingredients or art supplies that contribute to finished products that students take home)
- items that students do not take individual possession of (for example, class sets of devices, sports equipment, whole-school subscriptions)
- items that are developed and produced by the school (for example, school-developed workbooks, school-developed exam papers)
- activities or services (for example, camps, excursions, events, device repair costs).

### **Support for families:**

Families may experience financial difficulties and may be unable to meet the full or part payments requested. Principals and school councils exercise sensitivity to the differing financial circumstances of students and their families when considering parent payments. There are a range of support options available to support and assist parents. These can be accessed through ["Cost support for families."](#)

Consideration to hardship arrangements in respect to payment requests is provided to families experiencing long term hardship or short term crisis on a confidential, case by case basis. All schools have written hardship arrangements that include a proactive approach to providing support for parents experiencing financial difficulty. All parents are provided the name and contact details of a nominated parent payment contact person at the school who they can discuss payment arrangements with.

### **Engaging with parents / carers:**

In respect to each school's development of its parent payments, school councils will engage in effective communication with the school community and have strategies in place to ensure they are aware of and understand the needs and views of parents.

### **Review of policy implantation:**

Schools will monitor the effectiveness and impact of the implementation of this policy at least annually as part of its ongoing improvement and report back to the school community.

The full Parent Payment Policy is available from the Department's [School Policy and Advisory Guide](#).

### **Parent Payment Charges:**

Kalianna School Council will annually review parent payments requested to ensure they are in line with Department of Education & Training guidelines. Charges will be clearly itemized, costed and categorized as Essential Student Learning, Optional Items or Voluntary Financial Contributions.

Parent contribution requests will be made in line with the principles of Educational value; Access, equity and inclusion; Affordability; Engagement and Support; Respect and Confidentiality; Transparency and Accountability

Parent contributions will be requested to assist the school in providing an enhanced teaching and learning program for every student.

Each year, the Kalianna School Council will set a parent payment, which will be derived from the DET guidelines on parent payments as outlined below.

**This table describes the three parent payment categories that school councils can request payments from parents.**



# PARENT PAYMENTS POLICY

## Categorisation of parent payment requests – Specialist Schools

The information below is to be used as a reference guide for schools when deciding upon which category a parent payment item should be listed on the [Parent Payment Letter Template](#). The list covers a wide range of potential items and activities that should only be listed by schools when they have a demonstrated need related to their school goals. Further information regarding how schools can request parent payments can be found at [www.education.vic.gov.au/pal/parent-payment/policy](http://www.education.vic.gov.au/pal/parent-payment/policy).

Schools can request contributions from parents under three categories

### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

- **General classroom materials and equipment** (e.g. shared classroom stationery, paper, posters/charts, craft items, classroom libraries, readers, sensory items)
- **Subject specific materials and equipment** (e.g. materials for English, Mathematics, Language, Science, Art, Music, Technology, Food Technology)
- **Provision and upkeep of school devices, peripherals and ICT** (e.g. devices owned by the school, class sets, device configuration, maintenance, server/system costs)
- **Communication tools** (e.g. communication books, assistive technology devices, aided language displays, managing **behaviour** displays)
- **Photocopying and printing for students** (e.g. printed learning resources)
- **Curriculum activities** (e.g. excursions, incursions, camps, community access, whole-school carnivals - including transport and entry)
- **Digital and online subscriptions for learning**
- **Supplementary classes within the school's swimming and water safety program and associated costs** (attended by all students)
- **Student ID cards**
- **Student planners / communication books**

### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

- **Sports affiliation costs** (e.g. School Sports Victoria affiliation)
- **Student and parent communication tools**
- **Enhanced student support** (e.g. learning support programs, mentoring, coaching, tutoring)
- **Enhanced wellbeing support** (e.g. wellbeing programs, school counsellors, mental health practitioners)
- **Lockers/locker maintenance**
- **Engaging staff through local payroll** (e.g. groundskeepers, coaches, additional wellbeing and learning support staff)
- **School buildings and grounds maintenance and enhancement** (e.g. Building Fund)
- **Library maintenance and enhancement** (e.g. Library Fund)
- **Use and upkeep of specialised equipment and facilities on campuses** (e.g. hoists, therapy equipment)
- **First aid and hygiene costs**

### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- **Optional items to keep** (e.g. yearbook, school photos, recording of school concert)
- **Optional Extra-Curricular Activities - school based** (e.g. camps, excursions, incursions, guest speakers, sport carnivals and events)
- **Optional Extra-Curricular Activities - outside of school hours** (e.g. formal, dance, production, social, graduation, award ceremonies)
- **Use of specialised school facilities after hours**
- **Optional items within subjects** (e.g. students wanting to use mahogany wood and silver for Technology in lieu of the school's standard timber and metal)
- **Optional experiences within subjects** (e.g. Outdoor Education camp, science excursion)
- **Additional therapy sessions** (e.g. music therapy, art therapy)
- **Additional swimming classes and associated costs** (optional and outside the standard swimming and water safety program)

- Schools may also invite parents to supply or purchase educational items to use and own. These items are sold by third party providers and can include **booklist items, textbooks, stationery, digital devices and peripherals, calculators, locks and fitted personal safety equipment**. If a student does not provide or purchase their own educational items, the school must ensure the student has free access to what is needed at school to access the school's delivery of the Curriculum

### **Important, Kalianna School understands that:**

It is not acceptable to use coercion or harass parents/carers to obtain payment.

- Principals must ensure any payment records are kept confidential. The public identification of students or their parents/carers who have or have not made a payment or financial contribution is unacceptable and must not occur in any circumstance.
- Under no circumstances can collectors of any type, including debt collectors, be used by schools to obtain any funds from parents/guardians.

### **Payment arrangements and methods:**

Reasonable notice will be given for any Extra Curricular item payment requests during the year (i.e. excursions).

Parents will be permitted to make payments in instalments and be provided with several methods of making payment including, cash, cheque, BPay, EFTPOS, CentrePay. Parents are able to enter into confidential payment arrangements by contacting the school.

### **Family support options:**

There are a number of support options available for parents including but not limited to;

- Camps, Sports & Excursion Funding (CSEF) available to eligible parents
- State Schools Relief support available for uniforms/
- Refer Enrolment Policy

### **Consideration of hardship:**

The School understands that families may experience financial difficulties or hardship at times and may be unable to meet full or part payments requested. Families are invited to contact the School to make payment arrangements.

### **Communication with families:**

The Parent Payment Policy and Implementation will be published on the School website. It will also be from the School.

### **Monitoring and review of the implementation of the policy:**

The School Council will conduct an annual review of the implementation of the Parent Payment Policy including addressing any concerns raised by the School community. Any changes to the Policy Implementation will be reported back to the community.