

PARENT PAYMENT POLICY

IMPLEMENTATION SUPPORT CHECKLIST

This is a checklist for schools to ensure they are complying with the Parent Payment Policy.



FREE INSTRUCTION

- All students have free access to instruction as part of the delivery of the standard curriculum.
- Students are not denied access to the standard curriculum or refused instruction on the basis of payments not being made.



PARENT PAYMENT REQUESTS

- All parent payment requests for items and activities are accurately costed and itemised under the three parent payment categories:
 - Essential Student Learning Items
 - Optional Items
 - Voluntary Contributions.
- Parents have not been asked to pay for school operating costs (e.g. utility costs) and general or unspecified charges (e.g. subject levies).

Refer to school operating costs in the Guidance section of the [Parent Payments Policy](#) for more information.



FINANCIAL HELP FOR FAMILIES

- Arrangements have been made for families experiencing financial hardship and have been clearly communicated along with the school's parent payment requests.
- A parent payment contact person(s) has been nominated to support families with financial hardship arrangements.

Refer to the [Financial Help for Families](#) policy for more information.



SCHOOL PROCESSES

- Schools are no longer required to develop their own school-level parent payment policy but must develop their own parent payment arrangements that comply with the Department's Parent Payment Policy.
- School council has approved the school's parent payment arrangements.
- The school's parent payment arrangements (including fee schedules for each year level) have been uploaded to the school's public website for transparency.
- The school's parent payment arrangements have been communicated to parents at least six weeks prior to the end of the school year to enable parents to plan and budget accordingly.

Schools must use the [Parent Payment Arrangements Template](#) to develop their parent payment arrangements, have them approved by school council and communicate to parents.