Philosophical Basis:
The Education and Training Reform Act 2006 provides for 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. Therefore payments for essential educational items, optional extras and voluntary financial contributions, and the parameters, terms and conditions within which these requests may be made.

Guidelines:
- All students will have access to the standard curriculum program.
- The school will ensure that the status and details of any payments or non-payments by parents/guardians are confidential.
- Annual payment arrangements wherever possible are to coincide with the timing of the availability of the Education Maintenance Allowance.
- The school should consider the needs of families who are from a language background other than English when communicating parent payment information.

Payment Arrangements and Non-Payment
- Payment will be in the form of cash, cheque or BPAY
- Students will not be 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.
- Under no circumstances will collectors of any type including debt collectors be used by the school to obtain any funds from parents and guardians.
- The Principal will ensure any records of payment or contribution by parents and guardians is kept confidential.
- The public identification of students or their parents and guardians who have or have not made a payment or financial contribution is deemed unacceptable and will not occur under any circumstances.

Implementation:
- School Council and the Finance Committee will ensure that the school complies with the DEECD policy.
- The school is to provide parents with early notice of requests for payment of essential educational items, optional extras and voluntary financial contributions. Payment may be requested, but not required, prior to the commencement of the year in which the materials and services are to be used.
- The school may issue only one request for specified voluntary financial contributions and one reminder notice. Family financial statements may be issued monthly.
- Parents who have difficulty paying for essential items are to be directed to a range of support options including:
  - The Education Maintenance Allowance
  - State Schools Relief Committee for uniform requirements

Essential Educational Items:
- Essential items include materials that the individual student takes possession of, including text books and student stationary and art supplies.
- Invoices for unpaid essential educational items or optional items accepted by parents are generated and distributed on a regular basis, but not more than once a month.

Optional Extras
- Optional extras include instructional support material, resources and administration beyond the provision of the standard curriculum program. This includes but is not limited to religious education materials, camps and excursions, school-based performances, productions and events.
- The school will provide the parents with a planner each term that covers optional extras.

Voluntary Financial Contributions
- Schools may invite parents and guardians to make a donation in the form of a voluntary financial contribution to the school. These may include:
  - Contributions for a specific purpose identified by the school
  - General voluntary financial contributions or donations to the school

Evaluation
This policy will be reviewed every three years as part of the policy review cycle.