

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

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.

#### Other Contributions

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

#### 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.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.



# PARENT PAYMENTS POLICY

## REQUESTING PARENT PAYMENTS FOR DIGITAL DEVICES – ONE PAGE OVERVIEW

### WAYS PARENTS CAN CONTRIBUTE



#### Requesting contributions for school-owned devices

- Schools can invite Curriculum Contributions from parents for school-owned devices.
- This includes devices that the school has either purchased or leased and which are shared, loaned on a one-to-one basis, or given to students to keep.
- Schools can also request Curriculum Contributions for other ICT equipment, infrastructure and support.

#### Inviting parents to supply or purchase devices

- Schools can invite parents to supply or purchase digital devices to use and own.
- This includes devices that parents purchase or loan from a third party, or devices that parents already own.
- Schools can specify an exact device, a range of preferred devices, devices that meet minimum standards or allow any device.
- Schools can specify bundled insurance, apps, software and peripherals for their recommended device.

### IMPLEMENTING YOUR DEVICE PROGRAM



- Parents are not obliged to provide a device. If a student does not provide their own device, the school must ensure the student has free and equitable access to what is needed to access the school's delivery of the Curriculum.
- Schools are not required to ensure students have free access to devices on a one-to-one basis. However, schools must determine a reasonable level of resourcing to ensure students have access to the relevant items for the duration they are required, including items required for homework.
- Curriculum Contributions are voluntary, and students will not be disadvantaged whether contributions are made or not. For example, if a school is allowing a cohort of students to take home or keep school-owned devices, the same arrangements must apply for the entire cohort, not just for those who have made a contribution.

### COMMUNICATING YOUR DEVICE PROGRAM

When communicating to parents about any device program, including school-owned devices and devices brought from home:



- Schools must not state that any payment to the school or a third party is compulsory, required, mandatory or any other equivalent.
- Schools must not indicate that it is compulsory for students to purchase their own digital devices.
- Schools must not invite parents to contribute to or pay for department-funded ICT services or software.
- The school must ensure all students have equitable access to what they need to access the school's delivery of the Curriculum.

If schools have questions about the application of the Parent Payments Policy to digital devices or require further support they can call 1800 955 913 or email [parent.payments@education.vic.gov.au](mailto:parent.payments@education.vic.gov.au)