



## Parent Payment Policy

### PARENT PAYMENT CHARGES

- *Clear specification of the Items, description and costs within the three payment categories are to be provided*
- *Articulation of how payment requests support/enrich the school's learning/teaching program will be included*

### PAYMENT ARRANGEMENTS AND METHODS

- *ACPS offers options to pay by instalments*

### FAMILY SUPPORT OPTIONS

- *Second hand and low cost options e.g. school clothing pool, low cost suppliers*
- *CSEF*
- *State Schools Relief*
- *Local community supports*
- *Conveyancing*

### CONSIDERATION OF HARDSHIP

*ACPS will provide support to parents experiencing hardship, including:*

- *Name and details of 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.  
(Contact - Business Manager)*
- *The processes for meeting/communicating with parents experiencing hardship, including information to be provided  
(Contact - Principal and/or Business Manager)*

*NB. In reflecting on the school's hardship arrangements, ACPS may consider their proactive strategies to engage with parents disconnected from the school who may be experiencing hardship, such as discretely approaching families who may need support and special payment arrangements.*

### COMMUNICATION WITH FAMILIES

- *This policy and the school's implementation thereof will be communicated with the school community via school newsletters and on the school website.*
- *ACPS provides opportunities for parents to raise any issues, make general inquiries about charges and the contact details where complaints can be referred through discussions with the Principal/Business Manager.*

### MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY

- *It is the role of school council to monitor the implementation of the policy, identify the factors/measures to be taken into account, such as transparency of processes and engagement with parents, how/when it will be reported back to the school community, and timing and processes of review. This will be carried out in Finance Meetings to report to School Council, with actions to be carried out by Principal/Business Manager.*