



## PARENT PAYMENT POLICY

### Parent Payment Charges

All parent payments will be clearly documented and explained on the College's booklist, course selection guides and other documentation provided to parents and students. Eaglehawk Secondary College is committed to ensuring minimal costs to parents and students. Parents will also be provided with information on costs for camps and excursions at the start of each year (or immediately that they become available). The "parent voluntary levy" along with all significant parent payments will be approved by College Council on an annual basis and reviewed regularly. Eaglehawk Secondary College may charge for:

1. Items the student takes possession of that will include products that they make and take home (cooking materials, models, etc) and learning materials that they use both at home and at school (textbooks, calculators etc). These charges will be itemized and included on the College booklist.
2. Technology that is available to the students at all times and that they take possession of (including hardware, software and technical support for the College's one to one program).
3. Camps, excursions and other extra or co-curricular activities (instrumental music, sport, etc) that enhance the College's programs and/or student learning.
4. A voluntary levy that will be determined by College Council on an annual basis that can be paid directly into the College's "Building Fund" (tax deductible) or will be used to enhance facilities and equipment available for all students.

### Payment Arrangements & Methods

All payments will be communicated to parents as early as possible and parents will have the option of paying immediately or in instalments. The College will work closely with parents (and other agencies that support them) to ensure that appropriate payment methods are available to all parents. This may include options such as term or semester payments negotiated on a case by case basis.

### Family Support Options

Support for families at Eaglehawk Secondary College is provided by

- Camps Sport and Excursions Fund
- State Schools Relief
- Uniform assistance
- College's "Wellbeing Team" and/or the College Chaplain.
- Local community support agencies including the "Smith Family".
- Scholarships through govt. and non-govt. agencies.

### Consideration of Hardship

Eaglehawk Secondary College will provide support to parents experiencing hardship and use independent measures (such as a health care card) to assess this as well as individual circumstances.

- Parents can make contact with the Student Finance Officer, Cheryl Wiegard who will assist them and/or may refer them to the College Chaplain or Student Services Coordinator for further support. or
- Students or parents may choose to speak directly to their child's Teacher Advisor who will ensure that information is communicated to the appropriate person.
- The College may also receive "referrals" from families or students to assist other students in circumstances where additional support is required. This is usually managed through the College's "Wellbeing Team" or the College Chaplain.

## Refunds

Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

## Communication with Families

This policy will be available on the College's website and included in other College material distributed to parents (Including the annual booklist). All parents have the opportunity to ask questions or raise issues directly with the College Principal or have them addressed through College Council processes. College Council meets monthly.

## Monitoring & Review of the Implementation of the Policy

It is the responsibility of the College 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. The College Council will review and approve parent payments on an annual basis and discuss any issues related to parent payments as they arise making recommendations to the Principal.

## REVIEW CYCLE

This policy was last approved by school council in November 2019 and is scheduled for review in November 2020.