

PARENT PAYMENTS POLICY

REQUESTING PAYMENTS FOR SUBJECTS AND ELECTIVES – ONE PAGE OVERVIEW

FREE INSTRUCTION



- Schools provide students with free instruction in each subject to meet Curriculum outcomes in the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major or the Victorian Pathways Certificate.
- Schools must provide free access to all subjects, including electives. Schools cannot restrict enrolment based on a financial contribution or payment.
- Schools may invite parents to make a Curriculum Contribution for a specific subject that their child is enrolled in, or towards the general expenses of all subjects. All students are treated the same regardless of whether their parents contribute.

OFFERING ITEMS AND ACTIVITIES ON A USER-PAYS BASIS



- Schools can invite parents to purchase items and activities (including camps and excursions) associated with a subject if:
 - it is not required for students to meet Curriculum outcomes, or
 - there is a free alternative item or activity provided to meet Curriculum outcomes.
- Items and activities provided within subjects on a user-pays basis can still be linked to curriculum-based learning but must be categorised in Extra-Curricular Items and Activities.
- Schools can invoice families for items and activities provided on a user-pays basis.
- Schools should help families facing financial hardship to purchase these items and activities.

COMMUNICATION REQUIREMENTS



Schools must not:

- Indicate that any contribution for a subject or elective is compulsory, including the use of terms such as fees, charges, or levies.
- Indicate that it is compulsory for students to purchase any item or activity within a subject.

SUGGESTED COMMUNICATION



Where possible, schools should provide notice of the specific or estimated costs of items and activities within subjects prior to subject-selection. This includes any anticipated requests for voluntary contributions, and items or activities provided on a user-pays basis.

Example communication to parents prior to subject selection:

- *[Subject name] includes [materials and equipment] that are provided to all students. We invite parents to make a Curriculum Contribution of \$[xx] to help cover the costs associated with this subject so that the school can continue to provide these for all students.*
- *[Subject name] also offers the opportunity to attend an [optional camp/excursion]. Students will experience [adapt as relevant] the outdoor environment and build resilience, incorporating key learning opportunities related to the [subject] curriculum. This opportunity costs \$[xx].*
- *[If relevant] – We have subsidised this experience so that it is affordable for families, with additional support options available based on need. Please contact [staff member] for more information regarding this support.*

For further advice or support in implementing the Parent Payments Policy in your school, [please contact your region's Community Liaison Officer](#).