

Parent, School & General Payments Policy 2025

VSV School Council – Endorsed: 19 November 2024



**VIRTUAL
SCHOOL VICTORIA**

Policy – Identification and Recording

Policy Information

Policy Name:	Parent, School and General Payments Policy
Policy Number:	
Current Version:	November 2024
Purpose:	
Scope:	
Policy Owner:	Fiona Webster, Principal
Policy Author:	
Related policies and legislation:	Virtual School Victoria
Internal procedures guided by this policy:	

Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:
15.10.2021	Draft	New	Jenny Griffin & Deanna Butler	1
2/11/2022	Draft	Revision	Jenny Griffin & Deanna Butler	2022
13/10/2023	Draft	Revision	Nicole Djirkalli & Deanna Butler	2023
14/10/2024	Draft	Revision	Nicole Djirkalli & Deanna Butler	2024

Parent, School and General Payments Policy

PURPOSE

To ensure that parent payment practices are consistent, transparent and ensure that all children and young people have access to the standard curriculum.

RATIONALE

The Victorian community shares a vision to build an education system that champions excellence and ensures that every child and young person has access to the opportunities to succeed in life, regardless of their background or circumstances. Schools are best placed to make local decisions which ensure that all students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the education system. Parent contribution, in all forms, assists schools to provide an enriched learning and teaching program for every student and is highly valued by school communities. Learning and teaching programs vary across schools based on local needs and circumstances and reflect each school's priorities, decisions and resources. This, in turn, informs the parent payment charges approved by the VSV School Council that may vary from one school to the next.

WHAT SCHOOLS CAN CHARGE FOR

The Education and Training Reform Act 2006 provides for instruction in the standard curriculum program to be free to all students in government schools. School councils are responsible for developing and approving school-level parent payment charges and can request payments from parents¹ under three categories only- Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

- **Educational items for students to own**
Refer to book lists school recommends you purchase from [third party provider] for your child to individually own and use.
- **Extra-Curricular Items and Activities**
Virtual School Victoria offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis.

Extra-Curricular Items and Activities	Amount	Purchase -(Please tick)
Year 12 Graduation Dinner	\$TBA	
School Camps	\$TBA	
VCE Agricultural & Horticultural Studies Camps	\$TBA	
VCE Outdoor & Environmental Studies Camps	\$TBA	
Excursion/Incursions to be scheduled	\$TBA	
Total Extra-curricular Items and Activities		\$

PRINCIPLES

- **Educational value:** Student learning, aspirations and wellbeing are paramount when schools determine their parent payments practices
- **Access, equity and inclusion:** All students have access to the standard curriculum program and participation of all students to the full school program is facilitated
- **Affordability:** Cost to parents is kept to a minimum and is affordable for most families at the school

¹ **NOTE** - Parent' in the policy has the same meaning as in the Education and Training Reform Act 2006, which is: 'parent', in relation to a child, includes a guardian and every person who has parental responsibility for the child including parental responsibility under the Family Law Act 1975 of the Commonwealth and any person with whom a child normally or regularly resides.

- **Engagement and Support:** Early identification and engagement strategies by the school ensure parents are well informed of the payment options and supports available for those experiencing hardship
- **Respect and Confidentiality:** Parents and students experiencing hardship are treated with respect, dignity, sensitivity and without judgement and the identity and personal information of all parents and students are kept confidential in respect to parent payments
- **Transparency and Accountability:** School parent payment practices are well communicated, clear and transparent and their impact on student programs and families are reviewed by school councils

FULL-TIME AND PART TIME STUDENTS

The VSV sets a materials and services charge for students enrolling with us. This charge is used to cover the cost of learning materials, online curriculum access and other consumables.

FUNDING ARRANGEMENTS FOR NON-GOVERNMENT SCHOOLS

Any state or federal government funding received by Non-Government Schools is not affected if a student enrolls in subjects at VSV.

The total upfront costs for Non-Government schools from which students enroll in the VSV is \$850 per subject per year (\$425 per Semester).

An invoice will be sent directly to the home school and payment must be made to VSV once the course has commenced. **VSV will NOT** invoice a third party i.e. parents/guardians/carers as it is the responsibility of the home school's principal requesting the enrolment to remit the correct fees. It is the responsibility of the home school to inform parents/guardians/carers as to whether they expect them to contribute in full or in part to the cost of enrolment with VSV. Enrolments from schools will not be accepted by VSV if there is any outstanding money from the previous year.

Following is a link to the Department of Education Parent Payments Policy:

<https://www2.education.vic.gov.au/pal/parent-payment/guidance>

Payment of fee

Payment can be made online at pay.vsv.vic.edu.au

Refund Policy

Applications for refunds will be accepted if they are received in writing at least 7 days prior to the date of the course commencement. No refunds will apply after the end of the first week of term. VSV cannot accept responsibility for changes in personal circumstances after instruction has commenced.

INTERNATIONAL STUDENTS

Cost on application.

SUPPORT FOR FAMILIES

Virtual School Victoria understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Nicole Djirkalli (Finance Officer) or Deanna Butler (Business Manager)

Ph: 03 8480 0000 | Email: accounts@vsv.vic.edu.au

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.

Review of Policy implementation - Schools will monitor the effectiveness and impact of the implementation of this policy annually as part of its ongoing improvement and report back to the school community.

Review Cycle - This Policy shall be reviewed as part of the school's policy review process by the VSV School Council.

Date developed/reviewed	Endorsed: VSV School Council – 19 November 2024
Developers	Deanna Butler – Business Manager; Nicole Djirkalli – Finance Officer
Approved by	School Council President - TBA Signature:
Endorsed by	VSV Principal – Fiona Webster Signature:
Communication to VSV school community	Publication on VSV Website. Hard copy available on request.
Date of next review	November 2025



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