



2021 PARENT PAYMENT POLICY

1. Rationale:

Schools work in partnership with parents/carers and the wider school community to provide the best educational opportunities and outcomes for students both inside and outside of the classroom. The commitment from parents to contribute in a range of ways benefits students and results in improved outcomes, wellbeing and engagement in learning. Parent contribution is highly valued at Nossal High School.

Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL. Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.

Drawing on the best education knowledge and practices, Nossal High School creates and develops a learning and teaching program that is above and beyond what is required in the standard school curriculum. Cross-subsidisation is already a feature of schooling at Nossal and for equity and enrichment purposes continues to be a feature of the school's budgeting process. This robust and comprehensive approach supports the aspirations of high achieving students and their parents and informs the parents of financial contributions set by the School Council each year.

Nossal High School Council annually reviews and establishes a rate of parent financial contributions relevant to each year level. In order to enable the school to continue to offer the enhanced programs and enrichment opportunities that are expected of this select entry school, these parent funded contributions are categorized as Essential, Optional and Voluntary and are anticipated to be paid for each student enrolled at the school.

The Nossal High School Attendance Policy supports student attendance at school every day the school is open for instruction.

2. Aim:

Nossal High School Council is committed to enabling students attending the school the best opportunity to participate in enriched programs, activities and additional learning experiences over and above the standard curriculum.

Parent/Carer payment requests are made annually and are set out in the Parent Funded Contributions information relevant to each year level provided as part of this policy.

3. Student Learning Materials & Activities - Essential Student Learning Items:

Items, activities, or services that are deemed essential for student learning to access and support the Nossal High School enhanced curriculum.

These items or activities are considered essential to deliver a high level, learning environment and enhanced outcomes for all students. (In some instances, students may take possession of, or consume relevant items in this category) Parents/Carers are expected to support the provision of Essential learning items for their children through payment of the requested contributions. In some instances, the independent purchase of items, where appropriate, may be an option however independently purchased items must be the same as the school provided items to ensure maximum class participation and equality of program opportunities. Perishable consumables are not permitted to be purchased independently (E.g. – food for Food Technology Classes)

4. Learning Enrichment - Optional Items:

Items, activities, or services that are offered to support, enrich and expand the Nossal High School curriculum.

These items or activities are provided on an opt-in basis. If parents/Carers choose to access these items for their student, payment will be required. (E.g. Individual music tuition, non-essential camps, social events) 4.4

It is the responsibility of Nossal High School staff to be familiar, comply with and enforce the NHS Attendance Policy. When staff become aware of frequent absences, extended periods of absence, lateness to classes or other attendance related issues, NHS staff must document the breach on Compass chronicle and follow up with tutorial staff, Head of House, the Executive Leadership Team, the Wellbeing Team, students and parents/carers, as deemed appropriate to the individual circumstances.

5. Voluntary Financial Contributions:

Parents/Carers are invited to make a voluntary donation towards the:

- **Building Fund** (school facilities and grounds projects) – Tax Deductible
- **Library & Art Works Fund** (library and arts resourcing and development, including collections and commissioned pieces) – Tax Deductible
- **Music Fund**
- **Sports and Extracurricular Activities Fund.**

Students will not be disadvantaged in any way if parents do not contribute.

6. Invoicing and Payment Arrangements

- A Statement of account indicating the Annual Year level financial contribution for the forthcoming school year will be emailed to families in Term 4 of the current school year.
- A Statement of account indicating the allocation of funds and current financial balance will be emailed to parents at the commencement of each term of the current school year.
- Annual Year level contributions for the forthcoming school year will be listed on Compass Pay in Term 4 of the current year.
- Parents/Carers may log on to their Compass account or use alternative arrangements to make payments as required.
- Compass Pay will accept online payments in full or instalments via direct debit from a nominated credit card.
- Confidential Payment Plan arrangements, to suit individual circumstances or to address short term financial hardship can be discussed with the Accounts Receivable Officer, Mrs. Sharyn Gazzola on 8762 4649 or finance@nossalhs.vic.edu.au
- Payments will be accepted over the counter in cash or eft, over the phone by eft, BPay, or by direct credit arrangements as alternatives to Compass Pay.
- Unpaid essential contributions will be followed up by the Accounts Receivable Officer to ascertain circumstances and any potential need for support.
- Parents /Carers of exited students, with a credit balance, will be forwarded an account statement within 3 months of the end of the exit year. Parents/Carers will be requested to advise if they wish to have their credit balance refunded and provide their bank details within a further 3-month period or donated to the school.
- Where no advice regarding the refund of the credit balance for an exited student is received within the designated period, the funds will automatically be allocated by the School Council to support student wellbeing.

7. Family Support Options

- The Nossal High School **Parents & Friends Association** operate a second-hand uniform shop on the first Monday of each month of term and an Annual Book and Uniform Sale on a Saturday in early December. Details are available at www.nossalhs.vic.edu.au
- Secondhand uniform, texts and school equipment can also be accessed from “**The Sustainable School Shop**”. Nossal High School pays the annual registration fee for parents to access this service. Details available at: www.sustainableschoolshop.com.au
- **CSEF – Camps, Sports & Excursion Fund.** Details regarding eligibility and application processes available at www.education.vic.gov.au/csef for parents or students with a Health Care Card.
- **State Schools Relief** – Details available at www.ssr.net.au/schools for support with uniforms and other essential items
- **Community Assistance programs** – Refer to Attachment A of this policy

8. Consideration of Hardship

- Parents/Carers experiencing short term financial hardship are encouraged to contact the Accounts Receivable Officer, Mrs. Sharyn Gazzola on 8762 4649 or at finance@nossalhs.vic.edu.au to discuss support arrangements that may be available to assist with school expenses.
- Parents/Carers can communicate by phone, email or in person about their confidential financial situation.
- An assessment of short-term hardship generally means Parent Funded contributions are given extensions of time for payment and an assessment of optional items selected is reviewed.
- Parents/Carers experiencing long term financial hardship are encouraged to contact the Business Manager, Ms. Lydia Sayer on 8762 4655 or at finance@nossalhs.vic.edu.au to discuss support arrangements that may be available through the School Hardship Policy.
- Long Term hardship application through the Hardship policy requires an application in writing to the School Principal Mr. Roger Page, through the Business Manager.

9. Communication with Families

- Nossal High School Parent Payment and related policies (annually revised) are listed on the school website
- A link to the website for policy information is provided to parents in the School newsletter
- Policies to be available on the Website in Term 4 of the preceding school year are:
 - NHS Parent Payment Policy
 - NHS Long Term Financial Hardship Policy
 - NHS Participation and Refunds for Camps & Excursions and Activities Policy

10. Contact Details

General enquiries and payment information should be addressed to finance@nossalhs.vic.edu.au

Feedback to the School Council regarding the Parent Payments policy and annual charges should be addressed to school.council@nossalhs.vic.edu.au

Complaints should be addressed to The Principal at roger.page@nossalhs.vic.edu.au

Monitoring and Review of the implementation of the policy

Nossal High School Council will annually monitor and update as required the implementation of the Parent Payment Policy. Parent feedback and impact on essential programs, activities and additional learning experiences will be reviewed.

Date Implemented	31/10/2020
Author	Gayl Shute (Business Manager)
Approved By	Nossal High School Council
Approval Authority	Dr John Inns - School Council President
Date Approved	17/10/2020
Responsible for Review	Assistant Principal - School Operations
Review Cycle	Annual
Review Authority	School Council
Review Date	October 2021
References	https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=80