

Family Accounts and Payment Guidelines



2021-2023

Review date: June 2023

Purpose

At Swanbourne Primary School, we are committed to the delivery of exemplary teaching and learning programs. To complement and enhance our curriculum, we provide a wide variety of extra-curricular activities across all learning areas and phases of the school. Activities like these are known as 'enrichment', and are an important part of a child's education, giving them new experiences, extending their learning, and making school life more fun. However, these events come at a cost, which must be passed on to families. The purpose of this document is to provide clarity and structure around family finances and protocols around the request for payments from parents. At all times, such requests are to be carefully considered and dealt with in a confidential, respectful and discreet manner.

Camps, Excursions, Incursions and Activities

- All notes to parents are to be reviewed through administration before distribution and a copy given to the Manager Corporate Services
- All notes concerning an event must indicate a total cost and clearly state a 'pay-by' date
- Payments are to be finalised one week before the event
- A 'Billed Items' list highlighting unpaid events is to be given to teachers for discreet follow-up with parents. The list will be updated at regular intervals leading up to the event or until all payments have been made. Follow-up of outstanding payments is to be continuous until the billed item has been cleared.
- A 'Reminder of Unpaid Billed Item' will be sent out to parents three times per term (Weeks 4, 6 and 8, which aligns with the school's end of month processes
- Statements of student accounts will be sent out once per term
- If the event has not been paid by the day of the event, the Manager Corporate Services or School Officer will contact the parent for payment
- If a billed item for an event is unpaid, then the student may not be able to participate unless prior special circumstances have been arranged. If this occurs, Deputy Principals will arrange supervision of the student during this time
- At all times, staff are not to approach students in the request for any payments, but are to deal with parents directly

Voluntary Contributions and Charges

- Voluntary Contributions and Charges are approved by the School Board and advertised in the school newsletter and website
- Parents will receive notification of the following year's Voluntary Contributions and Charges by December 1st
- Parents are encouraged to have unallocated credit in their child's account at all times

Financial Difficulties

If at any time there are financial difficulties or circumstances preventing families from paying their account, staff are to inform parents there are options available to support these challenges, such as payment plans. Parents should be referred to the Principal or Manager Corporate Services.