



Lugarno Public School Payments Policy

Rationale:

Throughout the year the school offers students opportunities that will enhance their educational and social development. These may be through different experiences or the engagement of expertise not available in the school. Usually these events have a cost and the school will ask parents to pay or contribute towards these costs. Reasons for payments to the school include but are not limited to: excursions, in-school performances, sports and performing arts programs, resources (eg paper levy), competitions, camp, carnivals, PSSA sport, SRC fundraising (mini-fete, multi-days) and the voluntary school contribution.

This policy aims to make the payments for these programs manageable and fair for families and also for school organisation and money collection.

Implementation:

- The school will aim to give parents as much notice as possible of payments due to the school.
- The school will attempt to spread payments throughout the year. (eg class excursions spaced through the year, etc)
- If possible, the school will give families at least two weeks notice of events with payment due, date indicated.
- Due to short time frames between seasons and the need to select teams, PSSA payments may be required in less than two weeks. Parents should contact the organising teacher if this is a problem.
- Larger costs (eg school camp) will have at least 6 weeks notice to pay and parents should be made aware of the anticipated cost as early as possible. An instalment plan will be offered.
- In cases of hardship, families may contact the Principal for Student Assistance for essential school programs, or to establish a payment plan.
- Some programs are considered as extra-curricular and Student Assistance is not applicable for these programs eg costs associated with dance programs, Schools Spectacular, Create South, Band etc. You will be informed as part of the initial communication about such programs if Student Assistance will not be available.
- Teachers will remind students of payment before the day for final payment.
- Bearing in mind the offer of Student Assistance for essential programs, if money is not received for optional or extra-curricular programs prior to the third lesson / sport round etc, the student will be withdrawn from the program. This is to be fair to all those families that have paid.

- As the school needs to finalise numbers, payments and organisation before the day of the event, payment will not be accepted after the advertised due date. If families have not contacted the school to make other arrangements, children who have not paid by the due date, as indicated on the note, will not be able to attend the program /excursion.
- Performance group organisers (eg dance) will make parents aware of the anticipated payment commitment (fees, costume levy, rehearsal, performance costs, etc.) at the beginning of the program and the anticipated times for these payments.
- PSSA fees include the district PSSA levy, equipment costs and transport costs. These costs vary for different sports due to home and away games, differing equipment, etc.
- Bus costs for transport to events such as carnivals etc. are divided amongst the total number of children expected to attend. If a child is attending the event and their parent drives them, it is anticipated that they will still pay the bus fare as part of the excursion cost.
- **Refunds** - Occasionally children are disappointed when they are unable to participate in an activity because they are sick on the day, late to catch the bus, etc. In such cases, parents often request a refund of the fees that have been paid. In making a decision regarding a refund one issue has to be considered: ***Has the school already spent money for the student to participate in the activity?*** If the school has already had to pay for the activity then a refund cannot be given. For example, in the case of a live show, the seats had to be booked and pre-paid. In this case this money could not be refunded. When buses are used to transport children the total cost of the bus is divided by the total number of children **expected** to attend. It is therefore not possible to give refunds on bus travel. However, some guest speakers charge on the basis of the children present on the day. Therefore, the school did not have to outlay any money and a refund would be possible. If you wish, rather than receiving a refund the amount can be credited to your child's next excursion etc on request.
- Payments need to be the correct money and in an envelope marked with the child's name, the reason for payment and the amount. Payments for different things are to be placed in different payment envelopes. Payments can also be made online. Please note that change is not available from the office. Spare payment envelopes may be obtained from the office.
- Payment envelopes are to be placed in the Money Collection box located in the office foyer.
- This policy does not cover payments to Lugarno Public School Parents and Citizens Association.