

Tuesday 24<sup>th</sup> November 2015

Dear Parents/Guardians

## General Information Letter for Parents

The *Education and Training Reform Act 2006* provides that instruction in the standard curriculum program is delivered free to all students in Victorian Government schools; this is referred to as 'free instruction'. The Act also grants school councils the power to charge fees for goods and services to support the delivery of free instruction and to raise funds.

Free instruction includes learning and teaching, instructional supports, materials and resources, administration and facilities associated with the provision of the standard curriculum program. The standard curriculum program includes core learning and teaching activities related to the Victorian Essential Learning Standards and senior secondary certificates such as VCE, VCAL and VET in Schools programs.

The Department of Education and Training *Parent Payments in Victorian Government Schools* policy provides advice on the different types of payments that schools can request from parents and outlines the procedures and protocols schools must adhere to. This policy is available from the Department's School Policy and Advisory Guide ([www.education.vic.gov.au/spag](http://www.education.vic.gov.au/spag)).

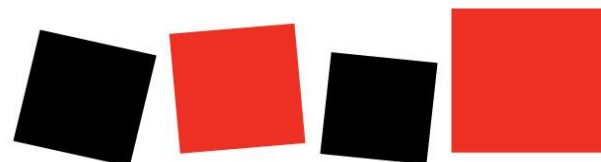
School councils are responsible for developing and approving a school-level parent payment policy that is compliant with the Department's policy.

There are three areas for which parents may reasonably be requested to make a payment or contribution:

- **essential education items** which parents/guardians pay the school to provide or may provide themselves, if appropriate (for example, stationery, text books and excursions (travel and entry costs));
- **optional extras** which are offered on a user-pays basis and which parents/guardians may **choose** whether their child accesses or participates in (for example, extracurricular programs or activities); and
- **voluntary financial contributions** which parents/guardians may be invited to donate to the school.

*Your family centred school*

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# Chelsea Heights

Primary School *Together we learn*

Parents/guardians are responsible for ensuring that their children are provided with essential education items. The school makes every effort to keep the cost of items that need to be purchased at a minimum.

Alternative payment arrangements are also available through the school.

The Chelsea Heights Primary School Council has made a considerable effort to ensure that this school policy is fair and provides a number of options to support parents to access the materials and services associated with their child's education.

If you have any queries or wish to discuss your circumstances and the options available to you, please contact the school to make an appointment.

Please find attached a copy of the school-level parent payment policy.

Yours sincerely

Jane Satchwell  
Principal

Phil Kimberlee  
School Council President

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