

PURPOSE

This policy sets out requirements for Boneo Primary School to prepare for and support families experiencing financial hardship in order to facilitate student participation in the full school program.

SCOPE

Boneo Primary School will develop arrangements that support families experiencing financial hardship. These can be, but are not limited to, tailored payment plans; waiving; reducing or extending payment deadlines; referrals to Government or community support programs. These arrangements are communicated on the school's website to ensure all families are well informed.

IMPLEMENTATION

Boneo Primary School will support families who are experiencing financial hardship and who are unable to make parent payments for Essential or Optional items under the Parent Payments Policy.

This includes financial help for families arrangements that:

- outline reasonable ways to support families who are unable to make financial payments as set out in the Parent Payments Policy
- support families on a case by case basis and provide an appropriate, achievable and family-centred response that promotes the dignity and confidentiality of family circumstances and assures families that students will continue to be supported to access the curriculum
- nominate a suitable parent payment contact person who will be responsible for working with families to determine, negotiate and maintain appropriate responses

Financial help arrangements

If a family is experiencing financial hardship and is unable to make a parent payment, Boneo Primary School will provide arrangements including:

- establishing flexible payment plans or waiving, reducing or extending payment deadlines for essential or optional charges
- advising families they can contact the Business Manager to confidentially discuss arrangements for payment most suitable to their circumstances
- maintaining contact with families and revisiting agreed arrangements when requested
- referring families to government or community support programs such as Camps, Sports and Excursions Fund; State School's Relief; St. Vincent de Paul; Mornington Peninsula Foundation Ltd

Boneo Primary School will not deny students access to the standard curriculum program, refuse instruction or disadvantage students on the basis of payments not being made for education items or activities. Boneo Primary School will not withhold student access to enrolment or advancement to the next year level as a condition of payments being made.

Communicating with families

Boneo Primary School's communication strategy to ensure all families are informed of the school's financial help for families arrangements includes providing multiple, clear and accessible communications throughout the school year. Messaging to families are:

- readily available on the school website, in enrolment packs, newsletters, within excursion permission forms and published Parent Payments Policy
- inclusive and use language that is appropriate, non-judgmental and culturally responsive for families from non-English speaking backgrounds
- translated if required. Schools can access the Victorian Interpreting and Translating Service (refer to PAL topic Interpreting and Translation Services) as a free translation service for key school communications

Recognising financial hardship

Boneo Primary School will be proactive in sensitively identifying families who may be reluctant to access arrangements and refer them to the Business Manager to determine if support is needed.

RELATED POLICIES AND RESOURCES

- Parent Payments Arrangements
- Parent Payments One Page Visual
- [Camps, Sports and Excursions Fund](#)
- [State Schools Relief](#)

ENDORSEMENT

This policy was ratified by School Council on 25th August 2020.

REVIEW

This policy is scheduled for review September 2021.