



NEWBRIDGE HEIGHTS 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 (e.g. paper and copying levy), competitions, camp, carnivals, PSSA sport 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. (e.g. class excursions spaced through the year, etc.)
- If possible, the school will give families at least two weeks' notice of events with the payment due date indicated.
- Due to the need to select teams, PSSA payments may be required in less than two weeks. Parents should contact the school office if this is a problem.
- Larger costs (e.g. 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.
- Some programs are considered as extra-curricular and Student Assistance may not be applicable for these programs e.g. costs associated with Dance Troupe, Hip Hop, and Skipping Squad 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.
- Bus costs for transport to events such as carnivals etc. are divided amongst the total number of children expected to attend.
- 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not received for optional or extra-curricular programs prior to the third lesson / sport round etc., the student may be withdrawn from the program.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 may not be accepted after the advertised due date. If families have difficulty making payment by the due date, please contact the school office.
- 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.
- **EFTPOS** - Parents can come into the school and use their credit card details with our EFTPOS machine. We are no longer allowed to take EFTPOS details/payments over the phone to help prevent fraudulent credit card activity. If you do use the EFTPOS option, please note that this option may take 24 hours to be processed and show in your account.



- **Refunds** - Previously if families have requested a refund for an excursion, camp or other activity, the school has either transferred funds from one activity to another outstanding activity. As part of the LMBR, implemented in October 2016, our school will no longer have an individual account so we will not be able to provide a refund via a cheque or cash. The school will credit the family account with the refund amount. This credit can be used for any child within that family and will be valid for the entire enrolment at NHPS. Credits do not follow the student to new schools. If families prefer a refund, you will have to fill in specific form from LMBR with your personal and bank details and the LMBR team will deposit the amount into your bank account directly. This process may take up to 30 days.
- **Credits** - 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 credit of the fees that have been paid. In making a decision regarding a credit, 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 credit 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 credited. 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 credits 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 credit would be possible. A credit form is available from the office, which needs to be approved by the Principal.
- **Payments/Permission Envelopes:** If you are sending in cash, ***the correct money*** should be placed in a fully completed payment/ permission envelope. Change is not given. Payment for a family may be placed in one envelope; however ***each included family member must return their own permission envelope***. Parents should complete the front of each envelope giving their permission and then write the amount enclosed on each individual envelope on the payment section on the back of the envelope. Online payers must also return a permission envelope.
- Payments for different items must be placed in separate envelopes. This is to facilitate the collection, checking and filing of the payment / permission envelopes.
- Payment / permission envelopes are to be collected by the class teacher or organising teacher first thing in the morning.
- Unless otherwise stated, payments will not be taken at the school office but must be given to the class teacher or organising teacher as indicated.
- This policy does not cover payments to Newbridge Heights Public School Parents and Citizens Association.