

## Cranbourne West Primary School

# FINANCIAL HARDSHIP GUIDELINES

### RATIONAL

Cranbourne West Primary School has a commitment and responsibility to be responsive to parents who may be experiencing either short term or long term hardship and are unable to make requested payments. This includes offering options which support and assist those parents. This policy is to be read in conjunction with the DET Financial Help for Families Policy.

### AIM

To ensure the school provides an individualised, family centred approach which focuses on the student[s] outcomes. Consideration of hardship arrangements and concessions are provided to families experiencing long term financial hardship or short term crisis on a confidential, case by case basis. Consideration is also given to the impact on the student and any determination ensures the outcomes for the student[s] are kept at the forefront of all decision making.

### IMPLEMENTATION

- Parents who have difficulty paying requested amounts are encouraged to discuss alternative payment options with the Parent and Community Liaison Officer [or their nominee].
- Parents can communicate by phone, email or in person about their financial situation and related difficulties in making payments.
- To make a confidential appointment or to discuss the options available please contact the Parent and Community Liaison Officer, Debbie Dodd on:  
Cranbourne West Primary School: 59962878  
Debbie's Mobile: 0409419306  
Email: [debbie.dodd@education.vic.gov.au](mailto:debbie.dodd@education.vic.gov.au)
- The Community and Parent Liaison Officer [or their nominee] will:
  1. Allow parents to be accompanied by a support person or community advocate if they choose to do so.
  2. Explain to parents that the school's learning and teaching program builds on the free instruction in the standard curriculum and outline how parent payments support educational outcomes.
  3. Outline that the Education and Training Reform Act 2006 empowers school councils to charge fees to parents for goods and services made available or provided by the school to a child of the parent [section 2.3.6[c].
  4. Assure parents that their children will be supported to participate in learning activities regardless of the family's inability to pay.
  5. Provide information on the supports available, including government assistance programs, legal and/or financial counselling and assistance from the local community and welfare organisations and refer parents where applicable.
  6. Enable parents to nominate a payment and/or schedule they can afford.
  7. The Parent and Community Liaison Officer [or their nominee] is able to use their discretion within the mandate of the Parent Payments policy and these guidelines to agree on the appropriate forms of support and assistance. These options include, but are not restricted to:
    - Waiving of fees
    - Reduced fees
    - Deferred payment or the extension of payment deadlines
    - Flexible payments plans – beyond what is available in the school's standard policy
    - Utilise cost saving measures ie: substitute lower cost items, second hand options

### EVALUATION

These guidelines will be reviewed on a cyclic basis to ensure ongoing relevance and continuous improvement or if legislative or other changes are required in the interim.