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From: DEECD Mail
Sent: Tuesday, 11 August 2009
To: DL All Schools; DL All School Principals; DL All Assistant and Campus Principals; DL All Corporate (New); DL All School Council Presidents; DL Education Support A-H; DL Education Support I-P; DL School Services Officer Q-Z; DL All Business Managers; DL TSP All Technicians; DL School Technicians; SDL OHS Reps; DL Learning Technology Co-ordinators; DL Allied Health Officers; DL HRMS Users A-K; DL HRMS Users L-Z
Subject: **B28-2009** DEECD MAIL Bulletin - week ending 11 August 2009

Department of Education and Early Childhood Development – Victoria

For all schools, principals, school council presidents, business managers, Education Support staff, central and regional staff, parent club/association presidents

S373-2009 Parent Payments in Victorian Government Schools

Main Points

- In August 2008 the Department released a revised *Parent Payments in Victorian Government Schools* policy that included support information to assist schools to comply with the policy.
- Since then, a compliance review of Departmental Parent Payments, Education Maintenance Allowance (EMA) and Vocational Education and Training in Schools (VETiS) policies has been undertaken.
- This compliance review found that the Department should provide further advice and additional support to schools to assist them in meeting their obligations under Parent Payments, EMA and VETiS policies.
- These findings have been considered and additional advice is provided in this circular and its attachments. This includes a set of 'good practice' templates for school-level policies and for communicating payment requests to parents.

Actions Required

- All schools are reminded that school-level parent payment policies that are fully compliant with the Department's *Parent Payments in Victorian Government Schools* policy need to be developed and approved by school council and communicated to all parents.
- Schools must document, ratify and communicate to parents a school-level EMA policy and, where appropriate, a school-level VETiS policy. These policies may form part of the school-level parent payments policy and must be compliant with the Department's Parent Payments policy.
- Schools purchasing VETiS from external suppliers must use the contractual templates located at:
<http://www.education.vic.gov.au/sensecyouth/purchasing.htm>
- Schools are reminded of their obligation to seek and negotiate the lowest price for supplies. Commissions from potential suppliers must not compromise this obligation.
- All schools must read the attached information for advice on developing their school-level policies and ensure their policies and practices are compliant with the Department's policies.

Critical Dates

- School-level policies need to be made available to parents at least six weeks before the end of the 2009 school year.

Additional Information

- The Department's *Parent Payments in Victorian Government Schools* policy is available at:
<http://www.education.vic.gov.au/aboutschool/lifeatschool/parentpayments.htm>
For further information about the Department's Parent Payments policy, please email community.stakeholders@edumail.vic.gov.au or contact Eleina Tava on (03) 9637 3381.
- The Department's policy relating to the EMA is available at:
<http://www.education.vic.gov.au/management/financial/ema/default.htm>
- The Department's policy relating to VETiS is available at:
<http://www.education.vic.gov.au/sensecyouth/purchasing.htm>



Parent Payments
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