



**ACT**  
Government

Education

# ACT Public Preschool – Payment of fees and provision of receipt Procedure

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## 1. Overview

- 1.1. This document provides guidance to principals/nominated supervisors relating to the general principles of the Education Act 2004, which priorities the delivery of high quality, free education for all children attending a government school or preschool.

## 2. Rationale

- 2.1. The aim of this procedure is to outline the responsibilities of principals/nominated supervisors, school boards, families and guardians in relation to voluntary contributions and the provision of a statement.

## 3. Procedures

- 3.1. School Boards may collect voluntary contributions from families in accordance with Section 27(1) of the Education Act.
- 3.2. School Boards will liaise with the principal/nominated supervisor to identify communication strategies surrounding requests for voluntary contributions by families.
- 3.3. If School Boards do make requests for voluntary contributions, families must be made aware of the principles that apply in relation to financial contributions outlined in Section 27(3) of the Education Act 2004.
- 3.4. School Boards will work in collaboration with governing schools to ensure that voluntary contributions support the acquisition of educational resources for use within preschools.
- 3.5. Parents or guardians may opt to make partial voluntary contributions throughout a school year.
- 3.6. Individual records of voluntary contributions are maintained at the governing school and remain confidential.
- 3.7. Receipt of voluntary contributions will be provided by school administrations to families upon payment.
- 3.8. In accordance with the Education Act, no child will be refused benefits or services by a preschool if parents or guardians choose not to contribute.

## 4. Contact

- 4.1. The Director, School Improvement is responsible for this procedure.
- 4.2. For support contact The School Operations Branch on 6205 3313 or email [SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)

## 5. Monitoring and review

- 5.1. The procedure owner will be responsible for monitoring the procedure through annual scans. A full review will occur as necessary, or within a three-year period.

## 6. Complaints

- 6.1. Any concerns about the application of this procedure or the procedure itself, should be raised with:
  - the school principal in the first instance;
  - the Directorate's Liaison Unit on (02) 6205 5429;
  - online at [http://www.det.act.gov.au/contact\\_us](http://www.det.act.gov.au/contact_us);
  - see also the *Complaints Policy* on the Directorate's website.

## 7. Policy and Implementation Documentation

- 7.1. International Fee-paying Students Policy
- 7.2. International Fee-paying Students Procedure

## 8. References

- 8.1. Education Act 2004
- 8.2. Education and Care Services National Regulations