Voluntary Contribution Policy

RATIONALE
- The quality and variety of educational programs offered by our school are enhanced if government funds are supplemented by voluntary donations from parents. School Council is able to request payment or contribution for educational items and services from parents and guardians.

AIMS
- To provide high quality learning opportunities that caters for the needs of all students. This policy aims to ensure that costs are kept to a minimum and that no student will be treated differently if payment is not made.

IMPLEMENTATION
- Consistent with the Education & Training Reform Act 2006, our School Council supplements Department of Education and Early Childhood Development (DEECD) funds by seeking voluntary financial contributions from parents and guardians.
- School Council will make clear distinctions between voluntary contributions and those materials and services which parents are required to pay, so that parents are not confused regarding the voluntary nature of the contributions.
- School Council is to monitor that voluntary contributions are kept to a reasonable level and within the expectations and capacity of the school community.
- School Council will provide all parents with information detailing the purposes for which voluntary contributions are being collected.
- Parents and guardians also have the option of purchasing equivalent materials from other sources but this should be done in consultation with the school as items will need to meet the specifications provided by the school. Certain items that due to their nature may only be provided by the school.
- Parent payment categories include:
  - Essential Education items which are items that support the instruction in a standard curriculum program.
  - Optional Education items which includes materials in addition to the standard curriculum.
  - Voluntary Financial Contribution which is for those items and services that parents or guardians are invited to make a donation to the school.
- School Council will request voluntary financial contributions in January of each year as part of its parent payment schedule, and a reminder will be sent to parents in July of the same year if contributions have not been forthcoming. No other reminders or contact will be made with parents regarding voluntary financial contributions.
- As with all parent payments to the school, School Council will provide opportunities for all parents wishing to make voluntary contributions but are experiencing financial difficulties to enter into alternative and confidential arrangements with the principal.
- Unpaid voluntary financial contributions do not constitute outstanding debts. No collectors of any type, including debt collectors, will be used to obtain funds from parents or students.
- Voluntary contributions are not compulsory, and students whose parents have not paid voluntary contributions will not be treated differently from those who have contributed. Similarly, the public identification of students or their parents who have paid or not paid voluntary contributions will not occur.
- The principal will ensure that all staff are aware of this policy and adhere to it.
**Evaluation:**
- This policy will be reviewed as part of the school’s three-year review cycle. School Council will review the level and purpose of voluntary financial contributions annually, and in doing so will be consistent with any advice or instruction received from DEECD.

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