



Melrose Primary School

VOLUNTARY CONTRIBUTIONS POLICY

Rationale:

- The quality and variety of educational programs offered by our school are enhanced if departmental funds are supplemented by voluntary contributions.

Aims:

- To provide high quality learning opportunities that cater for the needs of all students.

Implementation:

- * Consistent with the Education & Training Reform Act 2006, Melrose School Council supplements Department of Education and Training (DET) 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 requests for voluntary contributions will be kept to a reasonable level and within expectations of the school community.
- * School Council will provide all parents with information detailing the purposes for which voluntary contributions are being collected.
- * School Council will request voluntary financial contributions in February 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 experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal when making voluntary contributions.
- * Unpaid Voluntary Contributions do not constitute outstanding debts.
- * Voluntary contributions are not compulsory, and students whose parents have not paid voluntary contributions will not be treated differently from those who have.
- * The public identification of students or their parents where voluntary contributions have or have not been paid will not occur.
- * Parents that make voluntary contributions will receive letters of appreciation from school council.

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 contributions annually.

This policy was last ratified by School Council.....

February 2015

School council President.....Deb Covill.....(signature)