

GLENDAL PRIMARY SCHOOL
EDUCATIONAL CHARGES AND VOLUNTARY CONTRIBUTIONS POLICY

Rationale

The quality and variety of educational programs offered by our school are enhanced if Departmental funds are supplemented by Educational Charges (for essential items and optional extras) and Voluntary Contributions.

Guidelines

- These documents detail the Department's policy on determining school materials charges and voluntary contributions:
 - o [Executive Memorandum No 2005/29 School materials charges and parent voluntary contributions \(Word - 72Kb\)](#)
 - o <http://www.education.vic.gov.au/management/schooloperations/schoolcharges.htm>
- DET provides funding to each government school through the Student Resource Package to allow schools to allocate their resources in accordance with the goals and priorities as detailed in the Strategic Plan.
- DET has identified several areas in which schools may seek contributions from parents and guardians.
- School Council seeks to supplement DET funds by seeking Educational Charges and Voluntary Contributions from parents and guardians.
- School Council will make clear distinctions between educational charges for materials and services for which parents can be expected to pay and voluntary contributions, so that parents are not confused regarding the voluntary nature of the contributions.
- Sensitivity will be shown to the differing circumstances of individual students and families with alternative payment options being available for those who do not have an immediate capacity to contribute.

Implementation

- School Council will set the Educational Charges and Voluntary Contributions early in Term Four of each year as part of the budget preparations for the following school year.
- School Council will provide all parents with information in November / December of each year detailing the purposes for which educational charges and voluntary contributions are being collected for the following year.
- The Educational Charge will cover materials and services including consumables used by the students in their class programs, classroom materials, books and computers.
- The Voluntary Contribution will support buildings and grounds beautification, the Health Centre / school nurse and the library.
- Parents will be provided with various payment options including cash, cheque, EFTPOS, payment by instalments and bPay facility.
- Payment envelopes will be attached to the information detailing the Educational Charges and Voluntary Contributions.
- Each term, families opting for payments by instalments will have their nominated card account debited as per the signed authorisation form.
- As with all parent payments to the school, School Council will provide opportunities for parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the Principal.



- The school will provide children with materials and services to access a comprehensive educational opportunity.
- Unpaid Educational Charges and Voluntary Contributions do not constitute outstanding debts.
- School Council will review the level and purpose of the educational and voluntary contributions annually.

Evaluation

The Educational and Voluntary Contributions Policy will be reviewed by the Education Committee in consultation with the Finance Committee as part of the school's three-year review cycle.



GLENDAL PRIMARY SCHOOL

FINANCIAL MANAGEMENT POLICY

Rationale

- to ensure that all monies coming into the school are expended and accounted for in the proper manner
- to ensure that members of School Council and others with financial responsibility understand and fulfil their responsibilities in the financial management of the school
- to provide the necessary financial accountability to the school community and the DET.

Guidelines

- The Principal, in consultation with the School Council's Finance Committee, will be responsible for the management of the school's finances. Although these responsibilities will be outlined in detail in the School Council Standing Orders document, they include;
 - o the preparation of school budget
 - o the maintaining of financial records
 - o the presentation of monthly statements to Council
 - o the arrangement of an audit of all accounts as per DET guidelines
 - o recommending the level of Educational Charges and Voluntary Contributions
 - o implementing the school's Financial programs
 - o exploring other sources of finance.

Implementation

- School Level Program Budgeting within the limitation of the Student Resource Package will be the method of financial management of this school.
- Financial management of the school will be carried out in accordance with the DET guidelines and regulations.
- The School's Program Budget documents and financial records will be readily available for School Council and a summary will be provided in the Annual Report for the school community.
- The School Council will determine the level of Voluntary Parent Contributions and the Educational Charges parents can be expected to pay for subject fees and charges.
- The school will approach suppliers who are client-focussed and will deal with those who provide value for money, including after-sale service. The school will not deal exclusively with particular suppliers over time without ensuring that value is being maintained. The school will actively encourage working relationships with suppliers so that they better understand the school's needs.
- Purchasers will monitor and record all instances where expected quality is not received from products and services and take this into account when planning further purchases.
- The DET auditor will provide feedback on adherence to purchasing guidelines.

Evaluation

This policy will be reviewed in line with School Council's cycle of policy reviews.