



Macarthur Girls High School

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SCHOOL CONTRIBUTIONS POLICY/school Procedure

Rationale

All schools can request contributions to enhance their educational and sporting programs. School contributions are voluntary and payment is a matter for decision by parents. There will be no charge to fulfil the minimum requirements of the curriculum. Schools may charge students for elective subjects that go beyond the minimum requirements of the curriculum.

The DoE policy on school contributions can be found at:

<https://education.nsw.gov.au/policy-library/policies/voluntary-school-contribution?refid=285867>

School Policy

Macarthur GHS seeks from parents a contribution towards the ongoing costs of operating a school which provides a quality education for all. This contribution is in the form of a “school contribution” and is used to supplement the general operational funding provided by the DoE to the school to provide the basic education to all students. The school keeps the level of voluntary school contributions at the minimum level possible.

Where students elect to follow courses where there are consumable items, then the school seeks to recover the costs of these consumables from students in the form of a subject contribution or course fee. This contribution is determined as the average cost per student of the materials used over the academic year to complete that course, on a “cost recovery” basis.

These costs are for ongoing activities, not “one-off” activities such as excursions, visiting speakers, enrichment activities or providing part of an optional sporting activity where outside providers are engaged

Macarthur Girls High School will:

- Set voluntary contributions at a level appropriate for the needs of the school and ability of members of the school community to afford
- Determine subject contributions levels based on a “cost recovery” model for all subjects with consumable materials
- Identify these fees clearly in the subject selection guides issued to students prior to them selecting subjects
- Issue reminders to parents about the amount of fees and subject contributions levied and request payment of these amounts
- Provide measures for assisting families with genuine hardship
- Provide alternative processes for consumable items to be supplied for students who are unable to or unwilling to have necessary consumable items provided by the school
- Provide a range of alternative, no cost options for students wishing to undertake alternative

curriculum options

- Issue a receipt for all monies received from families, indicating the purpose of payment and amount received

The Principal will:

- in consultation with applicable Head Teachers, the school community and school Business Manager, determine the level of school contributions and subject contributions as part of the school budget process.
- advise parents and guardians that all school contributions are voluntary.
- advise parents and guardians who are unable to pay for elective subjects that go beyond the minimum requirements of the curriculum that financial assistance is available if required.
- adheres to the Code of Practice relating to school contributions. (as below)
- disclose the amount of voluntary school contributions in the annual financial statements. These statements are provided to the Department, and form part of the school annual report, which is made available to the local school community.

VOLUNTARY CONTRIBUTIONS CODE OF PRACTICE

- Decisions on voluntary contributions, which include subject contributions, must be made by the principal following participation of the school community through structures such as the Finance Committee, Parents and Citizens' Association or School Council.
- Each student must have access to the total school curriculum. No student can be denied the opportunity to meet syllabus requirements because of non-payment of voluntary school contributions.
- Parents or guardians must be made aware of financial assistance available and the means of access.
- The dignity of all must be preserved in all matters relating to voluntary school contributions.
- Principals will ensure that no student or family suffers any discrimination or embarrassment over voluntary school contributions.
- Principals will ensure the confidentiality of all matters dealing with individuals and the collection of voluntary school contributions.
- Principals will ensure the school community is aware of the proposed use of money collected by way of voluntary school contributions.
- Principals must ensure that any communication with parents or guardians makes it clear that contributions are not compulsory.

Outcomes

School contributions are used to provide learning resources and equipment, technology and materials which are used across all subjects and all cohorts within the school. As a result of families making voluntary contributions to the school there will be a greater range of materials and equipment available to prepare all students for effective participation in our modern society.

Author: Gail Cluff

Date of implementation: September 2017

Review before date: September 2020

SCHOOL CONTRIBUTIONS POLICY IMPLEMENTATION / PROCEDURES

Related policies and guidelines include:

- [Voluntary School Contribution Code of Practice](#)

Procedures

A request for payment of the school contributions will be made each academic year. Parents will be notified of the amount of the school contributions, for all areas of their child's learning, through the issuing of an invoice, detailing all fees the family is to contribute to their child participating in the curriculum pattern chosen. There are a range of no cost options for electives available and these have no contributions associated with them.

Families are able to make the payments in a range of ways;

- through their daughter at the school's finance window;
- in person using cash, cheque or credit/debit card at the finance window
- online through the MGFHS website macarthurg-h.school@det.nsw.edu.au
- using a payment/instalment plan negotiated with the Principal/business manager or delegate.

Where families are suffering financial hardship, they should arrange to meet the principal/business manager/delegate to arrange for alternative payments processes to be implemented, or for the school to provide some assistance in meeting the costs levied for their daughters pattern of study.

All payments received will be issued with a receipt, indicating the amount paid and the program/area of their daughters education the payment has been applied to. Families should clearly identify on any payments the purpose of the payment to ensure it is applied to the aspect they desire.

Each year, the amounts remaining "unpaid" will be invoiced to families as part of the invoicing process. Due to changing financial circumstances of families, it is appreciated if/when any arrears are able to be met.

Programs

Macarthur GHS implements a range of subjects which require use of consumable materials. These subjects will be clearly identified with the approximate subject contribution required in the subject selection guides issued to students at subject selection time the previous year. The current subjects requesting subject contributions at MGHS are:

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|---------------------------|----------------------------------|
| • Visual Art | • Textiles |
| • Food Technology | • Ind Tech: MultiMedia |
| • Agriculture | • Hospitality (VET) |
| • Business Services (VET) | • STEM |
| • Design & Technology | • Photography |
| • Drama | • Sport (outside provider costs) |
| • Dance | |

In each subject, the teaching program activities are used to determine the materials required and the costing of providing these materials. This cost is then apportioned on a “per student” basis to ensure sufficient materials are available for the anticipated class size and learning requirements. Should there be a change in the cost of the materials, faculty budgets (the school) meet the difference between the anticipated costs and the actual costs. Families are not issued with revised contribution levels in this case. The costs are to recover the expenditure on consumable items for that course only.

People

School staff have a responsibility to:

- Provide a quality education to all students regardless of having made their school contribution or not
- Provide equivalent educational experiences to all in courses where a subject contribution is levied.
- Adjust the course content to reflect the available resources for the delivery of the course where subject contributions are required
- Allow students to provide their own materials for each lesson requiring additional resources, including ingredients for practical lessons

Students have a responsibility to:

- Where possible, care for the limited resources provided by the school, minimizing the need for costly repair and/or replacement
- Use provided resources mindful of the cost to themselves, the school and others

Parents and caregivers have a responsibility to:

- Make a contribution to the school towards the school contribution OR discuss with the school their decision not to
- Seek assistance from the school in meeting subject contribution expenses where hardship exists or circumstances alter
- Have the opportunity to provide the course specific materials necessary for their child to complete the learning experiences planned which require additional resources usually provided by the school from the subject contributions requested

Review, evaluation and reporting

- Schools report all financial activities annually in their Annual School Report (ASR). There will be an annual report containing a summary of all school income sourced from parents regarding voluntary school contributions and subject contributions collected.
- The level of school contributions and subject specific contributions will be reviewed annually, and adjusted as required, to reflect the changes in costs of materials and
- MGHS will review annually the amount of financial support it anticipates will be needed to provide to families who are suffering financial hardship, and adjust this provision accordingly. This will be reported as student assistance in the ASR