

VOLUNTARY SCHOOL CONTRIBUTION CODE OF PRACTICE

Implementation document for Voluntary School Contribution policy

- Each student must have access to the minimum curriculum. Schools must not deny any student the opportunity to meet syllabus requirements because of non-payment of voluntary school contributions.
- Decisions on voluntary school contributions and elective subject contributions will be made by the principal following consultation with the school community, through structures as the Parents and Citizens Association (P&C) or the finance/resourcing committee. The Finance directorate will publish advice regarding voluntary school contributions each year.
- Principals will ensure communications with parents and carers advise that school contributions are voluntary.
- Principals will ensure that the purpose of voluntary school contributions to enhance educational programs at the school is communicated to parents and carers.
- Principals will communicate the availability of financial assistance and its application process to parents and carers.
- Schools must not use terms that imply voluntary school contributions are mandatory, such as fee, charge or levy.
- Schools must not provide incentives or consequences regarding the payment of voluntary school contributions.
- The principal makes decisions regarding requested financial assistance and refunds.
- Parents and carers may raise concerns regarding school contributions with the principal in accordance with [departmental guidelines](#).
- Schools must conduct all interactions with students and families relating to voluntary school contributions and elective subject contributions with sensitivity, discretion and impartiality.