

VOLUNTARY CONTRIBUTIONS POLICY



Keilor Heights Primary School



Help for non-English speakers

If you need help to understand the information in this policy, please contact Keilor Heights Primary School at keilor.heights.ps@education.vic.gov.au.

RATIONAL

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

AIMS

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

POLICY

Consistent with the Education & Training Reform Act 2006, our School Council supplements Department of Education 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 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.
- School Council will request voluntary financial contributions in Term 4 of the previous year as part of its parent payment schedule, and a reminder will be sent to parents in Term 1 of the following 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.
- The school's proportion of each eligible parent's CSEF will not be used for the payment of voluntary contributions.
- 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

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 DET.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

<https://www2.education.vic.gov.au/pal/parent-payment/policy>

POLICY REVIEW AND APPROVAL

Policy last reviewed	08-10-25
Consultation	[consultation for this policy is not mandatory]
Approved by	Principal
Next scheduled review date	2026 (Every Year)