



## **PROCEDURE:** Voluntary Contributions & Subject Contributions

**UPDATED:** 2018

**REVIEWED BY:** Lynelle Maude

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### **STATEMENT OF INTENT:**

Northlakes High School sets subject fees which cover the resources students use. All families are encouraged to support the school's programs. Decisions about school fees are negotiated with the school's Parents and Citizens Association and the Finance Committee.

### **APPLICABILITY:**

All students

### **DoE POLICY/PROCEDURE REFERENCE:**

Voluntary Contributions Code of Practice memo 95/103

### **DEFINITIONS:**

**Voluntary Contribution** – supports whole school structures, such as library, technology, sport equipment etc. Fixed for all students.

**Subject Contribution** – provides resources for students to use in individual subjects. Cost may vary.

### **RATIONALE:**

This Policy is intended to:

- Ensure all students are able to fully access the curriculum, and utilise the most appropriate resources available to pay contributions
- Ensure a flexible system for parents
- Ensure equitable opportunities for all students

### **PROCEDURES:**

- All students access the whole school curriculum
- Financial assistance is available for students in need. Application for support is made through the school. Some requirements exist (Centrelink, etc).
- Students may be restricted in non-curriculum activities (Year 12 Formal, camps, etc) if subject contributions have not been paid
- All financial matters are dealt with confidentially by the Principal
- Parents/Guardians may pay contributions in small amounts
- Payment plans may be negotiated
- Payments may be paid through the parent portal or in person at the school's finance office