



POLICY: Rangitikei College Board of Trustees

School Donations Policy

Rationale

Although donations to schools are voluntary, families/whānau can feel under pressure to pay them and this can place pressure on household budgets and student access to the full curriculum Rangitikei College offers. By opting in to the government Donations Scheme, the Board intends to alleviate that pressure and expectation.

Aims:

To ensure that:

- There is clarity around what the school provides to students without cost, what it may seek donations for, and what it may charge for
- Clarify the process for which approval for curriculum related activities that generate additional costs (such as trips and camps) is made
- There is a Board review process on its continued participation in the donations scheme.

Guidelines:

1. Rangitikei College Board of Trustees will decide by 1 July each year whether it will continue in the Donations Scheme for the following year.
2. No donations will be asked for any school activity except for overnight camps.

Therefore, this includes, but is not limited to:

- a. Day/field trips including entry fees for core parts of the visit (eg. to a museum)
 - b. Subject or course fees
 - c. Hireage or use of any equipment required to deliver the curriculum
 - d. Compulsory course booklets, workbooks, software or online programmes
 - e. STAR courses
 - f. Course materials – including workshop materials (eg. timber), art materials and food ingredients
 - g. Printing/photocopying required as part of curriculum delivery
3. Donations may be sought for overnight camps (including accommodation, transport, food, activity costs), subject to the following:

- a. The overnight camp has approval from the Board of Trustees a minimum of four weeks before the camp is to commence.
 - b. That Board conditions for approving the camp (eg. a certain amount fundraised prior to approval) are met.
 - c. No student eligible to attend the camp is excluded from attending because of an inability or unwillingness to pay the donation towards any part of the activity's cost.
 - d. That any request makes clear a parental/student contribution is a donation and not a compulsory fee or charge.
4. The following activities may be directly charged for on the basis that they are a clearly an optional extra that students/whānau voluntarily purchase, and are not a core part of the curriculum:
- a. School Ball, and socials,
 - b. Extra-curricular tuition and equipment hire – eg. music, sport,
 - c. Workbooks, software, online programmes, supplementary programmes that are not part of the school curriculum and non-purchase does not limit the delivery of the school curriculum,
 - d. Visiting drama or music groups,
 - e. Fees for participating in extra-curricular sport or performing arts (ie. these take place predominantly outside lesson times, and non-participation does not limit the delivery of the school curriculum),
 - f. Camps or trips run in association with external groups – such as Interact etc and are not part of the general curriculum.
 - g. Overseas trips run by school staff.

Families/whānau must be informed that these are voluntary and that participation incurs a charge.

- 5. 'Take home' components of courses may be charged for where parents have agreed to purchase the completed item beforehand (eg. coffee table, item of clothing). However, non-agreement to pay for a take home component must not limit access to the curriculum, and the school is entitled to retain the item.
- 6. Anybody can make a voluntary, non-solicited donation to the school at any time.
- 7. The Principal will ensure that the school community is made aware of this policy.
- 8. Income from the Donations Scheme will be used for curriculum support. The Board will separately identify income from the scheme, and expected expenditure from it, as part of its regular budgeting and monitoring process.

Chairperson:

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Date:

30.6.20

Next review date: June 2023

ASSOCIATED PROCEDURES AND DOCUMENTS:

- Education (School Donations) Amendment Act 2019
- 'What families/whānau need to know about school/kura donations' (MOE, August 2019)
- 'Draft requirements for Boards of Trustees of Decile 1-7 Schools and Kura Choosing to Opt in to the Donations Scheme' (MOE, v2, October 2019)

(NB: Procedures are developed as part of school management. The Board of Trustees will be informed of the development or revision of procedures derived from Board policies by the Principal. For some especially significant procedures, these will be presented to the Board in full)