ARDNASHEE

SCHOOL AND COLLEGE

PARENTAL FINANCIAL CONTRIBUTIONS POLICY

TRIBE

PARENTAL FINANCIAL CONTRIBUTIONS POLICY

Commencing Date:	5/11/24
Approval Signature:	Deirdre Amor
Review Date:	

1. Background

UN Convention on the Rights of Children : Article 3 (best interests of the child)

"The best interests of the child must be a top priority in all decisions and actions that affect children."

2. Purpose and Scope

Ardnashee School and College is committed to providing a diverse range of educational and extracurricular activities to enhance the learning experience of all students. To support the funding of these activities, the school may request financial contributions from parents. However, the school ensures that no student is excluded from an activity due to an inability to pay.

This policy applies to all students, parents, and guardians of students enrolled in the school.

3. Objectives

By following the guidelines outlined in this policy, the school ensures equitable access to enriching activities while maintaining financial transparency and accountability.

4. Procedure/Guidelines

1. **Voluntary Contributions:**

   - Financial contributions from parents for activities such as field trips, extracurricular programs, and special events are voluntary.
   - Parents will receive detailed information about the purpose, cost, and benefits of each activity requiring a financial contribution.

2. **Communication:**

- The school will provide clear and timely communication regarding any requests for financial contributions. This will include the total cost, the due date for contributions.
- Information will be disseminated through multiple channels, including see saw, and the school website where applicable

3. **Equity and Inclusion:**

- No student will be excluded from an activity based on their ability to contribute financially.
- The school will offer financial assistance or subsidies to families who may find it difficult to make contributions. Parents are encouraged to contact the school administration confidentially to discuss available support options.

4. **Fundraising:**

- The school may work alongside the 'Friends of Ardnashee' on fundraising activities to supplement the costs of student activities, reducing the financial burden on parents.
- Fundraising efforts will be clearly communicated, and participation is voluntary.

5. **Transparency and Accountability:**

- The school will maintain transparency regarding how funds collected from parents are used.
- An annual report will be provided to parents outlining the expenditure of collected funds and the impact on student activities.

6. **Management Procedures:**

- Activity Planning:
    - Teachers and activity coordinators submit proposals for activities requiring financial contributions to the school administration.
    - The administration reviews and approves the activities, ensuring they align with educational goals and budgetary considerations.
- Notification to Parents:
    - Upon approval, a detailed notice is sent to parents outlining the activity, associated costs, payment methods, and deadlines.
    - Notices are sent well in advance to allow parents ample time to make contributions or request assistance.

- Collection of Funds:
    - Payments are collected through the class team and stored in a locked cabinet.
    - Records are maintained for auditing purposes. APPENDIX 1
- Disbursement of Funds:
    - Collected funds are allocated to the specific activities as planned. Any surplus funds are either refunded to parents or rolled over for future activities, depending on the parents' preferences.
- Post-Activity Reporting:
    - After the activity, a report is generated detailing the expenditure of collected funds and the outcomes of the activity.
    - This report is shared with parents to ensure transparency and accountability.

5. Monitoring/Evaluation

This Parental Financial Contributions Policy will be reviewed regularly to ensure its effectiveness. Feedback from students, parents/guardians, and staff will be sought to inform any necessary revisions.

APPENDIX 1

Class

Week : _______________Date: ________________________

Record of money received from parents/carers for snack, cookery sessions, playdough ingredients, treats and trips/outings

INCOMING:

Name of Student	Money Received
	Total:

OUTGOING EXPENDITURE:

All receipts for the week to be attached to the back of this sheet.

Total Collected: Total Spent:	Balance:

Dear Parent/Carer,

PARENTAL FINANCIAL CONTRIBUTIONS POLICY

After a recent review around voluntary contributions our updated protocols and procedures are outlined below.

Voluntary Contributions – Primary Phase

In the Primary Phase we ask for a voluntary contribution of £2.00 per week to cover the costs of daily snacks, weekly sensory learning experiences e.g., cookery ingredients, pasta, cereal, rice, noodles, water beads, shaving foam, gel etc. and any local class outings.

We will inform you about special events/outings as they arise throughout the school year and inform you if there is an additional cost.

Voluntary Contributions – Post Primary Phase (Lower Campus)

In the Post Primary Phase Lower Campus classes, we ask for a voluntary contribution of £2.50 per week to cover the costs of daily snacks, weekly sensory learning experiences e.g., cookery ingredients, pasta, cereal, rice, noodles, water beads, shaving foam, gel etc. and any local class outings.

We will inform you about special events/outings as they arise throughout the school year and inform you if there is an additional cost.

Voluntary Contributions – Post Primary Phase (Upper Campus)

In the Post Primary Phase Upper Campus classes, we ask for a voluntary contribution of £2.00 per week to cover the costs of daily snacks and any local class outings.

There is an additional cost of £6.00 per month for students who attend Home Economics classes which covers the cost of cookery ingredients.

We will inform you about special events/outings as they arise throughout the school year and inform you if there is an additional cost.

Yours faithfully,

Sinead Crossan — Curriculum Vice Principal

Julie McDevitt — Pastoral Vice Principal