

## 4.02

# Family Contributions Policy

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### Outcome Statement

Family contributions are no longer an important source of income for Ruapehu College, however donations (e.g. from organisations) are accepted from time-to-time. NB: This policy applies to domestic students and not international students.

### Scoping

The Ruapehu College Board of Trustees has chosen to opt-in to the donation scheme and therefore does not ask for donations, with the exception of overnight camps. This decision is reviewed annually.

### Delegations

The board delegates to the principal full responsibility of ensuring processes are in place to administer this policy and that they are operating effectively and adequately. The Board will ensure it discusses this policy annually when considering whether to remain in the government's donation scheme.

### Expectations and limitations

In complying with the policy, the principal shall not fail to:

- implement and maintain robust procedures to meet the policy requirements,
- ensure the school does not charge domestic students a fee for enrolment, attendance nor for delivery of the curriculum (e.g. subject fees), and
- report to the board any donations received.

### Procedures/supporting documentation

Procedures are to cover the following areas:

- donations received from organisations, community groups, individuals etc,
- charges for overnight camps, and
- our inclusion in the donations scheme.

## **Monitoring**

The principal shall maintain a record of donations received through the school budget and report to the board as part of the principal's report to the Board outlining donations received, whom they are from and what they are to be used for.

## **Legislative Compliance**

Relevant statutory, regulatory, administrative and contractual requirements include, but are not limited to:

- Privacy Act 2020,
- Education Act 1989,
- Official Information Act 1982, and the
- National Administrative Guidelines for Schools.

## **Review**

This policy will be reviewed in accordance with the Board's regular policy review process.

## **Ratified by Ruapehu College Board of Trustees**

Chairperson: Elijah Pue



Signed: \_\_\_\_\_ Date: 29.10.20

Date for policy review: October, 2023