



Te Aroha College Payments, costs and donations Policy

Rationale

This policy aims to provide the Board of Trustees, staff, parents, and caregivers with clear guidelines regarding payments, costs, and donations. It ensures compliance with the Education and Training Act 2020, the Ministry of Education's updated guidelines on school donations, and the principles of equity and inclusivity.

Policy Statements

1. Right to Free Education

- The Board acknowledges the statutory right to free enrolment and education for students enrolled at Te Aroha College.
- Requests for donations or payments will adhere to Ministry of Education guidelines to ensure clarity and fairness.

2. Purpose of Payments and Donations

- All payment requests will include transparent information about:
 - The purpose and specific use of funds.
 - Whether the request is a voluntary donation, compulsory cost, or optional fee.
 - Whether the activity or item is part of the core curriculum or an optional extra.
 - Alternatives for participation where payment is not made.

3. Non-Discrimination

- No student will face discrimination, exclusion, or disadvantage due to non-payment of a donation or inability to meet costs.

Procedures

1. School Donations

- The school will not request an annual voluntary donation in 2025. This will be reviewed in November 2025.
- Parents and caregivers will be informed that donations are voluntary and tax-deductible.

2. Course Materials and Practical Costs

- The school may request payment for take-home materials or optional components of specific subjects.
- Detailed cost breakdowns for practical subjects will be included in the Subject Selection Guide.

3. Sports Costs

- Sports fees must be paid or formal arrangements made before participation begins.
- Unpaid sports fees from prior years must be cleared before re-enrollment in sports activities.

- Support options will be available for families experiencing financial hardship.
- 4. **Examination Costs**
 - Parents and caregivers will be notified of examination fees, such as NZQA charges, along with deadlines.
 - Assistance programs, such as financial support for NCEA fees, will be highlighted.
- 5. **Communication and Support**
 - Regular communication will ensure parents and caregivers understand payment requests.
 - Families experiencing financial difficulties will be encouraged to contact the school in confidence to discuss options.
- 6. **Invoices and Receipts**
 - Invoices will clearly distinguish between voluntary donations, curriculum-related costs, and optional activity fees.
 - Receipts for donations will be issued promptly for tax purposes.

Review and Monitoring

The Board of Trustees will review this policy annually to ensure alignment with legislative changes and community expectations.

Date ratified:

Review Date: