

## Tauranga Adventist School Payments by Parents Policy

### Rationale:

Financial Contributions are required to supplement operational funding to enable Tauranga Adventist School to deliver effective programmes and meet the learning needs of students in terms of the Special Character and Charter objectives.

### Purposes:

- To clarify the rights of the Board of Trustees, parents and students regarding the request for donations and other forms of payments.
- To ensure compliance with the Education Act and other governing legislation with respect to collection of student payments.

### Guidelines:

- Under the Education Act, Tauranga Adventist School cannot demand payment of fees or levies
- Annually the Board of Trustees will determine a level of school donation requested from students to assist with the cost of curriculum delivery. The Board of Trustees will convey to parents that the donation is voluntary and tax deductible.
- The Board will comply with Ministry of Education requirements as outlined in the ["Payments by Parents" Circular](#).
- Attendance Dues (as provided for under the Private Schools Conditional Integration Act 1975 and the School's Integration agreement) will be collected by the Proprietor and accounted for separately from the income of the Board of Trustees.
- Other requests for donations from the Proprietor collected through the school are to be invoiced and accounted for separately from payment requests of the Board of Trustees.
- The schools prospectus and circulars to parents are to clearly state the financial payments that are voluntary and those that are mandatory.
- Tauranga Adventist School has a "no pay, no play" policy through which students who do not pay for sports or other voluntary activities do not attend the activity. It is not the Board's intention that students will not be able to participate in such activities because of poverty and the Board will endeavour to support families to meet these payments whenever this is requested.

**Approval**

1. When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.
2. As part of its approval the Board requires the principal to circulate this policy to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff. The School policy manual shall also be made available to students and parents at their request. The Board requires that the principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

BoT Chairperson: Murray Jennings

Approved: 25/2/19

Reviewed: