



**Letterkenny  
Educate Together**  
National School  
ag fás le chéile - ag foghlaim le chéile

# **Voluntary Contributions Policy**

## Title

Voluntary Contributions Policy

## Introductory Statement

This policy was drafted by Maire Lynam, Principal and Natalia Colmenarejo, Parent and Board of Management member, and reviewed by Moira McGlinchy and Olivia Michaels (parents) in November 2006. The policy was reviewed by the Board of Management in February 2013.

## Rationale

The school receives an annual capitation grant from the Department of Education and Science which is based on the number of pupils in the school on September 30<sup>th</sup> of each year. The capitation grant is intended to cover major items of expenditure such as insurance, heating, cleaning materials and electricity. The school also receives grants which may only be spent on specified budgetary areas. However, this financial support falls far short of what is necessary to run, resource and develop our school. Voluntary contributions are a source of funding used by the Board of Management to address some of the shortfall.

## Relationship to characteristic spirit of the school

This policy will support the ethos of the school as follows:

***Child Centered*** - Ensures we provide the children with the best possible resources for their particular needs.

***Democratically Run*** – Inclusion of the entire school community on the decisions regarding resourcing our school.

***Coeducational*** – Gender bias will be taking into account when deciding on resources.

***Equality Based*** – Expenditure incurred in delivery of this aspect of the curriculum will be balanced between the different world religions and ethical values.

## Aims

The aims of this policy are:

- To benefit pupil learning
- To enhance teaching
- To more fully fund the Learn Together curriculum

*Note: The Learn Together Curriculum is not funded by the department as this is not part of the mandatory Primary School Curriculum.*

- To provide other activities not funded by the Department of Education

*Note: This may include educational outings, school based entertainment, specific educational projects as approved by the board of management.*

### **Guidelines (content of policy)**

1. Parents will be introduced to the policy at the newly enrolled pupils meeting that happens in May each year. At this meeting parents will be provided with an outline of the scheme highlighting the benefits, mainly:
  - To be able to provide the best possible resources to benefit pupil learning and to support and enhance teaching
  - To ensure access to all the resources required to deliver the Learn Together curriculum
  - To support access to a wider range of activities

*NOTE: For 2006 the policy will be introduced at the December Parent-Teacher meeting.*

2. The Board of Management suggests a voluntary contribution from each family. The Board proposes that this donation be made of €70 per family in to be collected in the second school term. This charge will be reviewed on a yearly basis at the beginning of the first school term.
3. The scheme will be administered as follows:
  - The principal will send a reminder to each family during the second school term containing the following:
    - An outline of the school voluntary contribution policy
    - An envelope marked with the school stamp
    - A form to be completed if a receipt is required
  - Each family will enclose their donation and seal the envelope.

*NOTE: Whether or not a monetary contribution is made to the school, the board request the sealed envelope to be returned to ensure that contributions do not go astray.*

- The teachers will record the collection of the sealed envelopes and store in a centralized locked location until all envelopes have been returned. Parents/guardians will be given fourteen days from distribution of envelopes to return same.

*NOTE: For families with more than one child at the school, the sealed envelope will be returned with the eldest child.*

- Once all envelopes have been returned - or when fourteen days have elapsed since distribution of envelopes - they will be opened. Any receipts requested will be issued and the money will be counted and lodged.
  - Parents will be thanked and informed regarding amount of money raised under the scheme.
4. The scheme is administered by the Board of Management.

### **Success Criteria**

Parents feel informed regarding the need for, and administration of, this policy.

Pupil learning is enhanced by the extra resources available.

Teachers are empowered by the range of activities and resources which they can access through additional funds generated.

Teachers are better able to deliver the Learn Together curriculum

The school is able to provide/contribute to the delivery of a wider range of activities

### **Roles and Responsibility**

Board of Management:

- Manages the voluntary contributions scheme.
- Decides on how the money is going to be used following consultation with parents, teachers and pupils.

### **Implementation Date**

Following Board of Management ratification

### **Timetable for Review**

- The Board of Management in consultation with parents and teachers will review the policy as required and at a minimum at the beginning of each Board of Management Term.

### **Ratification & Communication**

This policy was ratified by the Board of Management in March 2013.

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Paul Hannigan, Chairperson, BOM

## Reference Section

- Learning Support Guidelines. 2000. DES
- Circular 02/05 Organisation of Teaching Resources for Pupils who need Additional Support in Mainstream Primary Schools
- Primary School Curriculum– Section on Assessment for each subject
- NEPS – Working together to Make a Difference for Children
- Drumcondra English Profiles. G. Shiel & R. Murphy ERC
- Commonsense Methods for Children with Special Needs. Peter Westwood. Routledge Falmer
- A range of assessment tests are listed on the SESS website [www.sess.ie](http://www.sess.ie)