



Coláiste Pobail Setanta

Misneach (Courage) ~ Bród (Pride) ~ Meitheal (Support)

Voluntary Contribution Policy Ratified by the BOM 10-4-18

College Mission Statement

“Our college is a vibrant, friendly, learning community where students, teachers and parents are encouraged, supported and challenged in pursuit of the highest standards of achievement and academic excellence.

We foster equality, respect and integrity in our college. We embrace diversity and recognise that everyone is unique and has a positive contribution to make.”

Rationale.

Colaiste Pobail Setanta receives an annual capitation grant from DDLETB which is based on the number of pupils in the school on September 30th of each year. The capitation grant is intended to cover major items of expenditure such as heating, cleaning materials and electricity etc. The College 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 College. Voluntary contributions are a source of funding used by the Board of Management to address some of the shortfall.

Aims

To be able to provide the best possible resources to benefit student learning and to support and enhance teaching

To ensure access to all the resources required to deliver the curriculum

To support access to a wider range of activities

To fund projects that are beneficial to students learning not covered in the capitation grant.

To meet the financial needs of the College approved by the Principal,

Examples of expenditure on *Appendix 2*

Guidelines

This policy will be made available to all parents/guardians during the enrolment period of 1st years and through our website for all parents.

The Board of Management has approved a voluntary contribution from each student.

The Board has approved a voluntary contribution of €150 per 1st Year and €50 per student of all other year groups to a maximum of €100 per family (excluding any 1st Year Student).

Parents will be informed of their commitment to the Voluntary Contribution by letter, *Appendix 3*.

This money will be collected by online means, as outlined in *Appendix 1*



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The scheme is administered by Colaiste Pobail Setanta with approval of the Board of Management and the DDLETB.

The money collected from families Voluntary Contributions will be available to the Principal to administer for the benefit of the College and its students

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 curriculum

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

The College can meet the financial needs of the College approved by the Principal.

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.



Appendix 1

Instructions for Online Payments

In order to facilitate ease of payment of school funds, Coláiste Pobail Setanta is now using the MIT online payment system “**eNROL**”. This means that you can pay voluntary contributions and other College fees through our secure online system, **on a PC not phone**, by credit or debit card and keep track of payments paid and print off a receipt.

To set up your online payment account:

1. Go to the school webpage www.cpsetanta.ie
2. Scroll down the home page to the 'College Links' box on the left.
3. Click into 'enROL-College Enrolment Payment System'
4. For your first time to login select the **Create Account** button.
5. Enter your **child's first name, surname and PPS number-**
6. Press **NEXT**.
7. You will be asked to confirm if your address and contact details are correct and you must enter a valid email address for further communication. (**This email address will be used as your username**). You must also create and confirm a **password**. Keep a secure record of these as you will use them to login on future occasions.
8. Note that you can edit your child's personal and contact details on the system. If you notice an error in your details please click on the edit button and update once corrections have been made. Please tick the box confirming your details are now correct and click the **Confirm** button.
9. You will see at least two tabs in the payment screen depending on how many children you have attending Coláiste Pobail Setanta. Choose the **Family Tab** if you wish to pay a number of fees **or** choose your **child's name** if you wish to make a payment against that individual.
10. Choose the **amount** you wish to pay from the payment dropdown and click the **Next** button.
11. **Enter your credit/debit card details** as instructed on the screen and click on the **Next** button. If you have any difficulties at this stage, please phone the College Front Office on 016402403
12. You can print and/or save your receipt.

Cash and cheques are no longer accepted in our College so all payments must be made online.

Thank you for your contribution,

Yours sincerely,

Liam Walsh, Principal.



Appendix 2

Voluntary Contribution & Fees

Breakdown of how the Voluntary Contribution and Fees are administered

The voluntary contribution for 1st Year students is €150 and all other year groups is €75 per student with a maximum of €125 per family, excluding 1st Year.

Transition Year has a fee of €350 due to the numerous activities our TY Students engage in.

Mock Examination Fees are €50 per student. This is a mandatory fee to all 3rd and 6th Year Students and not part of the Voluntary Contribution.

2nd, 3rd, TY, 5th & 6th Year Groups

- Locker Rental;
- College Journal;
- College Activities;
- College Resources;

Total V.C. €75

1st Year

- Glen da Lough Trip;
- Administration;
- Locker Rental;
- College Journal;
- College Activities;
- College Resources;

Total V.C. €150

Our College relies upon the Voluntary Contribution and collection of fees to deliver the educational experience that our students deserve.

Family Discount on Voluntary Contribution.

	1 st Year	2 nd Year	3 rd Year	TY	5 th Year	6 th Year
Vol Contribution	€150	€75	€75	€75	€75	€75
*College Fee			*€50 Mocks	*€350 TY		*€50 Mocks

Families pay a maximum of €125 Voluntary Contribution (2 children) excluding 1st Year.

*College Fees are mandatory as indicated.



Appendix 3

Voluntary Contribution & Fees 2019

Date..

Dear Parent/Guardian,

As you are aware your voluntary contributions and fees to our College are a vital part of financing the activities the College provides for your son/daughter each year.

The voluntary contribution for 1st Year Students is €150.

The voluntary contribution for all other Year Groups is €75.

Family discount applies to families with **more** than **2** children in the College where the maximum voluntary contribution will be €125.

Transition Year has a mandatory fee of €350 in addition to the voluntary contribution of €75, total of €425, due to the numerous activities our TY Students engage in.

Our exam years, 3rd and 6th, have an additional fee of €50, Mock Exam Fee, which is a **mandatory** payment.

This letter is to inform you that the voluntary contribution and fees that our College relies upon to deliver the educational experience that your son/daughter deserves are now due and must be paid before Date...

If you would like to contact the College in confidence regarding the above, please do so on 016402403.

Yours sincerely

Liam Walsh, Principal.