

E.M.A.

POLICY

Rationale:

- The Education Maintenance Allowance (E.M.A.) supports the education of students from eligible families, and therefore needs to be sensitively and effectively managed at a school level.

Aims:

- To ensure all eligible parents receive the Education Maintenance Allowance.
- To ensure the allowance is managed effectively at a school level in compliance with relevant Department of Education and Training requirements.

Implementation:

- Details relating to the E.M.A., eligibility, and due dates for applications will be communicated to parents via the school newsletter.
- E.M.A. information will be distributed in languages appropriate to the school community so as to ensure all eligible parents are aware of application requirements. Non-English E.M.A. information is available from:

<http://www.sofweb.vic.edu.au/scln/maintenance.htm>

- The school will not accept late claims.
- The E.M.A. is provided twice each year, with a percentage of each payment being made to the school, and the remaining percentage to parents.
- The school will spend the school portion of the E.M.A. on materials or services for which all parents may be asked to provide, not the voluntary contribution.
- At the end of the school year the principal will refund to parents any unexpended school funds from the school's portion of the E.M.A. or, alternatively, negotiate a carry over to the following year for a specific purpose.
- The school will distribute parent cheques as soon as practical after receiving them, accompanied by an up-to-date account, which identifies outstanding levies and voluntary contributions.
- Parents will be provided with the opportunity to 'sign over' their E.M.A. cheque to the school to pay outstanding levies and voluntary contributions if they wish.
- Parents collecting E.M.A. cheques must provide identification (if unknown by office staff) and must sign a collection form.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

June 2004