



THE LAKES SOUTH MORANG P-9 SCHOOL

Education Maintenance Policy

Rationale:

- The Education Maintenance Allowance (E.M.A.) supports the education of students from eligible low-income families, and therefore needs to be sensitively and effectively managed at the 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 available, if required, in languages appropriate to the school community to ensure all eligible parents are aware of application requirements. Non-English EMA information is available from:

<http://www.sofweb.vic.edu.au/lem/esl/einter.htm>

- Late claims will not be accepted by the school.
- The E.M.A is provided twice each year, end of term 1 and end of term 3 with half of each payment being made to the school, and half to parents.
- The school will spend the school portion of the EMA on materials or services for which all parents may be asked to provide, not the voluntary contribution.

Curriculum levy –

Bulk purchase of stationery to be shared amongst students for use in classroom programs eg. cardboard, colored paper, class made books, cartridge paper, newsprint.

Class sets of books (to eliminate the need for parents to buy individual textbooks) eg. novels, guided reading books, junior dictionaries, atlases, calculators, Earn and Learn program, photocopied extracts from Maths textbooks.

Swimming program.

Dance program.

Excursions/Incursions.

Interschool sport.

Camps.

- At the end of the school year the principal will refund to parents any unexpended school funds from the school's portion of the EMA. Parents can bank this to use for the following year's booklist.
- The school will distribute parent cheques as soon as possible after receiving them.
- On request the school will provide a student EMA (CASES) tracking report.
- Parents collecting EMA 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 ratified at School Council 17/7/07