

# EDUCATION MAINTENDNACE ALLOWANCE

## GEORGE STREET PRIMARY SCHOOL POLICY

### **Rationale:**

- The Education Maintenance Allowance (EMA) 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 requirements and parent wishes.

### **Implementation:**

- Details relating to the EMA, eligibility, and due dates for applications will be communicated to parents via the school newsletter.
- EMA information will be distributed in languages appropriate to the school community so as to ensure all eligible parents are aware of application requirements.
- The school will inform parents of the strong likelihood that late applications will probably be rejected.
- The EMA is provided twice each year, with parents able to nominate whether the EMA is paid to themselves, or direct to the school
- 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 or, alternatively, negotiate to carry over to the following year for a specific purpose or to reduce any outstanding balance for the current year.
- Parents may request that the EMA paid directly to the school is used for specific items. However, parents still have to meet the costs of any essential items that have not been covered by their EMA. These are costs that all parents and guardians are expected to pay for their child. If the school has not spent the amount by the end of the year, the remaining balance is to be refunded to the parent or other arrangements made to suit the needs to of the student if there are other outstanding balances relating to that student.

### **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....

JULY 2014