Daylesford Secondary College No. 7115

Education Maintenance Allowance 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 a school level.

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

IMPLEMENTATION
- Details relating to the E.M.A. eligibility and due dates for applications will be communicated to parents via the school newsletter and posters at the College.
- Late claims will not be accepted by the school, except under exceptional circumstances, and if these circumstances are accepted by DEECD/Centrelink.
- The E.M.A is provided twice each year, with half of each payment being made to the school, and half to parents.
- The school may spend the school portion of the E.M.A on materials or services for which all parents may be asked to provide.
- At the end of the school year, any unexpended school funds will be credited to the family for use the following year.
- The first instalment will be 70% of the yearly payment and the second instalment will be 30%.
- Parent payments will be made directly into parents bank accounts or the school will distribute parent cheques as soon as possible after receiving them.
- Parents collecting E.M.A cheques must provide identification (if unknown by office staff) and must sign to collect the cheques.

EVALUATION
- This policy will be reviewed as part of the school’s regular review cycle.

Ratified by School Council
Signed

Date: March 2012
Principal: Tiffany Holt
School Council President: Lorraine Hayes
Review Date: Term 1 2013