

E.M.A.

POLICY BRUNSWICK EAST PRIMARY SCHOOL

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 and other notices.
- Non-English E.M.A. information is available from:
<http://www.sofweb.vic.edu.au/lem/esl/einter.htm> and will be accessed as required.
- Completed claim forms must be accompanied by a valid card as evidence of eligibility.
- The school cannot 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 student materials or services as directed by the parent.
- 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 a consent form for their E.M.A. cheque to be given over to the school to be used to pay outstanding costs and voluntary contributions if they wish. This proforma to be signed has been approved by the school's bank. (Commonwealth bank in Sydney Road, Brunswick)
- Parents collecting E.M.A. cheques must provide identification (if unknown by office staff) and must sign a collection form and a sign over form if appropriate.

Evaluation:

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

This policy was ratified by School Council on the 30th October 2006