

# Montmorency Secondary College

## 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 DEECD 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:  
[www.education.vic.gov.au/management/financial/ema/sampleletters.htm](http://www.education.vic.gov.au/management/financial/ema/sampleletters.htm)
- The school will inform parents of the strong likelihood that late applications will probably be rejected.
- 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 the supply of materials or services for children of E.M.A. recipients for which all parents may be asked to provide, not any voluntary contribution.
- At the end of the school year the Business Manager will carry over any unused portion of E.M.A. to the following year to be put towards the following year's levies & charges. Alternatively the school will refund any unexpended E.M.A. funds from the school's portion of the E.M.A. if requested 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 any voluntary contributions.
- Parents will be provided with the opportunity to 'sign over' their E.M.A. cheque to the school to pay outstanding parent payments or to contribute to 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.
- The principal will ensure that all staff are aware of this policy and adhere to it.

#### **Evaluation:**

- This policy will be reviewed annually as part of the policy review cycle.

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

April 2009