

Student Assistance Policy

Each year the school is allocated a grant of money to assist parents and care givers experiencing financial difficulty with costs associated with students' participation in school programs.

These funds can be provided for use in purchasing student equipment, items of uniform or participation in school activities such as excursions and camps. Student assistance funds cannot be provided for the payment of voluntary school contributions.

Because these funds are limited, it is necessary to ensure that all eligible families are able to access a portion of these funds.

Allocation of Funds

The funds are allocated upon application to the principal. Applications are strictly confidential and must include specific information regarding the financial reasons for the request. Applications can be made verbally.

In making allocations the principal will consider:

- The needs of the student
- The cost of the activity to be supported
- Previous requests
- Family circumstances, e.g. the number of children in the family, single parents, employment status etc

In order to manage the funds available and to ensure funds are distributed fairly:-

- No allocation will be made for the first \$5.00.
- No more than 50% of an activity can be funded.
- Uniforms can be funded on a once only basis and will cover 50% of the basic requirements, (assuming that there are no items available in the school's Clothing Pool).

Allocation of funds does not guarantee participation in an activity. Permission notes and full payment must be received by the school office by the due date.

Appeal

Applicants for student assistance funds may appeal the allocation through re-application stating their grounds for appeal.

Applications for appeal will be considered on the grounds of:

- Additional information of a financial or other nature
- Changes in the costs of an item or activity
- Changes in family circumstances