Murtoa College

EDUCATION MAINTENANCE ALLOWANCE 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 EMA
• To ensure the EMA is managed effectively at the school level in compliance with relevant DEECD requirements and parent wishes.

Implementation:
• Details relating to EMA eligibility and due dates for applications will be communicated to parents via the school newsletter.
• The school will spend the school portion of the EMA on the supply of materials or services for children of EMA recipients that all parents may be asked to provide, not any voluntary contribution.
• At the end of the year, any unexpended school funds from the school’s portion of the EMA will be refunded to parents, or may be carried over to the following year by negotiation with parents.
• The school will distribute parent cheques as soon as practicable 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 EMA cheque to the school to pay outstanding parent payments or to contribute to voluntary contributions if they wish
• Parents collecting EMA cheques must provide identification (if unknown to office staff) and must sign a collection form.
• Parents/guardians applying for EMA will be provided with a copy of the letter from the Minister for Education that provides all the relevant information in relation to the EMA. (Attachment 1)

Evaluation:

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

March 2014