Rowville Primary School

Education Maintenance Allowance Policy

PURPOSE

- To ensure that Education Maintenance Allowance (EMA) procedures at Rowville Primary School reflect the DEECD policy.
- To ensure that all parents and guardians are provided with EMA information at least annually.
- To ensure that parents and guardians are provided with administrative support for the EMA application process.

IMPLEMENTATION

- A clearly articulated and transparent process for the administration of the EMA is in place.
- Parents/guardians in receipt of the EMA will be made aware that they are not required to sign over their EMA payment to the school, however they may choose for their EMA to be paid by electronic funds transfer to the school to be held as a credit on account for use for essential educational items for their child.
- Parents/guardians will have the option of receiving their EMA payment by one of the following three options:
  - by EFT paid directly into the school's bank account to be held as a credit on account to be used for essential educational items for their child. i.e. those items that the parent might otherwise have been asked to pay for or provide (e.g. stationery, text books).
  - into the parent/guardian’s bank account
  - as a cheque payment to the parent/guardian.
- The school’s parent payments request documentation will define what are considered to be essential educational items.
- EMA cannot be used for voluntary financial contributions e.g Building Fund Donation, Voluntary Grounds Contribution or Voluntary Sustainability Contribution.
- Parents/guardians to be informed that they are entitled to know how the EMA is being used for their child’s education. Upon request, the school must advise parents and guardians of the itemised cost of student materials and services on which EMA funds have been spent.
- The school should advise parents that, where relevant, they have the option of providing the essential educational items themselves or authorising the school to direct part of their EMA towards particular essential educational items.
- The schools will ensure that parents/guardians applying for EMA are provided with a copy of the letter from the Minister for Education which provides all the relevant information in relation to the EMA.
- Any portion of the EMA not expended by the end of the year will be returned to the parent/guardian unless there is agreement by the parent/guardian that this money can be carried over into the next year.
- Where appropriate, the school will utilise the translated EMA resources and translation services to communicate EMA requirements to non-English speaking parents and guardians.
- The school will communicate the availability of the EMA to families via the school newsletter and encourage parents and guardians to apply by the EMA cut off dates in Term 1 and Term 3.
- For Veterans Affairs and Foster Parents Applications the school must obtain a copy (for school records) of either the parent’s pensioner card for Veterans Affairs (TPI) card holders or a letter from the Department of Human Services (DHS) or Court documentation outlining temporary care arrangements for foster parents with students in temporary care.

EVALUATION

- School Administration Team feedback
- Parent Opinion Survey

This Policy was ratified by School Council on 27th November, 2013 and is due to be reviewed in October, 2014.