

Education Maintenance Allowance

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 Orchid [newsletter] at the end of the preceding year and at the commencement of the new school year, and again at the end of Term 2 and commencement of Term 3 for applicants who may have missed lodging their Application at the start of the school year.
- 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:
<http://www.sofweb.vic.edu.au/scln/maintenance.htm>
- Late application claims will be assessed individually, according to the circumstances of the applicant, and validity of reason. E.M.A. application can only be lodged by Cheltenham Primary School if criteria for late lodgement is met by applicant.
- The E.M.A. is provided twice each year, with a percentage of each payment being made to the school, with parents having the option to allocate the remaining percentage to the school towards essential resources.
- The school will spend the school portion of the E.M.A. on materials or services for which all parents may be asked to provide, not the voluntary contribution.
- 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 over' their E.M.A. cheque to the school to pay outstanding levies and 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.

Evaluation:

- This policy will be reviewed as part of the Cheltenham Primary schools review cycle.