Rationale:

The Education Maintenance Allowance (E.M.A.) was a government grant that supports the education of students from eligible families, and needs to be sensitively and effectively managed at a school level.

The government has ceased this grant and in place has devolved allocations to schools of highest need based on SFO (Student Family Occupation).

Aims:

- To ensure all eligible parents continue to receive monetary assistance.
- To ensure the allowance is managed effectively at a school level in compliance with relevant Department of Education requirements and parent needs.

Implementation:

- Parents will be informed via an attachment to the newsletter on application procedures at the beginning of each school year, subsequent newsletters will have reminders.
- The school will inform parents that late applications will be rejected. Exceptions to this are students entering the school during the year after March 31st, EMA will be allocated in this situation on a pro rata basis.
- Eligible parents must present their health care card to the school by March 31st of each year to be eligible for EMA allocation.
- Allocation of funds is as follows:
  - Prep students: $200 per child
  - Grade 1-6 students: $150 per child
- All money amounts will be held by the school, not distributed to parents, and used for that child only.
- The school will spend the allocation 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. This may include, but is not limited to, excursions, camps, uniforms and class materials.
- At the end of the school year any unspent funds will be rolled over for the following year.
Requests for information about E.M.A., including eligibility or application dates, should be directed to the business manager or principal.

Evaluation:

- This policy will be reviewed as part of the school’s three-year review cycle.