

S.12

MACKSVILLE HIGH SCHOOL

POLICY STATEMENT

STUDENT ASSISTANCE SCHEME PROCEDURE

This scheme provides financial assistance for students from low income families and those receiving social security benefits. The amount of financial support available depends on the government funds made available to schools.

The Committee

This consists of the Principal, nominated Staff Member and a nominated School Council or P & C representative. The committee has the responsibility of allocating funds.

The Funds

The funds are not to be spent on school fees but can be used to buy uniforms, subject specific costs, stationery items and other items that will provide assistance for needy families.

Applications

Parents/carers are invited through the first newsletter each year. Applicants must provide documentation of present income. Late applications will be processed as finances become available. Successful applicants are notified by phone and/or letter outlining the assistance available. Confidentiality of information must be respected at all times.

Records

Schools must maintain records showing applications from parents and approval by S.A.S. school committee. Expenditure is subject to audit requirements.

January 2010.