

# LOCKWOOD PRIMARY SCHOOL

## Family Financial Assistance Fund Policy & Procedure



*"Learning, Caring, Laughing, Sharing"*

### RATIONALE

Lockwood Primary School is committed to equity in education, which includes promoting participation of all students in a diverse range of learning activities and opportunities in order to meet our commitment of developing the whole child. To assist our students to fully participate in all learning programs and activities, Lockwood Primary School has developed a Family Assistance Fund to provide financial assistance to families to meet the cost of extra-curricular activities.

### AIMS

To reduce the financial barrier to student participation in curriculum based activities including camps, incursions and excursions.

### IMPLEMENTATION

- Lockwood Primary School will conduct one fundraising activity each term with all funds raised committed to the Family Financial Assistance Fund.
- All funds raised through the *BUFS Dispensary Fundraising Scheme & School Photos Commission* will be committed to the Family Financial Assistance Fund.
- Lockwood Primary School will seek partnerships with external organisations to assist in meeting the needs of the Family Financial Assistance Fund, including the local Lions and Rotary Clubs.
- Family Financial Assistance Funds will be held in a dedicated budget line within the school's budget system, solely for distribution in accordance with this policy.
- Applications for financial assistance should be directed to the Principal for consideration by the School Council Finance Committee.
- All applications will be treated in accordance with the Lockwood Primary School Privacy Policy, and the names of applicants will not be disclosed.

### Consideration for funding will be assessed on the following criteria:

- Financial hardship – ongoing and special circumstances
- Consideration of Camps, Sports & Excursions Fund
- Total cost to families where multiple students attend Lockwood Primary School
- Family history of compliance with agreed financial arrangements
- Applications will be assessed on a case-by-case basis by the School Council finance Committee

### NOTIFICATION OF THE POLICY:

- The policy will be uploaded to the Lockwood Primary School Website
- Parents will be informed of the policy's existence via newsletter
- A reminder of the policy and availability of funds will be added to camp and major excursion notices
- In some circumstances, parents known to be experiencing financial hardship may be approached to lodge an application

### LINKS AND APPENDICES (including processes related to this policy)

<http://www.education.vic.gov.au/school/parents/financial/Pages/costs.aspx>

### EVALUATION

This policy will be reviewed as part of the school's three year Policy review cycle, or more often if necessary due to changes in regulations or circumstances.

