

# GUTHRIDGE PRIMARY SCHOOL

## OUTSTANDING DEBTS POLICY

### 2009

#### RATIONALE

School council has a responsibility to manage the finances of the school, and in doing so, must ensure that a fair and reasonable process for managing outstanding debts is developed and implemented.

#### AIM

To minimise outstanding debts, and to provide a process for managing outstanding debts should they occur.

#### IMPLEMENTATION

- School Council will consider the costs associated with parent-funded materials and services before deciding upon activities to be offered.
- All families will receive a letter outlining the student requisites/subject levies for the year.
- School Council will ensure the costs associated with parent funded materials and services, and due dates for payment are provided to parents so as to allow maximum time to prepare for future expenses.
- All families, where practicable, will be provided with the relevant charges for parent funded materials and services prior to the commencement of the school year.
- School Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the Principal.
- School Council may seek support from community organisations to provide support, at the discretion of the Principal, to assist families experiencing financial hardship.
- Outstanding debts occur when parents don't pay for parent funded materials, equipment and services (see Exec Memo 029/99) which their children have used, or when payments for the hire of school facilities or programs are not made according to school council agreements.
- The school administration team will manage all outstanding debts and report directly to the principal. Accounts will be sent out each term.
- Outstanding debts in excess of 30 days will result in a reminder letter from the Principal. Outstanding debts in excess of 90 days will result in a telephone call from the principal.
- **Where payment has not been received for swimming tuition, students will be temporarily withdrawn from the program until payment has been received.**
- **Outstanding debts will carry over from one year to another. Families will be required to pay these debts and student will not have access to programs (i.e. instrumental program) until such debts are cleared.**

#### EVALUATION

This policy was ratified by School Council in June 2008 and will be reviewed in 2011.