



93 Macs Street
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Family Debts

Aims:

- ❖ To maximise payments of school charges and minimise the level of "bad debts"

Guidelines:

- ❖ Unless special arrangements have been made with the Principal or Business Manager, all camps and excursions must be paid in full seven days prior to the camp or excursion.
- ❖ The school will endeavour to inform parents of any major payments in advance and will make facilities available for parents to make progressive payments in advance.
- ❖ Children may not attend a camp or excursion if they still owe money for a previous camp or excursion.
- ❖ Families can choose to make a one off "Excursion Levy" payment or may choose to "Pay As They Go"
- ❖ Accounts for monies owed for the school will be regularly sent to parents.
- ❖ Debts of over \$20 for goods or services already received will not be "written off" without the approval of School Council.
- ❖ The writer of the cheque will be asked to pay any accounting and other fees incurred for "bounced" cheques and the like.
- ❖ For children transferring from the school unpaid excursion portions of books and requisites levies may be "written off at the Principal discretion.

Evaluation

This policy will be reviewed every three years

Certification

This policy was endorsed by School Council at the meeting held on 13th December 2017