



Sunshine Bay Public School

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Principal: Mrs Maree Dielman

PAYMENT POLICY

To those who are new to our school please be aware that we have a **strict payment policy**. Payments need to be received by their due date or the student will miss out. To ensure that students' needs are met on excursions, extra curricula activities and for visiting performances, it is necessary to have a formal policy on payments and permission notes. This policy will allow teachers to:

- Ensure that the correct number of teachers are allocated to an activity or excursion
- Order buses for the right number of students
- Book correct numbers for all activities on excursions
- Organise students not involved in these activities
- Cancel activities if numbers are too low, within a reasonable timeframe

It will also allow the office staff to have correct numbers, permission notes and money organised before the day of the activity or excursions. This policy includes any area where money is paid to the school eg. excursions, visiting performances, sporting events, book club etc.

For this to be implemented correctly ***all money must be paid to front office by the due date, online payments need to be made two days prior to due date. There will be no exception to this policy.*** *Permission notes must be given to the front office at the same time as money is presented.* The office can only accept **cash or cheque over the counter**. In cases of financial hardship the school may be able to assist by contributing a part payment, please contact office **before due date**.

Please note **no exceptions includes**, if your child is absent on the due date, payment needs to be made by this date either online or over the counter. If a deposit has been made and your child is not allowed to attend due to behavioural issues a refund of the deposit will not be given. This policy was implemented on Monday 3 June 2014. Please contact the office for more information.

Mrs Maree Dielman
Principal