RATIONALE:
• The Education Maintenance Allowance (E.M.A.) supports the education of students from eligible low-income families, and therefore needs to be sensitively and effectively managed at a school level.

PURPOSE:
• To ensure all eligible parents receive the Education Maintenance Allowance.
• To ensure the allowance is managed effectively at a school level in compliance with relevant Department of Education, Employment and Training requirements.

IMPLEMENTATION:
• Details relating to the E.M.A., eligibility, and due dates for applications will be communicated to parents via the school newsletter.
• E.M.A. information will be distributed in languages appropriate to the school community so as to ensure all eligible parents are aware of application requirements. Non-English EMA information is available from: http://www.education.vic.gov.au/management/financial/ema/
• Late claims will not be accepted by the school.
• The EMA is provided twice each year, with half of each payment being made to the school, and half to parents.
• The school will spend the school portion of the EMA on materials or services for which all parents may be asked to provide, not the voluntary contribution.
• The school will distribute parent cheques as soon as possible after receiving them,
• Parents collecting EMA cheques must provide identification (if unknown by office staff) and must sign a collection form.

EVALUATION:
This policy will be reviewed as part of the school’s three year review cycle.

This policy was last ratified by School Council in…