



McKinnon Primary School Financial Hardship Policy

1. Rationale

- 1.1. McKinnon Primary School (McKPS) recognise that every family has a unique financial circumstance and situations can change in both short and long term. In line with the Parent Payment Policy individual circumstances may be reviewed under this policy for consideration of school charges relief.

2. Aims

- 2.1. To ensure students are not denied access to the standard curriculum program, refused instruction or disadvantaged on the basis of payments not being made for education items or services, and considering the financial hardship circumstances make alternative arrangements that provide for the required knowledge and skills to be learned.

3. Procedures

- 3.1. Ensure families are aware of the avenues available to them through
 - 3.1.1.CSEF
 - 3.1.2.State Schools Relief
 - 3.1.3.Welfare agencies
- 3.2. Consideration of hardship arrangements and concessions are provided to families experiencing hardship on a confidential, case-by-case basis
- 3.3. The school will work in a proactive manner to support the family and the student. Teachers may request the Principal and/or Leadership Team to investigate where they believe there may be unreported family hardship limiting student participation
- 3.4. Parents will be provided with the name and contact details of a nominated contact at the school who can discuss payment arrangements including, but not limited to, fee reductions, second hand options, resources that can be loaned from school, deferred payments, reduced payments and flexible payment plans
- 3.5. Prior to generating reminder notices to parents for unpaid items, discretion should be exercised with families where there may be hardship or financial difficulties
- 3.6. Appropriate, non-judgemental language will be used when addressing families experiencing hardship. Culturally responsive communication will be used that limits the use of technical terms to assist families from non-English speaking backgrounds
- 3.7. Families are invited to nominate a support person to accompany them to any meetings regarding parent payment options. They may have access to an interpreter at these meetings if they choose
- 3.8. The final decision of financial relief offered by McKPS lies with the Principal

4. Evaluation

- 4.1. This policy is required to be reviewed annually by School Council to confirm/enhance internal control procedures.

Review Date: March 2020

This policy was last ratified by School Council in: **March 2019**

Reference tools

Department of Education and Training:

 [Supporting Families Experiencing Hardship \(docx - 76.01kb\)](#)

- [Cost Support for Families.](#)

- [Low Income awareness checklist](#)
- ['Social Inclusion at School: How to help low-income families'](#)