FINANCIAL ASSISTANCE – SCHOOLING

General Statement

Kapooka Public School appreciates that there are families in the school community who find it difficult to meet some financial commitments for their child / children who attend the school. The school also appreciates that the situation varies from time to time according to circumstances. So that no child is in any way disadvantaged because of these circumstances some school funds are set aside each year to help or assist families / parents to meet these needs.

There is a limited amount of money available for such assistance and the use of these funds is closely assessed and monitored (in school and by external auditors).

Areas of Assistance

The areas where financial assistance may be requested are listed below.

- purchase of text books
- school excursions
- hire of band instruments
- purchase of school uniforms
- special agreed expenses

N.B. The department has advised that money from the School Assistance Funds cannot be given to assist in paying the school contribution.

Requests for Assistance

If assistance is needed it will be necessary to complete a Request Form. This can be done at school (by making an appointment with the Principal) or by completing the form at home and returning it to school, preferably in an envelope. All requests for assistance will be treated confidentially within the school. The Principal is the only one who can approve the allocation of School Assistance Funds.

With limited funds available and a need for a fair sharing of funds, it is possible that some requests may only be partly met or may not be met at all. It may even become necessary to impose a limit on any one person’s access to the funds to achieve this fairness. Circumstances and reasons will always be considered sympathetically. The Principal will notify any persons seeking help, of the decision after assessment of the request has been completed.

Lyn Eacott
Principal
Kapooka Public School

REQUEST FOR FINANCIAL ASSISTANCE WITH SCHOOLING

• Family Name: …………………………………………………………………………………………………………………………………………………

• Child’s Name(s): 1. ……………………………………… Class …………………
2. ……………………………………… Class …………………
3. ……………………………………… Class …………………

• Area for Assistance (what is to be paid for with assistance):
………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………

• Reason(s) for requesting assistance (be brief):
………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………

• Cost of item/excursion: $………………

• Assistance sought: $………………

• Signature: ……………………………………………………………………………………………………………………………………………………………

• Printed Name: ……………………………………………………………………………………………………………………………………………………………

• Relationship to child / children: …………………………………………………………………………………………………………………………………………………

***************************************************************************************************************

School Use Only

• School support : Yes No (please circle) Amount: …………………

• Principal’s Signature: ………………………………………………………………………………………………………………………………………………… Date: …………………