Money Collection Policy
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Money is collected from parents/caregivers throughout the year for various excursions, performances, purchases and other activities.

Payments

Payments are to be sent to the School office. Money is taken at the School office each day unless stated otherwise. **Money must be handed in to the School office by 9:15am and NO money is accepted after 2:00pm.**

Parents and carers are asked to place payments in a sealed envelope clearly marked with the child's name, class, event/activity and the amount of money that is enclosed in the envelope. If an envelope is not available, a press seal plastic bag can be used with all details clearly written on it.

**CORRECT MONEY SHOULD BE ENCLOSED AS THE SCHOOL DOES NOT HOLD MONEY FOR A FLOAT TO GIVE CHANGE.**

If change is required it will be processed as the money is receipted, placed in the envelope and returned home via the student or can it be picked up from the School office later in the day if the office has been notified you will do so.

Receipts

Receipts are issued for most transactions to ensure transactions are recorded against family accounts. Receipts will be placed in a class receipt folder, and sent to the classroom. The teacher distributes the receipts to the students as soon as possible after receiving.

**NOTE:**
If there is more than one child from the same family to receive a receipt they may all appear on the one receipt. Please check with each of your children if you are expecting to receive a receipt as it will go back to the class of the student whose name appears first on the receipt.

Security of Money

On no account are teachers to keep money in classrooms, e.g. drawers, storerooms, etc. All money must be handed in to the office before 9:15a.m each day.

Money for the Canteen goes to the Canteen.

Money Collection Reviewed 2015