PAYMENT POLICY

Dear parents and carers,

I write to you to inform you of our new policy on payments and due dates. It is such an important issue we felt the need to mail this home to each family.

As I am sure you can understand it takes a great deal of time to organise events for our students. We often need to liaise with venues, bus companies and service providers. We try to get value for money on all excursions and events. Having accurate numbers of students wanting to participate in excursions is an essential part of the planning process for our school.

In order to assist in planning and delivering a quality service we will no longer be accepting payments after the due date stated on the note. What we will do though is make a commitment to you.

Our commitment to you is:

- A minimum of 4 weeks’ notice for all excursion or events with a cost associated and 2 months for overnight camps
- Early notification of events via the newsletter
- A calendar of events located at the school website, www.oakflats-p.school.edu.au
- Copies of permission notes available from students, the office foyer and the school website
- The availability to apply for student assistance in the event a family is genuinely in hardship and requires financial assistance.

We will only ever ask you to pay for things that will benefit your child’s learning. Each excursion/event is carefully planned and linked to the curriculum.

I look forward to your continued support of our school.

Yours sincerely

Karen Hodge
Principal
26 July 2013

"Focusing on quality teaching and learning."