



## **PORT MACQUARIE HIGH SCHOOL**

### **STUDENT ASSISTANCE SCHEME**

#### **Introduction:**

As part of the global grant issued by the Department to schools is funding provided to assist families and students with the purchase of uniforms and other necessary equipment for school.

These funds are very limited and consequently can only be used for the purchase of uniforms and to assist with some elective fees. They cannot be used for excursion subsidies.

#### **The process:**

- Parent/ caregivers obtain the SAS form through the front office and return it to the school.
- The Head Teacher (Welfare) and Head Teacher (Administration) review the application and make recommendations.
- The recommendation is processed through the front office.
- A letter is forwarded to parents/ caregivers outlining the decision made and may include;
  1. a receipt for elective fees
  2. waving of voluntary school contributions
  3. a uniform shop request stipulating the approval for specific items ( which will be returned to the front office upon the provision of the uniform and receipt attached by the P&C)
  4. inability to meet the requests due to a variety of reasons.

**October 28<sup>th</sup> 2004.**