



Cardiff Public School

Policy on Payments and Permission for School Events

RATIONALE

- The school encourages all children to participate in school events.
- Prior to any event which requires permission notes or payments, it is essential that the school has accurate details regarding the numbers so that class rolls can be prepared and cheques for payments to suppliers can be raised.
- On the morning of special events the school needs to operate all its regular functions, with the added load of final preparations for such an event.
- Sending in money and/or notes on the actual day of the event causes greatly increased congestion in the office, rushing to record and receipt moneys taken whilst classes are waiting to leave on visits. It also causes confusion about which children have permission to attend, putting the safety of children at risk.
- In many recent events, a large number of families have failed to make a payment or send in a permission note until the actual day of the event, in some cases whilst buses were waiting to leave for the event. This causes an undesirable load for both administrative and teaching staff, increasing the chance of errors which could cause children to be placed at risk.

POLICY STATEMENT

- It is the parent's responsibility to manage the delivery of payments and notes, NOT the school's responsibility to chase them.
- For school events which require the collection of permission notes and/or cash payments, all such collections will be completed three school days before the conduct of such an event.
- Children may be excluded from events if permission note(s) and/or money are not presented by the set time.
- The school will give at least four week's notice, where possible, for events requiring notes and/or money. (This is not always possible e.g. the annual Swimming Carnival.)
- Special circumstances may exist for some families (sickness of child, financial constraints etc). It will be their responsibility to contact the school to discuss this with the Principal or other Staff Member, to negotiate special arrangements. Late payments may be accepted in special circumstances.

***At Cardiff Public School our core principles are
Harmony, Honesty, Care, Respect and Achievement***

