



Pay It Forward Policy

Rationale

Through a parent initiative, first flagged by a member of our community to our Governing Council, the idea surfaced for parents and other community members to voluntarily contribute to a Social Justice account held by the school. This account would then support students and families who are experiencing financial hardship with school related expenses such as camps, swimming, excursions and incursions, and school sport related expenses.

How will this fund be managed?

A Social Justice account will be set up in our global budget allowing for all revenue and expenses to be monitored and actioned by the Business Manager. Funds will be paid into this account through two different methods:

1. Voluntary top-up fund of \$13 on top of school fees. School fees are currently capped at \$287 for the 2024 school year. Parents will be given the option of contributing a further \$13 rounding out fees to \$300.
2. Through the QRK app, parents may wish to pay for an extra child to attend an event. This payment will be transferred into the Social Justice account in readiness to use for that event or future events.

Who will be eligible to access this funding?

The school's 2024 Wellbeing team, consists of:

- Brenton Willson (Head of School – Wellbeing and Student Agency)
- Hayley Walker (Pastoral Care Worker)

The Wellbeing team will work closely with Front Office Administration staff to monitor families who have identified financial hardship, or have failed to pay for expenses by the due date. The team will then respectfully contact these families to work through a process where families will be required to make a part contribution to the expense with the remainder costs being subsidised through the Social Justice fund. This will be discussed with the Business Manager before payment is finalised.

How will the funding be monitored?

A confidential record of funding distribution will be kept by the Business Manager, to ensure that funding is equitable across those families in need. Revenue and Expenditure Reports will be presented to Governing Council along with other financial reports.

