



Late Payment Policy

Please note that late payments for excursions and activities are not accepted. We have this policy in place for the following reasons:

- Payment deadlines are generally set 2 days in advance of an excursion or activity to give our administration staff time to collate lists of students attending, make payments in advance to venues and bus companies and communicate attendance information to teachers.
- Late payments create disorder in the office if payments have already been made to venues and bus companies. Late payments also mean disrupting learning time in your child's classroom so that office staff can communicate last minute information to teachers. If payment is received late we cannot provide a guarantee that information relating to your child's attendance will be communicated to the class teacher prior to the activity commencing.

Late payments will be returned and the student/s will not be able to attend the activity. Late payment may be accepted when the activity is recurring (e.g. Swimming). However your child may be required to miss the first lesson/session. Providing a refund for the first lesson/session is at the discretion of the principal.

Please be aware if you are suffering genuine financial hardship and cannot meet a payment deadline, approval for late payment can be sought from the Business Services Manager on 3867 2710. Please note that payment plans will only be set up prior to a payment deadline. We ask for your cooperation in not requesting an extension after the payment deadline, for the reasons outlined above.

Thank you for your cooperation in ensuring payments are in on time.

Regards

Kylie Randall
Business Services Manager

Andrew Duncan
Principal