



SRS FAILURE TO PAY POLICY: 2024 (approved P&C 6/11/2023)

PURPOSE: To highlight to SMSS families the importance of paying in full SRS fees for the year ahead. For SMSS families to understand that when entering SRS agreement – resources for their child/ren have been identified, supplied and paid for by the school on behalf of parents. This is for resources from the beginning of the year and if payments are not received on due dates these resources will be removed until full payment is received.

WHY: Families that consistently make limited/no payments for SRS fees throughout the year – despite emails, reminders and phone calls. Families that have not contributed to their students access to all stationery, texts and apps for the year of learning. School budget having to cover this cost as a bad debt each year.

APPROVED PROCESS FOR 2024 onwards:

- In 2024 **TWO** identified payments/instalments with our preference being full payment at the beginning of the year. One will be in late January 2024. The other being May 2024.
- Those families on Center Pay will not be affected by this updated “Failure to Pay” policy. They will be identified as making full payment for the year. Unless they request to come off Center Pay payments and have not completed SRS fee payments.
- Please see flowchart for **FAILURE TO PAY** to support understanding further.

KEY POINTS OF FAILURE TO PAY:

- Failure to pay Instalment 1 by due date results in remove of apps off iPad (within 2 weeks) until full payment is received.
- Failure to pay Instalment 2 by due date results in removal of apps until payment is made in full. If student does not have iPad – then removal of stationery will occur until payment is made in full.
- **Failure to pay** Instalment 1 & 2 by due date (May) will result in: (Until full payment is made)
 - **all stationery, apps being removed**
 - **non-participation in extra-curricula activities (non curriculum)**
 - **DEBT COLLECTION process will follow this will be EQ supported and notification will occur.**
- Students will be able to complete learning and assessment tasks alongside their peers. They will be given shared access to apps within the classroom setting when required to meet curriculum learning activities and assessment tasks. This access will be provided via shared ipads/apps and resources.
- Parents will be provided with reminders to make payment and consequences if this payment is not made.
- An individualised payment plan can be entered into with Principal at the being of the year – based on financial difficulties/distress. No payment plan can occur after Instalment 2 fee is due.
- Failure to meet any agreed plan, instalment can result in the resources for students being removed at the discretion of the Principal.
- New families joining the school after these dates will be assessed for pro-rata:
 - First Installation is due within 2 weeks of enrolment
 - Second installation is due on or before end of Term 3
 - If families join us after Term 3 they are required to make full payment as per pro-rate.

NB: For those known families in financial distress – face to face meeting with Principal/BM will need to occur. Failure to meet = failure to agree to instalment plan or other arrangement. Families will be encouraged to access/use Centre Pay. If family does not wish to complete this – a strict instalment plan will be in place – and if families do not meet the planned instalments without review meeting/non communication – apps, stationery and extra curricula events will be removed.

This Policy will be in place for all 2024 SRS invoicing for all families.

Kind Regards

Cherie Moore
Principal
Spring Mountain SS