

30 August 2013

## **PAYMENT DUE DATES**

When parents receive notes regarding an upcoming excursion or school activity which requires payment, the closing date when payment is required is always stated clearly on the note. Of late, there are parents who have requested that they be allowed to make payment after the closing date.

These requests have caused angst for our Office Staff as well as parents/ caregivers. There are numerous Administration tasks that have to be completed prior to the excursion or activity, which requires strict adherence to the nominated closing date.

Our School gives more than sufficient notice about forthcoming activities and payment plans can be arranged, as long as parents contact the School Office, prior to the nominated closing date. This Policy will be strictly adhered to, so we are not seen to be inconsistent in our financial management practices.

If we make exceptions to the clearly stated rule, this undermines the practices that are put in place for all. Thank you in cooperation.

Julie Raitelli  
Principal

Fairview Heights State School  
**Important Notice**