



A Queensland Independent Public School  
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## Payments Policy

At Ithaca Creek State School we are proud of the extra curricula programs we offer our students. We know that to prepare our students best for their future they need to have opportunities to develop their strengths. This starts by being exposed to a range of enriching activities beyond the core curriculum.

Schools are required to pass the cost of these activities on as a user pay system. Any activity that forms part of the teaching and assessment program is covered by the school.

The following is the school's process for ensuring good financial management practices and communicating actively where payments are required.

### 8 Weeks Prior

1. Excursion/Incursion Form is completed and submitted to the School Principal for approval prior to the next P and C Meeting where possible
2. School Variation to School Routine and Risk Management process is commenced on Oneschool

### 4 Weeks Prior to event

3. Permission Notes and invoices are generated and sent home

### 1 Week Prior to event

4. Final Date for payment
5. Request for Payment reminder email home to those who have missed the deadline
6. If financial difficulties are preventing payment please make a payment arrangement with the Business Manager.

### 2 Days Prior

7. A courtesy text reminder request for payment will be sent

### On day of event

8. Teachers of non-paying students will be called and a request for those students who have not paid (or a payment arrangement be in place) to be sent to the office for supervision

**All parents are actively encouraged to download the QParents App to their smartphone for real time updates regarding their child's current outstanding invoices and payment history. For more information please contact the office.**