

TPPS MONEY COLLECTION FOR ACTIVITIES AND EXCURSIONS

SCHOOL RESPONSIBILITIES

Notification of money collection:

- Notice of at least 2 weeks will be provided whenever possible
- Final date for payment advertised on all notes

Issue of notes:

- Teachers closely monitor issue and return of notes and money
- A reminder will be sent home 3 days prior to final date of payment

Reminders:

- Teachers provide regular verbal reminders to students
- In the case of major activities/excursions regular meetings are held with students to remind students of the activity and expectations of their participation
- A detailed reminder will be placed in the newsletter the week prior to the final date of payment
- The activity / excursion final date of payment along with the date of the activity / excursion is listed in the **Reminders** of the Newsletter.

STUDENT RESPONSIBILITIES

Each student is responsible for:

- listening to all messages
- taking home all notes
- taking home the school newsletter each week
- returning completed notes and money to the *Money Mail Box* by the final date of payment.

The final date for payment is necessary to enable final arrangements to be made for the students attending and those not attending.

Bookings and payments are finalised and cheques written.

*Michael Woolbank
Principal 8/2/12*

PARENT RESPONSIBILITIES

Parents are responsible for:

- reading all notes
- reading the weekly newsletter
- completing notes and money to be returned to the *Money Mail Box* by the final date of payment including instalment date

**IF YOU ARE UNABLE TO MAKE
PAYMENT BY THE DUE DATE
FOR ANY REASON
PLEASE CONTACT
MICHAEL or MEAGHAN
PRIOR TO THE DUE DATE
TO MAKE ALTERNATE
ARRANGEMENTS FOR
PAYMENT.**

If a refund is required, a written request is needed from the parent. All refunds will be by cheque and mailed to your address.

Please keep this in a prominent place for future reference.