



# Engadine West Public School

## Student Assistance Procedures 2025

The Engadine West Public School student assistance procedure reflects and aligns with:

- [Student assistance \(Financial management \(schools\) procedures\)](#)
- [Student health and wellbeing policy](#)

The principal will ensure that the following guidelines are observed:

- Strategies are in place to engage with parents/carers to understand their needs and support families in long term hardship or short-term crisis in confidence and on a case by case basis.
- Strategies are in place to proactively engage with parents/carers who may be experiencing hardship
- Transparent processes are in place for
  - meeting and communicating with parents/carers
  - providing advice on what information will be required to review their situation
  - review criteria to assess student welfare assistance applications
  - communicate a school contact who will act confidentially
- Applications are treated confidentially
- Accounting of funds is accurate
- Maintain adequate documentation for school reporting and audit purposes
- Some funding may go to support whole school programs and strategies and some may go to support particular groups of students or individual students.

At Engadine West Public School financial assistance may be allocated to:

- excursions and camps
- sport
- textbooks and stationery needs
- clothing/uniforms and footwear.

Strategies may include:

- Discretely approaching individual parents/carers who may need support and special payment arrangements
- Offering the opportunity for financial assistance on notes home for excursions
- Publishing this document on the Engadine West PS website policy library

Funds for student assistance/welfare will be allocated from:

- Equity loading for socio-economic background or
- Equity loading for Aboriginal background

Student welfare and assistance will not be used for the payment of general/voluntary school contributions.