### 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.

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*Please keep this in a prominent place for future reference.*