



ALTONA
COLLEGE

**Year 2 Family
Resources
2024**

Welcome to Altona College.

As the beginning of your Altona College journey draws closer, we hope that you are as excited as we are to meet new people, build new relationships and explore a whole new world of learning challenges.

We cannot possibly cover it all, but we certainly hope that these resources help you prepare for your first day of classes at Altona College.

Inside, you will find the following:

1. 2024 Parent Payment Arrangements
2. Campion booklist
3. Canteen Menu
4. Noone Uniform List
5. Student Dress Code Policy
6. Mobile Phone Policy
7. Homework Policy
8. CSEF and State Schools Relief resources

We look forward to discussing these resources and many other useful tips to ensure you are ready for the new school year.

2024 Victorian Term Dates

Please refer to Compass at the beginning of the school year for additional student free days.

Term 1	Term 2	Term 3	Term 4
30 January	15 April	15 July	7 October
-	-	-	-
28 March	28 June	20 September	20 December

College Bell Times (Primary)

Yard Supervision	Session 1	Session 2	Supervised Snack	Recess	Session 3	Session 4	Supervised Lunch	Lunch Play	Session 5	Dismissal
8.45	9.00	10.00	11.00	11.05	11.30	12.30	1.30	1.45	2.15	3.15

Key Dates:

*Altona College is open **Monday 22nd, Tuesday 23rd, Wednesday 24th and Monday 29th January 2024** Please note:*

*The college is **closed** Thursday 25th and Friday 26th January 2023*

First Day of School

***Tuesday 30 January 2024** Please log in to the Compass Parent Portal to view our calendar for further dates.*

Dear parent/guardian,

2024 Parent Payment Arrangements – Year Prep - 2

Altona College is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to offer a wider range of subjects and special curriculum experiences; enhanced digital learning opportunities; sports & science equipment; musical instruments; improvements to school facilities i.e., extra shade sails, updates to classroom furniture, new synthetic turf areas, soft fall mulch under play equipment, extra CCTV security & new signage throughout the school to enhance visual communication.

All voluntary payments can be made via your compass account from Monday 13th November 2023. Please find the contribution schedule below for Year Prep – 2.

For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely,

Julie Krause



Principal

Kade Dillon



School Council President

Prep – 2 Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>2024 Primary Diary / Reading log</i>	\$7
Year Prep – 2 Classroom consumables, materials & equipment <ul style="list-style-type: none"> • <i>Subject specific & general classroom materials & equipment (\$35)</i> • <i>Visual Art – paint, crayons, canvas, glitter, coloured paper (\$24)</i> • <i>Science – kitchen garden materials & equipment (\$4)</i> • <i>LOTE – curriculum resource packs (\$13)</i> • <i>Physical Education – sports equipment (\$30)</i> • <i>Performing Arts – Music (\$24)</i> 	\$130
Year Prep – 2 Online Subscriptions <ul style="list-style-type: none"> • <i>Essential Assessment - Online platform aligned to the Victorian Curriculum that elevates student achievement and growth in Numeracy & Literacy - (\$18)</i> • <i>SeeSaw – Digital tool that allows students & families to create, reflect, share and collaborate. - (\$10)</i> 	\$28
Year Prep – 2 ICT Devices – provision of devices from the shared classroom sets	\$20
Year Prep – 2 Printing and photocopying - worksheets and learning materials	\$10
Curriculum Activities – Whole School Engagement Days	\$35
Total – 2024 Curriculum Contributions	\$230
Other Contributions - for non-curriculum items and activities	Amount
School Sports Victoria membership	\$3.50
First aid equipment <i>Supports the cost of hygienic supplies to administer first aid</i>	\$10
School Grounds Maintenance and Improvements <i>Supports the cost of new and replacement equipment, materials and services that supports our growing school.</i> <i>Grounds Maintenance – This money makes an important contribution to the development of our playgrounds and identified projects to improve the facilities for your children. A considerable portion of this payment will ensure soft fall mulch under the playground equipment will be maintained at a safe level.</i>	\$50 per family
Communication & Subject Donation: <i>This is a voluntary contribution Altona College is requesting in 2024 to assist financially in supporting the College with communication and subject costs e.g., Compass</i> <i>This will assist in continuing to provide quality communication programs and extra materials for subjects that can no longer be charged as essential items on a family statement.</i>	\$50 per family
Tax deductible contributions	
Building fund. <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i> <i>Shelter– Funds will help the school build and provide a shelter over the bike enclosure as well as shelter to protect students and their lockers from the outside weather.</i> <i>Your support of this program would be appreciated, and a tax-deductible receipt will be issued asap.</i>	\$50 per family
Total Amount	\$

Educational items for students to own

You will receive a booklist of items that the school recommends you purchase from Campion Education for your child to individually own and use. Student booklist charges are completed separately at www.campion.com.au

Extra-Curricular Items and Activities

Altona College offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum. These are provided on a user-pays basis.

Detailed information will be provided throughout 2024.

Extra-Curricular Items and Activities	Amount
School magazine/ yearbook	TBA
School Photos - <i>Package to be made available by photographer in 2024</i>	TBA
Other optional camps and excursions to be scheduled <i>Optional excursions & activities will be scheduled throughout 2024. The cost of these will be advised throughout the year.</i>	TBA
Total Extra-curricular Items and Activities	

Financial Support for Families

Altona College understands that some families may experience financial difficulty and offers a range of support options, including:

- The Camps, Sports and Excursions Fund

If you hold a means-tested concession card or are a temporary foster parent that is valid on the first day of Term 1 2024 you may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child. The annual CSEF amount per primary school student is \$125. An application form can be downloaded from www.education.vic.gov.au/csef; you will need to bring your concession card to the office for verification.

- flexible payment arrangements

For a confidential discussion about accessing this service please contact:

Debbie Dorgan – Business Manager

Ph.: 03 9250 8050 | Email: debra.dorgan@education.vic.gov.au

Total

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$ TBA

Payment Methods

Payment for Curriculum Contributions, Other Contributions and Extra-Curricular Items & activities can be made via Compass. If you need assistance with your login details please contact the school, new families will be provided with a new family login and password. You will have the option in Compass to pay in full or via a payment plan schedule. These payments are required to be completed BEFORE Friday 26th January 2024.

Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. A refund will only be issued on a pro-rata basis if your family relocates and your child transfers to another school. Please be mindful that annual subscriptions and affiliations are paid to an online provider and cannot be refunded once purchased. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Other Contributions Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	Extra-Curricular Items and Activities Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.
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- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

Altona College



Year Two
2024



ALL ORDERS TO BE COMPLETED ONLINE
at
www.campion.com.au
using "DGWD" as your code

by
Friday 15th December 2023

PREPACKAGED DELIVERY SERVICE

ONLINE HOME DELIVERY ONLY

All orders, placed by December 15 2023 will be Home Delivered at the flat rate of \$12 and will be delivered by 25th January 2024.

Due to supply chain challenges, your delivery may arrive outside the original estimated delivery timeframe.

Orders can still be placed after the due date by visiting our website or Retail Service Centre. Full stock availability cannot always be guaranteed for orders placed after the due date.

During late January to early February our Retail Service Centres encounter high volumes and you may experience some queues and delays during this time. For the latest and up-to-date information on our store trading hours and full terms & conditions, please visit our website at www.campion.com.au

CAMPION
EDUCATION
A.B.N. 33 074 318 602

Your Retail Service Centre
UNIT 8, 12 MAKLAND DRIVE DERRIMUT VIC
3026

Contact Us
1300433962
help@campion.com.au

TICK THE BOX FOR THE ITEMS REQUIRED

TICK THE BOX FOR THE ITEMS REQUIRED

Description	Price	<input checked="" type="checkbox"/>	Location	Description	Price	<input checked="" type="checkbox"/>	Location
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Year Two

CORE REQUIREMENTS

STATIONERY REQUIREMENTS

Optional - Items are required however may be retained from previous year if in good condition.

1 x Headphones Stereo Deluxe Lightweight with Volume Control.....	\$11.05	1	<input type="checkbox"/>	P51464
1 x Magazine File Mesh Black.....	\$30.95	2	<input type="checkbox"/>	P51641
1 x Allona College Library Bag Eco Navy 37cm x 27cm (printed).....	\$17.50	3	<input type="checkbox"/>	P51092
<i>Retain from previous year, only new students to purchase</i>				
1 x Library Bag 330mm x 440mm Drawstring Green	\$6.95	4	<input type="checkbox"/>	P52519
<i>Retain from previous year, only new students to purchase</i>				

Option A

Allona College Stationery Pack Year 2	\$99.00	5	<input type="checkbox"/>	P76006
<i>This pack contains ALL of the compulsory items listed below at a reduced price</i>				

Retail Price: \$141.55

Cost Saving: \$42.55

Resource List Special Price: \$99.00

OR

Option B

Students not requiring ALL items in the Stationery Pack - order only those items required from the following list.

3 x Glue Stick 36gm	\$6.90	6	<input type="checkbox"/>	P55652
Display Book A4 20 Pocket Black Refillable.....	\$2.15	7	<input type="checkbox"/>	P55442
2 x Document Envelope A4 PP With Press Stud Green	\$2.50	8	<input type="checkbox"/>	P50883
2 x Eraser Plastic Pencil Large With Sleeve	\$0.80	9	<input type="checkbox"/>	P58510
6 x Exercise Book A4 64 Page 18mm Dotted Thirds	\$9.60	10	<input type="checkbox"/>	P55550
2 x Markers Connector Pens Wallet 12 Assorted.....	\$13.10	11	<input type="checkbox"/>	P55808
2 x Whiteboard Eco Markers Micador Pk 4	\$13.00	12	<input type="checkbox"/>	P51366
4 x Pencil (HB) Copperplate.....	\$2.20	13	<input type="checkbox"/>	P56166
2 x Pencils-Coloured 12's Colourush	\$9.00	14	<input type="checkbox"/>	P56252
Pencil Case 375x264mm 2 Zip Tartan Giant.....	\$4.70	15	<input type="checkbox"/>	P56216
Post It Notes Super Sticky Neon 76mm x 76mm Pkt 3.....	\$7.45	16	<input type="checkbox"/>	P50261
2 x Ruler 300mm Senior Wooden Polished.....	\$3.00	17	<input type="checkbox"/>	P51364
Scissors 195mm Smartcut Comfort Grip.....	\$5.75	18	<input type="checkbox"/>	P51086
3 x Scrapbook 335x245mm 64 Page Megasaurus Bond	\$7.20	19	<input type="checkbox"/>	P56448
2 x Sharpener Pencil Metal Double Hole (HQ).....	\$2.30	20	<input type="checkbox"/>	P56243
3 x Grid Book A4 96 Page 10mm squares	\$6.30	21	<input type="checkbox"/>	P50667
Victorian Targeting Handwriting Year 2 Student Book	\$17.95	22	<input type="checkbox"/>	P02850
8 x Pencil (2B) Junior Triangular Grip	\$6.40	23	<input type="checkbox"/>	P56183
Whiteboard A4 Double Sided.....	\$8.95	24	<input type="checkbox"/>	P50070
Scrapbook 168x240mm 64 Page Minisaurus Bond	\$1.90	25	<input type="checkbox"/>	P56447
Crayons 12's Twistables Noris Club.....	\$6.45	26	<input type="checkbox"/>	P51153
Display Book A4 20 Pocket Red Non-Refillable.....	\$3.95	27	<input type="checkbox"/>	P52502

Add Your Order

Value of Items Selected
Plus Home Delivery Charge - inc. GST	\$12.00
Estimated Amount to Pay

ITEM COUNT: Write the number of items selected. _____



Altona Canteen

H & H

- Everyday Items Green
- Occasional food Orange
- Sometimes Food Red
- Gluten Free Blue

BURGER

- Cheese Burger \$6.00
- Chicken Burger \$6.00
- Veggie Burger \$6.00
- Altona Burger \$6.00
- Souvlaki \$6.50
- Hot Dog \$4.50
- Hot Dog with Cheese \$5.00
- Tomato Sauce \$0.50
- Hot Dog Lot \$6.00
- Tender Wrap \$4.50
- 4n20 Meat Pie \$4.50
- Large Sausage Roll \$4.50

MEALS

- Small \$5.00
- Large \$6.50
- Pasta - Bolognese, Creamy, Lasagna, Napoli
- Stir Fry - Teriyaki, Honey Soy, Butter Chicken, Fried Rice

Gluten Free

- Party Pies \$2.00
- Sausage rolls \$2.00
- Sweet chilli chicken tender \$2.50
- chicken nuggets \$1.00

COFFEE

- Soy, Almond Milk Available \$3.50
- Small \$4.50
- Large \$4.50
- Hot Chocolate \$4.50

DRINKS

- Water \$2.50
- Pump - Lime, Berry, Plain \$5.00
- Kyneton 600 ml - Orange, Lemon, Lime, Apple Raspberry \$4.00
- Fuze Ice Tea - Lemon, Peach, Mango, Blackcurrent \$4.50
- Barista Milk 600ml - Chocolate, Mocha, Ice Coffee \$5.00
- Daily Juice - Apple, Orange \$4.50
- Nippy's Milk - Chocolate, Strawberry \$3.00
- Juice Boxes \$2.50
- Juice Bomb \$3.00

Packs

- 2 Tender & Chips \$7.00
- 3 Nuggets & Chips \$6.00
- 6 Nuggets & Chips \$8.50
- Cheese Burger & Chips \$8.50
- Fish N Chips \$7.00



Altona Canteen

H & H

SALAD

- Assorted Focaccias - from Chicken, Ham & Veggie
- Salad on Request - Greek, Green, Caesar etc
- Assorted Rolls/Sandwiches from

Small
Large

Fruit Salad

Jelly Cup

Cookies

Coconut Slice

Muffins

Mini Cupcakes/Cake Slice

Savoury Packs

- Kabana, Dip & Cheese

- Veggie, Dip & Cheese

Ice Cream

- Icy Poles
- Calippo
- Icy Twist
- Paddle Pop
- Frozen Juice Cup
- Twisted Frozen Yoghurts
- - Banana & Chocolate
- - Vanilla & Strawberry
- Cyclones

Nut-free

- \$6.00
- \$5.00
- \$6.00
- \$9.00
- \$5.00
- \$6.00
- \$2.00
- \$1.50
- \$1.50
- \$3.50
- \$1.00
- \$6.00

SNACKS

- Mini Pie/Sausage Roll \$1.50
- Steamed Dim Sim \$1.50
- Wedges \$3.50
- Chips \$3.50
- Pastizzi \$1.50
- Sweet Chilli Tenders \$2.50
- Chicken Tenders \$2.50
- Potato Cake \$1.50
- Nachos \$6.00
- Chips N Gravy \$4.00
- Chicken Nugget \$0.70
- Chicken Sticks \$0.70
- 2 Minute Noodles \$3.50
- Pizza - Chicken, Hawaiian, Margarita \$3.00

BREAKFAST

- Egg & Bacon Roll \$6.00
- Egg & Cheese Roll \$5.50
- Brekky Wrap \$5.00
- Hash Brown \$1.50
- Bacon & Egg Toasty \$5.00
- \$3.00



NOONE
BEST IN CLASS SINCE 1947

OFFICIAL UNIFORM SUPPLIER TO
ALTONA COLLEGE
JUNIOR YEARS P- 6



PRICE LIST VALID TO 30TH JUNE 2024

Uniform (choices for everyday)	Pullover – Green with logo Merino Wool, machine washable/tumble dry, Australian Made	Size 60 - 85	\$83.50
		Size 90 - 110	\$93.95
	Vest – Green with logo	Size 60 - 85	\$78.50
		Size 90 - 110	\$83.50
	Everyday Soft Shell Jacket	Children Sizes	\$69.95
		Adult Sizes	\$77.50
	Summer Dress – Junior Sizes	Sizes 3-16	\$57.95
		Sizes 18-26	\$63.50
	Shirt Short Sleeve with logo Tailored Cut & Straight Cut	All Sizes	\$38.50
	Shirt Long Sleeve with logo Tailored Cut and Straight Cut	All Sizes	\$39.95
	Trousers – Navy	From	\$41.95
	Slacks – Navy		\$66.00
	Leisure Pants – Navy		\$31.95
Shorts – Navy	From	\$26.50	
Winter Tunic	Prep - 4	\$66.50	
Winter Skirt	Year 5 -12	\$77.50	
Sport Uniform Choices (only for sport days)	Rugby Top		\$97.50
	Short Sleeve Polo		\$38.50
	Long Sleeve Polo		\$40.95
	Track pant - Navy		\$31.95
	Sport Shorts - with logo	Regular	\$36.50
		Long	\$38.50
	Skort – Navy with Logo		\$37.50
Sport socks – white pack	From	\$16.95	
Accessories (for everyday wear)	Junior School Bag		\$58.95
	Artsmock		\$23.00
	College Beanie with logo		\$28.95
	Scarf - with logo		\$19.50
	Bucket hat with logo		\$17.50
	Socks – Navy/ White		\$16.95
	Tights – Navy	From	\$19.00
	Hair Accessories	From	\$4.50
	Head Scarf – Navy or White		\$22.00
	STUDENT NAME LABELS Pre-ordered Garment name labels (Sew or Iron on)	Per 50 Units	\$25.00

Trading Hours

Monday to Friday: 9am till 5.00pm Sat: 9am till 1pm
54 Old Geelong Road, Hoppers Crossing Ph: 9749 0543
Email: hoppersc@noone.com.au
Name Labels Available Lay-by, Visa , Mastercard ,
and Eftpos all welcome
All prices are subject to change without notice

STUDENT DRESS CODE

PURPOSE

The purpose of the Student Dress Code is to outline Altona College's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This dress code has been developed by Altona College's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Altona College's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities.
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.
- enhance student safety by allowing efficient identification of students and/or members of the public, both in and out of the College grounds
- The School Council has developed a dress code that we believe provides a range of choices for students and is cost effective for families.

SCOPE

Students are expected to comply with this Student Dress Code while traveling to and from school, during school hours and when attending school activities.

UNIFORM & APPEARANCE

Altona College's approved school uniform items are attached as an appendix to this policy. No variations on the approved items will be permitted without written consent from a member of the College Leadership Team.

GENERAL APPEARANCE

While at school, travelling to or from school or participating in school activities, Altona College students must comply with the following:

- Uniforms must be clean and in good repair
- Uniforms must be clearly marked with the owner's name
- Shirts should be tucked in at all times while wearing a tie
- Ties need to be worn by Years 7-12 students in terms 2 and 3, neatly tied and covering a fastened top button
- Base layers added for warmth should be plain white, completely covered and not include any hood or bulky layers tucked in.

JEWELLERY AND COSMETICS

Students should dress according to the following expectations:

- Watches are permitted, smart watches may need to be removed during assessments
- A plain, black leather belt is permitted where garments have belt loops
- One plain, lightweight neck chain with a single charm is permitted

- A maximum of one plain stud and one plain sleeper per ear will be permitted, but may need to be covered or removed for sport and practical activities
- All other piercings must be removed or replaced with clear invisistuds which may need to be covered or removed for sport and practical activities
- All medical alert jewellery is permitted in addition to the above, but may need to be removed for sport or practical activities where OHS requirements
- Hair accessories other than plain hair pins, plain hair ties or a navy or white ribbon are not permitted.

HAIR AND SUN SAFETY

- Shoulder length or longer hair is to be tied back to help restrict the spread of nits and lice and for student safety.
- School uniform hats must be worn outside in terms 1 and 4 by all students.
- Additional dates in term 2 & 3 will require hats and will be reviewed and published annually according to the Altona College SunSmart Policy.
- All headwear, except those worn for religious purposes must be removed when indoors
- Sunglasses are permitted when outdoors

PURCHASE OF UNIFORMS

Uniform items can be purchased from NOONE either online or in store. Further details are provided on the College Website to assist families in completing uniform orders as required.

SUPPORT FOR FAMILIES EXPERIENCING DIFFICULTY

Please contact the Principal or College Business Manager to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about State Schools' Relief is also available on their website: <https://www.ssr.net.au/>

IMPLEMENTATION

- Altona College will ensure that this Student Dress Code is communicated to all families and students through our website. We will assist students who may be experiencing difficulties complying with this policy where possible
- Students wearing non-compliant uniform items have the option to change into a school loaned item where available, prior to 9am. If students are found to be out of uniform, staff will ask the student to correct the breach immediately.
- Any student who refuses, or is unable to comply with the College uniform policy will be granted an opportunity to seek assistance to achieve compliance.
- Serious or sustained breaches of the College uniform policy will be dealt with in accordance with the Student Wellbeing and Engagement Policy.

EXEMPTIONS TO STUDENT DRESS CODE

We recognise that there may be situations where the application of this dress code may affect students unequally. Students and their parents or carers may apply either in writing to the Principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code and can provide instruction from a medical specialist to support the claim.

- the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code.
- When the Principal receives a request for an exemption, they will:
 - consider the grounds for the exemption request
 - explain the process to the student and/or their parents/carers
 - liaise with the uniform supplier to explore modification to compliant uniform garments where possible
 - encourage the student and/or their parents/carers to support their application with evidence.
- The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers. The Principal will then offer a written response to explain the outcome of the request for exemption.

CONCERNS ABOUT THE STUDENT DRESS CODE

Altona College welcomes feedback from the school community in relation to this Student Dress Code. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school's Parent Complaint Policy, available on the College

FURTHER INFORMATION & RESOURCES

Further information and related policies are available on the College Website at www.altonacollege.vic.edu.au

REVIEW CYCLE

This policy was last updated in November 2019 and is scheduled for review in November 2022.

APPENDIX 1: ALTONA COLLEGE UNIFORM AND APPEARANCE GUIDELINES

Formal Uniform A: Unisex Permitted all year	
Years Prep - 6	Years 7 - 12
<ol style="list-style-type: none"> 1. Black leather lace up shoes or runners 2. Navy socks, worn above the ankle 3. Optional: plain white base layer, sleeves not to be visible 4. Choice of: <ol style="list-style-type: none"> a. Navy shorts b. Navy trousers c. Navy active (ponti) pants 5. Choice of: <ol style="list-style-type: none"> a. College short sleeve shirt – pinstripe b. College long sleeve shirt - pinstripe 6. Choice of: <ol style="list-style-type: none"> a. College knitted pullover – green b. College knitted vest – green 7. College soft shell jacket - navy 	<ol style="list-style-type: none"> 1. Black leather lace up school shoes 2. Grey socks, worn above the ankle 3. Optional: Plain white base layer, sleeves not to be visible 4. Choice of: <ol style="list-style-type: none"> a. Grey shorts b. Grey trousers 5. Choice of: <ol style="list-style-type: none"> a. College short sleeve shirt – pinstripe b. College long sleeve shirt – pinstripe c. Tie optional terms 1 & 4 – compulsory in terms 2-3, shirt must be tucked in if wearing a tie. 6. Choice of: <ol style="list-style-type: none"> a. College knitted pullover – green b. College knitted vest – green c. Years 11 & 12 only – choice of: <ol style="list-style-type: none"> a. College senior jumper – navy b. College senior vest – navy 7. College blazer – navy
Formal Uniform B: Unisex Permitted term 1 & 4 only (2-week transition period from winter to summer uniform will be permitted at the start of term 4)	
Years Prep - 6	Years 7 - 12
<ol style="list-style-type: none"> 1. Black leather lace up shoes or runners 2. White socks, above the ankle 3. Optional: Plain white base layer, sleeves not to be visible 4. College summer dress (short or long sleeve options available on request) 5. Optional choice of: <ol style="list-style-type: none"> a. Navy lightweight slacks worn under dress (not available through uniform supplier) 1. Choice of <ol style="list-style-type: none"> a. College knitted pullover – green b. College knitted vest – green 2. College soft shell jacket – navy 	<ol style="list-style-type: none"> 1. Black leather lace up school shoes 2. Grey socks, worn above the ankle 3. Optional: Plain white base layer, sleeves not to be visible 4. College summer dress (long sleeve options available on request) 5. Choice of: <ol style="list-style-type: none"> d. College knitted pullover – green e. College knitted vest – green f. Years 11 & 12 only – choice of: <ol style="list-style-type: none"> c. College senior jumper – navy d. College senior vest – navy 7. College blazer – navy
Formal Uniform C: Unisex Permitted term 2 & 3 only (2 week transition period from winter to summer uniform will be permitted at the start of term 2)	
<ol style="list-style-type: none"> 1. Black leather lace up shoes or runners 2. Choice of: 	<ol style="list-style-type: none"> 1. Black leather lace up school shoes 2. Grey socks, worn above the ankle

<ul style="list-style-type: none"> a. White socks, above the ankle b. Navy tights (no active wear) <p>3. Optional: Plain white base layer, sleeves not to be visible</p> <p>4. College winter skirt (pinafore require P-4, optional thereafter)</p> <p>5. Optional choice of:</p> <ul style="list-style-type: none"> a. College short sleeve shirt – pinstripe b. College long sleeve shirt - pinstripe <p>6. Choice of:</p> <ul style="list-style-type: none"> a. College knitted pullover – green b. College knitted vest – green <p>College soft shell jacket – navy</p>	<p>3. Optional: Plain white base layer, sleeves not to be visible</p> <p>4. College Winter Skirt</p> <p>5. Choice of:</p> <ul style="list-style-type: none"> d. College short sleeve shirt – pinstripe e. College long sleeve shirt – pinstripe f. Tie compulsory in terms 2-3, shirt must be tucked in. <p>6. Choice of:</p> <ul style="list-style-type: none"> g. College knitted pullover – green h. College knitted vest – green i. Years 11 & 12 only – choice of: <ul style="list-style-type: none"> e. College senior jumper – navy f. College senior vest – navy <p>7. College blazer – navy</p>
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Sport Uniform

Permitted on days when HPE or Sport is timetabled, or by invitation from staff only

<ul style="list-style-type: none"> 1. Lace up athletic runners (any colour or brand – must have non marking sole and arch support) 2. Plain white socks, above the ankle 3. Optional: Plain white base layer, sleeves not to be visible 4. Choice of: <ul style="list-style-type: none"> a. College short sleeve polo – primary b. College long sleeve polo – primary 5. Choice of: <ul style="list-style-type: none"> a. Fleece track pants – navy b. Shorts – navy c. Skort – navy 6. College soft shell jacket (same as formal) 7. Optional: College rugby jumper 	<ul style="list-style-type: none"> 1. Lace up athletic runners (any colour or brand – must have non marking sole and arch support) 2. Plain white socks, above the ankle 3. Optional: Plain white base layer, sleeves not to be visible 4. Choice of: <ul style="list-style-type: none"> a. College short sleeve polo – primary b. College long sleeve polo – primary 5. Choice of: <ul style="list-style-type: none"> a. Fleece track pants – navy b. Shorts – navy 6. College soft shell jacket (same as formal) 7. Optional: College rugby jumper
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Accessories

Please note that where a College Uniform accessory is available, alternatives are not permitted

<ul style="list-style-type: none"> 1. College bucket hat – compulsory terms 1 & 4 2. College beanie – optional, terms 2 & 3 only 3. College scarf – optional 4. College school bag – small or large size – navy 5. Optional: Hijab/Head Scarf – plain navy or white 6. Optional: Hair tie/ribbon – plain navy or white 	<ul style="list-style-type: none"> 1. College Tie – compulsory terms 2&3 2. College bucket hat – compulsory terms 1 & 4 3. College beanie – optional, terms 2 & 3 only 4. College scarf – optional 5. College school bag – small or large size – navy 6. Optional: Hijab/Head Scarf – plain navy or white 7. Optional: Hair tie/ribbon – plain navy or white
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APPENDIX 2: APPLICATION FOR STUDENT DRESS CODE EXEMPTION

The Altona College dress code has been developed by Altona College's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Altona College's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities.
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.
- enhance student safety by allowing efficient identification of students and/or members of the public, both in and out of the College grounds

The School Council has developed a dress code that we believe provides a range of choices for students and is cost effective for families.

Exemptions to student dress code

We recognise that there may be situations where the application of this dress code may affect students unequally.

Students and their parents or carers may apply in writing to the Principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code and can provide instruction from a medical specialist to support the claim.
- the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code.

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- liaise with the uniform supplier to explore modification to compliant uniform garments where possible
- encourage the student and/or their parents/carers to support their application with evidence.

The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers. The Principal will then offer a written response to explain the outcome of the request for exemption.

APPLICATION FOR STUDENT DRESS CODE EXEMPTION

STUDENT DETAILS		
Student name		
Date of birth	Click or tap to enter a date.	Year level:
Home Address		
		Post Code:
Resides with:	<input type="checkbox"/> Both Parents - <input type="checkbox"/> Mother - <input type="checkbox"/> Father - <input type="checkbox"/> Other:	
Gender	<input type="checkbox"/> Male / <input type="checkbox"/> Female	Age in Years:

EXEMPTION REQUEST
Please outline which specific elements of the student dress code require an exemption.

REASON FOR EXEMPTION
Please select which of the following criteria this exemption applies to:
<input type="checkbox"/> an aspect of the code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
<input type="checkbox"/> the student has a particular disability or health condition that requires a departure from the dress code and can provide instruction from a medical specialist to support the claim.
<input type="checkbox"/> the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code

DETAILS OF REASON FOR EXEMPTION

Please detail how the selected criteria applies to the student:

OPTIONS FOR MODIFICATION (Completed or supported by specialist where possible)

Please outline any options or recommendations for modification of dress code that can or have been explored:

OTHER ALTERNATIVES EXPLORED (Completed or supported by specialist where possible)

Please outline any options or recommendations that could be explored or implemented to avoid the need for exemption (where school has provided alternatives, please outline how they have been unsuccessful)

SUPPORTING EVIDENCE

Please identify which of the following evidence has been provided to support this request for modification or exemption

--

- A) Letter from an authorised/qualified expert or religious leader outlining religious, cultural or ethnic grounds for exemption.
- B) Letter from treating specialist outlining diagnosis, treatment support strategies, suggested adjustments, and duration for exemption, recommended review date.
- C) Confirmation from College business manager that after consultation, all appropriate options for financial assistance and support have been exhausted.

NOTES:

1. Please note that supporting evidence from category A or B must include contact details. Where contact cannot be made, the evidence will not be considered valid.
2. General certificates from a GP or generic health resource will not be considered appropriate supporting evidence for exemption.
3. General medical letters, statements or observations which are not supported by a personalised assessment, diagnosis and treatment plan may not be considered appropriate evidence

SPECIALIST SUPPORT OF APPLICATION FOR EXEMPTION

Please provide this template to the appropriate specialist to review and add any recommendations required:

Specialist name:	
Specialisation:	
Professional address:	
Phone:	
Email:	

- I have reviewed the needs of the student named in this application and am willing to support modification or exemption to the student dress code of Altona College for this individual circumstance
- I have considered and recommended (where appropriate) options for modification to uniform garments that the Principal could consider in consultation with a uniform supplier to avoid the need for exemption
- I have discussed consent with the student and family named in this application and will agree to discuss my recommendations for modification and/or exemption with Principal staff at the College

Specialist Signed:	Date: Click or tap to enter a date.
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Parent/Carer Signed:	Date: Click or tap to enter a date.
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PRINCIPAL REVIEW (to be completed by Principal team and filed)

- Exemption granted in full
 Exemption partially granted
 Exemption declined

Duration of exemption:

Conditions of exemption:
Comments/Notes:

Response to applicant provided in writing on [Click or tap to enter a date.](#)

Principal Signed:	Date: Click or tap to enter a date.
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MOBILE PHONES – STUDENT USE

PURPOSE

To explain to our school community the Department's and Altona College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

SCOPE

This policy applies to:

1. All students at Altona College and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, "mobile phone" refers to a mobile phone and any device that may connect to or have a similar functionality to a mobile phone such as a smart watch.

On school grounds includes any offsite location that is used during an approved school event (camps, excursions, sports, formal, etc).

POLICY

Altona College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Altona College:

- *Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours*
- *Exceptions to this policy may be applied if certain conditions are met (see below for further information)*
- *When emergencies occur, parents or carers should reach their child by calling the school's office.*

PERSONAL MOBILE PHONE USE

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Altona College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

SECURE STORAGE

Mobile devices owned by students at Altona College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Altona College does not have accident insurance for accidental property damage or theft. Students and their parents/carers are

encouraged to obtain appropriate insurance for valuable items. Refer the college's [Personal Property policy](#).

Where students bring a mobile phone to school, Altona College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Altona College students are required to store their phones either in their lockers or handed into their year level co-ordinator, or college administration office.

ENFORCEMENT

Students who use their personal mobile phones inappropriately at Altona College may be issued with consequences consistent with our school's existing student engagement policies *Student Wellbeing and Engagement* and/or *Bullying Prevention* policies.

At Altona College inappropriate use of mobile phones is any use on school grounds, unless an exception has been granted, and particularly use of a mobile phone:

- *in any way that disrupts the learning of others*
- *to send, share or repost inappropriate, harassing or threatening messages or phone calls either privately or publicly*
- *to engage in inappropriate social media use including cyber bullying*
- *to capture video or images of people, including students, teachers and members of the school community without their permission*
- *to capture video or images in the school toilets, changing rooms, swimming pools and gyms*
- *during exams and assessments*

EXCEPTIONS

Exceptions to the policy:

- *may be applied during school hours if certain conditions are met, specifically,*
 - *Health and wellbeing-related exceptions; and*
 - *Exceptions related to managing risk when students are offsite.*
- *can be granted by the principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones Policy](#).*

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

CAMPS, EXCURSIONS AND EXTRACURRICULAR ACTIVITIES

Altona College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

EXCLUSIONS

This policy does not apply to

- *Out-of-School-Hours Care (OSHC)*
- *Out-of-school-hours events*
- *Travelling to and from school*
- *Students undertaking workplace learning activities, e.g. work experience*
- *Students who are undertaking VET*

RELATED POLICIES AND RESOURCES

- [Student Wellbeing and Engagement](#)
- [Code of Conduct](#)
- [Bullying Prevention](#)
- [Personal Property](#)

REVIEW PERIOD

This policy was last updated in May, 2023 and is scheduled for review on May 2027



HOMWORK POLICY

PURPOSE

The purpose of this policy is to outline to students, parents/carers and school staff Altona College's expectations for homework and at-home learning.

SCOPE

This policy applies to students in all year levels and staff responsible for setting homework.

POLICY

Altona College acknowledges that homework should be tailored and adapted to suit the personal and developmental needs of students.

Teachers at Altona College are encouraged to exercise their discretion in assigning tasks that are appropriate for their students and most likely to be meaningful. This may comprise of reading, practice exercises or extension assignments.

PREP TO YEAR 4

In the early years, the objective of homework should be to practise and consolidate the concepts that have been introduced during class time. It is also intended to introduce the concepts of self-discipline and responsibility and prepare them for the upper grades.

Assigned homework tasks will build on concepts explored in the classroom and encourage students to use their initiative by gathering additional information or materials.

Homework will mainly consist of daily reading to, with, or by parents/carer or older siblings and **is recorded in the student diary.**

Students are generally not expected to complete more than 30 minutes of homework per day and no homework tasks will be assigned over the weekends or during the holidays.

YEAR 5 TO YEAR 6

In the upper year levels, the objective of homework is to build on the concepts of self-discipline, responsibility and initiative to prepare students for secondary school. **Students are required record all homework tasks in their college diary.**

Assigned homework tasks will include daily independent reading **and may include extension assignments, tasks dedicated to reinforcing new mathematical concepts introduced in class, and/or incomplete class work.**

Students are generally not expected to spend more than 45 minutes per day on homework and no homework tasks will be assigned over the weekends or during the holidays.

YEAR 7 TO YEAR 12

Commencing secondary school, students are encouraged to begin focusing on distributing time proportionally to the variety of subjects they study. In addition, students are encouraged to progress towards greater autonomy in the organisation, completion and submission of homework tasks.

In Years 7-12, an effective homework routine should include:

1. **Catch up:** Students should complete any tasks left outstanding from the days classes. Teachers will generally allocate sufficient time to complete the majority of work at school, however students are expected to complete outstanding work prior to the next lesson, unless otherwise advised. Students who maximise the use of class time will typically find there is very little catch up required each day.
2. **Preparation:** Assuming daily tasks have been completed, teachers will set preparation tasks to maximise the efficiency of face to face time. Being adequately prepared for lessons is essential to promote engagement and maximise student learning growth at school. Good preparation might include:
 - a. Reading ahead to identify key vocabulary and definitions
 - b. Watching video content to explore a new topic
 - c. Undertaking research
 - d. Attempting some practice tasks to identify challenges and enable precise questioning in the next lesson
 - e. Discuss the last lesson with a friend to share ideas and build a common foundation for the upcoming lessons
3. **Revision:** For the most diligent and dedicated students, there is no such thing as too much practice! Where a study schedule allows for it, students should consider allocating some time to practising a skill they have previously learned. This becomes increasingly important when preparing for senior exams that can assess content from any unit across the full year of study. Examples of effective revision include:
 - a. Attempting practice questions or past exam papers
 - b. Re-visiting past assessments and actioning feedback
 - c. Reading past chapters again to refresh content knowledge
 - d. Completing a practical project that uses prior learning in a new context

TIME MANAGEMENT: 7-12

In undertaking the above, students should ensure they undertake multiple study sessions across the week always being mindful of the Compass Learning Tasks platform which will highlight essential tasks that are due for completion. On average, students should expect the following time commitment (or equivalent) for **preparation and revision**, noting that **additional time will be required for catch up** depending on the students use of class time:

Years 7 - 8: 40 - 60 minutes, 3 days per week

Years 9 - 10: 60 - 90 minutes: 3-4 days per week

Years 11 - 12 - 60 - 120 minutes, 5-6 days per week

NOTE: Students are encouraged to break study sessions into 2-3 smaller blocks separated by short breaks for snacks, hydration or exercise. Many students have successfully implemented short study blocks as follows:

- Before school and lunchtime study groups
- Afterschool before parent pickup
- Before and after sports or hobbies
- On weekends before attending to sporting or social commitments (Saturday mornings can be a great time to do some study with the reward of an outing immediately after).

SHARED EXPECTATIONS AND RESPONSIBILITIES

Homework is a shared responsibility between the school, teachers, students and their parents/carers. In order to get the most out of homework tasks, it is important that everyone understands their obligations and responsibilities.

Altona College will support students by:

- *fostering lifelong learning and connecting families with the learning of their children, as part of a comprehensive and balanced curriculum within Victorian schools*
- *ensuring the school's homework policy is relevant to the needs of students*
- *advising parents/carers of homework expectations at the beginning of the school year and providing them with a copy of the homework policy*
- *encouraging parents/carers of early primary school aged children to read to and with their children for enjoyment*
- *ensuring that upper primary students use homework diaries to provide a regular communication between parents and the school.*

Teachers at Altona College will:

- *equip students with the skills to solve problems*
- *encourage real-life problem solving, logical thinking, creativity and imagination*
- *set varied, challenging and meaningful tasks related to class work to suit the students' learning needs*
- *give students enough time to complete homework, considering home obligations and extracurricular activities*
- *assess homework and provide timely and practical feedback and support*
- *help students develop organisational and time-management skills*
- *ensure parents/carers are aware of the school's homework policy*
- *develop strategies within the school to support parents and carers becoming active partners in homework*
- *offer a wide range of opportunities for families to engage in their children.*

It is expected that students will take responsibility for their own learning by:

- *being aware of the school's homework policy*
- *discussing with their parents/carers homework expectations*
- *accepting responsibility for the completion of homework tasks within set time frames*
- *following up on comments made by teachers*
- *seeking assistance when difficulties arise*
- *organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment.*

It is expected that parents/carers will support their children by:

- *developing a positive and productive approach to homework*
- *ensuring there is a balance between the time spent on homework and recreational activities*
- *reading to them, talking with them and involving them in learning opportunities during everyday household routines and physical activity*
- *talking to teachers about any concerns they have about the homework*
- *attending the school events, productions or displays their child is involved in*
- *ensuring upper primary students keep a homework diary*

- *discussing homework with their child in their first language, if English is not the main language spoken at home, and linking it to previous experiences*
- *linking homework and other learning activities to the families' culture, history and language, linking with relevant services, clubs, associations and community*
- *ensuring there is a quiet study area for students to complete their homework tasks.*

SUPPORT FOR STUDENTS, PARENTS AND CARERS

Teachers at Altona College understand that students have different learning styles and interests, and may approach learning activities and homework differently. If you are concerned that your child may not understand the homework tasks that have been set for him or her, or is spending a long period of time completing their homework, we encourage you to speak to their classroom, homegroup teacher or Year Level Coordinator.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Homework Guidelines](#)
 - [Homework Expectations](#)

REVIEW CYCLE

This policy was last updated in September 2020 and is scheduled for review on September 2023

CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) APPLICATION FORM

School Name

School REF ID

Parent/carer details

Surname _____

First name _____

Address _____

Town/suburb _____ State _____ Postcode _____

Contact number _____

Centrelink pensioner concession **OR** Health care card number (CRN)

- - - **OR**

Foster parent under a temporary care order* **OR** Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Department of Families, Fairness and Housing (DFFH).

**Applicants must provide a copy of the Veteran Affairs Gold card

Is this an application for special consideration (no CRN needed)? Yes No

Student details

Student's surname	Student's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Families, Fairness and Housing (DFFH) to provide the results of that enquiry to DET.

I understand that:

- DFFH will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to DET so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to the DFFH and /or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant _____ Date ____/____/____

CSEF ELIGIBILITY

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criteria 1 – General eligibility

To be eligible for the fund, a parent or carer of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one
 - on the first day of Term two
- a) be a holder of one or more of the eligible financially-means tested cards **OR** be a temporary foster parent, and;
- b) submit an application to the school by the due date.

For the list of eligible financially-means tested cards refer to the CSEF Policy:
<https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy>

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with the above.

Criteria 2 - Be of school age and attend school in Victoria

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

Special Consideration

A special consideration category exists for

- Families on a bridging visa, temporary protection visa, in community detention or are asylum seeker families
- Students in temporary out of home care arrangements, including statutory kinship care

For more information, see <https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/guidance/eligibility>

Eligibility Date

For concession card holders CSEF eligibility will be subject to the parent/carers concession card being validated successfully with Centrelink on the first day of either term one (30 January 2023) or term two (24 April 2023).

PAYMENT AMOUNTS

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$125 per year.
- Secondary school student rate: \$225 per year.

The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

For ungraded students, the rate payable is determined by the student's date of birth. For more information, see: www.education.vic.gov.au/about/programs/Pages/csef.aspx

Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents/carers so please register your interest at the school.

HOW TO COMPLETE THE APPLICATION FORM

NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/CARER DETAILS section.

Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.

If you are claiming as a temporary Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.

If you are seeking special consideration, mark this in the form and provide a copy of the relevant documentation.

2. Complete the STUDENT/S DETAILS section for students at this school.

3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2023 closes on the 23 June 2023.