



**Year 7 Family Induction  
Resources  
2021**





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5. JB HiFi Laptop program
6. Student Dress Code and uniform ordering information
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8. Homework policy
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10. CSEF and State schools relief resources

## Office Contact Details

**Mailing Address:** 103A Grieve Parade Altona VIC 3018

**Phone:** (03) 9250 8050

**Email:** [altona.co@education.vic.gov.au](mailto:altona.co@education.vic.gov.au)

**Website:** [www.altonacollege.vic.gov.au](http://www.altonacollege.vic.gov.au)

**Office Hours:** Mon – Fri 8.30am – 4.30pm

## Altona College Administration Staff

**Principal:** Julie Krause

**Assistant Principal – Secondary:** Nathan Guthridge

**Assistant Principal – Primary:** Mathew Kelly

**Business Manager:** Debra Dorgan

**Student Wellbeing:** Julie Giles

**Office Staff:** Simone Mathews

Debra Cassar

Racheal Puopolo

## Welcome to Altona College.

As the beginning of your secondary school 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.

While some things might be familiar when you arrive, there is a lot to learn about secondary education. We can't possibly cover it all, but we certainly hope that these resources help you prepare for your first day of classes in 2021.

Inside, you will find the following:

1. Family induction evening invitation (Wed 11<sup>th</sup> November – online via WebEx)
2. Campion booklist and ordering information
3. JB HiFi laptop program
4. Student Dress Code and uniform ordering information
5. Mobile phones policy
6. Homework policy
7. CSEF and State schools relief resources

We look forward to discussing these resources and many other useful tips to ensure you are ready for year 7 Elevate!

## 2021 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
28 Jan - 1 April	19 April - 25 June	12 July - 17 September	4 October - 17 December

## College Bell Times

Morning Music	Session 1	Session 2	Recess	Homeroom	Session 3	Session 4	Lunch	Session 5	Students Dismissed
8.57	9.00	9.57	10.54	11.19	11.34	12.31	1.28	2.08	3.05

## Key Dates:

**Thursday 27 January:** College opens, staff return.

**Friday 28 January:** Students return

**COVID PENDING - The following events will be scheduled as soon as COVID restrictions permit:**

1. Year 7 Orientation Day 2020
2. Year 7 Camp 2021
3. School Photos
4. Excursions & Sports Days
5. Assemblies and Awards ceremonies



## Year 7 Family Induction Evening

Dear families,

Despite all hopes that we would meet face to face to welcome you to our College, we still remain unable to host large groups onsite. This said, preparations for year 7 2021 must continue and as a result, we have moved our Family Induction Evening online. The meeting will go ahead as scheduled, on Wednesday 11 November, at 6pm via Webex Meetings in the comfort of your own home.

We recommend you trial the browser version of Webex Meetings or download the desktop or mobile app and test it prior to the event, to avoid any undue stress.

Access the information evening as follows:

Meeting link: <https://eduvic.webex.com/eduvic/j.php?MTID=m7895047ebb30d5f793dcfbdfdaac217b>

Meeting number: 165 650 7750

Password: ACYear72021

We will do our best to shorten the formal presentation to 30 minutes, with an additional 30 minutes allowed for an open Q&A.

The agenda will include:

1. Starting Year 7
2. Transition & Wellbeing
3. Curriculum, Assessment, Reporting & Homework
4. Student Pathways
5. Administration:
  - a. Uniform
  - b. Laptops
  - c. Booklists
  - d. Compass
6. Q&A

We also encourage all families to download the Compass App or have access to the site prior to the meeting. This is critical for course confirmations and communications regarding the commencement of 2021.

We look forward to meeting as many of you as possible and will endeavour to bring everyone together as soon as possible.

Warm Regards,



Nathan Guthridge  
Assistant Principal

## Parent Payment Arrangements - 2021

Dear Parents / Guardians,

Altona College is looking forward to another great year of teaching and learning and would like to advise you of the college's parent payment arrangements for 2021.

Please find information regarding 2021 fees for students in **Year 7 & Year 7 Elevate**.

Altona College makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

**Please note:** Student booklist charges are completed separately at [www.campion.com.au](http://www.campion.com.au). (Use code 2B9Z as your code by Friday 18th December 2020).

### 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 2021 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](http://www.education.vic.gov.au/csef); you will need to bring your concession card to the office for verification.

- **Parent Payment Plan**

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Debbie Dorgan – Business Manager

Ph.: 03 9250 8050 | Email: [debra.dorgan@education.vic.gov.au](mailto:debra.dorgan@education.vic.gov.au)

### Payment Methods

Essential Items (school fees) will be invoiced to families via Compass. New families to the school will be provided with a compass login and password. You will have the option in compass to pay in full or via a payment plan. Payment in full or a payment plan instalment must be completed via compass before 28<sup>th</sup> January 2021.

#### Refunds

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.

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

Yours sincerely,



Julie Krause

Principal



Nathan Guthridge

School Council Representative



## Fee schedule – Year 7 & Year 7 Elevate

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. *Altona College* also welcomes your voluntary contributions for 2021.

### Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum.

Year 7 & 7 Elevate Essential Student Learning Items		Amount
Digital Technology		<i>No charge</i>
English		<i>No charge</i>
Health & Physical Education		<i>No charge</i>
Homeroom	School diary / planner, compulsory college activities, SWPBS and pastoral resources, School Sport Victoria affiliation	\$85
Humanities	Consumable materials for Humanities which students take possession of: Coloured A3 paper	\$2
LOTE	Consumable materials for LOTE that students take possession of: edited curriculum materials - personalised booklets, according to skill level	\$2.50
Performing Arts		<i>No charge</i>
Science	Consumable materials for Science that students take possession of: Prac materials	\$35
Technology	Consumable materials for Design Tech (Food) that students take possession of : Ingredients, recipes	\$28
Visual Arts	Consumable materials for Visual Arts that students take possession of: Acrylic paints, glazes, clay, papers, 3D materials etc.	\$16
Online Subscriptions	Mathletics - Students find engagement through purpose and reward. It provides learners with the chance to put their mathematics skills to use through activities and challenges that are relevant and attention-grabbing.	\$14
	OHS modules	\$5
Student ID Card	Compass Student ID cards - to be issued at school	\$10
<b>Total</b>		<b>\$197.50</b>

## Optional Items

Altona College offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child. Information on any optional item will be forwarded at the relevant time.

Year 7 Optional Items
<b>Camps, Excursions, Incursions</b> Optional camps and excursions will be scheduled throughout 2021. The cost of these will be advised throughout the year.
<b>School Photos</b> Package to be made available by photographer in 2021
<b>Instrumental Music Lessons</b> Year 4 & above music instrument hire and ensemble – Music Lessons \$100 for 2021 & Hire of Instrument \$100 (if required, students may use their own instrument)

## Voluntary Items

Altona College welcomes your voluntary contributions to support our school.

You can make a general voluntary contribution that goes towards all of our school's important priorities for 2021 as well as providing additional activities and services for all students, this can be paid for at the school directly. Alternatively, you can make a voluntary contribution via compass to any of the specific priorities outlined in the table below:

Voluntary Contributions		Suggested Voluntary Contribution per family
<b>Communication &amp; Subject Donation:</b>	This is a new voluntary contribution Altona College is requesting in 2021 to assist in financially supporting the College with communication and subject costs.  This will assist the school in continuing to provide quality communication programs and extra materials for subjects that can no longer be charged as essential items on the family statement.	Suggested amount \$50 per family





<i>Building Fund (Tax deductible)</i>	<p>In 2021 Altona College will develop a Building Trust Fund, which will enable parents to donate to improving the school buildings.</p> <p><b>Shelter between portable buildings</b> – Funds will help the school build and provide a shelter to the area between the two new portable buildings in order to protect students and their lockers from the outside weather.</p> <p>Your support of this program would be appreciated and a tax deductible receipt will be issued asap.</p>	Suggested amount \$50 per family
<i>Voluntary Fund-</i>	<p>Supports the cost of new and replacement equipment, materials and services that support the growth of our school to a P-12.</p> <p>Grounds Maintenance - This money makes an important contribution to the development of our playground and identified projects to improve the facilities for your children. A considerable portion of this payment will ensure that the soft fall mulch under the playground equipment will be maintained at a safe level.</p>	Suggested amount \$50 per family

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.

## Understanding Parent Payment Categories

### Schools

#### What does the legislation say?

The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.

In the Act, a 'Parent' includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.

#### What do schools pay for as part of 'free instruction'?



Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.

The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.

The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

#### What principles govern parent payment practice?

Educational Value | Access, Equity & Inclusion | Affordability

Engagement & Support | Respect & Confidentiality | Transparency & Accountability

### Parents

#### What may parents be asked to pay for?

#### Schools can request payment for Essential Student Learning Items



These are items, activities or services that the school deems **essential** to student learning of the standard curriculum.

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

##### Items the student takes temporary or permanent possession of

- e.g.
- textbooks, activity books, exercise books
  - stationery, book bags
  - student ID cards, locks
  - cooking ingredients students will consume
  - materials for final products that students take home (technology projects, build-your-own kits, dioramas)
  - Picture Exchange Communication Systems

##### Activities associated with instruction that all students are expected to attend

i.e. travel, entry fees or accommodation

- e.g.
- excursions
  - incursions
  - school sports
  - work placements

Parents can be asked to pay for items, activities and services in the three Parent Payment Categories:

Essential Student Learning Items,  
Optional Items and  
Voluntary Financial Contributions.

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

#### Schools can request payment for Optional Items

These are items, activities or services that are **optional** and are offered in addition to the standard curriculum.

Students may access these on a user-pays basis.

These may be either:

##### Items the student purchases or hires

- e.g.
- school magazines, class photos
  - functions, formals, graduation dinners
  - materials for extra curricular programs
  - student accident insurance

##### Activities the student purchases

- e.g.
- fees for extra curricular programs or activities, such as instrumental music tuition
  - fees for guest speakers
  - camps, excursions, incursions, sports
  - entry fees for school run performances

##### Items and/or materials that are more expensive than required to meet the standard curriculum

- e.g.
- use of silver in metal work instead of copper
  - supplementary exam revision guides

Support for families experiencing hardship is available at every school and each school has a parent payment contact person. See your school's policy for more information.

For more information on Parent Payments and Personal Devices, visit the DET website at: [www.education.vic.gov.au](http://www.education.vic.gov.au)

Schools can invite **Voluntary Financial Contributions** for



- e.g.
- Building or Library fund (Tax deductible)
  - Voluntary contributions for a specific purpose, such as equipment, materials, services.
  - General voluntary contributions



# Altona College



**Year Seven -  
Elevate  
2021**



21 314 17 B

**ALL ORDERS TO BE COMPLETED ONLINE  
at**

**[www.campion.com.au](http://www.campion.com.au)**

**using "2B9Z" as your code**

**by  
Friday 18th December 2020**

## PREPACKAGED DELIVERY SERVICE

### ONLINE HOME DELIVERY ONLY

All orders, placed by December 18 2020 will be Home Delivered at the flat rate of \$10 and will be delivered between Monday 4th January to Friday 22nd January 2021.

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 late orders.

Orders placed after December 18 will incur postage costs.

Please refer to our website for our response to COVID-19, up-to-date information on our store trading hours, and our full terms and conditions.



TICK THE BOX FOR THE ITEMS REQUIRED

Description	Price	<input checked="" type="checkbox"/>	Location
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**RESOURCE LIST****CORE RESOURCES**

Oxford VICPACK Year 7 (Print & Digital) 2021 Ed.....	\$164.95	1 <input type="checkbox"/>	P09259
<i>(Includes resources for English, Humanities, Mathematics and Science)</i>			

The following 3 items are compulsory and are not included in the Stationery Pack below. Please purchase or supply your own from home.

Padlock Combination Master 1525 With Key Override ..	\$20.95	2 <input type="checkbox"/>	P50151
USB Pocket Flash Drive 32GB - NO RETURNS .....	\$13.95	3 <input type="checkbox"/>	P52086
Headphones Stereo Deluxe Lightweight with Volume Control .....	\$10.95	4 <input type="checkbox"/>	P51464

**OPTION A**

Altona College Stationery Pack .....	\$49.00	5 <input type="checkbox"/>	P73857
This pack contains ALL of the compulsory items listed below at a reduced price			

**RETAIL PRICE: \$57.75****COST SAVING: \$8.75****RESOURCE LIST SPECIAL PRICE: \$49.00**  
OR**OPTION B**

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

Glue Stick Artline Clear 40gm .....	\$2.60	6 <input type="checkbox"/>	P51685
Eraser Plastic Duo-Plast Ink/Pencil 526-BT30 .....	\$1.80	7 <input type="checkbox"/>	P55521
Highlighters Micador ECO Wallet Pack 4 .....	\$3.10	8 <input type="checkbox"/>	P51157
4 x Pencil (HB) Copperplate .....	\$2.20	9 <input type="checkbox"/>	P56166
Pencils-Coloured Colourush Pkt 12 .....	\$4.05	10 <input type="checkbox"/>	P56252
Pencil Case Tartan Giant 375mm x 264mm 2 Zip .....	\$4.60	11 <input type="checkbox"/>	P56216
2 x Pen Ballpoint Cap Type Med Pack of 5 (3Blue/1Black/1Red) .....	\$3.10	12 <input type="checkbox"/>	P56092
Pen Felt Tip Fineliner Black .....	\$2.80	13 <input type="checkbox"/>	P56130
Pocket Plastic 11 Hole A4 Box 100 .....	\$6.95	14 <input type="checkbox"/>	P56329
Post It Note Pop Up 76mm x 76mm Yellow .....	\$3.80	15 <input type="checkbox"/>	P51197
Page Markers 4 Colours 50 each 73mm x 22.2mm .....	\$5.40	16 <input type="checkbox"/>	P50831
Protractor 10 cm 180 4" Half Circle .....	\$0.45	17 <input type="checkbox"/>	P56353
Loose Leaf Refills Reinforced A4 7mm Pkt 200 .....	\$6.95	18 <input type="checkbox"/>	P56389
Ruler 30cm Black 100% ECO Enviro Recycled .....	\$1.10	19 <input type="checkbox"/>	P58638
Scissors 152mm Blue/Black Handle .....	\$1.60	20 <input type="checkbox"/>	P50424
Sharpener Pencil Plastic Barrel Single Hole .....	\$0.75	21 <input type="checkbox"/>	P51259
System Cards 102mm x 152mm Pkt 100 .....	\$6.50	22 <input type="checkbox"/>	P50706

**DESIGN TECHNOLOGY - FOOD**

Project Book A4 8mm 96 Page .....	\$1.75	23 <input type="checkbox"/>	P56341
Display Book A4 20 Pocket Purple Refillable .....	\$2.00	24 <input type="checkbox"/>	P55448
Decor Tellfresh 1.8 Litre Lunch Box Clear .....	\$9.95	25 <input type="checkbox"/>	P55788

**DIGITAL TECHNOLOGY***Retain for following year*

Practice IT for AC Book 1 (Print & Digital) 4E [Bowden et al] .....	\$42.95	26 <input type="checkbox"/>	P11252
Project Book A4 8mm 96 Page .....	\$1.75	27 <input type="checkbox"/>	P56341
Display Book A4 20 Pocket Cool Frost Orange Refillable .....	\$2.00	28 <input type="checkbox"/>	P50373

**ENGLISH - HUMANITIES (INTEGRATED)**

Midsummer Nights Dream (No Fear Shakespeare) [John Crowther] .....	\$12.99	29 <input type="checkbox"/>	P01807
Project Book A4 8mm 96 Page .....	\$1.75	30 <input type="checkbox"/>	P56341
Binder My Zipper A4 Blue .....	\$11.95	31 <input type="checkbox"/>	P51674
Binder My Zipper A4 Black .....	\$11.95	32 <input type="checkbox"/>	P51652

TICK THE BOX FOR THE ITEMS REQUIRED

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

**HEALTH & PHYSICAL EDUCATION**

Binder Book A4 8mm 64 Page .....	\$1.10	33 <input type="checkbox"/>	P55151
Display Book A4 20 Pocket Cool Frost Green Refillable .....	\$2.00	34 <input type="checkbox"/>	P50372

**LOTE**

Altona College Language Perfect Subscription Year 7 ..	\$32.50	35 <input checked="" type="checkbox"/>	F09219
Binder Book A4 8mm 128 Page .....	\$1.90	36 <input type="checkbox"/>	P55153
Display Book A4 20 Pocket Maroon Refillable .....	\$2.00	37 <input type="checkbox"/>	P55444

**MATHEMATICS - SCIENCE (INTEGRATED)**

Binder My Zipper A4 Lime .....	\$11.95	38 <input type="checkbox"/>	P51676
Binder My Zipper A4 Red .....	\$11.95	39 <input type="checkbox"/>	P51675
3 x Binder Book A4 8mm 128 Page .....	\$5.70	40 <input type="checkbox"/>	P55153
Grid Binder Book 5mm Grid 128 Page .....	\$2.50	41 <input type="checkbox"/>	P55154
Exercise Book A5 8mm Ruled 64 Pages .....	\$1.75	42 <input type="checkbox"/>	P51080
Calculator Casio Scientific FX-82AU Plus II 2E .....	\$38.95	43 <input type="checkbox"/>	P52000

**PERFORMING ARTS**

Display Book A4 20 Pocket Grey Refillable .....	\$2.00	44 <input type="checkbox"/>	P55447
Musicianship & Aural Training Level 1 Student Book 2E [Smith] .....	\$21.95	45 <input type="checkbox"/>	P02008
Music Manuscript Book No 5 - 10 Stave Giant 20 Page Allans .....	\$10.95	46 <input type="checkbox"/>	P55916

**VISUAL ARTS**

Visual Diary Guide for Students Year 7&8 [Hilary Senhantli] .....	\$29.95	47 <input type="checkbox"/>	P01036
<i>Retain for following year</i>			
Visual Art Diary A4 110gsm 60 Sheet/120 Page Yellow Cover .....	\$8.95	48 <input type="checkbox"/>	P51867
Pencil (2H) Goldfaber .....	\$0.60	49 <input type="checkbox"/>	P52092
Pencil (2B) Goldfaber .....	\$0.55	50 <input type="checkbox"/>	P52001
Pencil (4B) Goldfaber .....	\$0.60	51 <input type="checkbox"/>	P52013
Pencil (6B) Goldfaber .....	\$0.60	52 <input type="checkbox"/>	P52014
Eraser Artist Kneadable .....	\$2.50	53 <input type="checkbox"/>	P55515

**Add Your Order**

Value of Items Selected .....	
Plus Home Delivery Charge - inc. GST .....	\$10.00
Estimated Amount to Pay .....	

ITEM COUNT: Write the number of items selected. \_\_\_\_\_

## CHANGE TO DELIVERY OPTIONS

At Campion Education we are committed to providing a safe and secure environment for our customers and staff, to ensure their safety and well-being during this pandemic.

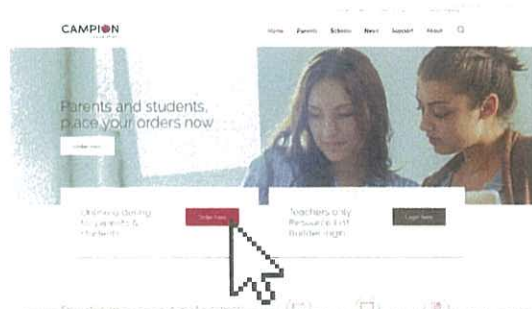
As part of our COVIDSafe Workplace plans to limit the number of people in one place, to accommodate social distancing, and to keep everyone safe, your school has opted to no longer offer school pick-up for resource list orders. You can however order online and have your order delivered to your address of choice; home, work or post office.



### How to Order Online for Home Delivery

You can order all of your resource list requirements online in 7 simple steps.

1. Go to [campion.com.au](https://www.campion.com.au) and click the red 'Order Here' button or click on this [link](#).
2. Create a Campion Education account in less than 1 minute, or sign in using your existing username and password.
3. Enter your school's Resource List code.
4. Select the appropriate year level resource list.
5. Select the resources you need and complete your details.
6. Select your delivery method as one of the following:
  - **Economy Delivery** – order by the return date on your resource list for delivery to your chosen address, within your school's nominated delivery window.
  - **Standard Delivery** – delivered to your chosen address within 5-7 business days of the order being placed.
7. Submit your payment.



Done!

For more information and instructional videos, go to <https://www.campion.com.au/parents/how-to-order>

To find your local retail service centre, visit:  
[campion.com.au/store-locations](https://www.campion.com.au/store-locations)

[campion.com.au](https://www.campion.com.au)

To find out more about our COVID-19 response visit [www.campion.com.au/covid-19-response](https://www.campion.com.au/covid-19-response)



Find our videos on the  
[Campion Education YouTube channel](#)





# Bring Your Own Device to School

## Toolkit for Parents

[jbeducation.com.au/byod](http://jbeducation.com.au/byod)  
1300 730 548  
[education@jbhifi.com.au](mailto:education@jbhifi.com.au)

**JB** | **SOLUTIONS**  
**HI-FI** | FOR EDUCATION



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# Choosing the Right Device for Your Child is Easy



**You don't have to be a technology expert to get the best device for your child. JB Hi-Fi Solutions' BYOD programme has been chosen by your school to make it easy to choose, buy and manage the devices your child needs to learn in the classroom and at home.**

Many schools are choosing BYOD to take the stress out of technology and give you easy access to the right tools, devices and pricing to support your child's education.

## BYOD Online

BYOD Online is a portal where you can buy devices and accessories that have been approved by your school. So you know your child will be ready and able to connect, collaborate and learn from day one.

With JB Hi-Fi Solutions, you can confidently make your selection knowing that:

- You're choosing from a shortlist of devices and accessories pre-selected by your school to support the best learning outcomes for your child
- You're getting the best quality and prices available with hand-picked products from our best partners at special discounted pricing
- Ordering and delivery is safe and easy through our online portal available 24/7 with contactless delivery options
- Support is only a phone call away with our dedicated BYOD Customer Service Team available 6 days a week

[jbeducation.com.au/byod](http://jbeducation.com.au/byod)  
1300 730 548  
[education@jbhifi.com.au](mailto:education@jbhifi.com.au)

**JB**  
**HI-FI** | **SOLUTIONS**  
FOR EDUCATION



# How To Use BYOD Online

**We are sure you'll find  
BYOD Online easy to use.**

**Simply follow the log in details provided.**

Log in to BYOD online

1. Go to [jbeducation.com.au/byod](http://jbeducation.com.au/byod)
2. Enter the School BYOD Code: ALT2021
3. Once logged in, select a student program.
4. Select your preferred delivery method.
5. Follow the prompts to choose your products, accessories and insurance. Enter your details to proceed.
6. Select a payment method and complete your order. Please note that there are no fees on credit card purchases.
7. If you have any questions, please contact us at [jbeducation.com.au/byod](http://jbeducation.com.au/byod) or call 1300 730 548 or email [byodsupport@jbhifi.com.au](mailto:byodsupport@jbhifi.com.au)

[jbeducation.com.au/byod](http://jbeducation.com.au/byod)  
1300 730 548  
[education@jbhifi.com.au](mailto:education@jbhifi.com.au)

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# Designed for Learning

**BYOD Online only includes products that are designed for education and approved by your school; they are not available in retail stores.**

## Built for Students

The laptops, tablets and accessories are built to deliver a great learning experience and survive the demands of everyday student use.



**Robust parts**



**Extended battery life**



**Speedy connectivity and performance**



**School-specific software**

## Built for education

The laptops and tablets chosen by your school are special models available exclusively through your school's BYOD programme. They include discounted pricing, packaging and are often supported with extra inclusions. The products you see in stores are not the same models you will find on your school's BYOD portal.

Your school's BYOD programme gives you exclusive access to:

- Special education pricing, more affordable than retail
- Extended warranty and insurance options
- Prompt on-campus warranty repairs
- Speedy replacement of damaged Microsoft Surface devices
- Operating system licences included for Windows products
- Assistance setting up devices on your home network

[jbeducation.com.au/byod](http://jbeducation.com.au/byod)  
**1300 730 548**  
[education@jbhifi.com.au](mailto:education@jbhifi.com.au)

**JB** **SOLUTIONS**  
**HI-FI** FOR EDUCATION



# We're Here to Help

**JB Hi-Fi Education Solutions has a dedicated Customer Service Team ready to help you with all your BYOD needs.**

If you are struggling to log in to BYOD Online or have any questions or problems along the way, please contact the BYOD Customer Service Team.

Each time you contact us, we keep a record so if you need to contact us again at any time we'll have the details at hand. If you have created an order, please have your BYOD order number ready when you contact us. The order number will look something like this : BYOD12985.

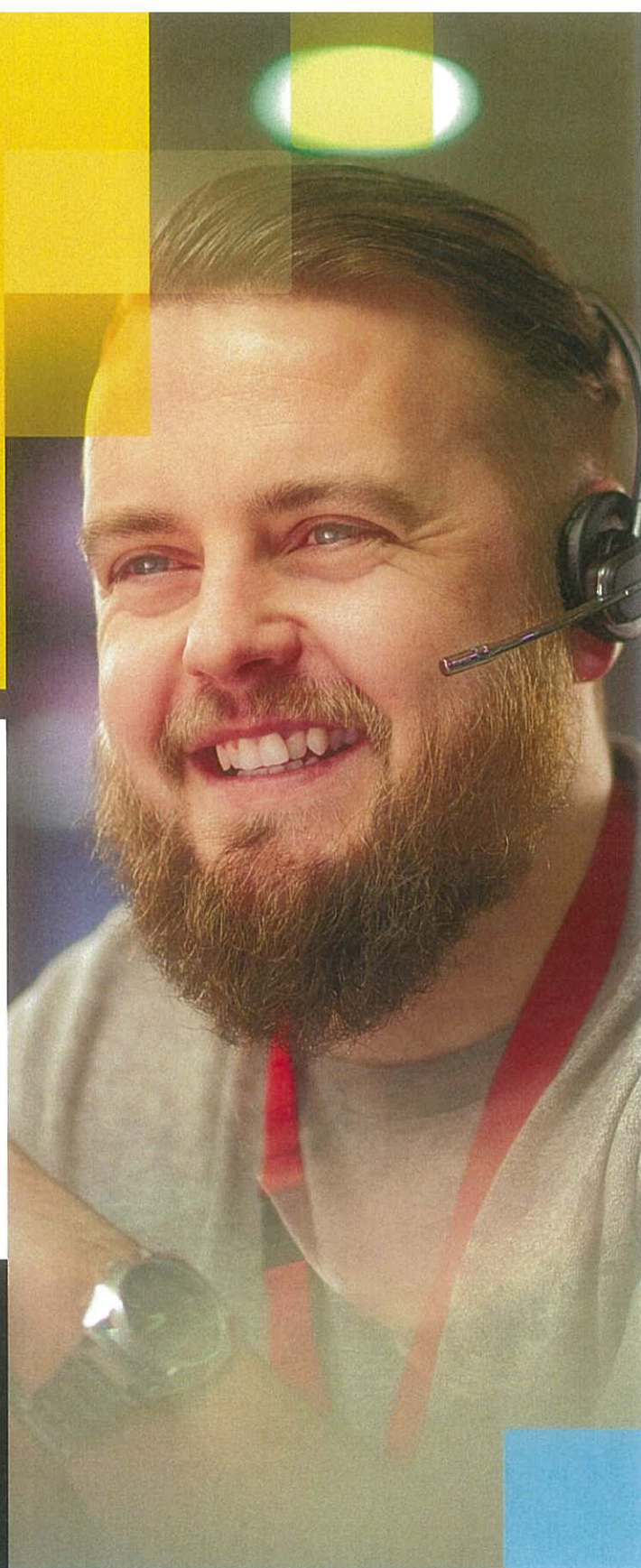
**JB Hi-Fi Education Solutions have a dedicated BYOD Customer Service Team available 6 days a week.**

<b>Monday – Wednesday</b>	9am – 6pm AEDT
<b>Thursday – Friday</b>	9am – 8pm AEDT
<b>Saturday</b>	9am – 12pm AEDT

**Call 1300 730 548 and select option 1 or Email [byodsupport@jbhifi.com.au](mailto:byodsupport@jbhifi.com.au)**

[jbeducation.com.au/byod](http://jbeducation.com.au/byod)  
**1300 730 548**  
[education@jbhifi.com.au](mailto:education@jbhifi.com.au)

**JB**  
**HI-FI** | **SOLUTIONS**  
FOR EDUCATION





# Delivery Options

## Store collection

You can collect your child's device from any JB Hi-Fi retail store nationally. BYOD Online lists the five stores closest to your school. When your device is ready for collection you will be notified by an email and SMS message. When you get to the stores, show your confirmation email and identification to a staff member and they will collect your BYOD order.



## Home delivery

Contactless delivery is available for all parents, unless your school requires your order to be delivered to the school first.



## School delivery

This option is available only if your school has requested that all devices be delivered to the school to be handed out to students. Your school may want to add a logo, image or required software to the device. They may need to connect it to the school Wi-Fi network and ensure the school's network recognises the device and which student owns it.

[jbeducation.com.au/byod](https://jbeducation.com.au/byod)  
1300 730 548  
[education@jbhifi.com.au](mailto:education@jbhifi.com.au)

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# Logging a Warranty Claim

## All devices and tablets sold include a standard manufacturer's warranty.

This ensures your device or tablet can be fixed by the manufacturer or JB Hi-Fi Education Solutions\* should it develop a fault or issue that is covered under its warranty policy (note, this excludes any Accidental Damage issues). The warranty period for each policy can differ based on the model selected and can vary from 1 to 3 years of warranty cover.

*\*JB Hi-Fi Education Solutions can provide device repairs and arrange warranty advanced replacement swap out services for Microsoft Surface devices through our warranty portal. This service is subject to your school's location. We currently provide repair services in Melbourne, Geelong, Ballarat, Sydney, Brisbane, Gold Coast, Surf Coast, Perth and Fremantle metro locations only.*

**To log a warranty repair claim with JB Hi-Fi Education Solutions please visit [jbeducation.com.au/warranty](https://www.jbeducation.com.au/warranty)**

Once submitted, you will receive a notification email and a member of our warranty service team will be in touch with you and/or your school to arrange a repair.

If you would like to arrange for the manufacturer to repair your device, please visit our Support page for further information on how you can contact them  
<https://www.jbeducation.com.au/support/>

If your device has been accidentally broken however, and you haven't purchased any additional accidental damage cover (device insurance), please contact us via our warranty website ([jbeducation.com.au/warranty](https://www.jbeducation.com.au/warranty)) and one of our repair team members will give you a quote for the cost of the repair. This is available for Apple, Lenovo, HP and Microsoft Surface products.



# Logging an Insurance Claim

## (Accidental Damage)

**If you have purchased accidental damage cover and would like to lodge a claim for HP, Lenovo or Apple devices, please visit our support page for details on how to lodge your insurance claim directly with the manufacturer.**

If you purchased an insurance (accidental damage) policy on our BYOD portal from Assurant, please visit our support page to find how to log an insurance claim directly with Assurant.

<https://www.jbeducation.com.au/support/>

If you have purchased a Microsoft Surface Complete for Business, or Complete for Business Student insurance policy, you can log your insurance claim through our warranty portal

[jbeducation.com.au/warranty](https://www.jbeducation.com.au/warranty)





# FAQs



## What to Buy

### How do I know what to buy for my child?

Everything you see on the BYOD portal has been selected and approved by your school for your child's study.

### Do I need to buy software?

Your school decides what software they require. Sometimes software is included as part of the agreement with the school. Contact your school for more information about software requirements.

### Do I need to buy insurance or warranties?

You can buy insurance and extended warranty if you want. Options are available on the portal. You are not required to have insurance or an extended warranty; however, keep in mind that you will own the device so will be responsible for any damages or loss.

### What if I want my child to have a device case or other accessory?

You can choose the accessories you want for your child. You can purchase from those available on the portal or you can buy them elsewhere.

### Can I choose a different colour for my child's device?

Unfortunately, no. In order to provide our special BYOD education pricing, we have had to limit the product options available.

### If I have more than one child at the school, do I need to place a separate order for each child?

Yes, you will need to complete an order for one child first. You will then receive an 'Order Confirmation' notification on the screen and be given an option to 'Place Another Order' at the same school. Some of your personal details will be retained so you will not have to re-enter them.

## How to Pay

### What payment options do you accept?

There are a range of payment options available:

1. Credit Card (Visa and Mastercard)
2. BPAY (from your bank account – not via credit card)

For Visa and Mastercard, full payment will be taken from when you select this option during checkout.

For BPAY payments, a biller code and a reference number are provided when you select BPAY as your preferred payment option. We do not accept BPAY payments via credit card.

### How do I know my credit card details are safe?

JB Hi-Fi Education Solutions uses an industry standard platform to transact all credit card payments. It is a highly secure system and all details submitted are encrypted. They do not retain any credit card numbers and your information is safe.

### Can I pay for my order with JB HI-FI Gift Cards?

No, you cannot use JB HI-FI Gift Cards as a payment method for your BYOD order.

## My Order

### How can I see/track my order?

To check the status of your order, simply click on 'My Account' on the top right-hand side of the home page. Once signed in, the order history and status of your order will appear.



# FAQs



## Can I change my order?

You cannot change your order once it is placed or add accessories, extended warranty or insurance.

If you forgot to add an accessory to your order, you cannot add one once the order is made.

If you would like to add or change the warranty or insurance, you can request to cancel your existing order and create a new one.

Please note, if your order has been shipped or is due to be shipped in the next few days, it may be too late to cancel.

For more information, contact the BYOD Customer Service Team on 1300 730 548, selecting option 1, or send an email to [byodsupport@jbhifi.com.au](mailto:byodsupport@jbhifi.com.au)

## Can I cancel my order?

If you need to cancel your order, please contact our BYOD Customer Service Team.

You can submit a request in writing via [byodsupport@jbhifi.com.au](mailto:byodsupport@jbhifi.com.au). Our team will respond to your request as soon as possible. Or you can call our team directly on 1300 730 548 (Option 1), during business hours (AEST).

## Delivery or Pick Up

### How will I receive my order?

If it is a school collection, your school will advise you of the collection date. If it is a store collection, you will be notified once your order is ready for pick-up.

### When will I be able to pick up my order?

We provide an Estimated Timeframe of Availability for each product. You can find this information just below the listed price of the device in your school's portal.

## Support

### Who do I contact for support when ordering?

Contact your school or the BYOD Customer Service Team directly for assistance on 1300 730 548.

### My child's device has been damaged/lost/stolen, what do I do?

If you have purchased insurance with your order, but are not sure how to make a claim, please contact the BYOD Customer Service Team on 1300 730 548, selecting option 1, or send an email to [byodsupport@jbhifi.com.au](mailto:byodsupport@jbhifi.com.au). If you know who your coverage is through, but are unsure of how to reach them, please visit our support page: [www.jbeducation.com.au/support](http://www.jbeducation.com.au/support).

### My child's device is having technical problems, what do I do?

Take the device to the school's IT department. The staff will assess the device and, if necessary, they can help you lodge a warranty claim.

If this is not possible, contact the manufacturer directly for assistance. Go to the JB Hi-Fi Education Solutions Support page ([www.jbeducation.com.au/support](http://www.jbeducation.com.au/support)) for contact information for each supplier, as well as policy information for your coverage.

If you prefer, contact the BYOD Customer Service Team directly for assistance on 1300 730 548, or via our Contact Us form selecting the Warranty/Repair/Returns Enquiry option.

For insurance coverage on orders that are shipped or are due to be shipped, please contact 'Virginia Surety Company' for assistance.

Phone: 1300 786 225

Email: [insurance@thewarrantygroup.com](mailto:insurance@thewarrantygroup.com)

Website: [www.claimstwg.nua.com.au](http://www.claimstwg.nua.com.au)

For policy enquiries you can contact: [vscau@thewarrantygroup.com](mailto:vscau@thewarrantygroup.com)





OFFICIAL UNIFORM SUPPLIER TO  
**ALTONA COLLEGE**



**Trading Hours**  
Monday to Friday: 9am - 5.30pm  
Saturday: 9am - 1pm  
54 Old Geelong Road Hoppers Crossing VIC 3029  
Phone: 03 9749 0543  
Email: [hoppersc@noone.com.au](mailto: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 invis-studs 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 DressCode. 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](http://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
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: <ul style="list-style-type: none"> <li>a. Navy shorts</li> <li>b. Navy trousers</li> <li>c. Navy active (ponti) pants</li> </ul> 5. Choice of: <ul style="list-style-type: none"> <li>a. College short sleeve shirt – pinstripe</li> <li>b. College long sleeve shirt – pinstripe</li> </ul> 6. Choice of: <ul style="list-style-type: none"> <li>a. College knitted pullover – green</li> <li>b. College knitted vest – green</li> </ul> 7. College soft shell jacket - navy	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: <ul style="list-style-type: none"> <li>a. Grey shorts</li> <li>b. Grey trousers</li> </ul> 5. Choice of: <ul style="list-style-type: none"> <li>a. College short sleeve shirt – pinstripe</li> <li>b. College long sleeve shirt – pinstripe</li> <li>c. Tie optional terms 1 &amp; 4 – compulsory in terms 2-3, shirt must be tucked in if wearing a tie.</li> </ul> 6. Choice of: <ul style="list-style-type: none"> <li>a. College knitted pullover – green</li> <li>b. College knitted vest – green</li> <li>c. Years 11 &amp; 12 only – choice of:               <ul style="list-style-type: none"> <li>a. College senior jumper – navy</li> <li>b. College senior vest – navy</li> </ul> </li> </ul> 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
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:	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: <ul style="list-style-type: none"> <li>d. College knitted pullover – green</li> <li>e. College knitted vest – green</li> </ul>

<ul style="list-style-type: none"> <li>a. Navy lightweight slacks worn under dress (not available through uniform supplier)</li> <li>1. Choice of               <ul style="list-style-type: none"> <li>a. College knitted pullover – green</li> <li>b. College knitted vest – green</li> </ul> </li> <li>2. College soft shell jacket – navy</li> </ul>	<ul style="list-style-type: none"> <li>f. Years 11 &amp; 12 only – choice of:               <ul style="list-style-type: none"> <li>c. College senior jumper – navy</li> <li>d. College senior vest – navy</li> </ul> </li> <li>7. College blazer – navy</li> </ul>
<p style="text-align: center;"><b>Formal Uniform C: Unisex</b></p> <p style="text-align: center;">Permitted term 2 &amp; 3 only (2 week transition period from winter to summer uniform will be permitted at the start of term 2)</p>	
<ul style="list-style-type: none"> <li>1. Black leather lace up shoes or runners</li> <li>2. Choice of:               <ul style="list-style-type: none"> <li>a. White socks, above the ankle</li> <li>b. Navy tights (no active wear)</li> </ul> </li> <li>3. Optional: Plain white base layer, sleeves not to be visible</li> <li>4. College winter skirt (pinafore require P-4, optional thereafter)</li> <li>5. Optional choice of:               <ul style="list-style-type: none"> <li>a. College short sleeve shirt – pinstripe</li> <li>b. College long sleeve shirt - pinstripe</li> </ul> </li> <li>6. Choice of:               <ul style="list-style-type: none"> <li>a. College knitted pullover – green</li> <li>b. College knitted vest – green</li> </ul> </li> <li>College soft shell jacket – navy</li> </ul>	<ul style="list-style-type: none"> <li>1. Black leather lace up school shoes</li> <li>2. Grey socks, worn above the ankle</li> <li>3. Optional: Plain white base layer, sleeves not to be visible</li> <li>4. College Winter Skirt</li> <li>5. Choice of:               <ul style="list-style-type: none"> <li>d. College short sleeve shirt – pinstripe</li> <li>e. College long sleeve shirt – pinstripe</li> <li>f. Tie compulsory in terms 2-3, shirt must be tucked in.</li> </ul> </li> <li>6. Choice of:               <ul style="list-style-type: none"> <li>g. College knitted pullover – green</li> <li>h. College knitted vest – green</li> <li>i. Years 11 &amp; 12 only – choice of:                   <ul style="list-style-type: none"> <li>e. College senior jumper – navy</li> <li>f. College senior vest – navy</li> </ul> </li> </ul> </li> <li>7. College blazer – navy</li> </ul>
<p style="text-align: center;"><b>Sport Uniform</b></p> <p style="text-align: center;">Permitted on days when HPE or Sport is timetabled, or by invitation from staff only</p>	
<ul style="list-style-type: none"> <li>1. Lace up athletic runners (any colour or brand – must have non marking sole and arch support)</li> <li>2. Plain white socks, above the ankle</li> <li>3. Optional: Plain white base layer, sleeves not to be visible</li> <li>4. Choice of:               <ul style="list-style-type: none"> <li>a. College short sleeve polo – primary</li> <li>b. College long sleeve polo – primary</li> </ul> </li> <li>5. Choice of:               <ul style="list-style-type: none"> <li>a. Fleece track pants – navy</li> <li>b. Shorts – navy</li> <li>c. Skort – navy</li> </ul> </li> <li>6. College soft shell jacket (same as formal)</li> </ul>	<ul style="list-style-type: none"> <li>1. Lace up athletic runners (any colour or brand – must have non marking sole and arch support)</li> <li>2. Plain white socks, above the ankle</li> <li>3. Optional: Plain white base layer, sleeves not to be visible</li> <li>4. Choice of:               <ul style="list-style-type: none"> <li>a. College short sleeve polo – primary</li> <li>b. College long sleeve polo – primary</li> </ul> </li> <li>5. Choice of:               <ul style="list-style-type: none"> <li>a. Fleece track pants – navy</li> <li>b. Shorts – navy</li> </ul> </li> <li>6. College soft shell jacket (same as formal)</li> <li>7. Optional: College rugby jumper</li> </ul>

7. Optional: College rugby jumper	
<b>Accessories</b>	
Please note that where a College Uniform accessory is available, alternatives are not permitted	
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	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

## **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	<small>Click or tap to enter a date.</small>	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

**Parent/Carer Signed:**

**Date:** Click or tap to enter a date

**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](#)

# 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 mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

## 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. From Term 1, 2020, all students who bring a mobile phone to school must have it switched off and stored securely during school hours. 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 to the Department's [Personal Goods 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 the school 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 during school hours**, unless an exception has been granted, and particularly use of a mobile phone:

- *in any way that disrupts the learning of others*
- *to send inappropriate, harassing or threatening messages or phone calls*
- *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
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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*

## REVIEW PERIOD

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



# HOMEWORK 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 Example School 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



# Aitona College Lunch Menu

Please write Student's Name, Class & Lunch Order on a Paper bag.

Please send correct money in a secure Bag.

We cannot accept any responsibility for lost change.

- Vegemite & Butter Sandwich \$2.50
- Hot Dog \$3.70
- Egg & Bacon Roll \$4.00
- Steamed Dim Sims Each \$1.00
- Noodles – Chicken \$3.00
- Noodles – Beef \$3.00
- Beef Lasagne \$4.50
- Pizza Roll with Tomato & Cheese \$1.50
- Chicken Wrap ( Chicken Strips, Lettuce & Mayo) \$5.00
- Chicken Burger Lettuce, Cheese & Mayo \$5.00
- Beef Burger Lettuce, Cheese, Tomato & Mayo \$5.00
- Fried Rice with Vegetables \$4.50
- Lettuce, Tomatoes & Carrot Roll or Sandwich \$4.00
- Beef Pie \$4.00
- Tomato Sauce 20 Cents
- Party Pie \$1.70
- Sausage Roll \$4.00
- Party Sausage Roll \$1.70
- Baked Chicken Strips \$1.00
- Pastizzi \$2.00
- Fish Fillet (Flathead Tails) Each \$1.50
- Fish Fillet X2 & Chips \$5.00
- Hot Chips \$3.00
- Pasta w/Napoli sauce & parmesan cheese \$4.00
- Lettuce, Tomatoes, Carrot & Ham Roll or Sandwich \$4.50

## Toasted Sandwiches

- Cheese & Tomato \$3.30
- Vegemite & Cheese \$3.00
- Milk Shake, Caramel, Vanilla, Strawberry & Chocolate \$4.00

- Cookie Chocolate Chip 50 Cents
- Cookie Anzac 50 cents
- Gingerbread Man \$1.00
- Popcorn \$1.20
- Red Rock Honey & Soy \$2.50
- JJ Chips Chicken \$2.00
- JJ Chips Salt & Vinegar \$2.00
- JJ Chips Pizza \$2.00
- Corn Puffs BBQ \$2.50
- Corn Puffs Chicken \$2.50
- Corn Puffs Sweet Chilli \$2.50

## Drinks

- Big M Strawberry 250ml \$2.70
- Big M Chocolate 250ml \$2.70
- Fruit Box Orange \$2.50
- Fruit Box Apple \$2.50
- Bottled Water \$2.00
- Lipton Ice Tea Peach \$4.00
- Lipton Ice Tea Raspberry \$4.00
- Lipton Ice Tea Mango \$4.00
- Lipton Ice Tea Lemon \$4.00
- Focus Sports Raspberry \$2.50
- Focus Sports Blackcurrant \$2.50
- Sparkling Ice Strawberry & Kiwi \$4.00
- Sparkling Ice Orange & Mango \$4.00
- Sparkling Ice Grapefruit \$4.00
- Sparkling Ice Blackcurrant \$4.00
- Quench Orange Springwater \$2.50
- Quench Lemonade Springwater \$2.50

## Ice-cream

- Zooper Dooper \$1.00
- Calippo Raspberry & Pineapple \$1.50
- Paddle Pop Icy Twist \$1.50
- Paddle Pop Shaky Shake \$2.50

## CAMPS, SPORTS AND EXCURSIONS FUND APPLICATION FORM

School Name

School REF ID

### Parent/legal guardian details

Surname \_\_\_\_\_

First name \_\_\_\_\_

Address \_\_\_\_\_

Town/suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact number \_\_\_\_\_

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

-  -  -  **OR**

☐ Foster parent\* **OR** ☐ Veterans affairs pensioner (Gold Card)\*\*

\*Foster Parents must provide a copy of the temporary care order letter from the Victorian Department of Health and Human Services (DHHS).

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

### Student details

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

I authorise the Victorian Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Health and Human Services (DHHS) to provide the results of any enquiry to DET regarding temporary care orders.

I understand that:

- DHHS or Centrelink 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 DHHS and provide it to my child's school 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 DHHS and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can 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 \_\_\_\_/\_\_\_\_/\_\_\_\_



## CAMPS, SPORTS AND EXCURSIONS FUND ELIGIBILITY

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

### Criteria 1 – Eligibility

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

- on the first day of Term one, or;
  - on the first day of Term two.
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
  - b) Be a temporary foster parent, and;
  - c) Submit an application to the school by the due date.

\* A special consideration eligibility category also exists. For more information, see:

[www.education.vic.gov.au/about/programs/Pages/csef.aspx](http://www.education.vic.gov.au/about/programs/Pages/csef.aspx)

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 one of (a) or (b) above.

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

School is compulsory for all Victorian children aged between six and 17 years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and 18 years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooling, or TAFE.

### Eligibility Date

For concession card holders, CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on **28 January 2021, 14 April 2020 or 5 October 2020**.

## 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: \$62.50 per year.
- Secondary school student rate: \$112.50 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](http://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, 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/LEGAL GUARDIAN 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 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.
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 2020 closes on 27 November

CSEF payments cannot be claimed retrospectively for prior years.

**Queries relating to CSEF eligibility and payments should be directed to the school.**

# STATE SCHOOLS' RELIEF

## Year 7 CSEF Uniform Package 2021



### ORDER FORM

Applications for the Year 7 CSEF Uniform Package 2021 begin: Monday 5<sup>th</sup> October 2020

School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_

#### How to use this order form

This form has been developed to assist schools with recording individual student uniform requirements. Please record the required sizes for your child and then return the form to the school.

#### Shoes

Please choose **one** shoe type only. Should you require assistance with sizing, an A3 size chart is available from our website. Indicate the shoe size in the appropriate column below (no half sizes are available).

#### Uniform

Eligible Year 7 students will receive a polo top or shirt PLUS trousers, pants, shorts or a dress. Please circle your choices below and indicate the sizes required. **Please note:** PE items are not included as part of this package.

Shoe Type	UK Size
Girls Lace Up	
Boys Lace Up	
T-Bar	
Runner/Sneaker	

Uniform Item	Size
1 x Polo Top <u>or</u> Shirt	
1 x Trousers / Pants <u>or</u> Shorts <u>or</u> Summer Dress	

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### SCHOOL USE ONLY

Before processing this application please check and confirm your **supplier details** in the SSR online portal. If in doubt please call SSR on 03 8769 8400 to discuss.



