

WELCOME TO ALTONA COLLEGE



2019

BEGINNING OF YEAR

ADMIN HANDBOOK

YEAR 7



SCHOOL BELL TIMES

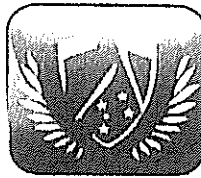
MORNING BELL	HOME GROUP	Session 1	Session 2	Recess	Session 3	Session 4	Lunch	Session 5	HOME TIME
8.57 Morning music	9.00 9.15	9.15 10.12	10.12 11.09	11.09 11.34	11.34 12.31	12.31 1.28	1.28 2.08	2.08 3.05	3.05

2019 VICTORIAN SCHOOL TERM DATES

TERM 1	TERM 2	TERM 3	TERM 4
29 th . January teachers commence 30 th . January students commence to 5 April	23 April to 28 June	15 July to 20 September	7 October to 20 December

IMPORTANT DATES TERM ONE

DATES TO REMEMBER	ITEMS TO REMEMBER
11 th . December 2018 Orientation Day here at Altona P9 College CAMP DEPOSITS RETURN FORMS	<ul style="list-style-type: none"> Return Fee payment credit card details on school charge list to the office Return CSEF forms and health care card Return Enrolment details forms Return Laptop user forms Pay \$100.00 deposit for camp
On or before 21 January 2019 ONLINE OFFICE WORKS ORDERS NEED TO BE COMPLETED	<ul style="list-style-type: none"> Place on line book pack order with Officeworks to receive books by school start date 30 January, 2019 www.officeworks.com.au/booklist Unique school code: dw00XY
Tuesday 29 th January 2019 FEE PAYMENTS TO BE MADE TO SCHOOL OFFICE 2-6pm	<ul style="list-style-type: none"> Fee payments due if you have not supplied credit card details you may call in or phone the office on 9250 8050 on this day to make payment for ebooks and charges if not already completed. Return CSEF forms with health care card if not already completed
Tuesday 29 th January 2019 Wednesday 30 th January 2019	<ul style="list-style-type: none"> Teachers begin curriculum day Classes begin for all students Access to ebooks will not be available to students who have not paid school charges
Tuesday 19 th . February 2019 PHOTO DAY	<ul style="list-style-type: none"> Photo day-photos are ordered on line. Information will be shared closer to the date
Monday 11 March 2019	<ul style="list-style-type: none"> Labour day – NO SCHOOL
13 February 2019 BALANCE OF CAMP PAYMENTS	<ul style="list-style-type: none"> Pay balance of camp \$180.00
27 February to 1 March 2019 CAMP	<ul style="list-style-type: none"> Year 7 Camp Billabong Adventure Ranch Echuca



Years 7 Charges 2019

Note:

Stationery items are a separate cost and ordered from Officeworks on line.
Laptop is ordered on line from JB Hi Fi and paid separately from school charges.

FEE PAYMENT 29 JANUARY, 2019 2-6pm **MADE VIA CREDIT CARD BELOW - OVER THE PHONE - AT THE OFFICE**

Please return this form when making payments on or before 29 January, 2019

Parent full name: _____ Parent mobile: _____

Student name: _____

ESSENTIAL EDUCATION ITEMS

• All Art/Technology/Food supplies, student consumables	230.00	TOTAL \$434.00
• Elearning software including access to e books <u>in place of purchasing texts books for:</u> Maths, Science, Humanities, Italian,	162.00	
• Novel and food technology hand book	18.00	
• Use of Mathletics, Spellodrome	22.00	

****Please call Wendy Jennings if you need payment assistance – 9250 8050**

CREDIT CARD (please mark one)

☐ VISA

☐ MASTER CARD

ACCOUNT NUMBER: _____

EXP DATE: _____/_____/_____

3 DIGIT SECURITY NO: _____
(LOCATED ON THE BACK OF CARD)

CARD HOLDER NAME: _____
(Exactly as printed on card)

BILLING ADDRESS: _____

PHONE: (_____) _____ - _____

FAX: (_____) _____ - _____

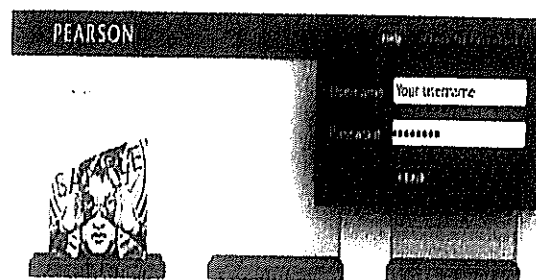
SIGNATURE: _____

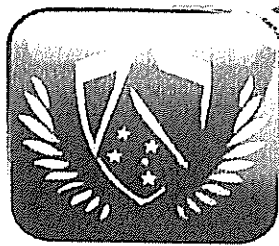
DATE: _____



Pearson eBooks

- Students at Altona P-9 College use eBooks only. This software is included in the laptop image before delivery; however it is paid for separately on the School Charges page in the handbook. Students do not purchase hard copy textbooks. This bundled digital option saves families big dollars when compared to paying individual hard copy text prices each year.
- eBooks include the subjects of Maths, Science, Humanities and Italian. Light Book is an additional assessment feature for Maths and Science subjects and is also included.
- ***eBooks are activated by the college when they are paid for. eBooks must have been paid for on or before January 29th to ensure activation for the start of the school year.***
- Students with digital devices *not purchased* through the college still access eBooks through web-subscription, and payment arrangements no different.
- eBook payments are listed with the other essential items on the School Charges page included in your Handbook. This payment is separate to the Laptop and Stationary purchase.



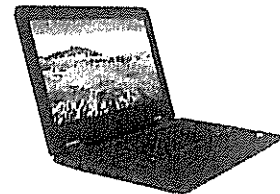
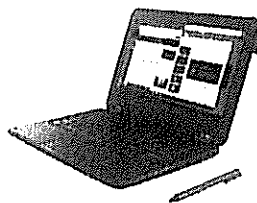
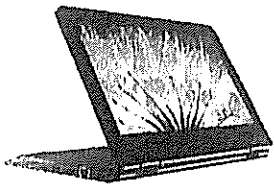


Altona College

2019 Student 1:1 Laptop Program

In 2019, students in Year 4-10 will require one of the carefully selected options for the 'Managed BYOD' program. The Lenovo series selected meets the needs of our students, our teaching and learning philosophy and our college infrastructure.

JB HiFi's Education branch will handle the program with all business conducted directly with them. JB Education have developed a portal specifically for our college. Parents access this portal and place their order directly.



HOW TO ORDER...

- Visit the JB Education personalised portal for Altona College
- www.jbeducation.com.au/byod
- Enter the school code...**ALT2018**

1. Select Laptop Program
2. Choose a pick up location (laptops are delivered to college)
3. Read payment options carefully, select device of choice
4. Select 3 Year warranty (Compulsory)
5. Select insurance option (Accidental Damage 3 years recommended)
6. Select optional accessories
7. Finalise order

PLEASE NOTE: The initial setting up of your laptop (connection to Wi-Fi) will occur by our computer technicians here at the college. Laptops will be delivered to students during the first week of classes for 2019.

Delivery is dependent on date of order. If you order late then the laptop may not arrive at the college in time for their first day at school.



ALTONA COLLEGE

FAMILY PERMISSION DECLARATION

Parent Name: _____ Child's name: _____

ILLNESS AND/OR INJURY TO COVER ALL INCURSIONS EXCURSIONS.

In the event of illness or injury to my child whilst at school, or travelling to or from school; I authorise the Principal or teacher in charge of my child, if they are unable to contact me to:

- Consent to my child receiving such medical or surgical attention that may be deemed necessary by a medical practitioner
- Administer such first aid as the Principal or staff member may judge to be reasonably necessary.

Signature of Parent/Guardian: _____ Date: __/__/__

LOCAL WALKING PERMISSION

Throughout the year your son/daughter will be participating in activities that will take them off site and into our local community. These events will be within walking distance of the college. This form will cover walking excursions during the year. You will be informed via notice and or email of upcoming walking excursions.

I, give permission for my child _____ of Year _____ to participate in activities taking place in the local community understanding they will walk and be fully supervised at all times and with travel within easy walking distance.

Signature of Parent/Guardian: _____ Date: __/__/__

HEADLICE

I, _____ give permission for my child to participate in head lice checks for the duration of their enrolment at Altona P-9 College.

SCHOOL WEBSITE AND OTHER MEDIA PERMISSIONS

I, _____ give permission for images of my child to be used for the promotion of the school, its programs, student achievements for the duration of their enrolment at Altona P-9 College. Usage would have no entitlement for remuneration.

ALTONA P-9 COLLEGE NEWSLETTER:	YES/NO	ALTONA P-9 COLLEGE WEBSITE:	YES/NO
ALTONA P-9 COLLEGE INTERNAL DISPLAY	YES/NO	ALTONA P-9 VIDEO	YES/NO
ALTONA P-9 COLLEGE SCHOOL ADVERTISING (Local newspaper/brochures/Video etc.)			YES/NO

Signature of Parent/Guardian: _____ Date: __/__/__

INTERNET USAGE POLICY

I agree to allow my child to use the Internet at school and have read, signed and returned the Altona P-9 College acceptable use agreement for Internet, Ultraset and Digital technologies.

Signature of Parent/Guardian: _____ Date: __/__/__

Thank you for taking the time to complete the Student permission collection. We understand that the information you have provided is confidential and will be treated as such.

I, certify that the information contained within this form is true and correct.

Signature of Parent/Guardian: _____ Date: __/__/__



DOUBLE C JEANERY LAVERTON

2 Aviation Road, Laverton. 3028

Ph: (03) 9369 4307

Shop Hours:

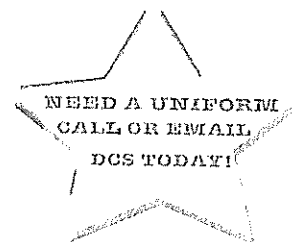
Mon - Fri 9am - 6pm, Sat 9am - 5.30pm

& Sun 10am - 5pm

Closed: Christmas Day, Good Friday & New Years Day



**ALTONA COLLEGE
GRADES 5 TO YEAR 9**



IN STORE OR ONLINE @

WWW.DCSUNIFORMS.COM.AU

ITEM OFFICIAL SCHOOL UNIFORM	YEAR LEVEL	COLOUR	AVAILABLE SIZE	PRICE
BLAZER - UNISEX CUSTOM ORDER ONLY	7 - 9	BLACK	80CM - 120CM	\$165.00
JUMPER WOOLEN	7 - 9	GREEN	10 - 14	\$75.00
JUMPER WOOLEN	7 - 9	GREEN	16 - 18	\$77.50
JUMPER WOOLEN	7 - 9	GREEN	20 - 22	\$80.00
JUMPER WOOLEN	7 - 9	GREEN	24 - 26	\$82.50
TIE UNISEX	7 - 9	GREEN	1 SIZE	\$20.00
GIRLS SHIRT SHORT SLEEVE SHIRT	7 - 9	WHITE	8 - 24	\$25.00
BOYS SHIRT SHORT SLEEVE SHIRT	7 - 9	WHITE	10 - 24	\$25.00
UNISEX SHIRT LONG SLEEVE SHIRT	7 - 9	WHITE	10 - 24	\$27.50
GIRLS PLEATED PANT	7 - 9	GREY	6 - 22	\$50.00
BOYS PLEATED PANT	7 - 9	GREY	10 - 16	\$50.00
MENS PLEATED PANT	7 - 9	GREY	77CM - 122CM	\$55.00
BOYS SHORTS PLEATED	7 - 9	GREY	10 - 16	\$40.00
MENS SHORTS PLEATED	7 - 9	GREY	77CM - 117CM	\$45.00
DRESS SUMMER	5 - 9	CHECK	6 - 10	\$50.00
DRESS SUMMER	5 - 9	CHECK	12 - 14	\$55.00
DRESS SUMMER	5 - 9	CHECK	16 - 18	\$60.00
DRESS SUMMER	5 - 9	CHECK	20 - 22	\$65.00
SKIRT WINTER	7 - 9	TARTAN	6 - 10	\$55.00
SKIRT WINTER	7 - 9	TARTAN	12 - 14	\$60.00
SKIRT WINTER	7 - 9	TARTAN	16 - 18	\$65.00
SKIRT WINTER	7 - 9	TARTAN	20 - 24	\$70.00
SPORTS UNIFORM				
POLO TOP SPORT S/SLEEVE	5 - 9	NAVY/SAGE	12 - 24	\$30.00
RUGBY TOP SPORT - UNISEX	5 - 9	NAVY/SAGE	12 - 22	\$80.00
SHORT SPORT - UNISEX	5 - 9	NAVY	10 - 14, XS - 3XL	\$25.00
TRACKPANT SPORT - UNISEX	5 - 9	NAVY	10 - 3XL	\$30.00
JACKET SPORT <u>ONLY - UNISEX</u>	5 - 9	NAVY	10 - 3XL	\$45.00
ACCESSORIES				
SCHOOL BAG WITH LOGO	5 - 9	BLACK	SNR SIZE	\$60.00
HAT BUCKET WITH LOGO	5 - 9	NAVY	1 SIZE	\$12.00
DCS TIGHTS	5 - 9	NAVY	3 - 5 & 6 - 9 & 10 - 12	\$9.99
DCS SOCKS 3PK	5 - 9	WHITE	9 - 12, 13 - 3 & 2 - 8	\$9.99
DCS SCHOOL SHOES	5 - 9	BLACK	SNR SIZE	FROM \$69.99

PLEASE CHECK OUT OUR WEB SITE FOR FREE DELIVERY TO YOUR SCHOOL

14/01/17 **DOUBLE C JEANERY IS A DIVISION OF D.C.S CLOTHING AND UNIFORMS PTY LTD**



School profile statement

At Altona P-9 College we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies.
- conduct an annual start-up program that promotes safe and responsible online use.
- incorporate online safety activities through the positive leadership curriculum.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
 - Bullystoppers Duty of Care and Supervision
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
 - Bullystoppers Parent Interactive Learning Modules
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - Parents Cybersafety guide (www.cybersmart.gov.au/Parents.aspx)



Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups such (Google Classroom).
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name:

Student signature:

School name: Altona P-9 College _

School contact name:

School contact no.: _ _ 03 9250 8050 _

Parent/Guardian Name:

Parent/Guardian Signature: _

Date:

Student Agreement

Student Agreement

Julie Krause

(Principal)

acknowledges the commitment of

(student)

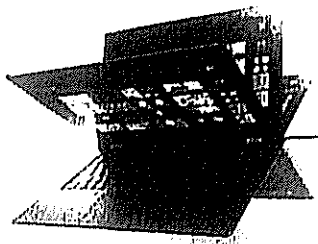
to being a polite, safe and responsible user of
digital technologies.

As a student I continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's signature

Teacher/Principal's signature

Date





1-to-1 Managed BYOD

Preamble

- The College acknowledges that this policy and practice must be compliant with DET guidelines and aligns with the principles of the *Parent Payments Policy* and the *Personal Devices – Parent Payments & Access Policy*.
- Where families have difficulty providing or paying for essential student learning items, as determined by the College, the Principal will support parents to make an appointment with the nominated Parent Payment Contact Person (email address and phone number provided) to discuss with them alternative payment methods and the range of support options that may be available for this program.

Ownership

- The device is purchased from the college's Managed BYOD program for Years 4-9 students, using the selected preferred supplier JB Education.
- The device is purchased as part of a bundle that also includes pre-loaded school specific software and DET image, compulsory warranty, and insurance and accessory options.
- The device is owned by the parents/student but is made available for use as part of the colleges' learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

Software and access

- Necessary software will be pre-loaded when laptops are purchased through the college's designated supplier. This includes access to the DET eduStar image www.edustar.vic.edu.au/catalogue/Pages/SoftwareHome.aspx. There is no cost for this access.
- The school will advise when new software or applications need to be purchased for installation.

School support

Support **will** be provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school, student email accounts
- all school-based software and associated issues with school applications.

Support **will not** be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues (building/maintaining images for non-school specified machines).
- hardware issues.

GOOGLE APPS FOR EDUCATION- PRIVACY INFORMATION

ALTONA COLLEGE school uses Google Apps for Education (also known as G-Suite for Education) in the classroom as part of our teaching and learning program. Google Apps for Education is an internet based service provided by Google for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and video-conferencing facilities from school, and at home. Google Apps for Education includes the following online services:

Google Apps for Education ('online services')

1.Classroom	6.Sheets
2.Gmail	7.Slides
3.Drive	8.Sites
4.Calendar	9.Hangouts
5.Docs	10.Groups

Additional Google apps 'online services' may be added by our school to further support teaching and learning

Terms and conditions

Google Apps for Education Terms and Conditions and privacy information can be found by clicking on the links opposite:

http://www.google.com/apps/intl/en-in/terms/education_terms.html

<https://www.google.com/edu/trust/index.html>

<https://support.google.com/work/answer/6056650>

Google access to specific personal information about your child

To enable your child to sign-on and access these online services as part of our schools teaching and learning program, Google require access to your child's Department of Education & Training username, first and last name, year level and school.

You may request that our school not provide this information to Google, and opt-out your child from using Google Apps. As a result, your child will not have access to the online services and alternate arrangements for allocating work will be made.

Parental access to Personal Information

The Department of Education and Training's ('Department') use and handling of your child's personal information is governed by the *Privacy and Data Protection Act 2014 & Health Records Act 2001(Victoria)*. You can access personal information held by the Department about you and your child under the *Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014*.

The Google Apps for Education Terms and Conditions provides further information on how Google Apps for Education may use your child's personal information.

Providing a safe online environment

Use of online services will be subject to classroom supervision during school hours. Students should report unacceptable behaviour, and a nominated member of staff will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to parent information on the Australian Government's Office of the Children's eSafety Commissioner website: <https://esafety.gov.au/>

In addition, staff at our school have been advised that the use of Google Apps for Education is strictly for teaching and learning material only (e.g. lesson plans and classwork) and staff do not upload your child's personal, sensitive, health; or security classified information into Google Apps for Education.

Student responsibilities when using online services

When using Google Apps for Education, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully;
- Protect personal information; and
- Look after yourself and others.

Purpose of this Privacy Information and opt-out form

The purpose of this Privacy Information and opt-out form is to set out Privacy Information related to Google Apps for Education, and explain:

- you are able to opt-out your child from using the service at any time by written notification to the school.
- how your child's personal information will be collected, used, disclosed and managed.
- that if the school determines that the personal information, or the online services are no longer required or relevant, the use of the personal information and/or the online services will cease.

Should you wish to opt-out your child from using Google Apps for Education, please complete and return the slip provided at the back of this form. As a result, your child will not have access to the online services and alternate arrangements for allocating work will be made.



Dear families,

Altona College has a Managed Bring Your Own Device (BYOD) program from students in Years 4-10.

We currently have a contract with JB Education to supply to devices to our students. Our college website <http://www.altonap9college.vic.edu.au> contains a link for families to access the JB Education portal where purchases can be made. Alternatively you can access the portal directly using <https://www.jbeducation.com.au/byod>.

To access this portal you will need the Altona College code: **ALT2019**

Together with JB Education, we have nominated 3 durable Lenovo 11.6 inch devices that are suitable for use at our college. All purchased devices will be delivered to the college and include the digital image specific to the college requirements. Students in Years 7-10 will have their Pearson digital eBooks built into the image for immediate use in 2019.

Our IT team is familiar with each of these devices and can assess them for technical issues if they occur.

Altona College recommends that families opt for one of the 3 Year warranty options, as despite the units being very durable, if specialist technical assistance is required, JB education will send a technician out to the college within 48 hours to fix the device.

When purchasing, Altona College recommends families purchase the listed carry case to protect the device from the rigours of student use. A portable hard drive is an optional extra. There are also three Insurance options available for families and we encourage this also.

A list of frequently asked questions is available on the college website (Click on the read more button when viewing the laptop information in 'Recent News') or use the following link:
<http://www.altonap9college.vic.edu.au/articles/104>

Please see the reverse side of this letter for the 2019 BYOD flyer.

If you have any further questions regarding this process, please don't hesitate to contact the college.

Mathew Kelly / Assistant Principal (P-6)

State Schools' Relief

Year 7 CSEF Uniform Package 2019



*Confidence
to connect*

UPDATE FOR PARENTS

Applications for the State Schools' Relief Year 7 CSEF Uniform Package 2019 begin: Monday 8th October 2018

What you need to know

Who is SSR?

State Schools' Relief is a not-for-profit organisation that works closely with all government schools across Victoria. Each year State Schools' Relief provides assistance to families experiencing financial disadvantage with school uniforms and footwear.

Introduction to Camps, Schools and Excursions Fund

Through government funding the Camps, Sports and Excursions Fund (CSEF) was established to provide payments for eligible students to attend camps, sports days and excursions. To find out more, or to apply for assistance, go to <http://www.education.vic.gov.au/csef> State Schools' Relief is providing packages to families eligible to receive this funding.

2019 Year 7 Uniform Package for CSEF recipients

Year 7 students for 2019 that are recipients of the Camps, Sports and Excursion Fund (CSEF) automatically qualify for the uniform package and/or voucher.

What's in the package?

The 2019 package contains the following:

- 1 x Summer Dress OR Trousers OR Shorts
PLUS
- 1 x Shirt* OR Black Leather Shoes (Lace ups, T-bar or Skate)

*Shirt can be either a short sleeve shirt, a long sleeve shirt or a short sleeve polo.

Please note: PE shirts, trousers and/or shorts are **not** included as part of this package. Shoes must be requested in UK sizes. Contact your school for our Shoe Sizing Chart.

Cost to parents

Where State Schools' Relief cannot supply uniform items directly, you will receive a voucher that subsidises the cost of the uniform items. The voucher can be redeemed at your child's school uniform shop, or independent uniform retailer, which will be listed on the voucher. Parents receiving vouchers may need to make a co-contribution towards the cost of the uniform items. The amount a parent has to pay will depend on the retail purchase price and the State Schools' Relief subsidy.

The voucher provided by State Schools' Relief lists every approved item, and the maximum purchase value, that State Schools' Relief will cover. Please check your school's uniform price list to work out how much extra you may need to contribute towards the uniform item.

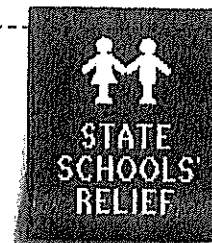
Please note: vouchers do have an expiry date and must be used before this date.

How do I apply for the CSEF Uniform Package?

Applications are made through your child's school. Please do not contact State Schools' Relief directly as staff are unable to accept applications from parents. Should you have any questions, or wish to apply for assistance, please speak with your child's 2019 school.

ORDER FORM

Year 7 CSEF Uniform Package 2019



*Confidence
to connect*

SCHOOL NAME: _____

STUDENT NAME: _____

DATE OF BIRTH: _____

About the package

In 2019, every Year 7 government school student who is a recipient of CSEF automatically qualifies to receive a uniform package, provided through State Schools' Relief.

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.

What's in the package?

The 2019 package contains the following:

- 1 x Summer Dress OR Trousers OR Shorts
PLUS
- 1 x Shirt* OR Black Leather Shoes (Lace ups, T-bar or Skate)

*Shirt can be either a short sleeve shirt, a long sleeve shirt or a short sleeve polo.

Please note: PE shirts, trousers and/or shorts are **not** included as part of this package.

Please circle only 1 uniform item per row:

Uniform Item	Shoe Type	Size
Summer Dress OR Trousers OR Shorts		
Long Sleeve Shirt OR Short Sleeve Shirt OR Short Sleeve Polo OR Shoes (Lace ups, T-bar or Skate)		

Size Guide

Using the following Size Guide, please write the correct size for items selected above.

	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32
Height (cms)	108	120	130	140	150	160	170	180	183	186	190	190	190	190	190
Chest (cms)	59	63	68	73	78	83	88	93	98	103	108	113	118	123	128
Waist (cms)	56	58	60	64	67	72	77	82	87	92	97	102	107	112	117
Hips (cms)	61	65	70	75	79	84	89	94	99	104	109	114	119	124	129

SCHOOL USE ONLY

Before processing this application please check and confirm your supplier details in the SSR web portal (www.ssr.net.au/schools) under 'uniform profile'. If in doubt please call SSR on 03 8769 8400 to discuss.

CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) 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

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

Student details

Child's surname	Child'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 Human Services (DHS) to provide the results of that enquiry to DET.

I understand that:

- DHS 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 DHS 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 Victorian Department of Health and Human Services 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 is 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/csef

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 schooled, 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 the first day of either term one (27 January 2016) or term two (11 April 2016).

Closing Date

Parents are encouraged to lodge the application form by 29 February 2016, so that payments can be made from March 2016. However schools can accept parent applications up until 03 June 2016.

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/csef

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

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.

CSEF payments cannot be claimed retrospectively for prior years.

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

In Years 7-10, students miss on average almost a week every term - that's four weeks of school per year.



Secondary school attendance

Going to school every day is the single most important part of a child's education

Students learn new things at school every day - missing school puts them behind

The importance of

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

Students develop good habits by going to school every day - habits that are necessary to succeed after school, whether in the workplace or in further study.

Missing school can have a big impact on students academically and socially. It can affect their test results, including VCE, and, just as importantly, it can affect their relationships with other students, and lead to social isolation.

There is no safe number of days for missing school - each day a student misses puts them behind, and can affect their educational outcomes.

Each missed day is associated with progressively lower achievement in numeracy, writing and reading.

Getting started

It's never too late to improve attendance - going to school more often can lead to better outcomes. Even at Year 9, when

attendance rates are lowest, going to school more often can make a big difference. Every day counts. Schools are there to help - if you're having attendance issues with your child, speak to your school about ways to address those issues.

Things to know

The main reasons for absence are:

Sickness - There are always times when students need to miss school, such as when they're ill. It's vital that they're only away on the days they are genuinely sick, and setting good sleep patterns, eating well and exercising regularly can make a big difference.

"Day off" - Think twice before letting your child have a "day off" as they could fall behind their classmates - every day counts.

Truancy - When students choose not to go to school without their parent's permission. There can be many reasons for truancy, the best way to address this is for schools and parents to work together.

While all absences are bad for academic performance, unexcused absences are a much stronger indicator of lower reading and maths achievement.

If for any reason your child must miss school, there are things you can do with your school to ensure they don't fall behind:

- Speak with your classroom teacher and find out what work your child needs to do to keep up.

- Develop an absence learning plan with your teacher and ensure your child completes the plan.

Remember, every day counts. If your child must miss school, speak with your classroom teacher as early as possible.

Openly communicating with your child's school about all absences is a good way to prevent attendance issues being escalated to a School Attendance Officer. A School Attendance Officer is a Department of Education and Early Childhood Development Regional Director who has authority to follow up attendance issues. Attendance issues that are escalated can lead to an Infringement Notice.

If you're having attendance issues with your child, please let your year level coordinator, principal or other relevant staff member know so you can work together to get your child to school every day.

For more information and resources to help address attendance issues, visit:

education.vic.gov.au/schools/parent
Journal of Pages/Student Attendance