



PARENTS/GUARDIANS

**Year 12**

**Course Confirmation/Enrolment  
& Approvals 2022**

This will confirm enrolment in your course for 2022.

**Student Name:** \_\_\_\_\_  
(Please Print)

Please complete relevant forms/ approvals in this booklet.

Return the completed booklet to Administration no later than  
**Monday 8 November 2021.**

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Dear Parents/Guardians

This booklet contains important information for 2022. Forms and approvals which are included in this booklet:

- Year level Curriculum Contributions.
- Student Learning Device (SLD) Acceptable Use Agreement.
- Photographing, Filming and Recording Students, Annual Consent Form and Collection Notice.
- Camps, School Tours, Excursions, Adventure Activities Conditions of Participation and Emergency Procedures.
- House Swimming Sports Carnival
- Music Program Enrolment Form (Extra-curricular).
- Statement of Values – Safe & Respectful School Communities.
- Camps, Sports and Excursions Fund (CSEF) Application Form, if applicable. Eligibility criteria applies.
- Bus Application forms if applicable. Eligibility criteria applies.
  - Form 1 – Eligible students.
  - Form 2 – Fare paying students.

Please refer to the following:

<b>Booklist</b>	<ul style="list-style-type: none"> <li>• Parents/guardians should complete online booklist order directly to Campion (not to the college) by 22 October 2021.</li> <li>• Scheduled delivery date: direct to student’s home address during the week of 8 November 2021 in preparation for Headstart.</li> </ul>
<b>Edrolo</b>	<ul style="list-style-type: none"> <li>• Edrolo is used for the delivery of digital learning and/or textbook resources to students. Parents/Guardians pay Edrolo directly through the Edrolo payment portal. Costs for Edrolo are based on the subjects students are enrolled in and resources they require, and will vary from student to student. A payment guide for parents/guardians showing how to make payments is enclosed.</li> </ul>
<b>Laptop – Bring your own device</b>	<ul style="list-style-type: none"> <li>• Students wishing to join or update their computer as part of Somerville Secondary College’s BYOD (bring your own device) program can purchase one of our recommended devices via our online portal: <a href="http://somervillescbyod.orderportal.com.au/">http://somervillescbyod.orderportal.com.au/</a></li> </ul>
<b>College Uniform</b>	<ul style="list-style-type: none"> <li>• Refer to uniform policy and guidelines on the college website.</li> </ul>
<b>Policies</b>	<ul style="list-style-type: none"> <li>• Policies referred to in this booklet are available on the school website and Compass portal (School Documentation).</li> </ul>

Please contact the office should you require any further information or assistance with these documents.

Yours faithfully



SARAH BURNS  
Principal

**Please read through this booklet, sign relevant approvals & authorisations, and return the entire booklet to Administration by Monday 8 November 2021**

## YEAR 12 Curriculum Contributions

For information about school costs and parent payment contributions:

- Department of Education: <https://www.education.vic.gov.au/parents/going-to-school/Pages/school-costs.aspx>
- Somerville Secondary College website: <https://www.somervillesc.vic.edu.au/child-safety/college-documents/>

<b>Curriculum Contributions</b>					
<ul style="list-style-type: none"> <li>• <i>Items and activities that students use or participate in to access the curriculum.)</i></li> <li>• <i>Curriculum instructional materials and equipment required for theory-based learning activities across each of these areas. These may include items such as: poster/coloured paper, food, chemicals and materials to conduct practical activities/learning tasks to support the program.</i></li> </ul>					
VCE Unit	Total Cost	Payment Contribution	VCE Unit	Total Cost	Payment Contribution
Units 3 & 4 Biology	\$35		Units 3 & 4 Legal Studies	\$10	
Units 3 & 4 Business Management	\$10		Units 3 & 4 Maths Further	\$10	
Units 3 & 4 Chemistry	\$35		Units 3 & 4 Maths Methods	\$10	
Units 3 & 4 English	\$10		Units 3 & 4 Physical Education	\$10	
Unit 3 & 4 Food Studies	\$10		Units 3 & 4 Physics	\$10	
Units 3 & 4 History - Revolutions	\$10		Units 3 & 4 Psychology	\$15	
Units 3 & 4 Health & Human Development	\$10		Units 3 & 4 Studio Arts	\$30	
Units 3 & 4 Indonesian	\$10				
<b>Sub-total</b>			<b>Sub-total</b>		
<b>\$</b>			<b>\$</b>		

<b>Extra-Curricular Items and Activities – User Pays</b>					
<ul style="list-style-type: none"> <li>• <i>Additional curriculum instructional materials, items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the curriculum. Student materials for practical aspects of the course which students will own/consume/for home use.</i></li> <li>• <b><i>These are provided on a user-pays system – unfortunately, students will be unable to access these extra-curricular items and activities, if these contributions are unpaid.</i></b></li> <li>• <i>Please tick items as per your child's confirmed subject/elective choice.</i></li> <li>• <i>* CSEF can contribute towards these activities, where applicable.</i></li> </ul>					
VCE Unit	Cost	✓	Subject/Elective	Cost	✓
Unit 3 & 4 Food Studies	\$150		Units 3 & 4 Studio Arts	\$80	
Units 3 & 4 Physical Education*	\$70				
<b>Sub-total</b>			<b>Sub-total</b>		
<b>\$</b>			<b>\$</b>		

<b>Camps and Excursions as scheduled*</b> <ul style="list-style-type: none"> <li>• <i>These events will be advised and costed throughout the year on Compass.</i></li> </ul>	TBA	N/A
<b>Sporting Opportunities*</b> <ul style="list-style-type: none"> <li>• <i>All students are encouraged to attend our sporting opportunities to either participate or support their house, novelty events are also an option for participation.</i></li> <li>• <i>Transport to competitions, entry costs, provision of college representative sports uniforms, whole school event refreshments.</i></li> </ul>	\$30	<input type="checkbox"/>
<b>Music Service Fee (\$200 per semester/\$400 per year for individual lessons)</b> <ul style="list-style-type: none"> <li>• <i>Complete music enrolment form.</i></li> </ul>	\$200/sem \$400/year	<input type="checkbox"/> <input type="checkbox"/>
<b>Sub-total</b>		<b>\$</b>

<b>Other Contributions</b>	<b>Optional Contribution</b> <i>(nominate amount)</i>
<ul style="list-style-type: none"> <li>Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.</li> <li>Items marked with an ** are tax deductible.</li> </ul>	
<b>College Building and Grounds Maintenance Fund **</b> <ul style="list-style-type: none"> <li>To support the enhancement of the environment in which our students learn.</li> </ul>	\$
<b>State School's Relief (SSR) **</b> <ul style="list-style-type: none"> <li>SSR works with disadvantaged families to ensure students facing hardship have the necessary items they require for school.</li> </ul>	\$
<b>College Yearbook</b> <ul style="list-style-type: none"> <li>One yearbook per family will be available at the end of the year.</li> <li>Contributions go towards the resources needed to produce the yearbook.</li> </ul>	\$
<b>Student and Parent Communication</b> <ul style="list-style-type: none"> <li>Contribution to software programs including Compass, which are utilised by parents, students and teachers.</li> </ul>	\$
<b>Sports Affiliation</b> <ul style="list-style-type: none"> <li>School Sport Victoria affiliation fees/Interschool curricular activities.</li> </ul>	\$
<b>Enhanced Wellbeing Support</b> <ul style="list-style-type: none"> <li>Educational resources for personal and wellbeing capability building.</li> </ul>	\$
<b>Sub-total</b>	\$

<b>Total contributions</b>	
<b>Fees outstanding</b>	
<b>Less credit (where applicable)</b>	
<b>Less CSEF (where applicable)</b>	
<b>Total to be paid</b>	
<b>Amount paid today</b>	
<b>BALANCE OWING</b>	

<b>PAYMENT METHOD</b>		
<input type="checkbox"/> I agree to pay the contributions as nominated on this payment sheet.		
Name of child/ren		
Parent/Guardian Name	Parent/Guardian Signature	Date

<b>ALL CONTRIBUTIONS REQUESTED TO BE MADE BY Monday 8 November 2021</b>		
<input type="checkbox"/> PAYING BY COMPASS PAY	<input type="checkbox"/> PAY IN FULL	<input type="checkbox"/> PAYMENT PLAN – Please contact Administration
<input type="checkbox"/> PAYING BY CREDIT CARD		
<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa   Cardholder Name: _____		
Card Number: ____/____/____/____   Expiry Date: ____/____   CCV: _____		

# Student Learning Device (SLD) Acceptable Use Agreement

- Please refer to SLD Acceptable Use policy in the parent information booklet and on the school website.
- <https://www.somervillesc.vic.edu.au/child-safety/college-documents/>

## Student Learning Device (SLD) Acceptable Use Agreement

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions.

I understand that in the event of any breach of these conditions, the principal has the right to suspend or revoke internet and mobile technology access privileges.

Student Name \_\_\_\_\_ Year \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

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

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

If you have any concerns about this agreement, please contact the principal.

For further support with online issues, students can call Kids Helpline on 1800 55 1800.

Parents/Guardians can call Parentline 13 2289 or visit

<http://www.cybersmart.gov.au/report.aspx>

# Photographing, Filming and Recording Students, Annual Consent Form and Collection Notice

Please refer to the following documents on the College Website.

- *Photographing, Filming and Recording Students Policy*
- *Photographing, Filming and Recording students, Annual Consent Form and Collection Notice – information document*

I have read the information in the *Photographing, Filming and Recording Students Policy* and

I CONSENT

I DO NOT CONSENT

to Somerville Secondary College using photos, video or recordings of my child (named below) to appear in the following ways:

- Use within the school community** (eg in the school's communication, learning and teaching tools, on displays around the school, in the school's newsletter) including official school student and group college/school photographs.
- Use in publications/locations that are publicly accessible** (eg on the school's website, on the school's social media accounts such as the college Facebook page, and in promotional material for the school.

*Note:*

- *You may choose to opt out of both or only one type of use.*
- *It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.*
- *Further information is available in the following policy document: Somerville Secondary College Photographing, Filming and Recording Students Policy (webpage)*

Name of Student \_\_\_\_\_ Year \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Signature \_\_\_\_\_

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

# Camps, Tours, Excursions, Adventure Activities - Conditions of Participation and Emergency Procedures

Please refer to the *Camps, Tours, Excursions, Adventure Activities Conditions of Participation and Emergency Procedures* document, (college website).

I have read, and agree to the *School Tours, Camps, Excursions, Adventure Activities Conditions of Participation and Emergency Procedures*

Student Name \_\_\_\_\_ Year \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

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

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## House Swimming Sports Carnival – 15 February 2022

Crib Point Pool, 21 Governors Road, Crib Point. (Full details available via Compass & school website, including teacher in charge, transport and venue information.)

I give permission for my child, named below, to attend the House Swimming Carnival on Tuesday 15 February 2022. Where the staff member is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to, 1) consent to any medical/surgical attention deemed necessary by a medical practitioner, and 2) administer such first aid as the staff member in charge judges to be reasonably necessary. I understand that this is an official school event and that my child, named below, will adhere to the dress code, as outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expense and/or transport costs incurred in the event of sickness or injury. Further I agree to meet any transport cost should my child be sent home as a result of misbehaviour or inappropriate conduct.

Student Name \_\_\_\_\_ Year \_\_\_\_\_

**Details of allergies and/or medication currently being taken:**

**Emergency Phone Numbers:**

Parent A	Parent B	Guardian
Phone number _____	Phone number _____	Phone number _____

Parent/Guardian consent/agreement /signature:

\_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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# Music Program 2022 Year 8 to 12

## (Extra-curricular)



If your child wishes to learn a musical instrument, this is the opportunity to be involved in the Music Program!

Being part of the College's Instrumental Music Program means that your child will have lessons once a week on their chosen instrument. Students will learn to develop their creative skills, record their music and be given the opportunity to perform in front of audiences.

There is a music tuition levy of **\$200 per semester (\$400 per year)** for all participating music students. Instruments will be provided during their lessons however these will not be available to take home. It is recommended that students acquire their own instruments to practise on during the week.

Please complete the details below, along with your payment, by Monday 8 November 2021. This will ensure your son/daughter is reserved a place in the program and gives them a greater chance of gaining their first choice of instrument.

This program is highly encouraged for students who wish to study music as a VCE/VET course in Years 11 & 12.

We look forward to having your child take part in our Music Program and hope to see them further develop their music appreciation and skills during their time at Somerville Secondary College.

### Music Program Enrolment Form

To enrol in this program, complete this form and return with payment by **Monday 8 November 2021**.

**Instrumental Lessons Available:** Please tick your instrument choice for 2022

<input type="checkbox"/> Guitar	<input type="checkbox"/> Bass Guitar	<input type="checkbox"/> Saxophone	<input type="checkbox"/> Drums	<input type="checkbox"/> Flute	<input type="checkbox"/> Piano
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Student Name \_\_\_\_\_ Year \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

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

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Payment (**\$200.00 per semester/\$400.00 per year**)  Semester 1  Semester 2

Cash  Compass Pay

PAYING BY CREDIT CARD

Mastercard  Visa Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_ CCV: \_\_\_\_\_

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## Somerville Secondary College

### Statement of Values - Safe & Respectful School Communities



**Somerville Secondary College** recognises the importance of the partnership between schools and parents to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for children and young people.

This Statement of Values sets out our behavioural expectations of all members in this school community,

including the principal, all school staff, parents, students and visitors. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building safe and respectful school communities.

Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated in this school. Our Statement of Values acknowledges that parents and school staff are strongly motivated to do their best for every child. Everyone has the right to differing opinions and views and to raise concerns, as long as we do this respectfully as a community working together.

#### RESPONSIBILITIES

##### AS PRINCIPALS AND SCHOOL LEADERS, WE WILL:

- Work collaboratively to create a school environment where respectful and safe conduct is expected of everyone.
- Behave in a manner consistent with the standards of our profession and meet core responsibilities to provide inclusive, safe and orderly environments.
- Plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students in attendance at the school is protected.
- Identify and support students who are or may be at risk.
- Do our best to ensure every child achieves their personal and learning potential.
- Work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly.
- Respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and sanctions when required.
- Make known to parents the school's communication and complaints procedures.

- Ask any person who is acting in an offensive or disorderly way to leave the school grounds.

##### AS TEACHERS AND ALL NON-TEACHING STAFF, WE WILL:

- Model positive behaviour to students consistent with the standards of our profession.
- Proactively engage with parents about student outcomes.
- Work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly.
- Work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs.
- Communicate with the principal and school leaders in the event we anticipate or face any tension or challenging behaviours from parents.
- Treat all members of the school community with respect.

##### AS PARENTS, WE WILL:

- Model positive behaviour to our child.
- Ensure our child attends school on time, every day the school is open for instruction.
- Take an interest in our child's school and learning.
- Work with the school to achieve the best outcomes for our child.
- Communicate constructively with the school and use expected processes and protocols when raising concerns.
- Support school staff to maintain a safe learning environment for all students.
- Follow the school's complaints processes if there are complaints.
- Treat all school leaders, staff, students, and other members of the school community with respect.

##### AS STUDENTS, WE WILL:

- Model positive behaviour to other students.
- Comply with and model school values.
- Behave in a safe and responsible manner.
- Respect ourselves, other members of the school community and the school environment.
- Actively participate in school.
- Not disrupt the learning of others and make the most of our educational opportunities.



### AS COMMUNITY MEMBERS, WE WILL:

- Model positive behaviour to the school community.
- Treat other members of the school community with respect.
- Support school staff to maintain a safe and orderly learning environment for all students.
- Utilise the school's communications policy to communicate with the school.

### THE DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT WILL:

- Provide support and advice to principals to equip them to manage and respond to challenging behaviour of students, parents and staff.
- Provide practical guidance and resources to support schools to manage and respond to challenging behaviour of students, parents and staff.
- Provide practical guidance and resources to support schools respond to and prevent bullying and promote cyber-safety and wellbeing.
- Provide access to evidence-based resources and strategies to increase student safety, wellbeing and engagement.
- Provide schools with practical and legal support as required.
- Provide parents with practical guidance and resources to resolve conflicts with the school.

### CONSEQUENCES FOR FAILING TO UPHOLD THE STATEMENT OF VALUES

#### UNREASONABLE BEHAVIOURS

Behaviours that are considered inappropriate on and adjacent to school grounds or in relation to school business and that do not uphold the principles of this Statement of Values include when a person:

- is rude, aggressive or harasses others
- sends rude, confronting or threatening letters, emails or text messages
- is manipulative or threatening
- speaks in an aggressive tone, either in person or over the telephone
- makes sexist, racist or derogatory comments
- inappropriately uses social media as a forum to raise concerns/make complaints against the school
- is physically intimidating, e.g. standing very close.

#### CONSEQUENCES

Principals are responsible for determining what constitutes reasonable and unreasonable behaviour.

Unreasonable behaviour and/or failure to uphold the principles of this Statement of Values may lead to further investigation and the implementation of appropriate consequences. This may include:

- utilising mediation and counselling services
- alternative communication strategies being applied
- formal notice preventing entry onto school premises or attendance at school activities. Written notice will follow any verbal notice given.
- an intervention order being sought
- informing the police which may result in a charge of trespass or assault

By agreeing to meet specified standards of positive behaviour, everyone in our school community can be assured that they will be treated with fairness and respect. In turn, this will help to create a school that is safe and orderly, where everyone is empowered to participate and learn.

I have read and agree to the <i>Statement of Values – Safe &amp; Respectful School Communities</i>	
Student Name _____	Year _____
Student Signature _____	
Parent/Guardian Name _____	
Parent/Guardian Signature _____	
Date ____/____/____	

## CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) APPLICATION FORM 2022

SOMERVILLE SECONDARY COLLEGE

018875

### Parent/legal guardian details

Surname \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

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

-    -    -

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:

- DHHS 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: [Camps, Sports and Excursions Fund \(education.vic.gov.au\)](https://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 (28 January 2022) or term two (26 April 2022).

## 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: [Camps, Sports and Excursions Fund \(education.vic.gov.au\)](https://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

### 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 2022 closes on 24 June, 2022.  
CSEF payments cannot be claimed retrospectively for prior years.

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

# SCHOOL BUS PROGRAM



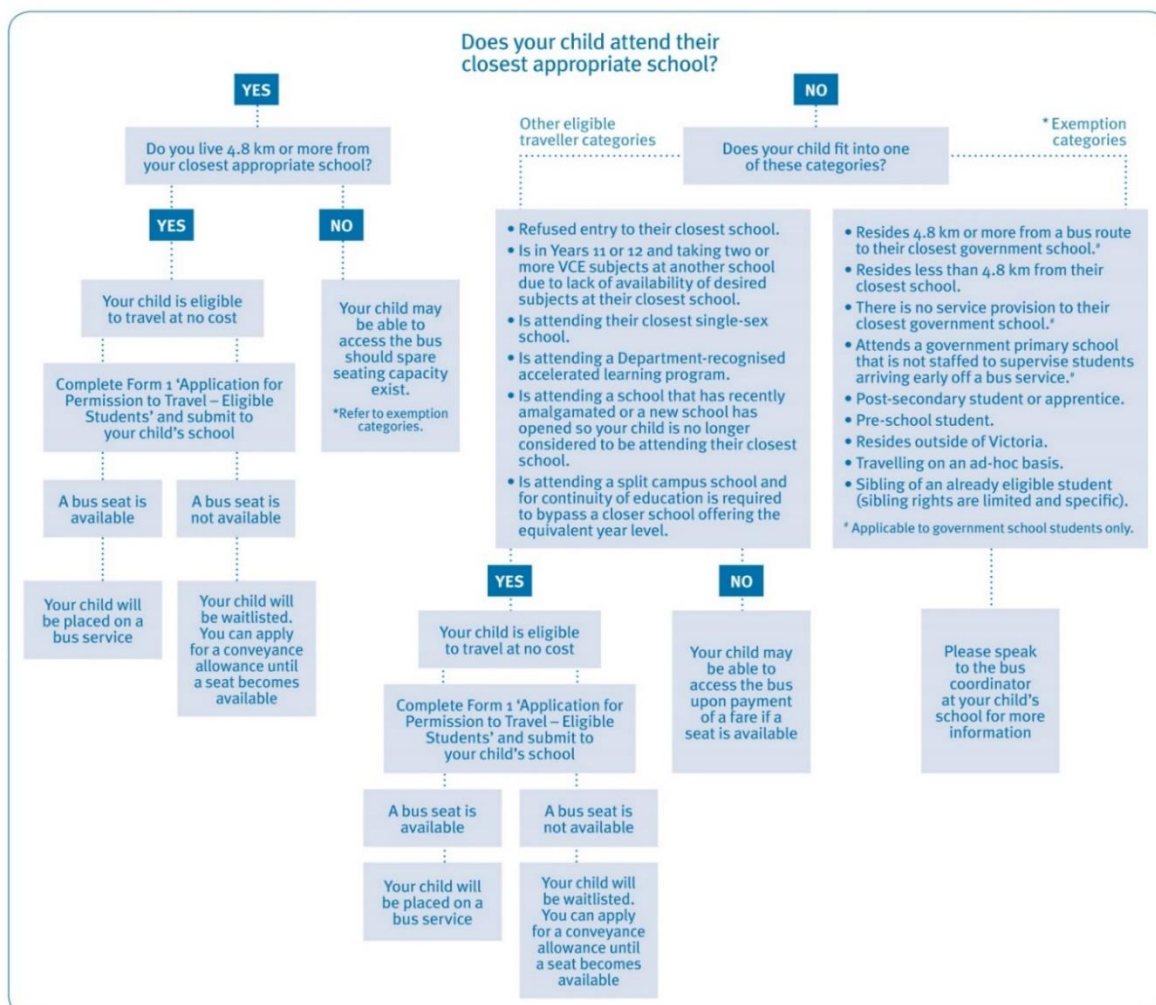
- Refer to the following eligibility guidelines for the school bus program.
- Form 1 - Eligible students                      Form 2 - Fare paying students.
- Please refer to Conditions of Travel.
- Information about public transport timetables/routes can be found at <https://www.ptv.vic.gov.au/timetables>

## School Bus Program – Eligibility guide for families

- The following information will help explain the School Bus Program and assist you in determining your child’s eligibility to travel on a school bus.
- While parents/guardians are primarily responsible for getting their children to and from school, the School Bus Program assists families in rural and regional Victoria by transporting students to school.
- The School Bus Program services both government and non-government schools.
- Categories of eligibility determine whether a student travels at no cost or travels upon the payment of a fare.
- Students wishing to access a seat on a bus must complete an application form and parents/guardians must agree to the conditions of travel including, if applicable, the payment of a fare.

Public Transport Victoria (PTV) administers the School Bus Program as directed by the policy. The Student Transport Unit of the Department of Education and Early Childhood Development (DEECD) sets the policy and provides general transport advice to regional offices and schools. To be eligible for a seat on a bus at no cost a student must:

1. Attend their closest government school or closest appropriate non-government school, which is determined by the denomination of the school
2. Reside 4.8 km or more from the school
3. Reside in Victoria.





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**Students are expected to access public transport if it is within 1.6 km of their home or closer than their nearest school bus service. Public Transport timetables/routes can be found at <https://www.ptv.vic.gov.au/timetables>.**



#### **NOTES REGARDING SCHOOL BUS PROGRAM**

##### **Closest government school or closest appropriate non-government school**

- To be eligible for travel on a school bus at no cost, government students must attend their closest school while non-government students must attend their closest appropriate school, which is determined by the denomination of the school.
- Students not attending their closest school may be accommodated on a bus service as long as they pay a fare and seating capacity exists.
- Students must reside 4.8 km or more from the school. The distance is measured by the shortest practicable route from the student's front gate to the school's main entrance.

##### **Non-government school students**

- Eligible government students have priority over eligible non-government students when being accommodated on services.
- Non-government students may be accommodated where capacity exists.
- Non-government students on their own do not form a case for the establishment of a new school bus service or an extension to a route.

##### **Exemptions**

- The policy has some exemptions where a student may be granted access to a bus service at no cost. These exemptions are limited and specific.
- Exemptions are not granted on the basis of financial hardship.

##### **Fare paying**

- Government and non-government students not attending their closest appropriate school are required to pay a fare as set by PTV.
- A fare paying student may be required to relinquish their seat if the service is at capacity and an eligible non-fare paying student (government and nongovernment) wishes to access the service. The status of fare paying students is assessed each term.
- Parents/guardians must agree in writing that their child will travel as long as they pay a fare and seating capacity exists.
- Parents/guardians agree to make alternative travel arrangements should their child be required to relinquish their seat.
- Fare paying students do not form a case for service retention.

##### **Conditions of travel and parental responsibilities**

- Students and parents/guardians must agree to comply with the conditions of bus travel as stated on the back of all School Bus Program travel application forms.
- Parents/guardians understand that school bus travel is a privilege and not a right.

##### **Special cases**

- Families may apply for special consideration in complex and challenging transport circumstances (not including financial hardship). An application for special case consideration can be made through the school and requires DEECD regional endorsement and any documentation that supports the case.
- Speak to your school's bus coordinator for further information on special case consideration.

##### **Emergency management**

- In a forecast emergency school bus services will be cancelled if any part of the route is deemed at risk.
- A rapid onset emergency may result in service cancellations and buses being held at the school or if in transit, the buses returning to the school.
- Parents/guardians should familiarise themselves with the school's school bus emergency management plans.

##### **Further information**

Go to [www.education.vic.gov.au/travellingtoschool](http://www.education.vic.gov.au/travellingtoschool) for travel application forms and the School Bus Program's policy and procedures.

For further assistance with your application, please contact the bus coordinator at the school your child will be attending.



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## School Bus Program - Conditions of Travel

To ensure the safety of all passengers on school buses, the following conditions apply at all times.

### To ensure safe travel on school buses, students must agree to the following:

- Not to play on the road at the bus stop or try to get on the bus before it has stopped.
- Make sure you and your belongings are inside the bus at all times.
- Not throw anything from a bus window or have anything hanging out a window.
- Place bags and other belongings in the allocated storage areas.
- Get on and off the bus quietly and in an orderly manner.
- Stay in your seat while the bus is moving.
- Not distract drivers with screaming, shouting or unruly behaviour.
- When you get off the bus only cross the road when the bus has left and it is safe to do so.
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to one that will take you to a sports or social event.
- Wear a seat belt where fitted.

### To ensure students are considerate to one another and their bus driver, they must agree to:

- In the morning, arrive at the bus stop 10 minutes prior to departure.
- Not eat, drink or smoke while on the school bus.
- In the morning, let the school and driver know if you will not be travelling home on the bus that day.
- Use a standard conversational tone and not use offensive language or call out to others on board or to passing traffic or people.
- Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any vandalism or misbehaviour including but not limited to bullying, teasing, or aggression.
- Leave your bike in a safe and secure place if riding to the bus stop. Public Transport Victoria and the Department of Education and Training are unable to accept responsibility for the safety of your bike.
- Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk.

### Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus.
- The student's name and full details of the breach will be recorded.
- The student will be transported to school or to their normal drop off.
- The breach will be reported to the coordinating principal.
- The coordinating principal will take disciplinary measures in accordance with the guidelines below.
- In rare and exceptional circumstances, and only as a last resort, drivers are authorised to eject passengers from a bus.

### Following the report of a relevant incident, the coordinating principal may take the disciplinary action below:

- First offence – verbal warning to student.
- Second offence – written warning to parent/guardian.
- Third offence – one week suspension of student from school bus travel.
- Fourth offence – the student will not be allowed to travel on the school bus for the remainder of the year.

**A serious offence that endangers other students, bus staff or property will result in immediate suspension.**

### Responsibilities of parents/guardians

- Parents/guardians are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.
- Supervision is not provided at roadside stops. Parents/guardians are responsible for their children upon disembarking the afternoon service.
- Parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents.
- School bus travel is a privilege and not a right and consequences will follow a breach of these conditions.
- It is understood that bus travel is provided and accepted on these conditions.

# Form 1: Application for Permission to Travel – Eligible Students



Education and Training



Year		Term		PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED
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## APPLICANT DETAILS

### RESIDENTIAL ADDRESS

Unit #		Street #		Address	
Town/Suburb			State		Postcode
Exact distance (in km) by the shortest practicable route			Home to school	km	Home to bus stop
				km	

### POSTAL ADDRESS

Unit/Street/PO Box #		Postal Address	
Town/Suburb		State	Postcode

### PARENT/GUARDIAN DETAILS

First Name		Surname		Telephone	
First Name		Surname		Telephone	
Email					
Emergency contacts	1.		Relationship		Telephone
	2.		Relationship		Telephone

## TRAVELLER DETAILS

### Student one

First Name		Surname		Date of birth	
Travel start date		School enrolled		Year level at time of travel	

Any medical problems or requirements the driver should be notified of? If yes, please provide details.

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Which days do you intend to use this service? (please use **X** to highlight)

MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
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### Student two

First Name		Surname		Date of birth	
Travel start date		School enrolled		Year level at time of travel	

Any medical problems or requirements the driver should be notified of? If yes, please provide details.

--

Which days do you intend to use this service? (please use **X** to highlight)

MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
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### Student three

First Name		Surname		Date of birth	
Travel start date		School enrolled		Year level at time of travel	

Any medical problems or requirements the driver should be notified of? If yes, please provide details.

--

Which days do you intend to use this service? (please use **X** to highlight)

MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
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# Form 1: Application for Permission to Travel – Eligible Students



OFFICE USE ONLY					
Date Form Submitted			Received By		
Date Form completed		Parent/Guardian signed?		Eligibility assessed - Y/N?	
Waitlisted - Y/N?		Student(s) signed?		Application (s) Approved/Declined	
Have any of these students been granted eligibility on the basis of an exemption? If yes, specify exemption from policy.					
Student one					
Student two					
Student three					
Eligibility Status (Eligible = E, Not Eligible = NE, Exemption Granted = EG or Fare Payer = FP and Fare Amount e.g. FP at \$120 per term, \$480 per year)					
Student one					
Student two					
Student three					
Fare Payment required –Y/N?		Has Parent/Guardian been invoiced? Y/N		Date	
Fares collected – Y/N?		Has Parent been notified in writing of travel status?		Date	
BUS SERVICE DETAILS					
AM Bus Service (s)					
Bus route allocated			Bus operator		
Interchange details -if req.			Bus operator		
Pick-up bus stop location			Pick up time		
Drop off bus stop location			Drop off time		
Seat number allocated			Bus roll updated		
<b>Comments:</b>					
PM Bus Service (s)					
Bus route allocated			Bus operator		
Interchange details -if req.			Bus operator		
Pick-up bus stop location			Pick up time		
Drop off bus stop location			Drop off time		
Seat number allocated			Bus roll updated		
<b>Comments:</b>					

**OFFICE USE ONLY**

School Bus Coordinator Name (please print): \_\_\_\_\_

School Signature – Coordinating Principal / Delegate signature: \_\_\_\_\_

Date \_\_\_\_\_

## Form 1: Application for Permission to Travel – Eligible Students

### PARENT/GUARDIAN TO COMPLETE:

I certify that:

1. All the above details are true and correct.
2. I will notify the principal in writing within 7 days of any change of address or school.
3. I agree to pay the costs of repairs or damage to the bus, or its replacement if totally destroyed, caused by the vandalism or deliberate act of my child(ren).
4. I consent to release this information to Public Transport Victoria (PTV) to assist with planning for transport services.
5. I will notify the principal in writing should my child(ren) no longer require transport assistance.

I accept the authority of the coordinating principal with regard to student discipline on the school bus service. I agree to abide by the Conditions of Travel (overleaf).

I understand that if I or my child (ren) do not comply with the Conditions of Travel, it may result in my child (ren) not being permitted to travel on the school bus service.

Parent/Guardian name (please print) \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

### STUDENT (s) TO COMPLETE:

I accept the authority of the coordinating principal with regard to student discipline on the school bus service.

I agree to abide by the Conditions of Travel.

Student	Student one	Student two	Student three
<b>Print Name</b>			
<b>Signature</b>			
<b>Date</b>			

Public Transport timetables/routes can be found at <https://www.ptv.vic.gov.au/timetables>.

# Form 2: Application for Permission to Travel – Fare Paying Students



Year  Term  **PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED**

## APPLICANT DETAILS

### RESIDENTIAL ADDRESS

Unit #	<input type="text"/>	Street #	<input type="text"/>	Address	<input type="text"/>		
Town/Suburb	<input type="text"/>		State	<input type="text"/>	Postcode	<input type="text"/>	
Exact distance (in km) by the shortest practicable route	Home to school	<input type="text"/>	km	Home to bus stop	<input type="text"/>	km	

### POSTAL ADDRESS

Unit/Street/PO Box No.	<input type="text"/>	Postal Address	<input type="text"/>			
Town/Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	

### PARENT/GUARDIAN DETAILS

First Name	<input type="text"/>	Surname	<input type="text"/>	Telephone	<input type="text"/>	
First Name	<input type="text"/>	Surname	<input type="text"/>	Telephone	<input type="text"/>	
Email	<input type="text"/>					
Emergency contacts	1	<input type="text"/>	Relationship	<input type="text"/>	Telephone	<input type="text"/>
	2	<input type="text"/>	Relationship	<input type="text"/>	Telephone	<input type="text"/>

## TRAVELLER DETAILS

### Student one

First Name	<input type="text"/>	Surname	<input type="text"/>	Date of birth	<input type="text"/>
Travel start date	<input type="text"/>	School enrolled	<input type="text"/>	Year level at time of travel	<input type="text"/>

Any medical problems or requirements the driver should be notified of? If yes, please provide details.

Which days do you intend to use this service? (please use X to highlight)

MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
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### Student two

First Name	<input type="text"/>	Surname	<input type="text"/>	Date of birth	<input type="text"/>
Travel start date	<input type="text"/>	School enrolled	<input type="text"/>	Year level at time of travel	<input type="text"/>

Any medical problems or requirements the driver should be notified of? If yes, please provide details.

Which days do you intend to use this service? (please use X to highlight)

MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
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### Student three

First Name	<input type="text"/>	Surname	<input type="text"/>	Date of birth	<input type="text"/>
Travel start date	<input type="text"/>	School enrolled	<input type="text"/>	Year level at time of travel	<input type="text"/>

Any medical problems or requirements the driver should be notified of? If yes, please provide details.

Which days do you intend to use this service? (please use X to highlight)

MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
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## Form 2: Application for Permission to Travel – Fare Paying Students



OFFICE USE ONLY					
Date Form Submitted		Received by			
Date Form completed		Parent/Guardian signed - Y/N?		Eligibility assessed - Y/N?	
Waitlisted - Y/N?		Student(s) signed - Y/N?		Application (s) Approved/Declined	
Student is listed as ineligible and is required to pay a fare prior to travel approval – detail the fare Amount e.g. \$120 per term, \$480 per year					
Student one					
Student two					
Student three					
Fare Payment required –Y/N?		Has Parent/Guardian been invoiced Y/N?		Date	
Fares collected – Y/N?		Has Parent been notified in writing of travel status Y/N?		Date	
BUS SERVICE DETAILS					
AM Bus Service (s)					
Bus route allocated		Bus operator			
Interchange details -if req.		Bus operator			
Pick-up bus stop location		Pick up time			
Drop off bus stop location		Drop off time			
Seat number allocated		Bus roll updated			
<b>Comments:</b>					
PM Bus Service (s)					
Bus route allocated		Bus operator			
Interchange details -if req.		Bus operator			
Pick-up bus stop location		Pick up time			
Drop off bus stop location		Drop off time			
Seat number allocated		Bus roll updated			
<b>Comments:</b>					

### OFFICE USE ONLY

#### IMPORTANT:

- When advising Parents/Guardians that a fare payment is required, it is important to communicate the full fare amount and the fare payable due date prior to advising that travel is approved.
- Parents/Guardians must be advised that travel cannot be approved until fare payment (term by term) is made.
- Please ensure that all fares collected are recorded on the fares acquittal template, available on the Department's website.

School Bus Coordinator Name (please print): \_\_\_\_\_

School Signature – Coordinating Principal / Delegate signature: \_\_\_\_\_

Date \_\_\_\_\_

## Form 2: Application for Permission to Travel – Fare Paying Students



**PARENT/GUARDIAN TO COMPLETE:** I certify that:

- All the above details are true and correct.
- I will notify the principal in writing within 7 days of any change of address or school.
- I agree to pay the costs of repairs or damage to the bus, or its replacement if totally destroyed, caused by the vandalism or deliberate act of my child(ren).
- I consent to release this information to Public Transport Victoria (PTV) to assist with planning for transport services.

I agree to pay a term fare (determined by PTV) of \$ \_\_\_\_\_ in advance of travel.  
The fare is payable for each child per term. The total payment per term for \_\_\_\_\_ child(ren) is \$ \_\_\_\_\_

I understand that my child(ren)'s permission to travel on the school bus service is subject to the following terms and conditions:

1. My child(ren) may only travel where seating is available on the service after all students with prior rights have been accommodated.
2. I will make alternative arrangements if seating becomes insufficient after students with prior rights to travel are accommodated.
3. My child(ren)'s continued access to the bus service will be subject to review at the end of each term.
4. My child(ren) may not form a case or part of a case for the retention, extension or addition of services, or a route or timetable alteration, or the provision of a larger vehicle.
5. Curriculum preference does not guarantee my child(ren) continued access to the school bus service.
- 6.

I acknowledge the decision about whether my child(ren) can travel on the school bus service is at the discretion of the coordinating principal and may be reviewed at any time in accordance with these terms and conditions.

I accept the authority of the coordinating principal with regard to student discipline on the school bus service.  
I agree to abide by the Conditions of Travel.

I understand that if I or my child(ren) do not comply with the Conditions of Travel, it may result in my child(ren) not being permitted to travel on the school bus service.

Parent/guardian name (please print) \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**STUDENT (S) TO COMPLETE:**

- I accept the authority of the coordinating principal with regard to student discipline on the school bus service.
- I agree to abide by the above Conditions of Travel

Student	Student one	Student two
<b>Print Name</b>		
<b>Signature</b>		
<b>Date</b>		

Public Transport timetables/routes can be found at <https://www.ptv.vic.gov.au/timetables>.