Somerville Secondary College

PARENTS/GUARDIANS

Year 11

Course Confirmation/Enrolment & Approvals 2023

This will confirm enrolment in your course for 2023.

Student Name: _____

(Please Print)

Please complete relevant forms/ approvals in this booklet.

Return the completed booklet to Administration.

Dear Parents/Guardians

This booklet contains important information for 2023. 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 (updated).
- ❑ Camps, Sports and Excursions Fund (CSEF) Application Form, if applicable. Eligibility criteria applies.
- ❑ Bus Application form, if applicable. Eligibility criteria applies.

Please refer to the following:

Booklist	• Parents/guardians should complete online booklist order directly to Campion (not to the college).
Laptop – Bring your own device	• 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: http://somervillescbyod.orderportal.com.au/
College Uniform	• Refer to uniform policy and guidelines on the college website.
Policies	• Policies referred to in this booklet are available on the school website.

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.

YEAR 11 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/

Curriculum Contribution

- *These are items and activities that students use or participate in to access the curriculum, ie, 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.*

Extra-Curricular Items and Activities – User Pays

- *These are 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.*
- *These are provided on a user-pays system – unfortunately, students will be unable to access the extra-curricular items and activities, if these contributions are unpaid.*
- *Please tick items as per your child's confirmed subject/elective choice.*
- *CSEF ($225) can contribute towards some of these activities, where applicable, marked with an **

VCE Unit	Cost	Curriculum Contribution (✓)	Extra-Curricular Items/ Activities - User Pays	
			Cost	Payment contribution (✓)
Units 1 & 2 Biology (refer to additional info re Edrolo**)	$50.00		-	
Units 3 & 4 Biology (refer to additional info re Edrolo**)	$35.00		-	
Units 1 & 2 Business Management	$16.00		-	
Units 3 & 4 Business Management	$16.00		-	
Units 1 & 2 Chemistry	$35.00		-	
Units 3 & 4 Chemistry	$35.00		-	
Units 1 & 2 English	$20.00		-	
Units 3 & 4 English	$20.00		-	
Units 1 & 2 Health & Human Development (refer to additional info re Edrolo**)	$10.00		-	
Units 3 & 4 Health & Human Development – (refer to additional info re Edrolo**)	$10.00		-	
Units 1 & 2 Legal Studies	$15.00		-	
Units 3 & 4 Legal Studies	$15.00		-	
Units 1 & 2 Maths General	$10.00		-	
Units 3 & 4 Maths General	$10.00		-	
Units 1 & 2 Maths Methods	$10.00		-	
Units 3 & 4 Maths Methods	$10.00		-	
Units 1 & 2 Physics	$30.00		-	
Units 3 & 4 Physics	$30.00		-	
Units 1 & 2 Product Design & Technology	$40.00		$190.00	
Units 3 & 4 Product Design and Technology	$40.00		$190.00	
Units 1 & 2 Psychology	$20.00		-	
Units 3 & 4 Psychology	$15.00		-	
Vocational Major – Year 11	$40.00		$80.00	
Vocational Major – Year 12	$40.00		$80.00	
Sub-total				

Sporting Opportunities* • *All students are encouraged to attend our sporting opportunities to either participate or support their house, novelty events are also an option for participation.* • *Transport to competitions, entry costs, provision of college representative sports uniforms, whole school event refreshments*			$30*	
Music Service Fee • *$200 per semester/$400 per* year for individual lessons per instrument. *Complete music enrolment form.*			$200/sem $400/year	
Camps and Excursions as scheduled • *These events will be advised and costed throughout the year on Compass.*	TBA		TBA	
Sub-total				

Other Contributions • *Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives. Items marked with a ******* are tax deductible.*	**Optional Contribution** *(Nominate amount)*
College Building and Grounds Maintenance Fund ***** • *To support the enhancement of the environment in which our students learn.*	$
State School's Relief (SSR) ***** • *SSR works with disadvantaged families to ensure students facing hardship have the necessary items they require for school.*	$
College Yearbook • *Contributions towards the resources to produce the yearbook - commercially printed at cost of approximately $22-25 per copy.*	$
Student and Parent Communication • *Contribution to software programs including Compass, which are utilised by parents, students, and teachers.*	$
Sports Affiliation • *School Sport Victoria affiliation fees/Interschool curricular activities.*	$
Enhanced Wellbeing Support • *Educational resources for personal and wellbeing capability building.*	$
Sub-total	**$**

Total contributions	
Fees outstanding	
Less credit (*where applicable)*	
Less CSEF *(where applicable)*	
Total to be paid	
Amount paid today	
BALANCE OWING	

PAYMENT METHOD – PAYMENT PREFERRED BY FRIDAY 28 OCTOBER 2022

❑ I agree to pay the contributions as nominated on this payment sheet.

Name of child/ren

Parent/Guardian Name	Parent/Guardian Signature	Date

❑ PAYING BY COMPASS PAY	❑ PAY IN FULL	❑ PAYMENT PLAN – Please contact Administration

❑ PAYING BY CREDIT CARD

❑ Mastercard ❑ Visa Cardholder Name: _____

Card Number: _ _ _ _ /_ _ _ _ /_ _ _ _ /_ _ _ _ Expiry Date: __ __ / __ __ CCV: _____

* *CSEF can contribute towards some of these activities, where applicable.*

** ***Edrolo*** is used for the delivery of digital learning and/or textbook resources to students in Biology and Health and Human Development. Parents/Guardians pay ***Edrolo*** directly through the ***Edrolo*** payment portal. A payment guide showing how to make ***Edrolo*** payments is enclosed.

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 – Tuesday 21 February

(Note: any changes to the date/venue will be updated on Compass)

Koo Wee Rup Secondary College, Rossiter Road, Koo Wee Rup. (Full details available via Compass, including transport and venue information.)

I give permission for my child, named below, to attend the House Swimming Carnival **Tuesday 21 February 2023.** 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 2023 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**) per instrument for participating music students per instrument. 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 to Administration. 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 to Administration.

Instrumental Lessons Available: *Please tick your instrument choice for 2023*

❑ Guitar	❑ Bass Guitar	❑ Saxophone	❑ Drums	❑ Flute	❑ Piano

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.

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
- Adhere to reasonable requests from the principal and delegated staff regarding the upkeep and maintenance of college facilities and resources used within and outside the classroom, for example, no permanent markers, spray paints, or similar, (which are not allowed at school.)

State Government Victoria Department of Education & Training

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 DEPARMENT 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 *Statement of Values – Safe & Respectful School Communities*

Student Name _____ *Year* _____

Student Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date ____/____/_____

THE EDUCATION STATE

Please refer to eligibility criteria overleaf

Camps, Sports and Excursions Fund (CSEF) Application Form 2023

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.
- I f 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)

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 (30 January 2023) or term two (24 April 2023).

PAYMENT AMOUNTS

CSEF payment amount

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

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

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

For ungraded students, the rate payable is determined by the student's date of birth. For more information, see: Camps, Sports and Excursions Fund (education.vic.gov.au)

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 2023 closes on 23 June, 2023. CSEF payments cannot be claimed retrospectively for prior years.

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

Form 1: Application for Permission to Travel on School Bus

This form is for school students requiring regular bus travel.									
Year:		Term:		Submit completed and signed form to enrolled school or coordinating school					
RESIDENTIAL ADDRESS									
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 - ☐ Same as above									
Postal Address:									
Town/Suburb:				State:		Postcode:			
PARENT/GUARDIAN DETAILS									
First Name:		Surname:		Telephone:					
First Name:		Surname:		Telephone:					
Email:									
Emergency contacts	1.Name:		Relationship		Telephone:				
	2.Name:		Relationship		Telephone:				
TRAVELLER DETAILS									
STUDENT ONE									
First Name:		Surname:		Date of birth:					
Travel start date:		School enrolled:	SOMERVILLE SECONDARY COLLEGE	Year level at time of					
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? (check the applicable box/s):									
MON	☐	TUE	☐	WED	☐	THU	☐	FRI	☐
STUDENT TWO									
First Name:		Surname:		Date of birth:					
Travel start date:		School enrolled:	SOMERVILLE SECONDARY COLLEGE	Year level at time of					
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? (check the applicable box/s):									
MON	☐	TUE	☐	WED	☐	THU	☐	FRI	☐
STUDENT THREE									
First Name:		Surname:		Date of birth:					
Travel start date:		School enrolled:	SOMERVILLE SECONDARY COLLEGE	Year level at time of					
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? (check the applicable box/s)									
MON	☐	TUE	☐	WED	☐	THU	☐	FRI	☐

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.

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 above 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.
I understand that if my child(ren) are assessed as not eligible for transport assistance, I will be required to pay a Term fare of $120 for each child or I may apply for a fare exemption. Fare exemption criteria are listed on page 4 of this application form.
If assessed as not eligible (fare payer or with an exemption), 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.

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.

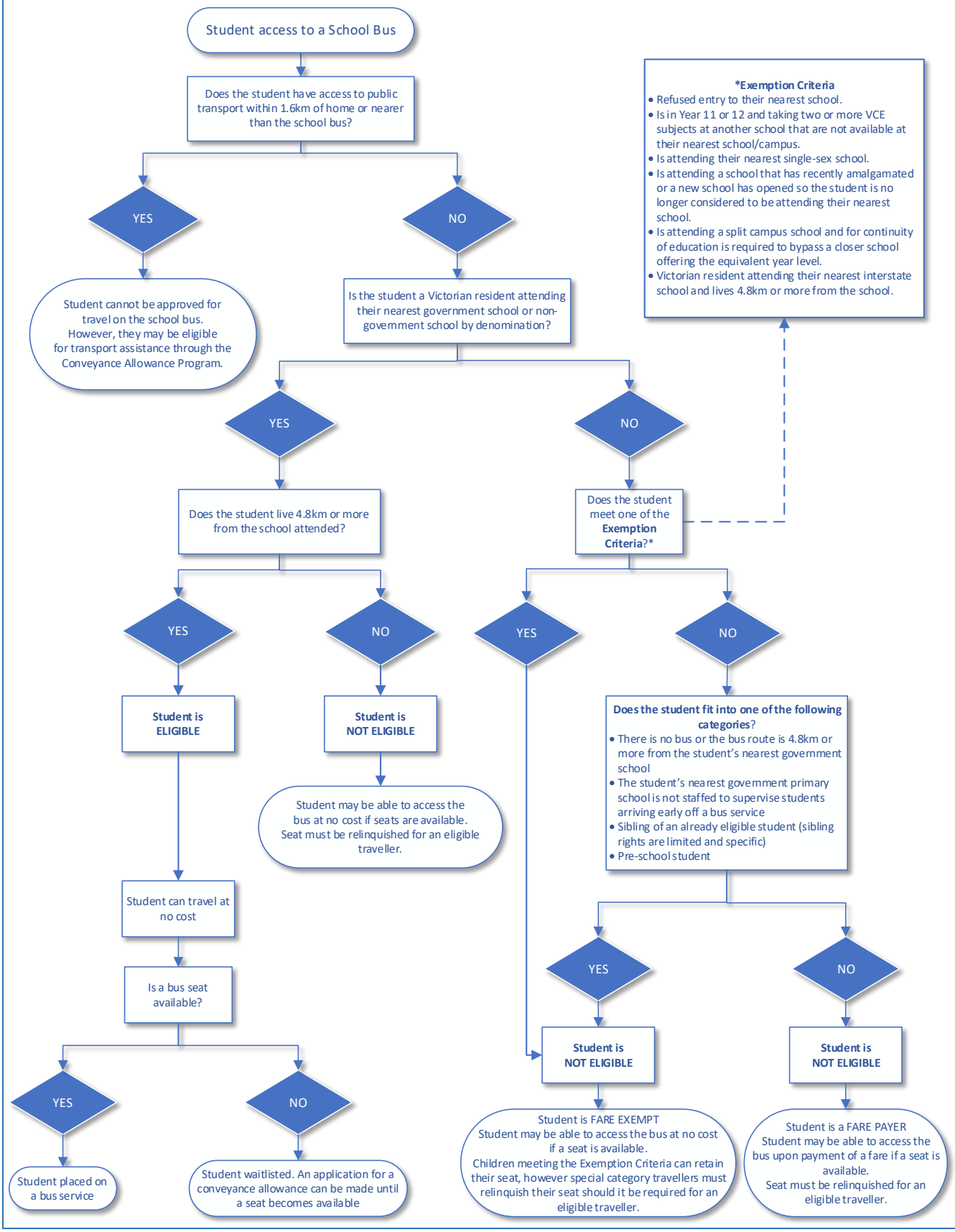
Parent/guardian name:	
Parent/guardian signature:	
Date:	

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 one	**Student two**	**Student three**
Student name:			
Student signature:			
Date:			

ELIGIBILITY CHECKER – USE THIS CHART to assist in determining the student's eligibility to travel on a school bus.



OFFICE USE ONLY			
Date Form		Received By (name):	

Date Form		Form signed? *Return to applicant if not signed*	☐ Yes ☐ No		
For pre-school students, has the *Form 6: Written undertakings for pre-school passengers* been signed?					☐ Yes ☐ No
☐ Application Approved		☐ Application Declined		Waitlisted?	☐ Yes ☐ No
Have any of these students been granted eligibility based on an exemption? If yes, specify exemption from policy:					
Student one:					
Student two:					
Please indicate the student's Eligibility Status below (Eligible, Not Eligible – Fare Payer, Not Eligible – Exempt)					
Student one:					
Student two:					
Student three:					
Total Fare amount (if applicable):	$	Has Parent/Guardian been invoiced?	☐ Yes ☐ No	Date:	
Fares collected?	☐ Yes ☐ No	Has Parent been notified in writing of travel status?	☐ Yes ☐ No	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:	☐ Yes ☐ No
Comments			
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:	☐ Yes ☐ No
Comments			

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:	
School Signature – Coordinating Principal / Delegate signature:	
Date:	