

WELCOME TO ALTONA COLLEGE



2019

BEGINNING OF YEAR

ADMIN HANDBOOK

YEAR 3



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
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 <u>Classes begin for all students</u>
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



YEAR THREE CHARGES 2019

**Note: Stationery items are ordered separately from Officeworks
FEE PAYMENT ON OR BEFORE - 29 JANUARY, 2019**

**PAYMENTS CAN BE MADE VIA CREDIT CARD ON FORM BELOW, AT THE OFFICE ON
THE 29 JANUARY OR VIA CREDIT CARD OVER THE PHONE 9250 8050 AT ANY TIME,
PAYMENTS DEDUCTED ON OR AFTER 29 JANUARY, 2019**

**Please return this form with credit card details any time before last day of
school or on 29 January, 2019**

Parent full name: _____ Parent mobile: _____

Student name: _____

ESSENTIAL EDUCATION ITEMS - items

• All art/craft supplies, Kitchen Garden	75.00
• Elearning software - Use of Mathletics, Spellodrome, Reading Eggs used at home and school	48.00
• Elearning contribution to computer use, ipads, maintenance and repairs	70.00
	TOTAL \$193.00

****As always families wishing to discuss payments please call Wendy Jennings on 9250 8050**

CREDIT CARD (please mark one)	<input type="checkbox"/> VISA	<input type="checkbox"/> 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: _____	

2019 STATIONERY LISTS FROM OFFICEWORKS

YOU CAN ORDER ONLINE AT:

www.officeworks.com.au/booklists

Our school unique code is: dw00XY

-note the third number is zero not the letter O
and the fourth letter is capital O

Then you simply need to select your child's year level and place your order.

- You may order all items or some items, it is up to you.
- You may have the items delivered to your home free of charge or pick up from Altona North Officeworks.
- You can print the list off and take it to the store and ask them to fill it and pay in store as well.

School List Order Form

Altona P-9 College

103A Grieve Parade, Altona VIC 3018

Year 3 & 4 2019

Student name:

Email address:

Contact number:

Code	Description	Qty	Each	Total
JBRDBEMBBK	J.Burrows Display Book A4 20 Pocket Refillable Embossed Black	2	\$2.48	\$4.96
3M10578594	Post-it Super Sticky Notes Rio De Janeiro 3 Pack	2	\$4.98	\$9.96
PA182103	Artline Smoove Ballpoint Pen Blue	3	\$0.35	\$1.05
PA182102	Artline Smoove Ballpoint Pen Red	3	\$0.35	\$1.05
SMDT14MM96	Studymate A4 14mm Dotted Thirds Exercise Book 96 Page	8	\$1.73	\$13.84
FA11150AP	Faber-Castell Connector Pens 10 Pack	1	\$2.48	\$2.48
SM49641	Studymate Barrel 2 Hole Sharpener	1	\$1.98	\$1.98
UCOM115744	J.Burrows Whiteboard Markers Bullet Assorted 4 Pack	1	\$8.57	\$8.57
SM388400	Large Eraser	2	\$0.38	\$0.76
SM3500D	Studymate Glue Stick 35g	3	\$1.29	\$3.87
SM388590	Studymate Wooden Ruler 30cm	1	\$0.49	\$0.49
STM15E0302	Studymate A3 Visual Art Diary FSC 120 Page	1	\$8.98	\$8.98
ES618HB	Columbia Cadet HB Hexagonal Lead Pencils 8 Pack	2	\$3.10	\$6.20
SMJTCP123	Studymate Coloured Pencils 12 Pack	1	\$1.89	\$1.89

Ordering Options

Online

Avoid the rush, shop your school supplies at officeworks.com.au/booklists

Your unique school code is: **dw00XY**

In-store

Drop your school list off at your nearest Officeworks store and our friendly team will pick and pack your order, please allow up to 2 days for collection. Otherwise you can shop your school supplies directly in-store.

School List Order Form

Code	Description	Qty	Each	Total
SMPGB10M48	Studymate Premium Primary Grid Book 10mm 48 Page	6	\$1.24	\$7.44
SMCG4	Studymate Soft Grip Scissors 6"/152mm	1	\$2.78	\$2.78
JBMWBALFWE	J.Burrows Aluminium Magnetic Whiteboard 215 x 279mm White	1	\$3.98	\$3.98
LEC346169	My Home Reading Book: Green Level	1	\$6.99	\$6.99
SPRBNBA4	Spirax A4 Red and Black Notebook 200 Page	2	\$7.49	\$14.98

Total: \$102.25

Booklist prices effective from 28/08/2018 to 01/03/2019



For in-store use

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School List Order Form

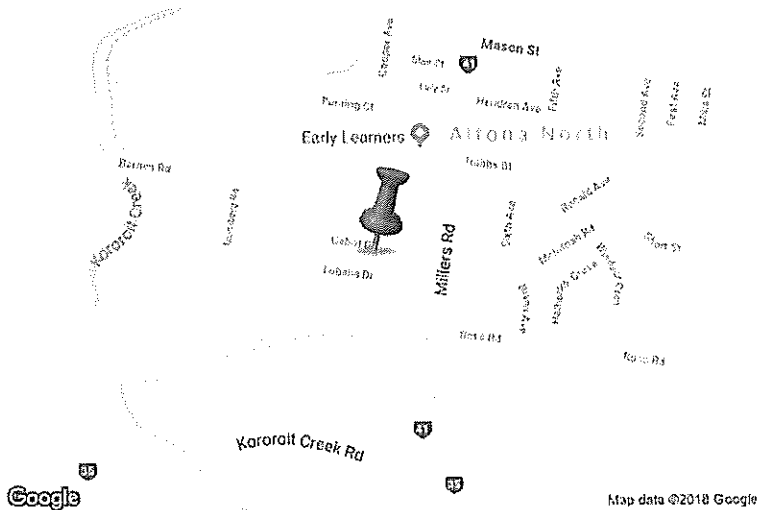
Your local Officeworks store is:

Altona North Officeworks

300-330 Millers Road, Altona North, VIC 3025 ☎ (03) 9392 6600

Opening Hours

Mon	7am - 9pm
Tue	7am - 9pm
Wed	7am - 9pm
Thu	7am - 9pm
Fri	7am - 9pm
Sat	8am - 7pm
Sun	9am - 7pm



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Ordering Options

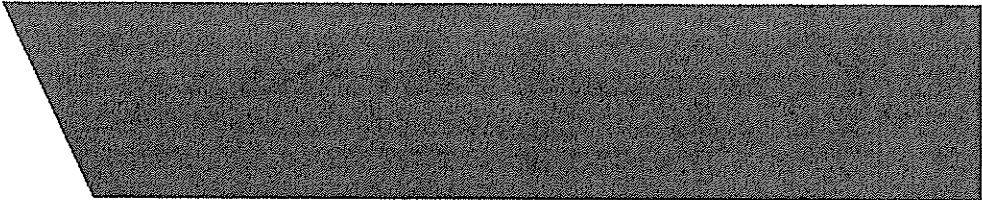
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CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) APPLICATION FORM

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 (29 January 2018) or term two (16 April 2018).

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

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 2018 closes on 29 June, 2018.

CSEF payments cannot be claimed retrospectively for prior years.

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