



CASTLEMAINE STEINER SCHOOL
& KINDERGARTEN

PARENT HANDBOOK



WELCOME

By Danilo Paglialonga, A/Principal

It is a pleasure to have you at the Castlemaine Steiner School & Kindergarten. This booklet provides information on school policies, procedures and general information about our school community.

ACKNOWLEDGEMENT OF COUNTRY

"We acknowledge the traditional custodians of this land and pay our respects to the elders, past, present and future. For they hold the memories, the traditions, the cultures and hopes of Aboriginal Australians. We must remember that underneath this earth on which we so firmly stand, this is, was and always will be traditional aboriginal land."

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GENERAL INFORMATION

GOVERNANCE

Castlemaine Steiner School & Kindergarten (CSSK) is a not-for-profit independent school. It is incorporated as a public company limited by guarantee, governed on behalf of its members and by the Board of Directors and managed day to day by the Principal and Management Team.

Parents and staff are welcome to become company members, giving them voting rights for matters presented to the company, such as constitutional changes and the elected director positions to the Board. Applications for company membership are available from the office.

The College of Teachers (consisting of Class Teachers and some specialist teachers) remains responsible for the educational programmes of the school. There are three faculties within the school;

Early Childhood (Playgroup, Kindergarten & Prep), Junior (Class 1 -4), Middle & Upper (Class 5-8)

CSSK supports and promotes the principles and practice of Australian democracy, including elected representation, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance.

SCHOOL MANAGEMENT & GOVERNANCE

For any matters regarding school management and/or governance please arrange a time to speak to the Principal via the Office. Matters for the Board can be addressed in writing and left at the Office to be passed on for the next meeting. Refer to the Communication Policy on the school website for further details.

SCHOOL HOURS, DROP OFF & PICK UP INFORMATION

Playgroup - Monday to Thursday - 9.30am to 11.30am & Wed 1-3pm

Kindergarten - Tuesday to Thursday - 8.45am to 3.00pm

Prep - Monday to Thursday - 8.45am to 3.10pm

Class 1 - 8 - Monday to Friday - 8.45am to 3.25pm

Office Hours - Monday to Friday 8.30am to 4.30pm (differs during school holidays)

PUNCTUALITY

Punctuality is important to the learning environment and children are encouraged to arrive ten minutes prior to the start time.

When arriving to collect children with younger siblings, please keep noise and activity to a minimum so that classes are not distracted.

Students are requested to leave the school promptly at the end of the school day as sport areas/ equipment/playgrounds are not monitored after school.

ATTENDANCE & LATE ARRIVALS

Absences need to be reported to the office by SMS to 0407 124 508. This text message needs to include the child's full name, class and reason for absence; E.g. Sick, Family reasons.

If arriving late, children must come via the Office to collect a Late Slip for their Class Teacher. This slip notifies the Class Teacher that the student has been signed in for the day.

If your child is collected early from school, they must be signed out at the Office. These steps ensure that we can correctly account for all students in the event of an emergency.

EXTENDED ABSENCES

An application must be made to approve any periods of extended absence. Talk to your Class Teacher and the Office to confirm arrangements. Tuition is not discounted for any period of absence. Refer to the Attendance Policy for more information.

PICK UP ARRANGEMENTS

It is important to every child's wellbeing that they are secure in their knowledge of how they will be leaving school each day. Please endeavour to communicate this clearly to your child each day to avoid confusion.

Messages from parents to students changing pick up arrangements can present logistical problems. We will endeavour to do our best around staffing levels and tracking down classes, however it will assist us greatly if last minute changes can be avoided.

Similarly older students are discouraged from using school phones to request changes to their after school plans. It ties up our incoming lines and staff unnecessarily.

CARPARK SAFETY

The school carpark has been designed to maintain a safe environment for our children via its one-way continuous loop direction. The speed limit is 10km/h and parking areas are located on the outside of the circle, allowing pedestrians movement and vehicles to remain separate. All pedestrians use the circle path and must not cut across the road in any area. We aim to model correct road safety behaviour to students.

The riding of bikes and scooters is not permitted within school grounds for safety reasons. Students entering the school by bike are not permitted to use the main driveway, and MUST enter via the bush track.



CSSK BUS SERVICE

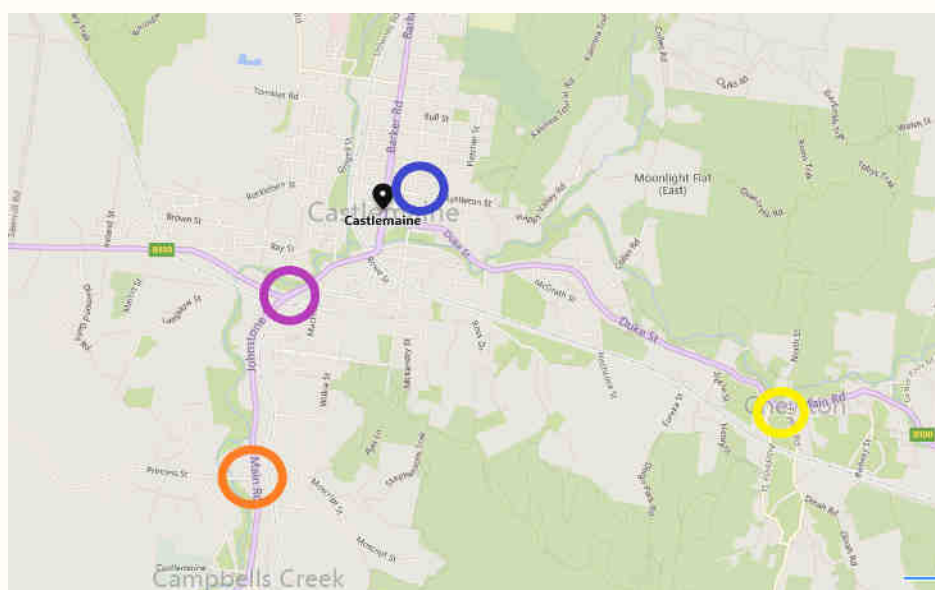
The school provides a bus service for Classes 1-8 as per the below route/timetable. Prep & Kinder students are unable to use this service as they must be collected by an adult.

Students wishing to use this service must register via the Office and parents are required to complete a Bus Conveyance Allowance application.

Full Time User	\$129 per term + Conveyance Allowance
Casual User	\$8 per day

Conveyance Allowance is provided by the government to support CSSK to fund the service. The funds available are determined by the distance travelled to the school by each student.

AM Service	Stop Name	PM Service
8.10am	Chewton PTV— near the Post Office	4pm
8.20am	St Mary’s Church Hall — Castlemaine	3.50pm
8.25am	Winter’s Flat Shops	3.45pm
8.30am	Campbell’s Creek— Approx 67 Main Rd	3.40pm



YANDOIT, SANDON & NEWSTEAD BUS SERVICE

A public bus coordinated by Debra Wilson of the Castlemaine Secondary College. 5479 1111

AFTER SCHOOL CARE

An After School Care Program is available for children from Prep to Class 8. This service is run and coordinated by Mt Alexander Family Day Care. The service operates from Monday to Friday from 3.10pm (with pick up from Prep) to 6.15pm each day. The service runs only during the School Term.

Children receive an after school snack and enjoy leisure based activities inline with Steiner philosophies. To register for a place within the program head to www.castlemainechildcare.com.au



HATS!

From September 1st to 1st of May each year children are required to wear the school hat as a requirement of the schools Sunsmart Policy.

Hats are issued to children at the commencement of Prep, and are invoiced to parents. Replacement hats are also charged to parents when hats are lost, or when a new bigger size is needed.

Children will be requested to remain indoors if they are unable to locate their own hat.

Sunscreen is also provided within the classroom, however families are welcome to send their own supply.



SCHOOL ASSEMBLIES

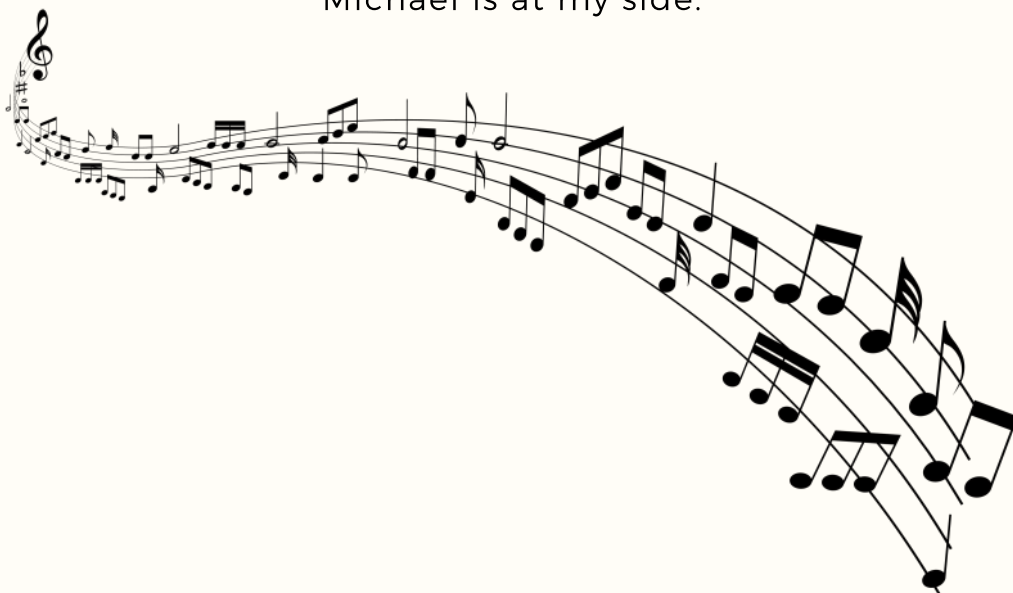
Assembly occurs each Monday at 9am for students from Class One to Eight. All parents/families are welcome to attend. Across the year we also hold special assemblies to mark the changing seasons and other festival celebrations. Our assembly begins with our Acknowledgement of Country below;

ACKNOWLEDGEMENT OF COUNTRY

"We acknowledge the traditional custodians of this land and pay our respects to the elders, past, present and future. For they hold the memories, the traditions, the cultures and hopes of Aboriginal Australians. We must remember that underneath this earth on which we so firmly stand, this is, was and always will be traditional aboriginal land."

CSSK SCHOOL SONG

"When I conquer within me fear and wrath,
Michael in heaven casts the dragon forth.
Firmly on the earth I stand,
Michael's sword within my hand.
When I conquer fear the dragons chains I
tightly bind,
Michael's light within my mind.
When I thrust against the monsters pride,
Michael is at my side.



WEATHER & EMERGENCIES

EXTREME WEATHER

The location of our school determines that it is registered as "Bushfire at Risk". All schools on this register are closed on a declared "Code Red" day. Schools receive notification of these days by 12 noon of the preceding day and then inform parents via SMS of the school's intended closure.



EMERGENCY ALERTS

In the event of a bushfire, flood, severe storm or other major emergency near our school, Emergency Management Victoria may warn you by text message. All telephone warnings come from the official number of +61 444 444 444. Further information can be found at www.emergencyalert.gov.au

Download the Vic Emergency App and set the school within your "Watch Zone" to stay informed of incidents.

NO DOMESTIC ANIMALS

Our school grounds are a sanctuary for indigenous flora & fauna, therefore domestic animals are not permitted onsite.



SMOKE FREE ENVIRONMENT

Our entire school site is a smoke free environment.



OUR TEACHING STAFF

EARLY CHILDHOOD

Tania Chaffey - Playgroup Coordinator
Tobie Coggle - Kindergarten Teacher
Kate Brydon - Kindergarten Assistant
Sally Burdziejko - Kindergarten Assistant
Heather Osborn - Prep Teacher
Christine Green - Prep Assistant



CLASS TEACHERS - 2020

Katherine Freeman - Class 1
Fiona Mariposa - Class 2
Anne Perry - Class 3
Cathy Yeoman - Class 4
Lyn Farrow - Class 5
Dave Edmonds - Class 6
Amanda McDonald - Class 7
Anna Campbell - Class 8

SPECIALIST TEACHERS

Chris Curtis	- Craft	Melinda Wilson	- Librarian
Leonie Schellhorn	- Music	Sarah McDonald	- Music
Jeanette Stoll	- Music	Phil Jopson	- Snr Maths/Science
Phil Kelynack	- Music	Lisa Hall	- Outdoor Ed/Hort
Carl Panuzzo	- Music		
Raziel Gutierrez	- Music/Spanish		
Kellie Curtis	- Physical Ed		
Sue Murphy	- Learning Support		
Lynn Wallace	- Learning Support		
Lynn Sunderland	- French		
Rebecca Barnett	- Learning Support		

STAFF CONT'

MANAGEMENT & ADMINISTRATION TEAM

Danilo Paglilonga - Acting Principal

Neil Bowker - Business Manager

Suzanne March - Finance Officer (PT)

Ken Chapman - Admin Officer / Reception (PT)

Sujeeva Henedhira - Admin Officer / Reception (PT)

Tracey Robertson - Admin Officer / Enrolments (PT)

Rachael Pearce - Admin Officer / Marketing (PT)

Kyle Murphy - Sites & Grounds Coordinator

Sally Burdziejko - Sites & Grounds (PT)



POLICIES & GUIDELINES

Copies of policies can be found on the school website. A selection of these that you should be immediately aware of are;

- CSSK Core Philosophical Statement for Teaching and Learning
- CSSK Mobile Phone Acceptable Use Policy
- CSSK Communications Policy
- CSSK Code of Conduct
- CSSK Positive Behaviour Policy

Castlemaine Steiner School & Kindergarten has zero tolerance for child abuse and is committed to the safety and wellbeing of all children and young people. Review of our policies and approaches are in compliance with the regulatory environment in which we operate.



FOOD GUIDELINES

The school community fosters values about good health and nutrition and an increasing awareness about protecting the environment in as many ways as possible. Rudolph Steiner believed strongly that the food we eat affects not only our physical body but our mental and spiritual well-being also. For this reason we ask all parents to pack healthy lunches for school that are wholesome and nutritious. Items such as lollies, chocolates, chewing gum, fizzy drinks, chips & "junk foods" are not to be eaten at school. Refer to the schools website for full policy information.

ALLERGIES

The school has an Anaphylaxis & Allergy Policy outlining prevention and treatment for these conditions. All children with these conditions must submit a Doctor endorsed Management Plan at the office.

Parents are responsible for notifying the school of any special dietary requirements or allergies. We also ask that parents consider this for others when providing food to the school classes.

PEANUT PRODUCTS

In response to the increasing prevalence in our society of children with severe food allergy reactions, the school requests that no peanuts or peanut products are used within any catering for school events such as working bees, Spring Fair and Festivals.

RECYCLING

The school endeavours to recycle all waste materials. Children are asked to take home all lunch wrappings or containers which cannot be placed in the schools recycling program. E.g Lunch wrap and yoghurt containers.



OUR GARDEN PROGRAM

Our school is set within the Box Ironbark Forest of Muckleford and the grounds have been developed over the years from arid sheep paddocks to an inviting setting of Indigenous and exotic trees, vegetable gardens, bush food island, creek, ovals. The students work in the grounds and harvest/cook what we produce. Parents are encouraged to be involved in the garden and regular working bees are held. If parents have some spare time there is a blackboard outside the garden shed with current tasks and tools inside.



We are currently in the process of reinvigorating the vegetable garden and invite everyone to come and join the fun!

CLOTHING & FOOTWEAR GUIDELINES

It is a conscious decision that our school does not have a school uniform, thus allowing children to enjoy their learning experience in clothing that is comfortable and familiar to their personal identity.

Students are requested to wear plain coloured or patterned clothing, with no words, pictures or graphics on them. All clothing must be free of commercial or advertising materials such as brand names/logos. Small brand labels/logos that can be covered with the palm of the child's hand are acceptable. We ask that parent's monitor all clothing to ensure it is appropriate, comfortable and functional. Further information can be found in the Positive behaviour policy, however a synopsis is below;

- Clothing should be clean and neat (no torn or ripped clothing or footwear)
- Shorts/skirts are to be no shorter than the extended tip of the middle finger down the thigh, except when leggings are worn underneath.
- Tops must be simple, covering shoulders, stomach, kidney & chest areas.
- Dresses must be simple, covering the shoulders and chest and be mid-thigh or longer in length.
- No transparent or see-through clothes or singlet tops.
- Trousers must fit so that kidneys and underwear is not showing.
- Closed toe shoes must be worn outside at all times. Plain and functional indoor shoes should be left at school to wear in classrooms.
- School hats must be worn outside from 1st of September to 1st of April and as directed by teachers/staff. School hats are provided to the children at a cost to the family.
- On cold/rainy days students will be permitted to play outside if they have appropriate clothing I.e. Coat and footwear.
- For Physical Education & Movement Classes, students must wear loose fitting attire which allows free movement. Skirts & Jeans are not appropriate.
- In the warmer months children are encouraged to wear sunscreen. The school provides homebrand sunscreen, however children are welcome to bring their own if this is not suitable.
- A spare set of clothes in the school bag is always handy for muddy days!

Please label all items!

When clothing rules are not adhered to, students will be requested to change their clothes (where possible), turn items inside out, or parents may be called to collect their child from school if they are inappropriately dressed.

The clothing policy extends to school bags. These items should not have images of death, violence/aggression, or suggestive/ambiguous nature.

NAME TAGS & LOST PROPERTY

All items brought to school must be labelled. This includes footwear, lunchboxes, bags, clothing and hats. Lost property is located in the Parents Room and is donated to local charities at the end of each term.

PERSONAL GROOMING

In relation to personal grooming, the school's guidelines are as follows;

- Jewellery is not permitted with the exception of studs/small sleepers in pierced ears. Watches are not permitted in Class 1 or 2. Beyond this we request that watches are clock face and not digital.
- Hair is to be brushed, clean and tied back off the face and shoulders. This better enables children to learn (less distraction) and helps prevent the prevalence of head lice.
- Make up/Perfume/Nail Polish/Temporary Tattoos are not permitted.

students will be asked to remove jewellery, makeup, nail polish etc and/or the parent will be called to collect the student.

The school accepts no responsibility for the loss or damage of jewellery or watches.



MEDICAL CONDITIONS

Information on Medical Conditions is collected at the time of enrolment. Following this it remains the parent/guardian's responsibility to inform the Office of any changes to medical needs or requirements.

IMMUNISATION

it is a government requirement that CSSK holds immunisation records for all children, this will have been requested from you at the time of enrolment. There are some infectious diseases that have exclusion periods attached to them and these records allow us to manage and report where required to the Department of Human Services.

NOTIFICATION

if your child develops an infectious illness please contact the Office immediately. We can provide you with information on exclusion periods and prepare the necessary communications for other parents and/or the Department of Health. Conditions requiring exclusion are;

- Chicken Pox / Measles
- Whooping Cough
- Hand, Foot & Mouth Disease

Please note that Headlice also has an exclusion period from school between detection and treatment.

STUDENT WELLBEING

Student welfare is primarily maintained by the Class Teacher. Parents are welcome to contact the Teacher at any time to raise concerns. If the Class Teacher is not appropriate for the enquiry please contact the Office for advice on who is available for you to speak with.

LEARNING SUPPORT

With Parental consent, students can be referred for extra academic support from our Learning Support Team. Parents may also request assistance for their child via consultation with the Class Teacher.

PERMISSIONS

There are a few items that required your updated permission each year;

PHOTO PERMISSION

We use photos of the school and students within our internal communications such as The Penny newsletter and Instagram. Where possible we will use images that are mostly non-identifiable to the individual, however each year we request your updated permission to use your child's photo.

LOCAL EXCURSIONS

Frequently the students will embark on small local excursions as part of their curriculum. For example a walk in the bush just outside school grounds or taking a bus into town for a local event. Each year the Office will seek your written permission for your child's participation.

SCHOOL PHOTOS

school photos take place in Term 4 each year by an external provider. Students are provided with the payment instructions, which is via direct debit/credit card to the service provider.

ELECTRONIC DEVICES

Due to their distractive nature students are not permitted to have mobile phones, MP3 players, games, ipods etc in their possession during the school day. For full details on this policy refer to our website. If students must bring a phone to school it must be delivered to the Office, where it can be collected at the end of the school day.

SCHOOL REPORTS

School Reports are emailed twice per year. At the end of Term 2 parents will receive them ahead of Parent/Teacher Meetings at the beginning of Term 3. Final school reports are made available in the first week of the December holidays.

COMMUNICATION

There are many ways that the school across the community for a variety of purposes.

THE OFFICE

The Office team utilises multiple formats to make contact with parents such as SMS and email. Parents are required to update the Office of any changes to contact details as soon as they occur.

SCHOOL NEWSLETTER

The School Newsletter, The Penny, provides important information on forthcoming events, activities and news on what each class has been up to. Subscription is via the school website at www.cssk.vic.edu.au.

SCHOOL WEBSITE

Our school website contains information such as Term dates and copies of relevant policies, forms and contact information. www.cssk.vic.edu.au

COMMUNICATION WITH TEACHERS

Your child's teacher is the first point of contact for all student matters. Speak to them directly to arrange a time to meet.

PARENT TEACHER INTERVIEWS

Parent Teacher interviews occur mid year. Dates and time slots are advised electronically via appointment booking software such as "SignUp Zone". Parents will be notified of the dates for these via The Penny, SMS and via the Class Teachers.

COMMUNICATION WITH OTHER PARENTS

Each Class has a designated Class Carer who compiles a contact list for the group. Class Carers support the teacher and P&F group by communicating with the class parents about specific activities, required parent input and organising the class contribution for Spring Fair.

CLASS MEETINGS

Each Term there is often a Parent Meeting for each Class hosted by the Class Teacher, with exception to Term 3 where Parent/Teacher interviews are held. Class meetings are vital to your child's educational wellbeing and provide an opportunity to discover more about Steiner educational philosophy, learn about the work your child is engaging in, share ideas about behaviours/expectations and the needs of your child and how you can assist. It builds bonds with your class teacher and other parents and creates a supportive community for the class. Dates of meetings are advised by the teacher and in the Penny.

OUR MUSIC PROGRAM

Music is incorporated throughout all areas of our school from Kindergarten, however formal music tuition and programming commences in Class 3. Music tuition is compulsory and is carried through to Class 8, with opportunities to play in ensembles and learn additional instruments along the way.

The benefits of music are well documented and evidenced. It supports the development of fine and gross motor skills, builds on maths concepts such as fractions and rhythms, and is likened to learning another language. It provides opportunity for individual expression and social learning such as listening to others, waiting in turn, carrying others along and ultimately being in unity.

YEAR LEVEL PROGRAM

Class 3 - Stringed instruments Violin, Viola, Cello commence individual weekly lessons

Class 4 - Individual weekly lessons continue and an ensemble begins.

Class 5 to 8 - students actively participate in the annual music concert, individual and group soirees and class concerts.

From Class 6 - ensemble performances venture out into the community to performing on the steps of the Castlemaine Market Building, Aged Care Facilities and the Botanical Gardens.

Class 7 & 8 - optional additional instruments and multi-instrument ensembles are available also.



**PLAY
PLAY
PLAY !**

HEALTH & WELLBEING

There are many health & wellbeing policies that the school adhere's to in ensuring the wellness of our entire community, We ask that parents read carefully this information for the safety of your own family and to help protect others.



POSITIVE BEHAVIOUR

Our school philosophy includes the belief that a vital part of living is caring for others and for the earth. When students and staff join our community we invite them to:

- Look after one another
- Try to be helpful and open to others
- Help to look after the buildings and grounds
- Strive to maintain and build a positive environment in which we all grow to greater human freedom and expression

Further information on behaviour and disciplinary actions can be found in the Positive Behaviour Policy, which can be found on the school website or at the Office.

HEAD LICE

Children with Head Lice are required under the Department of Health (Infectious Diseases) Regulations to be excluded from the school until treatment has commenced. If your child is found to have Head Lice we are required to remove them from class and parents will be called to collect the child. Prior to returning to school, parents are required to call the Office and confirm that the child has been treated.

GASTRO & DIARRHOEA

It is a requirement under the Public Health Act that children remain home for a minimum of 48 hours following any period of vomiting &/or diarrhoea.

IMMUNISATION STATUS

The school requests details on the immunisation status of all children. In the event of a communicable disease outbreak, the school must exclude all unvaccinated children from attending classes for the required period, as determined by the Department of Health. The most common outbreaks requiring management are Whooping Cough, Measles, Mumps & Rubella.

KINDERGARTEN - "NO JAB, NO PLAY"

In an effort to increase childhood vaccination rates, the Victorian Government has amended the Public Health & Wellbeing Act 2008. The amendments determine that early childhood education and care services cannot confirm enrolment of a child unless the parent/carer provides an Immunisation Status Certificate. This is applicable to all enrolments in our Kindergarten program. Parents are required to provide this certificate within the enrolment process and potentially follow up status certificates at later stages.

STUDENT WELLBEING

The school employs a Wellbeing Officer, who assists the class teacher/student relationship in supporting the child's emotional needs. Parents seeking support can contact the Office for contact information.

ASTHMA, ALLERGY & ANAPHYLAXIS PLANS

Students who have asthma an allergy and/or anaphylaxis conditions must submit a Doctor endorsed Management Plan at the office. Parents are responsible for notifying the school of any medical conditions and keeping Management Plans up to date.

MEDICATION

Should your child be required to take medication during school hours/camps, please supply the labelled medication with a completed Medication Record form to the Class Teacher. Forms are on our website or available in the Office.

CAMPS & EXCURSIONS

The natural environment is an important component of Steiner Education where that which is learnt in the classroom is met and enhanced in the natural world.

THE PROGRAM

Our Outdoor Program seeks to develop the student's understanding of their place in the natural world, through immersion in it. As children develop their sense of adventure we see confidence developing, a connectedness with the environment and a sense of stewardship toward the natural world.

These experiences are a happy and safe opportunity for students to develop self-sufficiencies and independence away from family.

Camps are a compulsory component to Class curriculum and participation is not optional. In the event of illness preventing participation the student will remain home until their class returns to school. There is no opportunity to join another class during this time following recovery from illness.

Fees for Camps & Excursions are automatically applied to accounts each Term. Refer to the Fees Information in this booklet for further details.



EQUIPMENT

The school can provide recommendations on where to buy the following list of items needed for camps. However, "hand-me-downs" and second hand items equally serve the purpose;

- Raincoat.
- Sleeping Bag - Either synthetic or down infill, to a min temp of -5 degrees.
- Sleeping mat - small hiking type, closed cell or an insulated self-inflating.
- A cotton, long sleeved shirt - not flannel - for sun protection.
- Polar or Woolen Fleece - These are the most economical fabrics to keep warm in wet and cold environments.
- Long pants - not denim.

PARENT PARTICIPATION

Parents form a vital pillar of the cultural strength of our school and are invited to participate in many important ways.

ASSEMBLIES

Every Monday morning at 9am our whole school comes together for a short assembly, featuring singing, storytelling and announcements. Parents are most welcome to join this gathering of our school community, which takes place in the Multi-Purpose Room.

FESTIVALS

We mark the seasons and special occasions with celebratory festivals. Parents are invited to enjoy these occasions and join in their preparation.

CLASS MEETINGS & ACTIVITIES

Class Meetings are held each Term, hosted by the Teacher. These parent only meetings provide insight into the classroom activities and child development. Teachers will provide opportunities for parents to be involved in ways which suit the needs of their particular class, such as helping on camps/excursions and school plays etc.

SOIREES & CONCERTS

From Class 3, all children begin to learn a stringed instrument. Soirees and school concerts showcasing our Class 4 - 8 students' musical talent are held during the year. We invite all parents to attend these events.



PARENTS CRAFT GROUP

Joining with other parents to share skills and create craft items is a rewarding part of the school community. Details of upcoming craft activities are advertised around the school noticeboards and within the Penny newsletter. Check out our beautiful items for sale in the Office foyer.

CLASS CARERS

Class Carers are chosen by their Class Teacher each year to support an important communication link within each class community as a collective "caring" group within our school. Speak to your Class Carer about getting involved in any school activities.

PARENTS LIBRARY

The school has a collection of books and reading materials to assist parents in understanding Steiner Education and the complex role of parenting. Located in the office foyer with a Sign Out register.



GARDEN GROUP

Parents wishing to volunteer to assist with the school's gardens can contact Lisa Hall.

WORKING WITH CHILDREN CHECK

All parents wishing to volunteer at the school with working bee's/reading etc or assist with camps/excursions must have a valid Working with Children Check. Copies must be provided to the Office prior to participation

www.workingwithchildren.vic.gov.au

PARENTS & FRIENDS GROUP

We welcome all parents/carers of students, and their friends, to our school community and to participate in our Parents & Friends group. Together we work in partnership to develop a welcoming, supportive and engaging school community. More specifically the Parents & Friends group provides support to the school via:

- Building connections between families and across classes
- Supporting all Class Carers
- Supporting the Spring Fair, school festivals and events
- Fundraising for the school and broader community.

SPRING FAIR

Our annual Spring Fair is held in November each year and is a highlight in the school calendar. This is a joyous opportunity for us all to come together to prepare and showcase our school to the wider community and to celebrate our children's work. Parents assistance with Spring Fair is essential to its success.



CATERING ASSISTANCE

One of the ways that our Parents & Friends group supports the school and raises money for its activities is via catering. We provide delicious lunches and cakes to the various school meetings, Open Days and staff birthdays. If you are able to lend your baking skills to us, we would love your help.

Contact the P&F group via your Class Carer.

FEES & TUITION

TUITION

Tuition fees are subject to change on an annual basis, with one Term's notice. The current rates are available on the school website.

Fees are invoiced electronically before the start of each Term, and are payable in full by the end of Week 3 each Term, unless an approved Fee Agreement is in place for instalments. Fee Agreement application forms are available on the website.

Payment methods are Direct Debit, EFT, Credit Card, Cheque or Cash. Refer to the image over the page for where to find your families unique code for all payments - highlighted by the green circle.

SIBLING DISCOUNTS

Sibling discounts are available and are applied from Kindergarten through to Class 8. Playgroup is not included. See over the page for how this discount will be shown on your invoice - underlined in blue.

CONCESSION CARD HOLDER DISCOUNT

Eligible Concession Card Holders can receive a 25% discount from tuition fees for Prep to Class 8. Kindergarten fees have a government subsidy available. There are no discounts for Playgroup.

Speak to the Office for an application form and to determine your families eligibility. See over the page for how this discount will be shown on your invoice - underlined in blue.

FINANCIAL HARDSHIP

The school has a Fee Assistance Scheme to help provide short-term assistance for temporary periods of hardship. Contact the Office for further information.

WITHDRAWALS

One Term's written notice is required for any withdrawals from the School. There is a Withdrawal form to complete which provides further information and options for an Exit Interview with the Principal. Contact the Office for further information. Entry Bonds are non-refundable where the required one Term's notice has not been provided.

UNDERSTANDING YOUR INVOICE

The image over page provides an example of how the various discounts and fees are itemised on your invoice. Charges for fees, camps and incidentals such as school hats, are always shown individually. Your unique payment code and the schools banking details are circled in green.



CASTLEMAINE STEINER SCHOOL & KINDERGARTEN

11 Rilens Road, Muckleford, 3451
PO Box 473, Castlemaine, Victoria, 3450
e: accounts@cssk.vic.edu.au w: cssk.vic.edu.au p: 5479 2000
ABN 69 739 042 634

Your unique payment code

Tax Invoice

Code : **NE01** Page 1 of 2
Invoice No : 1880
Date : 16 July 2019
Term : Term 3 2019

Balance brought forward

PLEASE NOTE:

- Accounts are due for payment on or before the Friday of Week 3 of the term to which it relates
- Outstanding balances brought forward are due immediately unless a current signed Fee Agreement approved by the school is in place
- Details for EFT to the School's bank account are:
BSB: 313-140
Acc No: 1211 7546
Acc Name: Castlemaine Steiner School
Please use NE01 as the payment reference
- Cheques, payable to Castlemaine Steiner School & Kindergarten may be posted or dropped off to the front office with the remittance slip below
- For payment by direct debit, please download a direct debit request form from our website or contact the front office
- Withdrawal of a child from the school requires one term's written notice or the bond will be forfeited

Fees

Class 6 Fees Term 3 2019	FRE	\$1893.00
<u>CCH Fee Discount 25% Term 3 2019 @ 25.00%</u>		(\$473.25)

Extras

<u>Camp Class 6 Lake Tyrell Term 2 2019</u>	FRE	\$140.00
Camp Class 6 Muckleford Gorge Term 2 2019	FRE	\$50.00
CSEF Allowance Term 2 2019	FRE	(\$125.00)
Personal Accident Insurance Term 3 2019	GST	\$13.50
Steiner Curriculum Levy per family Term 3 2019	GST	\$22.00
School Bus Fee Term 2 2019	GST	\$129.00

Subtotal for Pupil \$1649.25

Fees

Class 1 Fees Term 3 2019	FRE	\$1451.00
<u>Sibling Discount @ 45.00%</u>		(\$652.95)
<u>CCH Fee Discount 25% Term 3 2019 @ 25.00%</u>		(\$199.51)

Extras

<u>Sun Hat Term 2 2019</u>	GST	\$12.50
Personal Accident Insurance Term 3 2019	GST	\$13.50
School Bus Fee Term 2 2019	GST	\$129.00

Subtotal for Pupil \$753.54

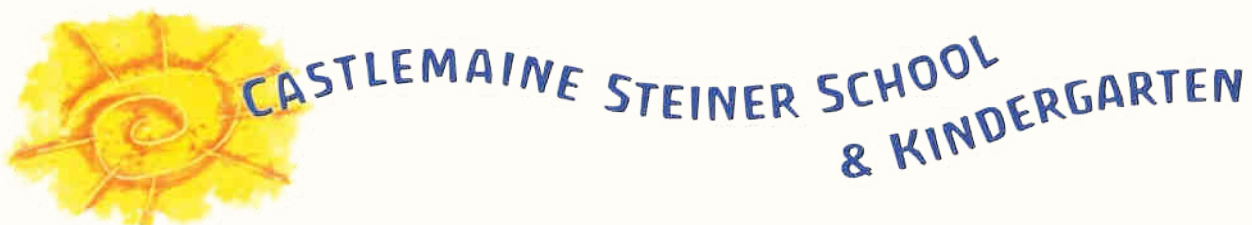
For more insight into our programs follow us on social media;



Instagram - @castlemainesteinerschool
and #cssk.camps.



Facebook - Castlemaine Steiner School &
Kindergarten



We look forward to welcoming you
to our school soon.