



Bundarra Primary School

Principal: Mrs Jo Shelton

m: Po Box 736 Portland, Gunditjmara Country 3305

w: www.bundarraps.vic.edu.au

abn: 21 860 290 195

e: bundarra.ps@education.vic.gov.au

p: 03 5523 4122 **f:** 03 5521 7355



ENROLMENTS

Help for non-English speakers

If you need help to understand the information in this policy, please contact the Principal

Enrolments

If you are interested in enrolling at our school, please download and complete and Enrolment Form / request an Enrolment Form from our school office at Bundarra Primary School or 03 55234122

Our school follows the Department of Education's [Enrolment Policy](#) for the enrolment, placement, and transfer of students.

Students who live within the school zone are guaranteed a place at our school. To find out whether you live in zone, visit findmyschool.vic.gov.au

All other applications will be considered subject to available space, and prioritised according to:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness of their home to the school.

If you are interested in enrolling at our school, please contact the school for a tour and complete the Application Form {linked} and send to Bundarra.ps@education.vic.gov.au If you require a paper form, please contact the school office on 03 5523 4122

Required documents

Required documentation includes:

- Completed enrolment form [Student Enrolment Form](#)
- Evidence of identity and date of birth (for example, a [birth certificate](#) or passport)
- [Immunisation Status Certificate](#)

You will also be required to provide information about:

- your contact details
- emergency contact details
- health information about your child (such as allergies or illnesses they need to manage)
- other legal orders relating to your child and their welfare (if any)



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Prep/Foundation enrolment

Starting school is an exciting time for children, parents and carers. We want to help make the enrolment process as easy as possible for you. Each year, the department releases the Foundation (Prep) Enrolment Information Pack for Parents/Carers, with information packs available from the beginning of Term 2 for students commencing foundation/prep the following year. These information packs, and other important information, can be found on the [Enrolling in Foundation \(Prep\)](#) page of the Victorian Government website.

School zones

Our school zone is available on findmyschool.vic.gov.au which hosts the most up-to-date information about Victorian school zones.

Students residing in our school zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address. Our school also has additional capacity available to welcome students who are outside of our school zone.

Our school manages enrolments using the [Placement Policy](#) to ensure that students have access to their designated neighbourhood school and may enrol at another school, if there are available places.

For more information, you can:

- visit [School zones](#) for answers to frequently asked questions
- call the Victorian School Building Authority (VSBA) on [1800 896 950](tel:1800896950)
- email the VSBA at vsba@education.vic.gov.au

Parent payments

Under the Department of Education and Training's [Parent Payments Policy](#), Victorian government schools are required to provide transparent information to their school community on voluntary parent/carer contributions.

The following documents outline the voluntary parent/carer contributions at our school:

[Parent Contribution Booklet](#)



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Child Safe Standards

Bundarra Primary School is committed to providing a child safe and child friendly environment, where students are safe and feel safe.

Our child safety and wellbeing policies outline the measures and strategies we have in place to support, promote and maintain the safety and wellbeing of our students:

- Bullying Prevention Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedure
- Complaints
- Digital Learning Policy
- Student Wellbeing and Engagement Policy
- Volunteers Policy
- Visitors Policy

As valuable partners in promoting and maintaining child safety and wellbeing at Bundarra Primary School we welcome and encourage your feedback.

If you have any suggestions, comments or questions in relation to our child safe policies and practices, please contact Jo Shelton (Principal) on 03 5523 4122



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School policies

In Victoria, all schools must meet the [minimum standards for school registration](#). The minimum standards provide a foundation for quality schools through:

- good governance
- strong financial management
- effective curriculum
- sound teaching practices
- safe environments for children.

The following policies support us in these aims and in meeting the minimum standards.

Good governance and strong financial management

- Attendance
- Complaints
- Enrolment <https://www2.education.vic.gov.au/pal/enrolment/>
- Parent Payments <https://www2.education.vic.gov.au/pal/parent-payment/>
- Privacy <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>
- Personal Property
- Statement of Values and School Philosophy

Effective curriculum and sound teaching practices

- Aboriginal Learning, Wellbeing and Safety
- Curriculum Framework
- Digital Learning
- Homework
- Mobile phones Safe environments for children
- Anaphylaxis
- Asthma
- Bullying Prevention
- Camps And Excursions
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedure
- Duty Of Care
- First Aid
- Health Care Needs
- Medication
- Student Wellbeing and Engagement
- Visitors
- Volunteers
- Yard Duty and Supervision

Be Your Best Self