



CASTLEMAINE STEINER SCHOOL
& KINDERGARTEN

PARENT HANDBOOK



WELCOME

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

"Our school is located on Dja Dja Wurrung 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 (Kindergarten & Prep)

Junior (Class 1 -3)

Middle & Upper (Class 4/5-8)

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

Kindergarten (3) - Fridays - 8.45am to 1.45pm

Kindergarten (4) - 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 8.45am to 4pm (differs 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 are reported to the office by SMS to 0407 124 508. The text message needs to include the child's full name, class and reason for absence; E.g. Sick, Family reasons.

Late arrivals 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.

PICK UP ARRANGEMENTS

It is important to a 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. It assists us greatly if last minute changes are avoided.

Students are not permitted to use 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.

Students entering the school by bike are not permitted to use the main driveway, and MUST enter via the bush track. Bikes & Scooters must be stored during the school day.



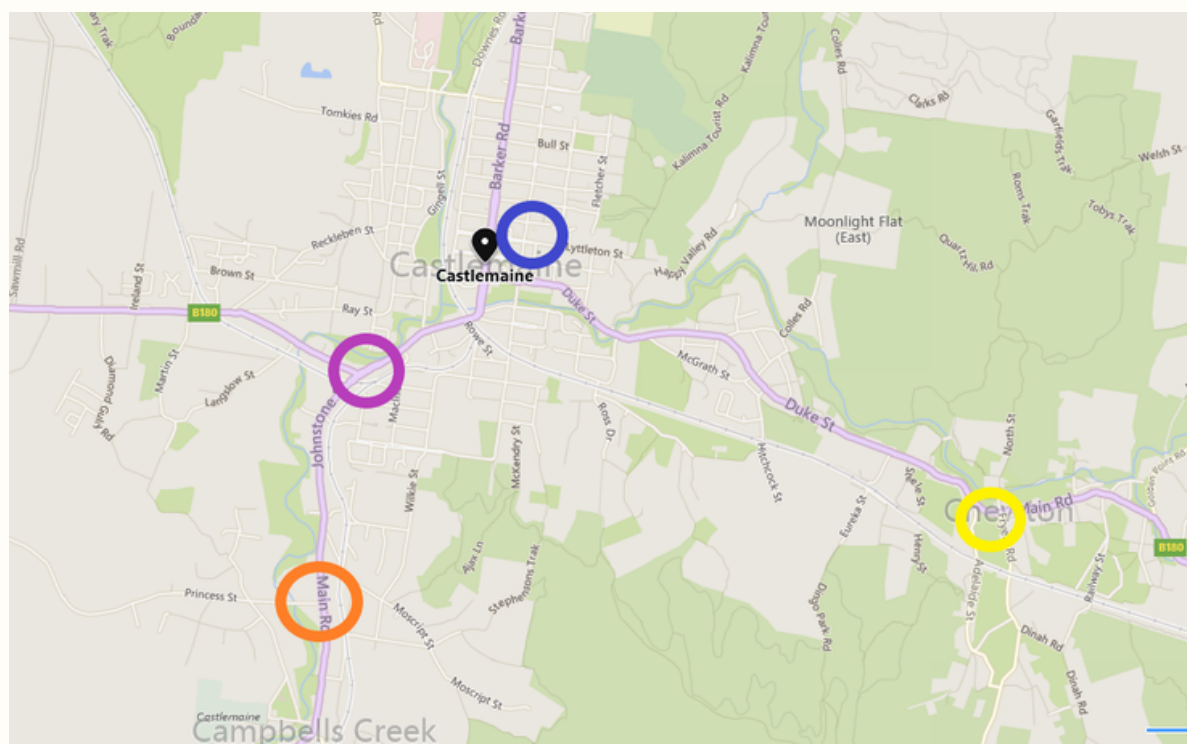
CSSK BUS SERVICE

The school bus service is for Classes 1-8 as per the below route/timetable. Prep & Kinder students are unable to use this service due to supervision requirements. Students wishing to use this service must register via the Office and 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. Available funds are determined by the distance travelled 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

Coordinated by Kellie Showell of the Castlemaine Secondary College. 5479 1111

SCHOOL ASSEMBLIES

Assembly occurs each Friday before lunch for students from Class 1 to 8.

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

Our location determines CSSK as on the *Victorian Bushfire At Risk Register*. Parents will be notified by SMS and email in the event of school closures. See below for our responses to fire ratings;



Code Red days can be declared up to 72 hrs prior. School is closed, no students or staff permitted onsite.



Extreme days can be declared the day prior. School is closed, no students or staff permitted onsite.



Severe days are assessed individually the day prior. Some staff may be on site.



Very High days, school may close. Some staff may be onsite.

In unforeseen circumstances of danger by fire or weather threat/s that prevents evacuation, we will assemble in the Multi-Purpose Room. The Multi Purpose building has been upgraded to meet *Shelter in Place* requirements and can be protected in the event of a fire.

VISITING ONSITE

VISITING SCHOOL GROUNDS

Emergency Management requirements and Public Health Orders determine that all visitors are required QR code and Sign In at the Office. Demonstration of Vaccination status and Working with Children's Checks are also required.



NO DOMESTIC ANIMALS

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



SMOKE FREE ENVIRONMENT

The entire school site is a smoke/vape free environment.



OUR TEACHING STAFF

EARLY CHILDHOOD

Tobie Coggle - Kindergarten Teacher
Kate Goodrich - Kindergarten Assistant
Summer Hueneke - Kinder Assistant
Moya Maguire - Prep Teacher
Christine Green - Prep Assistant



CLASS TEACHERS - 2022

Fiona Mariposa - Class 1
Anna Campbell - Class 2
Katherine Freeman - Class 3
Amanda McDonald - Class 4/5
Rohan Wightman - Class 6
Lyn Farrow - Class 7
Dave Edmonds - Class 8

SPECIALIST TEACHERS

Chris Curtis - Craft
Leonie Schellhorn - Music (Violin/Viola)
Jeanette Stoll - Music (Violin/Viola)
Phil Kelynack - Music (Cello)
TBA - Spanish
Sue Murphy - Learning Support
Hayley Bridgwood - Learning Support
Sera Watson - Learning Support
Lisa Hall - Outdoor Ed/Hort
Phil Jopson - Snr Maths/Science
Rob Jorritsma - Snr Maths/Drama
Lynn Sunderland - French

STAFF CONT'

MANAGEMENT & ADMINISTRATION TEAM

TBA - Principal

Acting Head of School - Barbara Fisher

Hayley Bridgwood - Educational Leader

Neil Bowker - Business Manager

Yvette Murratti - Receptionist

Suzanne March - Finance Officer (PT)

Sujeeva Henadhira - Administrator (PT)

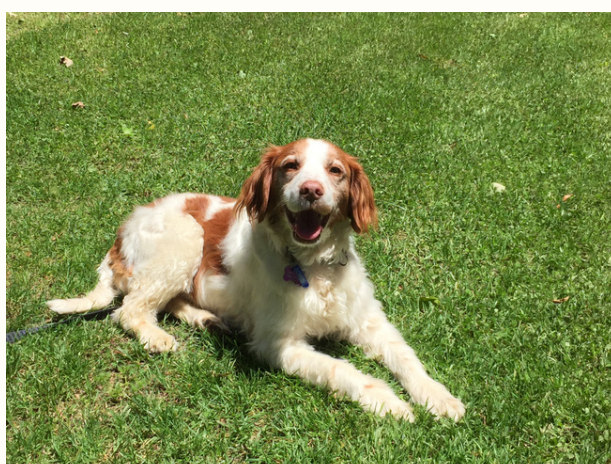
Tracey Robertson - Enrolments Officer (PT)

Kyle Murphy - Sites & Grounds Coordinator

Sally Burdziejko - Sites & Grounds (PT)

Amanda McDonald - Curriculum & Assessment Coordinator (PT)

Scout McDonald - Wellbeing Dog



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 CSSK community fosters values about good health & 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 & spiritual well-being also. For this reason we ask parents to pack nutritious healthy lunches for school. Items such as lollies, chocolates, chewing gum, fizzy drinks, chips & "junk foods" are not permitted at school. Refer to the CSSK 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 / see-through clothes or singlet tops.
- Trousers must fit so that kidneys & underwear are not showing.
- Closed toe shoes must be worn outside at all times. Plain and functional indoor shoes can 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.
- A spare set of clothes in the school bag is always handy for muddy days!
- Hair-dye is not permitted.

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.

HATS!

From 1 st September to 1st of April each year children are required to wear the school hat as a requirement of the schools Sunsmart Policy. Sunscreen is provided within the classroom, however families are welcome to send their own supply. Hats are issued to children at the commencement of Prep, and are invoiced to parents. Replacement hats are 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.



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

Students are not permitted to wear jewellery, makeup, nail polish etc. The school accepts no responsibility for the loss or damage of jewellery or watches.

- Permitted jewellery is limited to studs/small sleepers in pierced ears.
- Clock-face Watches are permitted from Class 3. We request not digital.
- Hair should be natural colour and tied back off the face and shoulders.
- Make up/Perfume/Nail Polish/Temporary Tattoos are not permitted.

MEDICAL CONDITIONS

Following the completion of Enrolment forms, parents/carers are required to update the school of any changes to medical needs/conditions.

COVID19

The school complies with all current Public Health Orders, and School Operational Guidelines as determined by the Department of Education.

IMMUNISATION

The school complies with all data collection requirements as determined by the Department of Education and Department of Health.

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;

- COVID19
- 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 & LEARNING SUPPORT

Student welfare is primarily maintained by the Class Teacher who has access to other professional resources if required. The Class Teacher will also seek resources from our Learning Support team if additional educational support required for your child (with parent permission). Parents are asked to contact the Class Teacher in the first instance regarding their child's emotional needs and learning challenges. 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. .

PERMISSIONS

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

PHOTO PERMISSION

We use photos of the school and students within our communications such as The Penny newsletter and on social media. Where possible we use images that are mostly non-identifiable.

School photos take place in Term 3 each year by an external provider.

LOCAL EXCURSIONS

Students will embark on small local excursions as part of their curriculum, i.e. a walk in the bush just outside school grounds or taking a bus into town for a local event. An annual local excursion form is completed to provide permission for your child to participate. Larger and non local excursions will have separate permission forms provided for parental review/completion.

ELECTRONIC DEVICES

Students are not permitted to have mobile phones, MP3 players, games, ipods etc in their possession during the school day. With a parent permission note completed, students can store their phone at the Office, where it can be collected at the end of the school day.



SCHOOL REPORTS

School Reports are emailed at the end of Term 2 and in the final week of school in Term 4. A Parent-Teacher interview day is scheduled early in term 3.

HEALTH & WELLBEING

The following information ensures the safety of everyone in our community and provides guidelines for parents in relation to exclusion periods, notification and treatments.



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 on the school website.

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. Parents will be called to collect children who are found to have Head Lice. Parents must also call the Office and confirm that treatment has taken place before the child returns to class.

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 is required to collect immunisation status for 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 COVID19, 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 follow up status certificates at later stages.

ASTHMA, ALLERGY & ANAPHYLAXIS PLANS

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

MEDICATION

Should your child be required to take medication during school hours/camps, a completed Medication Record form is available at 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. 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.

Fees for Camps & Excursions are automatically applied to accounts each Term.



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 and wet weather pants
- 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.

A packing list is provided with each camp.

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 - Violin, Viola, Cello individual weekly lessons.

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

Class 5 to 8 - annual concerts, individual and group soirees.

From Class 6 - public ensemble performances in the community.



**PLAY
PLAY
PLAY !**

COMMUNICATION

There are many ways that the school communicates across our parent/carer community;

ADMINISTRATION TEAM

The Admin team uses SMS & email to share information. Please update any changes to your contact details as soon as they occur.

SCHOOL NEWSLETTER - "THE PENNY"

"The Penny" provides information on forthcoming events, activities and news on each class. Parents/Carers must opt in via the school website.

SCHOOL WEBSITE

Our school website contains information such as policies, forms and contact information.

COMMUNICATION WITH TEACHERS

Your child's teacher is the first point of contact for all student matters. Following this you can request to meet with the Principal.

PARENT TEACHER INTERVIEWS

Parent Teacher interviews occur mid year. Dates and time slots are advised electronically via online platforms such as "SignUp Zone".

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 with communicating to parents about activities such as Spring Fair etc.

CLASS MEETINGS

Each Term the Class Teacher hosts a Class Meeting for parents, 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.

PARENT PARTICIPATION

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

ASSEMBLIES & FESTIVALS

We mark the seasons and special occasions with celebratory assemblies and festivals. Where possible, 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 meetings provide insight into 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' developing musical talent are held annually.



PARENTS CRAFT GROUP

Joining with other parents to share skills and create craft items is a rewarding part of the CSSK community. Craft activities are advertised around the school noticeboards and *The Penny*. Beautiful items are for sale in the Office foyer.

CLASS CARERS

Class Carers are appointed each year to support important communication and community within each class. Speak to your Class Carer about getting involved in any school activities.

PARENTS LIBRARY

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



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 and their friends, to our school community and to participate in our Parents & Friends group (P&F). Together we work in partnership to develop a welcoming, supportive and engaging school community. More specifically the P&F provides support 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 Spring Fair is held in November each year and is a highlight in the school calendar. It is a joyous opportunity to come together to celebrate our children's work and showcase our school to the wider community.



FEES & TUITION

TUITION

Tuition fees are subject to change on an annual basis, with one Term's notice. 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. Fee Agreement application forms are available on the website. Refer to the image over the page for where to find your families unique code for all payments (highlighted by the green circle).

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.

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 receive a 25% discount from tuition fees for Prep to Class 8. Kindergarten fees have a separate 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.



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:

1. Accounts are due for payment on or before the Friday of Week 3 of the term to which it relates

2. Outstanding balances brought forward are due immediately unless a current signed Fee Agreement approved by the school is in place

3. 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

4. Cheques, payable to Castlemaine Steiner School & Kindergarten may be posted or dropped off to the front office with the remittance slip below

5. For payment by direct debit, please download a direct debit request form from our website or contact the front office

6. 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
CCH Fee Discount 25% Term 3 2019 @ 25.00%		(\$473.25)

Extras

Camp Class 6 Lake Tyrrell Term 2 2019	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
Sibling Discount @ 45.00%		(\$652.95)
CCH Fee Discount 25% Term 3 2019 @ 25.00%		(\$199.51)

Extras

Sun Hat Term 2 2019	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

Follow us on social media;



@castlemainesteinerschool and #cssk.camps.



Castlemaine Steiner School & Kindergarten



CASTLEMAINE STEINER SCHOOL
& KINDERGARTEN