



CASTLEMAINE STEINER SCHOOL
& KINDERGARTEN

PARENT HANDBOOK

2024



WELCOME

It is a pleasure to have you at the Castlemaine Steiner School & Kindergarten. This booklet provides a little bit of information on school policies, procedures and general information about our school community that we think you may find useful.

*"Through a contemporary Steiner Education,
we guide our students to step authentically
into the world, with a strong internal
compass, creative and critical thinking and
deep connection to country. Our highest
ambition is to tread life's paths with courage,
insight and an open heart, motivated by a
sense of service, discernment and a love of
learning and life."*

Please contact us if you have any queries:
email: enquiries@cssk.vic.edu.au
ph: 03 5479 2000
absence SMS line: 0407 124 508

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 -4)

Middle & Senior (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.

SCHOOL POLICIES

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.

Copies of current policies can be found on the school website [www.cssk.vic.edu.au/our school/school policies](http://www.cssk.vic.edu.au/our-school/school-policies).

OUR APPROACH TO LEARNING

As with all schools in Victoria, we operate within the bounds of Victorian and Australian Government legislation in the areas of curriculum, assessment and reporting. Our Curriculum aligns on a philosophical and pedagogical basis with the Australian Steiner Approved Curriculum framework. The Australian Curriculum Assessment and Reporting Authority (ACARA) recognises this framework.

The rhythm of the school day includes Main Lesson, Practice Lessons and Specialist Lessons.

The Main Lesson is a unique part of Steiner education. Each morning, the children engage in the deep study of one topic. Each of these Main Lesson blocks of learning lasts for approximately 3 weeks. These topics can range from the Alphabet in class 1 to the History of Writing in class 4 or to a study of Shakespeare in class 8. These learning blocks provide the opportunity for great depth and richness in the student's learning.

The topics covered bring together the Learning Areas of English, Maths, Science, Humanities and The Arts in an integrated way to follow major epochs in history and so trace the development of human culture and consciousness.

During Practice Lessons students engage in explicit literacy and numeracy learning and revision to build and reinforce key skills and knowledge.

Specialist Lessons include LOTE (French), Art, Music, Craft, PE/Movement and Outdoor Education, expanding to embrace Digital Technologies, Science and Drama in the Senior years.



WELLBEING. LEARNING & SUPPORT

At our school we provide a range of educational supports for students. Our staff, in working to understand each child's educational support needs, may refer students to our Learning & Support staff and leadership team to engage in individual and small group educational support sessions. These supports may be academic or socially-emotionally focussed and are in addition to the whole school approaches we take to develop each person's holistic sense of self, other and place, and with a profound sense of belonging.

LOCAL EXCURSIONS

Students will embark on small local excursions as part of their curriculum, e.g. a walk in the golf course or local bushlands. An annual local excursion permission will be asked of you at the beginning of the year for every local activity. Other excursions incurring transport, distance and/or cost will have separate permission forms provided for parental review/completion.

ELECTRONIC DEVICES

Students are not permitted to have mobile phones, MP3 players, games, ipads etc in their possession during the school day. With a parent permission note completed (see appendix CSSK Mobile Phone Acceptable Use Policy) students can store their phone at the Office, where it can be collected at the end of the school day.

PHOTOS AT CSSK

We use photos of the school and students to communicate and celebrate our diverse school activities. These appear in our communications such as class newsletters, The Penny, our website and on social media. We generally do not use student names on photos and will contact parents if we wish to use an image in a printed publication (such as an advertisement). Please see our photography policy and annual form if you wish to opt out.

School photos take place each year by an external provider. Copies are retained on the school database for identification and medical plan purposes



SCHOOL HOURS, DROP OFF & PICK UP INFORMATION

Prep - Monday to Thursday - 8.45am to 3.10pm

Class 1 - 8 - Monday to Friday - 8.45am to 3.25pm (Class 1 term 1 - no Fridays)

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

Kindergarten:

K4 Bluebells - Mon, Tue, Fri - 8.45am - 3.00pm

K3 Bluebells - Mon 8.45 am - 12.30pm, Tue - 8.45am - 3.00pm

K4 Red Correa - Wed, Thu, Fri - 8.45am - 3.00pm

K3 Red Correa - Wed 8.45am - 3.00pm, Thu - 8.45am - 12.30pm

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

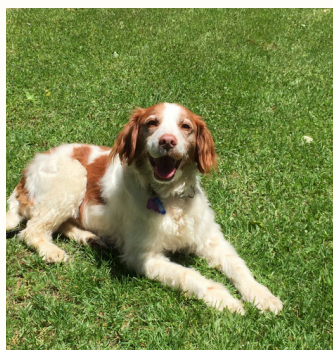
It is important to a child's wellbeing that they are secure in their knowledge of how they will be leaving school each day. Please endeavour to communicate this clearly to your child each day to avoid confusion.

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.

OUR TEACHING STAFF

EARLY CHILDHOOD

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



MANAGEMENT TEAM & ADMINISTRATION TEAM

Nerrida Johnson - Principal
Hayley Bridgwood - Deputy Principal
Leanne Sarah - Finance Coordinator (PT)
Yvette Muratti - Office Coordinator & Reception
Suzanne March - Finance Officer (PT)
Sujeewa Henadhira - Admin Officer (PT)
Tracey Robertson - Enrolments Officer (PT)
Jess McNamara - Marketing & Admin Officer (PT)
Kyle Murphy - Sites Manager
Terry Willis - Sites & Grounds Assistant (PT)

CLASS TEACHERS - 2024

Dagmar McNamara
& Izzy Perley - Class 1
Fiona Mariposa - Class 2 & 3
Anna Campbell - Class 4
Katherine Freeman - Class 5
Amanda McDonald - Class 6
Ash Sloan - Class 7 guardian
Chris Curtis - Class 8 guardian

SPECIALIST TEACHERS

Chris Curtis - Craft
Ash Sloan - ICT/PE
Leonie Schellhorn - Music (Violin/Viola)
Jeanette Stoll - Music (Violin/Viola)
Phil Kelynack - Music (Cello)
Leanne Sarah - Eurhythmics
Sue Murphy - Learning Support
Sera Watson - Learning Support
Kirsten Taylor - Wellbeing Support (PT)
Penny Gilbert - Outdoor Education
Teresa Martin - LOTE (French)
Gillian Watson - L & S assistant
Renee McKibbin - L & S assistant
Katherine Meyers - L & S assistant
Amanda Cuyler - L & S assistant
Scout McDonald - Wellbeing Dog



SCHOOL ASSEMBLIES

We have regular student assemblies for 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."

and we all join in song ;

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.*



VISITING ONSITE

VISITING SCHOOL GROUNDS



WWCC FOR VOLUNTEERS

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

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.



HEALTH & WELLBEING

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.



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 Development (Discipline) Policy on the school website.

ASTHMA, ALLERGY & ANAPHYLAXIS PLANS

Students who have asthma an allergy and/or anaphylaxis conditions must annually submit an updated, GP endorsed Management Plan (in current ASCIA and Asthma Australia format - contact the School office for details) . 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 on our website and at the Office.

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.

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 early learning, birthdays, working bees, Spring Fair and Festivals and that a full list of ingredients is made available for school catering.

See too Medical Information section relating to Community support to manage Anaphylaxis

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.



LUNCH ORDERS

Classes 1-8 have the option of ordering Lunchbox Sushi for delivery Thursday lunchtimes.

Children electing this do need to bring an empty lunchbox on the Thursday to reduce the need for packaging.

Parents should place orders (before the strict 5pm Wednesdays deadline) on <http://www.schoollunchonline.com.au>.

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 simple and comfortable, plain coloured or patterned clothing, with no words, pictures or graphics on them. All clothing and schoolbags 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.

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

Please see our Student Dress Code on our website (under school policies) for specific details on student clothing (including hair, makeup and jewellery) expectations and consequences.

SUN SAFETY

School sun hats must be worn outdoors 1 September to 1 May. These can be purchased from the School Office.

The school supplies basic sunscreen for student use during the day - should your child require a specific brand, please supply it to the Class Teacher accompanied by a Medication Record form.



MEDICAL CONDITIONS

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

ALLERGIES AND ANAPHYLAXIS

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 (using the ASCIA templated format) at the office. Parents are responsible for notifying the school of any special dietary requirements or allergies.

The safety and wellbeing of all students, including those who are at risk of anaphylaxis, is a whole school community responsibility and the school implements strategies to help prevent a severe allergic reaction including Staff undertaking training in allergy management and implementing strategies to help keep students at risk of anaphylaxis as safe as possible across the school day.

While we can never totally eliminate the risk of anaphylaxis, we can all do things that will help lessen the risk. We ask that you help us educate your child in an age-appropriate way on the importance of not sharing food with others, washing hands after eating and calling out to an adult if they think their friend with allergies is feeling sick. Please also consider the management of risk anaphylaxis when packing your child's snacks and lunch. When sending in food for any occasion such as birthdays or other special events please include a full list of ingredients.

IMMUNISATION

The school complies with all data collection requirements as determined by the Department of Education and Department of Health. The Public Health & Wellbeing Act 2008 sets out that early childhood education services cannot confirm enrolment unless the parent/carer provides an Immunisation History Statement for the child - this certificate must be provided during the enrolment process for all enrolments in our Kindergarten program and follow up status provided to the School as required.

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, Headlice (between detection and treatment),

Should your child fall ill at school we will care for them in the Wellness Room and make contact with you to arrange for their collection.

Our staff and other students are vulnerable to infection and anything we can do to limit exposure helps the School as a whole.

Gastro or Diarrhoea

Should your child vomit or experience diarrhoea., your child should remain home from school for a minimum of 48 hours following the last episode per the Govt guidelines

Respiratory Illnesses or Flu Symptoms

If your child is displaying any flu-like symptoms such as runny noses, coughing, sneezing or headaches, please keep them at home to rest until fully recovered.

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 an important and compulsory component to Class curriculum.

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



CAMP 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 degC.
- Sleeping mat - small hiking type, closed cell or an insulated self-inflating.
- A woven cotton, long sleeved, collared shirt (not flannel) for sun protection.
- Woolen or Polar fleece jumpers - These are the most economical fabrics to keep warm in wet and cold environments.
- Long pants (not denim)
- Thermal underwear
- Sturdy, closed toe shoes suitable for walking

A specific 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 scheduling commences in Class 3. Music tuition (a strings instrument - violin, viola or cello) is compulsory and is carried through to Class 8, with opportunities to play in ensembles and perform publicly.

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 FOR STRINGS

Class 3 - Violin, Viola, Cello individual weekly lessons.

Class 4 - 8 - Individual weekly lessons continue and an ensemble begins. Individual soirees and annual concert.

From Class 7- opportunity for public ensemble performances in the community.



COMMUNICATION

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

NOTES FROM THE ADMIN 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 www.cssk.vic.edu.au

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

SOCIAL MEDIA

We are on Instagram and Facebook - please see the school website for links



COMMUNICATION WITH TEACHERS

Your child's teacher is the first point of contact for all student matters. Teachers will communicate their preferred means of contact - which you can use to arrange a meeting directly. 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".

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.

CLASS PARENT 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 currently 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 to parents by the teacher..

COMMUNICATION WITH OTHER PARENTS

Each Class has a designated Class Carer who compiles a contact list for the group to use in arranging social catch ups etc.. Class Carers also support the teacher with communicating to class parents about organising activities such as working bees, plays, Spring Fair etc.

PARENT PARTICIPATION

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

ASSEMBLIES, FAIRS & 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, catering celebrations and supporting school plays etc.

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 and groups.

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.

COMMUNITY CRAFT

Join with other parents in the Community Room to share skills and create craft items is a rewarding part of the CSSK community and helps the school with fundraising. Craft activities are advertised around the school noticeboards and *The Penny*.

COMMUNITY WORKING GROUPS

Parents wishing to volunteer to assist with the school's grounds and gardens or help with small creative carpentry projects can contact the office to see what the current tasks are and how you can get involved

PARENT LED COMMUNITY ACTIVITIES

If you have a community building activity that you wish to run, you are encouraged to email the office



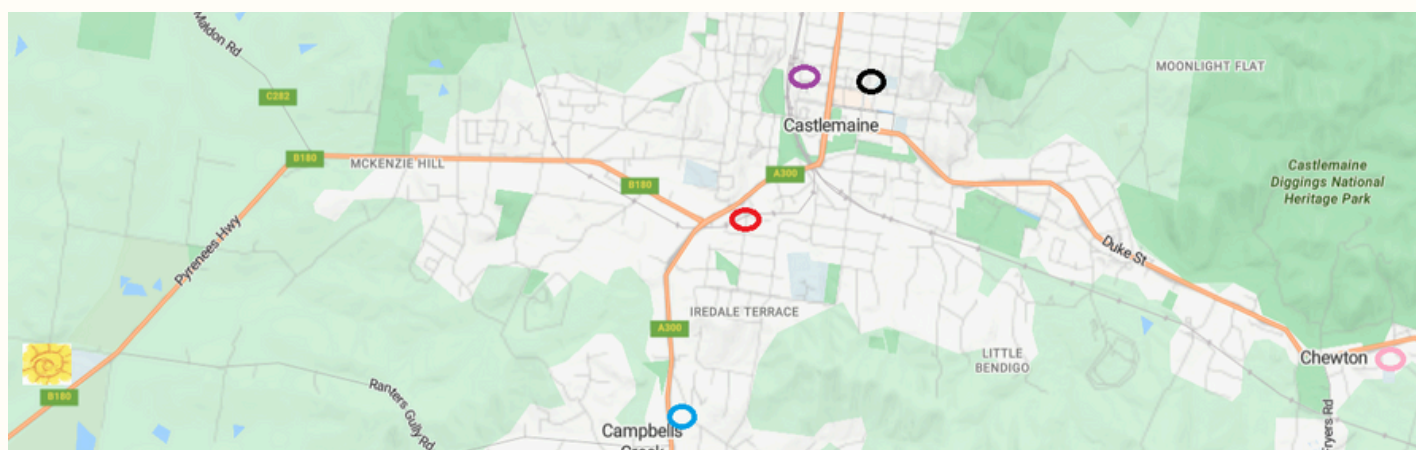
CSSK BUS SERVICE

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 (which helps fund the service).

Full time users	\$142 per term plus conveyance allowance
Casual users	\$8 per day

The school issues to parents a Bus Use Form at the beginning of the year where you can advise the school of your child's bus use pattern. If you wish to update this through the year, please contact us on enquiries@cssk.vic.edu.au or 5479 2000. Requests for casual use should be made by the student's parent before midday on the day of travel and is subject to available seats on the day.

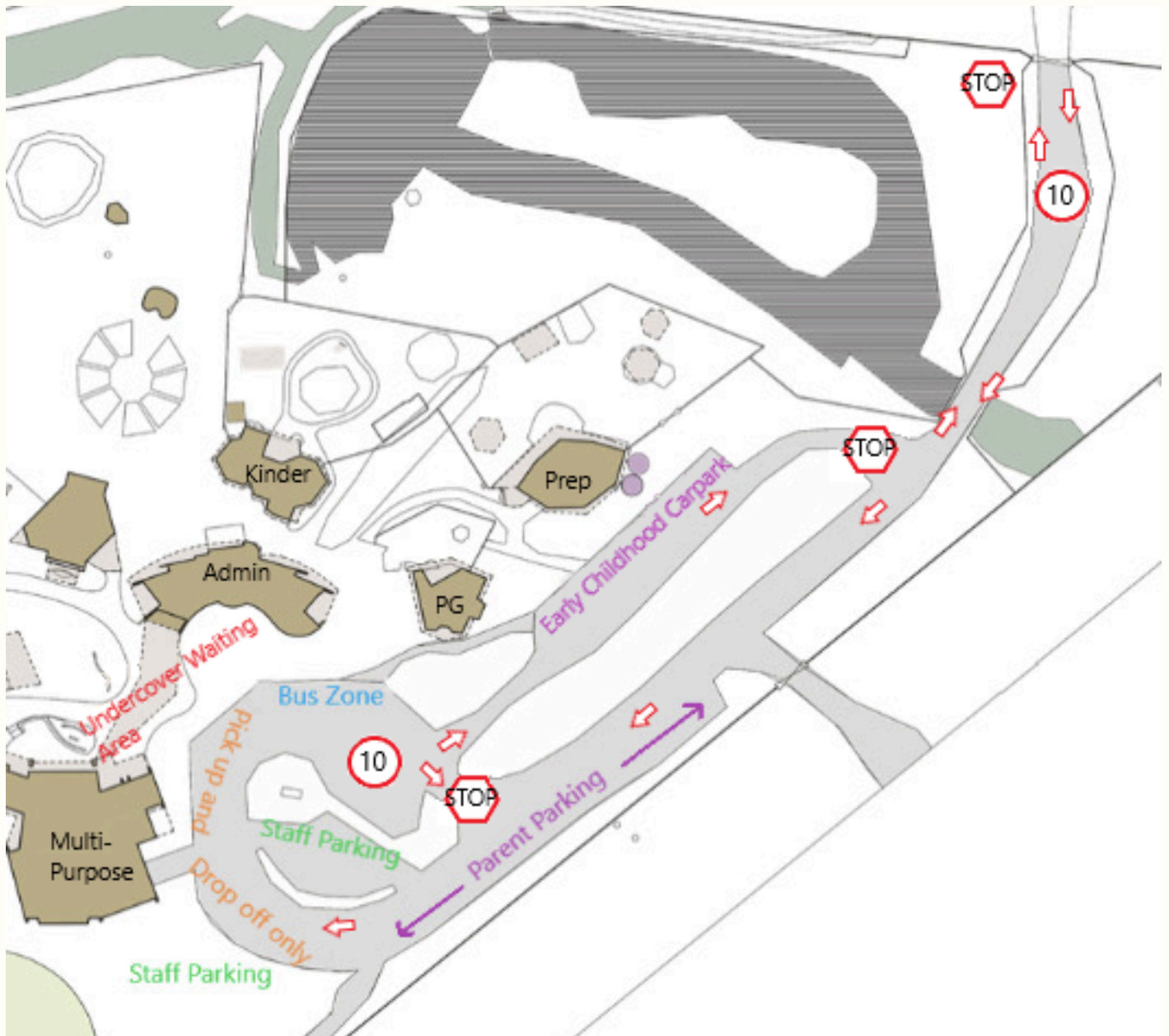


	am SERVICE	pm SERVICE
CHEWTON (NR POST OFFICE)	8.10am	4.pm
ST MARY'S (OPP POLICE STATION)	8.20am	3.54pm
RAILWAY STATION (NEW)	8.16am	3.50pm
WINTER'S FLAT SHOPS	8.25am	3.45pm
CAMPBELL'S CREEK (NR 61 MAIN ST)	8.30am	3.40pm
CSSK	8.35am	3.35pm

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 driveway in any area.** As well as wanting to avoid injury to any of our community, we aim to model correct road safety behaviour to students and we ask your assistance with this.

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.



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;

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 meets *Shelter in Place* requirements and can be protected in the event of a fire.

Know Your Daily Fire Danger Rating



Stay aware of the fire danger rating and know what to do.

Fire Danger Ratings tell you how dangerous a fire could be if one started. The higher the rating the more dangerous the conditions. Fire Danger Ratings feature in weather forecasts during the fire season.

Everyday you should:

- » Monitor conditions and official sources for warnings.
- » If a fire starts near you, take action immediately to protect your life.
- » Do not wait for a warning.
- » Adhere to local regulations governing fire activity.
- » Ensure any industrial and agricultural activities adhere to relevant guidelines.

To check your district's daily Fire Danger Rating, visit cfa.vic.gov.au, download the **VicEmergency App** or call **1800 226 226**.

	What does it mean?	What should I do?
CATASTROPHIC	<p>If a fire starts and takes hold, lives are likely to be lost.</p> <p>» These are the most dangerous conditions for a fire.</p> <p>School Closed – staff and parents will be advised by SMS. Please stay home or move to a safer location.</p>	<p>For your survival, leave bushfire risk areas.</p> <p>» Your life may depend on the decisions you make, even before there is a fire.</p> <p>» For your survival, do not be in bushfire risk areas.</p> <p>» Stay safe by going to a safer location early in the morning or the night before.</p> <p>» Homes cannot withstand fires in these conditions. You may not be able to leave and help may not be available.</p>
EXTREME	<p>Fires will spread quickly and be extremely dangerous.</p> <p>» These are dangerous fire conditions.</p> <p>» Expect hot, dry and windy conditions.</p> <p>School MAY close – staff and parents will be advised by SMS once the IMT have assessed the risk. Please remain very alert for alarms at school and be ready for any evacuation instruction.</p>	<p>Take action now to protect your life and property</p> <p>» Check your bushfire plan and that your property is fire ready</p> <p>» If a fire starts, take immediate action. If you and your property are not prepared to the highest level, go to a safer location well before the fire impacts.</p> <p>» Reconsider travel through bushfire risk areas.</p> <p>» Leaving bushfire risk areas early in the day is your safest option.</p>
HIGH	<p>Fires can be dangerous.</p> <p>School MAY close – please stay alert for alarms and updates.</p>	<p>Be ready to act.</p> <p>» There's a heightened risk. Be alert for fires in your area.</p> <p>» Decide what you will do if a fire starts.</p> <p>» If a fire starts, your life and property may be at risk. The safest option is to avoid bushfire risk areas.</p>
MODERATE	<p>Most fires can be controlled.</p>	<p>Plan and prepare.</p> <p>» Stay up to date and be ready to act if there is a fire.</p>

Monitor conditions and official sources for warnings by going to cfa.vic.gov.au, emergency.vic.gov.au or call the VicEmergency Hotline on **1800 226 226**

CSSK also tracks weather warnings (e.g. heavy storm or flood) and will assemble the Incident Management Team (IMT) to determine suitable actions, including school closure for a period. Again, parents will be notified by SMS and email about any such decisions.

We advise all families to have a Bushfire Plan and also put the VicEmergency App on your mobile phone with CSSK as one of your watch areas so that your transits to school are informed and safe.

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

PAYING YOUR FEES INVOICE

The various fees, camp costs, bus use and discounts (where applicable) are itemised on your invoice - contact the school for further detail. Fees are invoiced prior to the commencing term, and are payable in full by the end of Week 3 of each term. Our school has partnered with Edstart to provide more flexibility and choice with your fee payment instalments.

SIBLING DISCOUNTS

Sibling discounts are available and are applied from Prep 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. Speak to the Office for an application form and to determine your families eligibility.

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.

OTHER SUPPORT

The school keep tuition fees to a minimum where possible to remain accessible to all families. This requires that the school community as a whole supports the school's working bees and fundraising activities. Commitment of time is expected of all families at working bees, the Annual Fair and other events organised by the school

WITHDRAWALS

One full 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.