



CASTLEMAINE STEINER SCHOOL  
& KINDERGARTEN

# 2025 PARENT HANDBOOK



*"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."*

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.



# Welcome

**We are delighted to welcome you to the Castlemaine Steiner School and Kindergarten community. This handbook is designed to support you as you navigate your child's educational journey with us, providing you with essential information about our philosophy, practices, and the vibrant school environment we nurture.**

In this handbook, you will find information on our educational approach, policies, and how you can become involved in the school community. We aim to provide a safe, inclusive, and nurturing space where children can grow into confident, compassionate, and capable individuals.

We are thrilled to have you as part of our school family and look forward to working together to create a rich and fulfilling learning experience for your child. If you need any more detailed information please contact the Office, your Class Teacher/Guardian, or visit the resources available on our school website at [www.cssk.vic.edu.au](http://www.cssk.vic.edu.au)

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## The Office

Our friendly office staff at Castlemaine Steiner School are available to assist parents and students from 8:30am to 4:30pm and will direct any enquiries as needed. The office reception is located to the right of the entry to the school.

**Phone:** 03 9876 2633

**Email:** [enquiries@cssk.vic.edu.au](mailto:enquiries@cssk.vic.edu.au)

## Communication from the Office and Admin Team

The Office and Admin team uses SMS and email to share important information including emergency updates. Please advise of any changes to your contact details as soon as they occur.

## Visiting the School Grounds

### Working with Children's Check (WWCC)



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](http://www.workingwithchildren.vic.gov.au)

### No Domestic Animals

Our school grounds are a sanctuary for indigenous flora and fauna, therefore domestic animals are not permitted onsite. You may see our trained wellbeing dog, Scout, on site from time to time.

### Smoke Free Environment

The entire school site is a smoke/vape free environment



## School Hours

### Kindergarten:

**Silver Banksia (Kinder 3)**, 2 full days 1 half day

Monday - Thursday - 8:45am to 2:45pm

Friday Half day – 12:30pm – 3:30pm

**Golden Wattle (Kinder 4)**, 2 full days 1 half day

Monday to Thursday - 8:45am to 2:45pm

Friday Half day – 8:45am to 11:45am

### Prep:

Monday to Thursday - 8.45am to 3.20pm

### Class 1 - 8:

Monday to Friday - 8.45am to 3.25pm

## Attendance and Late Arrivals

**Absences:** if your student is unable to attend school, you are required to advise the office via SMS: **0407 124 508**

Please include the child's full name, class and reason for absence (eg 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.

## Early collection

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 fees are not discounted for any period of absence.



## **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.

Please note drop off is from 8.30 in the morning. Please do not drop children off before this time as we do not have active supervision before 8:30am.

## **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.

## **Mobile 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.

## **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.



## School Lunches

Our 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 that the food we eat affects our physical body and our mental and spiritual well-being. We ask parents to pack nutritious healthy lunches for school. Items such as lollies, chocolates, chewing gum, fizzy drinks, chips and "junk foods" are not permitted.

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, Fairs and Festivals and that a full list of ingredients is made available for school catering. See Medical Information section for more information about anaphylaxis management.

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.

## Thursday Lunch Orders

Classes 1-8 have the option of ordering from **Lunchbox Sushi** for delivery Thursdays. Please process orders online by 5pm the Wednesday before and pack an empty lunch box on the Thursday to reduce the need for packaging.

### **Place orders using the website [www.schoollunchonline.com.au](http://www.schoollunchonline.com.au)**

1. Find our school in the dropdown box
2. Find your child/ren's class and add their details to the correct year level.
3. Place an order
4. Click on the correct Thursday date and follow the prompts to make your payment direct with School Lunches Online

*Please note: Lunch orders need to be processed before 5pm Wednesday. Late orders will not be accepted.*

## **Communication**

There are many ways that the school communicates across our parent/carer community to keep you up to date and informed.

### **Weekly Update Email**

Teachers from each Class produce a weekly update for parents including a wrap up and update from School Principal, Nerrida Johnson. These emails are delivered weekly on a Friday afternoon and include what students are working on, any key achievements, important dates and information. These updates are distributed internally only and are intended for parents and carers

### **School Newsletter 'The Penny'**

"The Penny" celebrates key activities, school events and exciting news as well as information on upcoming public events, community events and more. Anyone can subscribe to The Penny to stay up to date with what is happening with the school including families, friends and prospective parents. To sign up visit [cssk.vic.edu.au/the-penny-news](http://cssk.vic.edu.au/the-penny-news)

### **Website [www.cssk.vic.edu.au](http://www.cssk.vic.edu.au)**

Our school website contains up to date information such as the yearly school calendar, school policies, important forms and contact information.

### **Social Media**

Castlemaine Steiner School celebrates our school through social media  
[facebook.com/castlemainesteinerschool](https://facebook.com/castlemainesteinerschool)  
[instagram.com/castlemainesteinerschool](https://instagram.com/castlemainesteinerschool)

### **Student Photos**

We use photos of the school and students to communicate and celebrate our diverse school activities. These appear in The Penny, our website and on social media. Parents are sent annual photo permissions form. Please see our Photography Policy for more information.



## **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 will be at the beginning of Term 2 and Term 4. 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 1 and 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, Fairs and Festivals etc.

## **Clothing and 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 from 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.

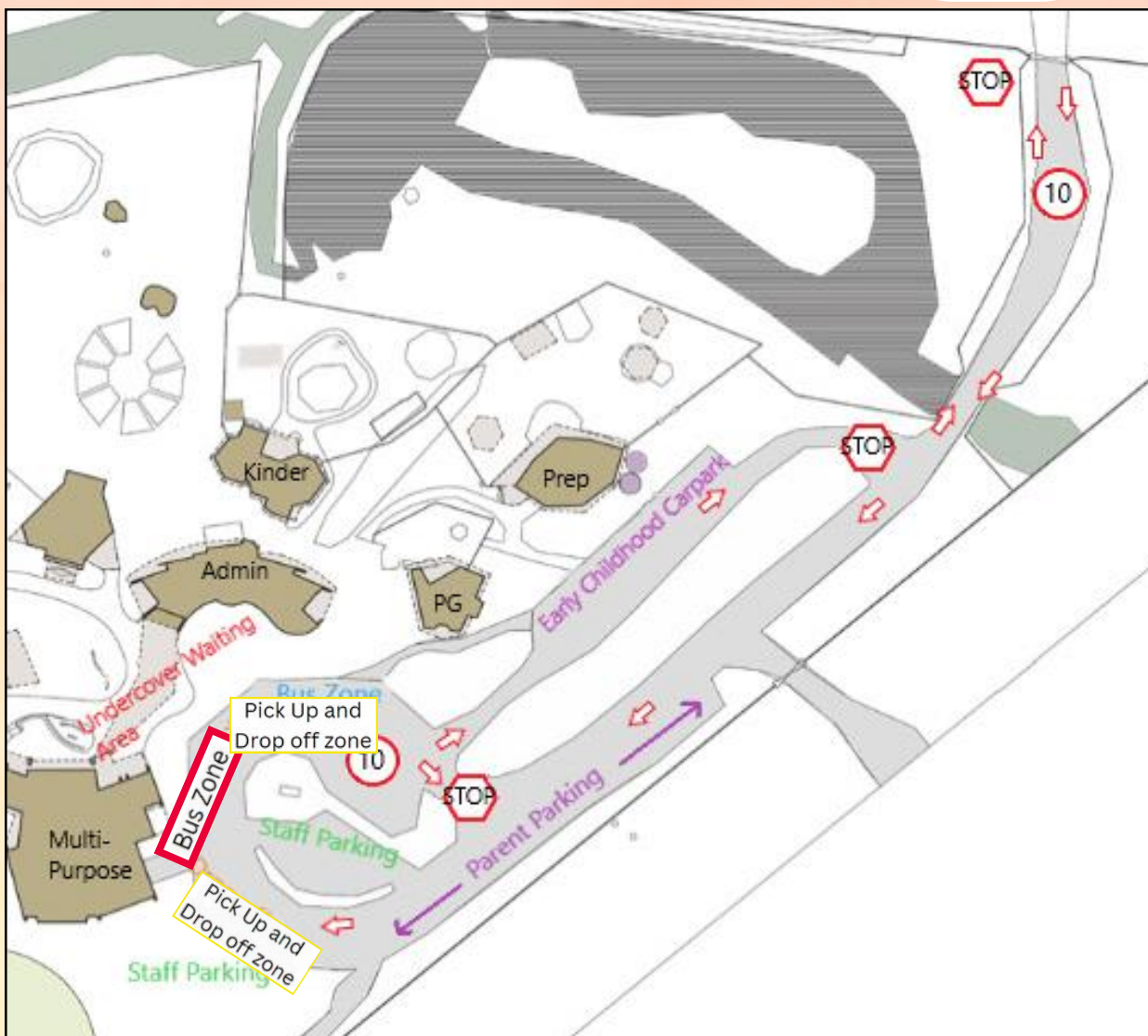
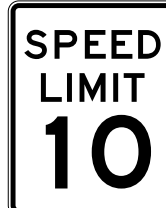


## Car Park Safety

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 pedestrian 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 and Scooters must be stored during the school day.



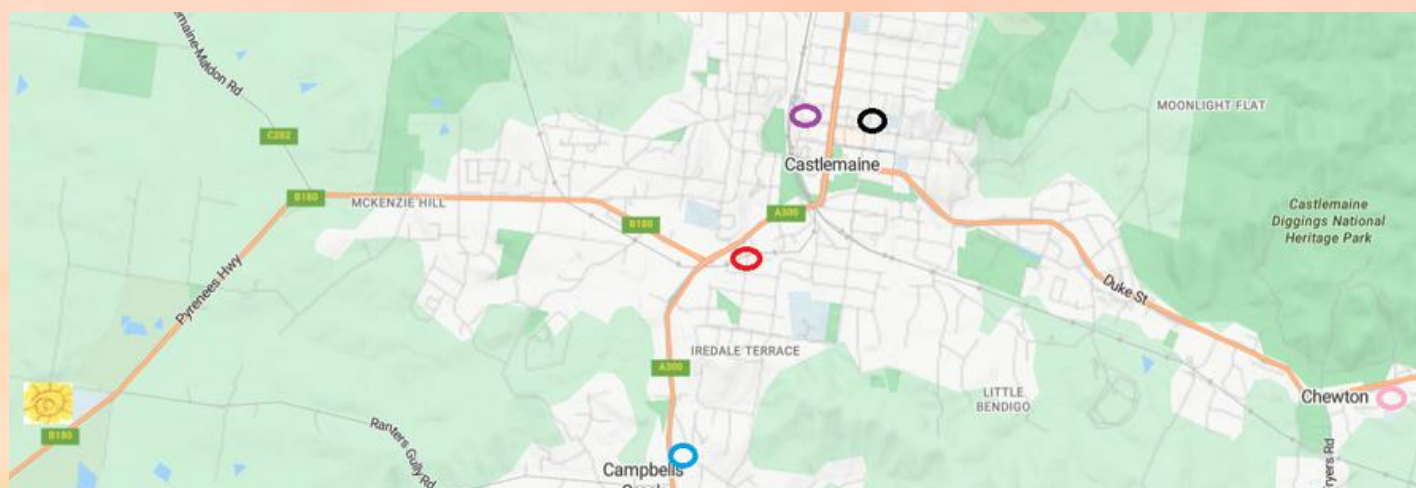
**Please note:** the area in the middle of the driveway circle is staff parking only

## Bus Service

The school bus service is for Classes 1-8. Prep and 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). 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 the office. 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
<b>CHEWTON (NR POST OFFICE)</b>	8.10am	4pm
<b>ST MARY'S (OPP POLICE STATION)</b>	8.20am	3.54pm
<b>CASTLEMAINE RAILWAY STATION</b>	8.16am	3.50pm
<b>WINTER'S FLAT SHOPS</b>	8.25am	3.45pm
<b>CAMPBELL'S CREEK (NR 61 MAIN ST)</b>	8.30am	3.40pm
<b>CASTLEMAINE STEINER SCHOOL</b>	8.35am	3.35pm



## Bus Service

### Bus price per student

- 1 set day a week \$80 per term (and family completes a CAR SCAS form)
- 2 set days a week \$160 per term (and family completes a CAR SCAS form)
- 3 – 5 set days a week \$160 per term (and family completes a BUS SCAS form assigning this to the School as part contribution to the bus cost. Should the student not be eligible for BUS SCAS, the student will be charged \$320 per term)
- Casual use – i.e. extra days determined week to week and subject to availability - \$10 per day. Please note that casual users may be put on the waitlist on the requested day of travel if the bus appears full, and space not confirmed until morning roll complete.

**These charges will appear on your following term fees invoice.**

## School Bus Rules

For the safety and wellbeing of all who travel on the bus, it is a condition of use that all bus travellers adhere to the following School Bus Rules. You can find the full bus rules on the website here:

[cssk.vic.edu.au/our-school/school-policies/](https://cssk.vic.edu.au/our-school/school-policies/)

We request your support in discussing these with your children and reinforcing them over the year. These rules are in place to ensure that bus travel is, above all a safe, but also pleasant experience for students to begin and end their school day. Bus travellers to and / or from CSSK are representing the school publicly as they wait for, travel on, depart from the bus.

Adherence to the School Positive Behaviour Policy is expected at all times; in brief - be safe, be polite, be helpful.

## 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, followed by the 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.*





## **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.



## Outdoor Education Program - Camps

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.

Our Outdoor Education 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 and Excursions are automatically applied to the School Fees. See School Fee Information for details.

### 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 will be provided for 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.

## **Music Program by Class**

### **Class 3**

Violin, Viola, Cello individual weekly lessons.

### **Class 4 - 8**

Individual weekly lessons continue and an ensemble program begins. Students will have individual performance soirees at this level and an annual concert.

### **From Class 7**

Students will have the opportunity to participate in public ensemble performances in the local community.

Students will need to provide their own instrument, and the school and music department can assist with second hand instrument sales. For more information on the music program, contact us.

## **Student Wellbeing and Learning Support**

Castlemaine Steiner School and Kindergarten is committed to providing a safe, secure and inspiring learning environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture helps to engage students and support them in their learning.

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 for 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.

## **Student Wellbeing Support**

Castlemaine Steiner School has an onsite Student Wellbeing Support Worker. The role involves:

- Working with the school community to develop a school-wide approach to wellbeing.
- Coordinating with teachers, support staff, and families to strengthen student wellbeing at school.
- Assisting families to access external support services for their children as required.

Supporting students who are struggling with their wellbeing at school (in small groups or one-on-one). Challenges may include:

- Recognising and responding to difficult emotions
- Friendships and social skills
- Confidence and sense of self
- Dealing with everyday challenges
- Problem-solving
- Loss and grief

The process for raising concerns about your child's wellbeing or mental health at school is to communicate with the Class Teacher. The teacher, in collaboration with Deputy Principal – Student Support Leader, will then refer to the Student Wellbeing Support Worker as required.



## Positive Behaviour

Our school philosophy includes the belief that a vital part of living is caring for others and for the earth. At our school, we have four clear expectations for positive behaviour:

- Be polite and respectful in all communications
- Be ready to learn and allow others to learn
- Be safe and careful with people and school property
- Follow directions given by School Staff members

Further information on behaviour and disciplinary actions can be found in the Positive Behaviour Development (Discipline) Policy on the school website.

## School Policies

Castlemaine Steiner School and 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:  
[cssk.vic.edu.au/our-school/school-policies](http://cssk.vic.edu.au/our-school/school-policies)



## **Governance**

Castlemaine Steiner School and 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 apply 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 and Prep), Junior (Class 1 -4), Middle and 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.

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.



## **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 and 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 and 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 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



## **Allergies and Anaphylaxis**

The school has an Anaphylaxis and 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.

## **Asthma, Allergy and Anaphylaxis Plans**

Students who have an asthma, allergy and/or anaphylaxis condition 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.

## **Immunisation**

The school complies with all data collection requirements as determined by the Department of Education and Department of Health. The Public Health and Wellbeing Act 2008 requires all children to be up-to-date with immunisations for their age to enrol in early childhood education services. To comply with this legislation, and to finalise a child's enrolment in early childhood education, early childhood education and care services must request parents/carers to provide a current immunisation history statement from the Australian Immunisation Register (AIR) that shows the child is up to date with all the immunisations due for their age.

Other enrolments are required to provide a recent immunisation history statement at enrolment, regardless of status.

## **Notification of Illness**

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 and 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. In an outbreak of gastroenteritis, exclude until there has not been vomiting or a loose bowel motion for 48 hours, and for all other diarrhoeal illnesses exclude until there has not been vomiting or a loose bowel motion for 24 hours

### **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.



## Fees and Tuition

Tuition fees are subject to change on an annual basis, with one Term's notice. Fees are invoiced electronically at the start of each Term. Full fee invoice is payable in full by the end of week 3 within the Term.

Our school has partnered with Edstart to provide more flexibility and choice with your fee payments. Set up your account at [edstart.com.au/cssk](https://edstart.com.au/cssk). If you wish to pay your fees in weekly, fortnightly or monthly instalments, you may do so with an **Edstart Serviced Account**.

**Sibling discounts** are applicable to families with multiple children attending the school simultaneously. Discounts are applied to Kinder through to Class 8. Playgroup is excluded.

**Low income Concession card holders** are eligible for a 25% discount on school fees. Speak to the Office for an application form and to determine your families eligibility.

**Application fees and Entry Bonds** are paid separately and prior to commencement within the school. They cannot be included within ongoing payment plans or fee agreements. A non-refundable **Enrolment Application Fee** of \$100 applies to all Castlemaine Steiner School enrolment applications and is payable at the time of application. An **entry bond** of \$600 is payable within 7 days of an offer of place to accept and confirm enrolment within the school. Entry Bonds are refundable except in the event of a non-commencement or withdrawal without a term's written notice.

For full details including full fee breakdown and additional visit [cssk.vic.edu.au/enrolment-information/tuition-fees/](https://cssk.vic.edu.au/enrolment-information/tuition-fees/)

## 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.



## Weather and Emergencies

Our school location is 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.

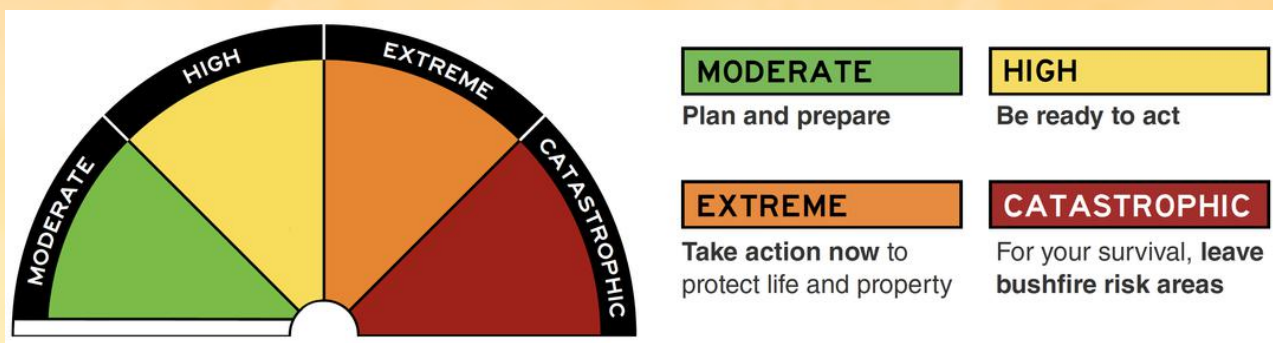
In unforeseen circumstances of danger by fire or weather threat/s that prevents evacuation, we will assemble in the Multi-Purpose Room. The Multi Purpose building meets *Shelter in Place* requirements and can be protected in the event of a fire.

The school 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 Castlemaine Steiner School as one of your watch areas so that your transits to school are informed and safe.

For more information on Fire Danger Ratings and what your family should do at each rating level, visit:

[www.cfa.vic.gov.au/warnings-restrictions/fire-bans-ratings-and-restrictions/about-fire-danger-ratings](http://www.cfa.vic.gov.au/warnings-restrictions/fire-bans-ratings-and-restrictions/about-fire-danger-ratings)



## **More Information and Links**

**Castlemaine Steiner School website**

**[www.cssk.vic.edu.au/](http://www.cssk.vic.edu.au/)**

**Penny Newsletter - subscribe here and read previous editions**

**<https://www.cssk.vic.edu.au/the-penny-news/>**

**Steiner Education Australia**

**[steinereducation.edu.au/](http://steinereducation.edu.au/)**

**Castlemaine Steiners School and Kindergarten Governance and Management Structure**

**[cssk.vic.edu.au/our-school/governance-and-leadership](http://cssk.vic.edu.au/our-school/governance-and-leadership)**

**School Forms**

**[www.cssk.vic.edu.au/parent-information/forms/](http://www.cssk.vic.edu.au/parent-information/forms/)**

**School Policies**

**[www.cssk.vic.edu.au/our-school/school-policies/](http://www.cssk.vic.edu.au/our-school/school-policies/)**

**About our School including our Strategic Plan**

**<https://www.cssk.vic.edu.au/our-school/>**

**School Event and Important dates Calendar - Updated regularly**

**<https://www.cssk.vic.edu.au/calendar-of-events/>**