

Principal's Report

Students have been involved in remote learning for the majority of this term and will be expected to return to school on Tuesday 9th June. We understand this has been a challenging time for all students and staff and it will take a little time before all students readjust. Our welfare team will be visiting all classes to talk to all students and offer support to those that may require it.

Parents should be aware that due to COVID-19, some school programs have been modified or cancelled. For example, the City Centre Project for Year 9 students will be completed at school as a research project. The Year 10 Work Experience program as well as other extracurricular activities such as camps and excursions have been cancelled for this term until further notice. Nonetheless, this is also an exciting time for all of Ardeer Campus students, families and staff as we are looking forward to commencing at the new Lachlan Road Campus at the beginning of next term. In order for students to become familiar with the new buildings, they will all have the opportunity to visit the Lachlan Road Campus before the end of this term. We have planned a comprehensive orientation program which will commence on Friday 19th June 2020. The orientation days for each year level are outlined below.

Year	Date
7	Friday 19 th June
8	Monday 22 nd June
9	Tuesday 23 rd June
10	Wednesday 24 th June

Students will not be attending the Ardeer Campus on this day, but will be expected to attend the Lachlan Road Campus between 9.00am to 12.30pm.

Parents/guardians are requested to make necessary travel arrangements for their children to ensure they are present at 9.00am and are collected at 12.30pm. Students who normally travel on the school bus will be dropped off and picked up from the Lachlan Road Campus. During the orientation days, student lockers are going to be allocated therefore, they will need to bring their current school padlock to place it on their allocated locker. All students must be dressed in full school uniform and are expected to bring their own snack and refreshments for recess on this day. The student orientation day program is outlined below.

Time	Activity
9am - 9.30am	Student welcome and assembly in the gym
9.30am - 10.30am	Class based campus tour and locker allocation
10.30am - 11am	Recess
11am - 12.15pm	The Amazing Discovery Challenge
12.15pm - 12.30pm	Assembly in the Gym and farewell

I would also like to inform you that we have been working developing thorough regulations regarding maintain social distancing and hygiene that both students and staff will have to adhere to minimise the risk of infection. This also includes having cleaners on site throughout the school day.

Maria Agapiou
Campus Principal
Sunshine College Ardeer Campus



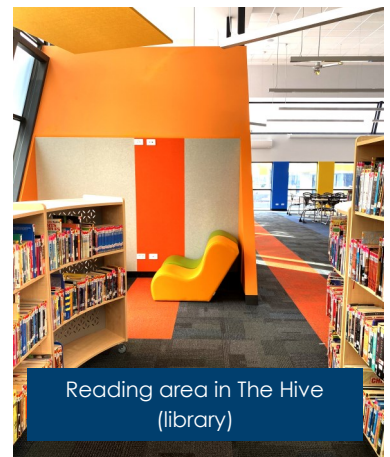
Keep up to date with Sunshine College news by liking and following our Facebook page:

[facebook.com/sunshinecollegevic](https://www.facebook.com/sunshinecollegevic)

Lachlan Road Campus



Our new buildings



Reading area in The Hive (library)

To see a video tour of our new Lachlan Road campus facilities, take a look at our Facebook page:

facebook.com/sunshinecollegevic



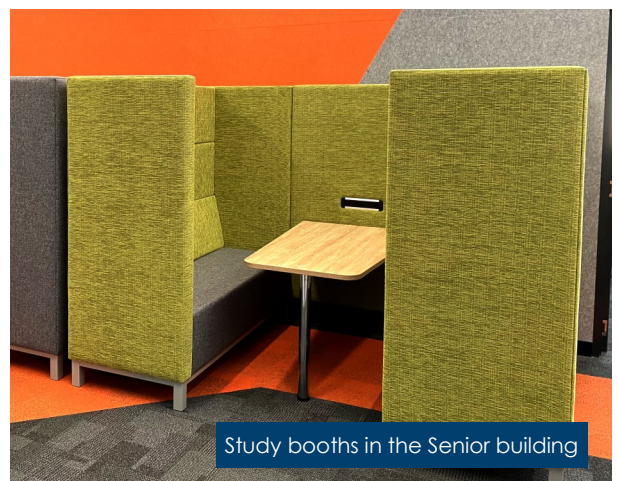
The Hive



The gym



One of our new Food Tech rooms



Study booths in the Senior building

SCHOOL POLICIES / PROCEDURE REMINDER

School uniform

All students are expected to wear correct school uniform to and from school and during school hours. Students are expected to wear the school jacket or blazer during cold weather. The correct footwear must be worn. Runners and canvas shoes are not permitted. Parent support is required to ensure students wear the correct uniform. The correct wearing of the school uniform reflects pride in the school.

Breaches of the uniform policy will result in parent contact. Parents may be contacted and asked to bring the correct uniform to school or asked to give permission for their child to be sent home to change into correct uniform. We appreciate parent cooperation regarding this matter.

Student absence

If a student is absent from school due to illness or some other reason, parents are requested to ring the school (9360 9000) prior to 9.30am on the day.

The answering machine is on 24 hours a day. A message can be left regarding student absence from school at any time.

Collecting students

- If a parent / guardian wishes to collect their child during the day, it would be appreciated if this could be done to coincide with the bell times between periods.
- A note is required to your child's coordinator prior to 8.40am on the day to receive an Early Leavers Pass.
- This will minimise the disruption to your child's classes and those of all other students.
- It may also prevent a lengthy wait, while your child is called from class.

Student drop off and car park

Parents are reminded to observe the bus zone and parking arrangements in operation at the front of the school on Allison Street. Parents are also requested not to drive into the school car park to drop off, or pick up students as this is dangerous for both students and staff. We thank you for your cooperation regarding this matter.

Yard duty supervision before and after school

Sunshine College Ardeer Campus grounds are supervised by school staff from 8.30am until 3.30pm. School staff are not available to supervise students outside these hours. A staff member is on duty at the front of the school at 8.30am and at the end of the school day until 3.30pm.

Mobile phones / electronic devices reminder

Parents/guardians are reminded about the school's Mobile Phone Policy. In accordance with school policy, students may not use mobile phones during the school day. Students are encouraged to leave their mobile phone at home, however, if they bring it to school then the following conditions apply:

- The phone must be switched off and handed to the General Office for safe keeping for the day.
- Students are not permitted to use their phones whilst on the school grounds.
- Teachers will confiscate any phones they see students using on the school grounds. Phones will only be returned to a parent or guardian for repeated offences.
- The school will not accept responsibility for any student mobile phones if they are lost.
- If your child needs to speak with you during the school day, they should see their Student Manager and the call will be arranged.
- Parents/Guardian must contact the General Office if they wish to leave a message for their child and we will arrange for the message to be delivered to them.

Students wearing headphones or taking unauthorised devices to class will be given detention, and parents will be requested to collect these items. Parents/Guardians cooperation regarding these matters is greatly appreciated.

CSEF APPLICATIONS - REMINDER

We are aware that unfortunately with the down turn in business and lost job opportunities a number of our families may now be eligible for the Victorian government Camps Sports Excursion Fund payment.

Please read the application form information and have your child return the completed application to the front office of their campus when they return to school in the coming weeks. **Applications must be submitted before 26th June.** All the very best and continue to take care.

Dates to Remember	
Last day of Term 2	Friday 26th June. Students dismissed at 12.35pm
First day of Term 3	Tuesday 14th July at Lachlan Road Campus



Child Safety

Our community values of **Growth, Relationships, Learning** and **Wellbeing** are underpinned by an understanding that **Child Safety** is a paramount responsibility of the school community. Sunshine College has a number of guiding **policies** regarding **Child Safety** on our web site located at www.sunshine.vic.edu.au

Please take some time to make yourself aware of these and contact the school should you have any concerns regarding **Child Safety**.



Contact

Phone: (03) 9361 9000
Ardeer Campus: Corner of Glengala Road & Allison Street, Ardeer VIC 3022

sunshine.vic.edu.au

CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) APPLICATION FORM

SUNSHINE COLLEGE

8790

School Name

School REF ID

Parent/legal guardian details

Surname _____

First name _____

Address _____

Town/suburb _____ State _____ Postcode _____

Contact number _____

Centrelink pensioner concession **OR** Health care card number (CRN)

- - - **OR**

Foster parent* **OR** Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Department of Health and Human Services (DHHS).

**Applicants must provide a copy of the Veteran Affairs Gold card

Student details

Child's surname	Child's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Human Services (DHS) to provide the results of that enquiry to DET.

I understand that:

- DHS will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DHS and provide it to DET so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
- information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to the Victorian Department of Health and Human Services and /or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant _____

Date / /

CSEF ELIGIBILITY

Below is the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criteria 1 – Eligibility

To be eligible* for the fund, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
 - on the first day of Term two.
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
 - b) Be a temporary foster parent, and;
 - c) Submit an application to the school by the due date.

* A special consideration eligibility category also exists. For more information, see:

www.education.vic.gov.au/about/programs/Pages/csef.aspx

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

Criteria 2 - Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and 17 years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and 18 years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

Eligibility Date

For concession card holders CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on the first day of either term one (28 January 2020) or term two (14 April 2020).

PAYMENT AMOUNTS

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$125 per year.
- Secondary school student rate: \$225 per year.

The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

For ungraded students, the rate payable is determined by the student's date of birth. For more information, see:

www.education.vic.gov.au/about/programs/Pages/csef.aspx

Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents so please register your interest at the school.

HOW TO COMPLETE THE APPLICATION FORM

NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.
Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.
If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2020 closes on 26 June, 2020.

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.