

Essendon Keilor College

Year 7 Transition Handbook & Essential Forms

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Principal's Welcome

At Essendon Keilor College, we are committed to nurturing the progress of each student at every stage of their learning journey.

All three campuses at Essendon Keilor College offer an exceptional learning environment that is both inspiring and interconnected. Our commitment to individual growth and success, coupled with a strong emphasis on support and connection, encourages our students to embody our core expectations: “Be Respectful, Be Engaged, Be Aspirational, and Be a Learner.” Our goal is to facilitate a smooth transition from primary school, engaging students with diverse, challenging, and exciting activities.

Students at our college have abundant opportunities to excel, whether in general academic pursuits, sports academies, visual and performing arts, debating, leadership, or instrumental music programs. We believe in providing a platform for students to showcase their talents, not only to the local community but also to the broader school community. These events serve a dual purpose by bringing the school community together to celebrate the diverse achievements of our students.

We foster a vibrant sense of community, cultivating a robust three-way partnership among home, students, and school. Our belief in high expectations empowers students to take responsibility for their own learning. By emphasising the holistic development of each individual, we have a theme centred around building positive connections and providing our students with the opportunity to be the best version of themselves each and every day.

We welcome our new students and families to our school community and we look forward to supporting our students on their journey throughout high school.

Adam Potter

College Principal



Orientation Day

Tuesday 10 December 2024

The purpose of Orientation Day is to provide students with an introduction to the East Keilor & Niddrie Campus. It will also enable students to meet some of their teachers and classmates. Students will participate in a sample program of subjects and will learn skills such as reading the timetable.

ARRIVAL

8.50am for 9.00am start

- Students should assemble in the Campus library. Parents are welcome to remain with their child until the start of the first session
- Class lists will be posted up in the library. Staff will assist students to find out their allocated class for 2025

WHAT STUDENTS SHOULD WEAR AND BRING?

- A pencil and pen and lunch
- Students may wear casual clothes, closed shoes, long shorts, no leggings.
- A snack and water will be provided for morning tea
- Completed Forms:
 1. Orientation Camp:
Expression of Interest Form (optional)
 2. Instrumental Music:
Expression of Interest Form (optional)
- Canteen lunch will be provided.

DISMISSAL

2.30pm. Please arrange to meet your child in the Campus library

Back To School

Wednesday 29 January 2025

WHAT TO BRING ON THE FIRST DAY OF SCHOOL

- A pencil case (named) with pens, pencil, ruler etc.
- A school bag (named)
- 2-3 binder books
- Loose leaf paper
- Snacks for recess and lunch OR money to buy lunch at the canteen

Important Dates for 2024/2025

2024

TUESDAY 10 DECEMBER: ORIENTATION DAY

Year 6 students spend a day at the East Keilor or Niddrie Campus, 9.00am to 2.30pm

2025

TERM 1 WEDNESDAY 29 JANUARY TO FRIDAY 4 APRIL

<i>School Photos</i>	Thursday 6 February
<i>Year 7 Family BBQ</i>	Wednesday 12 February
<i>Production Auditions</i>	Thursday 13 February
<i>Swimming Trials</i>	Thursday 27 February
<i>Student Free Day</i>	Friday 7 March
<i>Labour Day Holiday</i>	Monday 10 March
<i>NAPLAN</i>	Wednesday 12 to Monday 17 March
<i>Year 7 Camp</i>	Wednesday 19 March to Friday 21 March
<i>Athletics Carnival</i>	Monday 24 March
<i>Parent/Teacher</i>	Monday 31 March
<i>Interviews</i>	Wednesday 2 April
<i>End of Term</i>	Friday 4 April – 2.30pm Finish

TERM 2 TUESDAY 22 APRIL TO 4 JULY

<i>Easter Monday</i>	Monday 21 April
<i>ANZAC Day</i>	Friday 25 April
<i>King's Birthday</i>	Monday 9 June
<i>End of Term</i>	Friday 4 July – 2.30pm Finish

TERM 3 MONDAY 21 JULY TO FRIDAY 19 SEPTEMBER

<i>School Production</i>	TBC
<i>Parent/Teacher</i>	Monday 15 September
<i>Interviews</i>	TBC
<i>End of Term</i>	Friday 19 September – 2.30pm Finish

TERM 4 MONDAY 7 OCTOBER TO FRIDAY 18 DECEMBER

<i>Melbourne Cup</i>	Tuesday 4 November
<i>EOY Activities</i>	Tuesday 16 December to Thursday 18 December

Bell Times

KEILOR AND NIDDRIE CAMPUSES

Monday - Friday 6 x 48min periods, 1 x 12min focus group	
Before School YD	8.40 - 8.50am
Focus Group	8.50 - 9.02am
Period 1	9.02 - 9.50am
Period 2	9.50 - 10.38am
Recess	10.38 - 11.08am
Period 3	11.08 - 11.56am
Period 4	11.56am - 12.44pm
Lunch 1	12.44 - 1.04pm
Lunch 2	1.04 - 1.24pm
Period 5	1.24 - 2.12pm
Period 6	2.12 - 3.00pm

Communication

Compass is our main communication with families. Through this platform parents can view:

- Their child's timetable
- Their child's live attendance
- Consent to and pay for school events and activities
- Progress and End of Semester reports
- Key news items and updates including our termly Newsletters

2025 families have already been sent information for their Compass accounts; hard copy also attached with this package. We encourage parents to activate this ASAP to begin receiving information from our school. If you haven't received your account information, please contact your child's 2025 campus office and they will be able to support you with this.

Reporting Home

Students, parents and teachers working together to solidify a 3-way partnership sets our students up for success. At EKC we ensure parents are kept in the loop with their child's learning and engagement in class through three weekly progress reports, focusing on key learning behaviours. We know that all our students are at different levels in terms of their academic achievement but ensuring that learning is the focus within all classrooms ensures we're setting our students up for success.

These three weekly reports are coupled with the continuous reporting of summative assessment task results, parent teacher interview opportunities and end of semester reports.



	Always (4)	Usually (3)	Sometimes (2)	Rarely (1)	Never (0)
	Student always displays all of these behaviours	Student usually displays all of these behaviours	Student sometimes displays most of these behaviours	Student rarely displays any of these behaviours	
Preparedness for learning	<ul style="list-style-type: none"> • Arrives at class on time and ready for learning • Brings all required equipment and materials to class, including a charged device 				
Effort and Engagement in Class	<ul style="list-style-type: none"> • Puts effort into every task and aspires for academic growth and improvement • Asks questions, acts upon feedback and positively contributes to class activities and discussions 				
Behaviour	<ul style="list-style-type: none"> • Allows others to learn • Demonstrates positive classroom behaviours • Follows instructions and allows the teacher to teach 				
Completion of Work in Class	<ul style="list-style-type: none"> • Uses their class time effectively to complete all set tasks 				
Completion of Work at Home	<ul style="list-style-type: none"> • Completes all assigned homework and/or tasks 				

'Get Connected'

Bring Your Own Device Program

As leaders in STEAM (Science, Technology, Engineering, Arts & Maths) education Essendon Keilor College aims to prepare all students for life-long learning in today's technology reliant society. This learning will occur in a context that promotes positive and safe experiences in the use of ICT.

Essendon Keilor College is committed to using technology in the classroom with the aim that every student will have a device to access our modern curriculum. To achieve this aim the College began its '**Get Connected' Bring Your Own Device Program (BYOD)** in 2017. We congratulate students and teachers who are now making their computers a tool to be used every day. Student access to their own computer allows teachers to provide a more engaging curriculum and opportunities to tailor the programs to each student's needs.

Students will bring their own computer device from home. Essendon Keilor College has selected computers in the Lenovo range that will meet the needs of students. Our preferred supplier will be **JB Hi Fi Education Solutions** who will offer computers, insurance and provide a warranty service. Parents will be able to purchase the computer through a JB HiFi portal specifically designed for the College. The portal

will provide information regarding payment options and insurance. The device is fully owned by the family and is not managed in any way by the school.

Once a computer is purchased students will have access to software provided by the Department of Education and Training (DET). Anti-virus/security software is also provided. When at school students will be able to connect to the network to enable access to internet services including Google Classroom, Compass School Manager and Infiniti (for library services). When connected, students need to sign BYOD Policy.

The College preference is that all students have the same brand of computer as this will allow staff to support all students similarly. However, some families may already have a device they feel is suitable for their child. The device should be less than three years old and have more than 4GB RAM to cope with the software. At least Windows 8.1, preferably Windows 10, 64bit Operating System. At least 60Gb storage and 4Gb RAM Wireless Networking required.

The JB Hi Fi Education Solutions portal can be accessed www.jbeducation.com.au/byod
School code is: EKC2025

Google apps for education comes to Essendon Keilor College

Essendon Keilor College is a Google for Education school. We utilise a range of Google Apps across the College for both staff and students.

WHAT IS GOOGLE APPS FOR EDUCATION?

Google Apps is a Department of Education and Training sanctioned, monitored and secured platform that provides students access to a wide range of online programs such as Google Classroom, Drive, Groups, Calendar, Docs, Sheets, Slides and many more.

WHAT DOES THIS MEAN TO THE EDUCATION OF STUDENTS?

All students will have 24/7 access to content shared by their teachers as well as the opportunity to collaborate and communicate in real-time with their peers. The platform is available on any internet ready device and can be accessed from any internet connection in the world. Students will complete and submit work directly

through their google classroom, and will store all of their educational documents in their unlimited online Google Drive. Students will also receive a new email address linked to the @schools.vic.edu.au domain.

WHAT ARE OUR NEXT STEPS TO ENSURE THE SUCCESS OF THE PLATFORM?

As the school enters the fourth year of its Bring Your Own Device environment it is increasingly essential that all students have a suitable laptop device at school every day. This is consistent with most schools in the state and essential in ensuring the successful deployment of Google Apps for Education at the school, and the ongoing support of your child's educational needs. Students will be provided with their unique login credentials early in the 2025 school year in preparation for our migration to Google.

Personal Electronic Devices Policy

PURPOSE

To explain to our school community the Department's and Essendon Keilor College's policy requirements and expectations relating to students using mobile phones during school hours.

SCOPE

This policy applies to:

1. All students at Essendon Keilor College
2. Students' personal mobile phones brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. "For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches."

POLICY

Essendon Keilor College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Essendon Keilor College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours. All students are provided with an individual locker and are required to bring a combination or pad lock to secure their locker
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the relevant Campus office.

PERSONAL MOBILE PHONE USE

In accordance with the Department's Mobile Phones Policy issued by the Minister for Education, personal mobile phones must not be used at Essendon Keilor College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

SECURE STORAGE

Mobile phones owned by students at Essendon Keilor College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Essendon Keilor College does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone to school, Essendon Keilor College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Essendon Keilor College students are required to store their phones, either in their lockers or if confiscated, handed into the school administration office to be placed in a lockable cupboard.

ENFORCEMENT

Students who use their personal mobile phones inappropriately at Essendon Keilor College may be issued with consequences consistent with our school's existing student engagement, management and bullying policies.

1. Students will be asked to hand in mobile phone to Campus office, where it will be receipted on Compass
2. The student will have a confiscation recorded on Compass
3. An SMS will be sent to parents / carers notifying them of the confiscation
4. In the first instance the phone will be returned to them at the end of the day
5. Second or further instances of confiscation will require a support group meeting, parents collect the phone and may result in college detentions or suspensions

At Essendon Keilor College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls

- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments, which may result in authentication breaches and VCAA investigation at VCE

EXCEPTIONS

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - Health and wellbeing-related exceptions; and
 - Exceptions related to managing risk when students are offsite.
- can be granted by the principal, or by the teacher for that class, in accordance with the Department's Mobile Phones Policy.



BYOD SCHOOLS PROGRAMME

EDUCATION



What is JB Hi-Fi BYOD Online?

JB Hi-Fi BYOD Online provides families with access to a wide range of education-specific laptops, tablets, accessories and insurance, at an affordable price.

Products differ from those available in retail stores, as they are education specific and selected for their compatibility to your school's ICT infrastructure and curriculum, as well meeting the student's needs at home.

It's our way to help students get the best deal on technology for interactive learning.

What are Education Specific Products?

Technology devices, including laptops, tablets and accessories that are designed to enhance learning experiences.

Our devices feature:

- Robust parts suitable for school environments
- Extended battery life
- Education specific discounted prices
- On-campus prompt warranty repairs
- Speedy connectivity and increased performance speed
- School-specific software and utilities

JB | **SOLUTIONS**
HI-FI | FOR EDUCATION

1:1 Netbook and Mobile Device User Agreement

Essendon Keilor College believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour online is explicitly taught at our school and parents/guardians are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

SAFE AND RESPONSIBLE USE OF TECHNOLOGY AT ESSENDON KEILOR COLLEGE

Essendon Keilor College uses the internet for a range of educational purposes. We see the internet and mobile technology as valuable resources, but acknowledge they must be used responsibly.

At Essendon Keilor College we:

- have a cybersafe and responsible use program from Years 7-12 that reinforces the values and behaviours of the school code of conduct when students use technology and the internet.
- provide a filtered internet service at school
- provide supervision and direction in internet activities and when using mobile technologies for learning
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support information to parents about the safe use of Information Communication Technologies (ICTs) through information evenings, newsletters and through the document attached to this newsletter
- provide support to parents to understand this agreement (e.g. language support)

Acceptable Use Agreement

WHEN I USE TECHNOLOGY, BOTH AT SCHOOL AND AT HOME I HAVE RESPONSIBILITIES AND RULES TO FOLLOW. I AGREE TO:

- be a safe user whenever and wherever I use that technology
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work or socialise with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- protect the privacy of others and never post private information about another person
- report to an adult if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

WHEN AT SCHOOL I AGREE TO:

- behave according to the school's Student Code of Conduct
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses, images and the name of the school
- use appropriate language when talking to and working with others online and never participate in hate mail or acts of harassment
- use the internet at school for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- not deliberately enter or remain in any site that has obscene language or offensive content (including racist material or violent images)
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think about how I use content posted on the internet and not simply copy and paste information from websites
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or classroom teachers
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- talk to my teacher or another adult if:
 - I need help online
 - I feel that the welfare of other students at the school is being threatened
 - I come across sites which are not suitable for our school
 - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.

WHEN I USE MY NETBOOK, MOBILE PHONE, IPOD OR OTHER MOBILE DEVICE I AGREE TO:

- use it for learning purposes as directed by my teacher
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

To this end, when using my mobile device as a phone, I will:

- keep my phone turned off during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes
- protect the privacy of others and never post private information about another person

When using a camera such as a mobile phone camera or a digital camera I will:

- only take photos and record sound or video when it is agreed by the teacher to be part of a class or lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- respect others when I talk to and work with them online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites (e.g. blogs)

This Acceptable Use Policy for Mobile Devices also applies to students during school excursions, camps and extra-curricula activities.

On school camps mobile devices (mobile phones) are discouraged and if taken to camp they are required to be given to the teacher in charge by 9 pm each evening.

I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

Requirements for parents/guardians and students accessing portable devices purchased with Commonwealth Government funding for (Digital Education Revolution /National Secondary School Computer Funds (NSSCF)

The Digital Education Revolution – VIC program aims to improve student learning experiences both in and out of the classroom. **Essendon Keilor College** is providing students with a digital device on the expectation that they will make good decisions with regard to their personal use of technology.

The acceptable use agreement must be signed and provided to the school before the device will be issued or used.

1. Purpose

The digital device is to be provided as a tool to assist student learning both at school and at home.

2. Equipment

2.1 Ownership

- 2.1.1 If taken home, the student must bring portable devices fully charged to school every day. Power cords should be left at home.
- 2.1.2 The school retains ownership of the device until the student completes Year 12. At this time ownership of the device will be determined by the school
- 2.1.3 Parents/guardians and students should be aware that files stored on the device or on the school's server are not private.
- 2.1.4 If the student leaves the school prior to completing Year 12 or moves to another Government or non-Government school, interstate or overseas, the device must be returned to Essendon Keilor College.

2.2 Damage or loss of equipment

- 2.2.1 All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- 2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school. This includes any unauthorised "personalisation" of the device such as scribing, adding stickers etc.

- 2.2.3 In the case of suspected theft a police report must be made by the family and a copy of the report provided to the school.
 - 2.2.4 In the case of loss or accidental damage a statement should be signed by a parent/guardian and provided to the school.
 - 2.2.5 If a device is damaged or lost the principal will determine whether replacement is appropriate and/or whether or not the student retains access to a device for home use.
 - 2.2.6 Students will be required to replace lost or damaged chargers.
 - 2.2.7 If a device is damaged and said damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal of the School may determine that the student must pay to the school the costs of repairing the damage or if necessary the costs of replacing the device.
- #### 2.3 Substitution of equipment
- 2.3.1 When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer's warranty.
 - 2.3.2 When a device is replaced by the school, its type of replacement will depend upon the replacement policy of the school.

3. Standards for device

The student is responsible for:

- 3.1.1 Taking care of digital devices in accordance with school guidelines
- 3.1.2 Adhering to the school's Acceptable Use Agreement when using the machine at home
- 3.1.3 Backing up data securely
- 3.1.4 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

*I acknowledge and agree to follow these rules.
I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.*

Family Information about safe use of ICT at home

Essendon Keilor College believes the teaching of cybersafe and ethical online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st Century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images.

BRIDGING THE GAP BETWEEN HOME AND SCHOOL

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly used as a social space to meet and chat.

If you have the internet at home, encourage your child to show you what they are doing online.

At home we recommend you:

- find out how your child uses the internet and who else is involved in any online activities
- have the computer with internet access in a shared place in the house – not your child's bedroom
- ask questions when your child shows you what they are doing, such as:
 - how does it work and how do you set it up?
 - who is else is sharing this space or game? (do you know them or did you 'meet' them online?)
 - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?
 - what are you doing to protect yourself or your friends from these potential dangers?
 - when would you inform an adult about an incident that has happened online that concerns you? (Discuss why your child might keep it to themselves.)

Statistics show that students will not approach an adult for help because:

- they might get the blame for any incident
- they don't think adults "get" their online communications
- they might put at risk their own access to technology by either:
 - admitting to a mistake or
 - highlighting a situation that might lead a parent to ban their access.

PROTECTING PERSONAL PRIVACY RIGHTS AND THOSE OF OTHER STUDENTS

Students like to publish information about themselves and their friends in spaces like Facebook and blogs, but in doing so they can make themselves more vulnerable to being approached, groomed or bullied online. To avoid this we recommend they:

- don't use their own name, but develop an online name and use avatars.
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have.
- don't allow anyone they don't know to join their chat or collaborative space.
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them.

In line with school's student code of conduct, ensure your child understands the importance of using appropriate language when talking to and working with others online and never writing or participating in hate mail.

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. Often very few adults visit this online environment. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Students need to be reminded that their behaviour online must fall in line with the school's code of conduct.

USING EQUIPMENT AND RESOURCES PROPERLY FOR EDUCATIONAL PURPOSES AS DIRECTED BY TEACHERS

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as “free” but just looking at a page on the internet incurs a download cost. By just taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment.

USING SOCIAL NETWORKING SITES FOR EDUCATIONAL PURPOSES AND ONLY AS DIRECTED BY TEACHERS

Web2 tools and social networking spaces allow students to be contributors to the web and allow them to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web.

The task, online space and responsibilities should be clearly outlined by the school and reinforced throughout the task.

The educational purpose will be clearly understood by the student and the online space defined by the school. When publishing, students should be aware that they are posting to the web and should follow safe practices which protect both their privacy and other members of the school community and post/create in an appropriate way for the school project.

KEEPING AWAY FROM RUDE OR OFFENSIVE SITES

In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technology that bypasses filters, will have their internet access reviewed and their parents will be immediately informed.

FOLLOWING COPYRIGHT PROCEDURES

All music, information, images and games on the internet are owned by someone. A term called copyright is a legal one and has laws to enforce it.

By downloading a “freebee” you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is!

EVALUATING AND USING CONTENT ON THE INTERNET CAREFULLY

Not everything on the internet is true, accurate or unbiased. The school is working to teach information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child use their own thoughts and language to express what they have learnt.

NOT INTERFERING WITH NETWORK SECURITY, THE DATA OF ANOTHER USER OR ATTEMPT TO LOG INTO THE NETWORK WITH A USER NAME OR PASSWORD OF ANOTHER STUDENT

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. Students need to keep their password secret and not gain access to other students’ login details.

SEEKING TEACHER ASSISTANCE

The internet has some flashy and tricky ways to lead users into some websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their internet environment as safe as possible so we ask your child if they see a site they think should be blocked to turn off their screen and let a teacher know.

Open communication between parents/guardians, teachers and students is the best way to keep students safe.

USE OF MOBILE PHONE AND OTHER MOBILE TECHNOLOGY

Mobile phones and technologies are a seamless part of our lives. The school requires to have some say in how these technologies are used to ensure that there is the capacity for learning in a classroom. A classroom could have more than 25 mobile phones in it at any time. Student learning and concentration could well be hampered by texting and ringing.

The recording of both images and sounds can breach other student's rights under the Privacy Act. Sometimes students feel embarrassed telling their peers that they don't want their image or voice recorded. The use of such images can be instantly transmitted by SMS and/or posted online.

The Privacy Act says that the posting and sharing of information online or in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.

If you have any concerns about this agreement or ideas for making the agreement better contact the relevant Campus Principal.

For further Support with online issues

Students can call Kids Helpline on 1800 55 1800.
Parents/cares call Parentline 132289 or Visit <http://www.cybersmart.gov.au/report.aspx>

Instrumental Music Program

The College is pleased to offer the Instrumental Music Program. The Program provides students with a weekly lesson on a selected instrument(s). Students may choose from a variety of instruments and may learn more than one. Participation in the Instrumental Music Program also includes membership of College bands and ensembles.

Tuition across the College is available for the following instruments:

- Guitar
- Electric Bass
- Drums / Percussion
- Voice
- Piano / Keyboard

Across the College, many performing groups rehearse on a weekly basis including:

Essendon Campus

Senior Choir, Guitar Ensemble,
Jazz Ensemble, EKC Drum Corp

Niddrie Campus

Junior Choir, Guitar Ensemble,
various Rock Groups, Drum Group

Keilor Campus

Junior Choir, Guitar Ensemble,
various Rock Groups, Drum Group

It is a requirement of instrumental music and classroom music that students attend one of the College ensemble rehearsals per week. Rehearsals are during lunchtimes on various days depending on the ensemble.

FEES

The Instrumental Music levy of **\$320 per year** is payable at the Campus Office on enrolment. Direct Debit payment plans are available on a term (\$80) or semester (\$160) basis. Please note that places are limited for some instruments. This levy contributes to the maintenance of instruments and the development of Music programs across the College.

Fees must be paid by the third week of each term.

LESSONS

Niddrie & Keilor Campus lessons are conducted weekly in groups of two to five students. Lessons are typically scheduled on a rotational basis so that students do not miss the same class time in consecutive weeks.

EXPECTATION

The College has a long tradition of excellence in Music and the Performing Arts. To that end, we encourage all Music students to develop performance skills and to participate in the many performance opportunities that the College provides. The success of the Instrumental Music Program is underpinned by the partnership between students, teachers and parents. There is an expectation that regular personal music practice and group or ensemble rehearsals are part of the student's weekly schedule.

There is an expectation that work missed through attending music lessons will be caught up before the next class.

If you wish your child to be considered for the Instrumental Music Program then please complete the Expression of Interest Form on page 43. This will help us to make Program adjustments for the New Year.

Uniform

Our uniform supplier, Noone Imagewear, will write to you personally with an allocated appointment time for a uniform fitting for your son or daughter. You may have already received this letter. The allocated appointment will allow Noone Imagewear experienced staff to provide you with a personalised fitting.

Methods of payment are Cash, Eftpos, and Visa/Mastercard.

Order/Layby facilities are available with a minimum deposit of 10%.

Noone Imagewear

Address: 543 Keilor Road, Niddrie 3042

Telephone: 9379 5037

Trading Hours:

Monday to Friday: 8.30am to 5.30pm,

Saturday: 9.00am to 1.00pm



Uniform Policy

1. The clothing that the students are required to wear at school has been designed to:

- 1.1 Enable the students to be identified as belonging to the College
- 1.2 Enhance the image of the school
- 1.3 Be comfortable and attractive
- 1.4 Allow participation of all students in all activities
- 1.5 Be economical and of good quality
- 1.6 Contribute to the sense of pride in belonging to the College

2. All students are expected to wear the College uniform in a manner that reflects pride in the College. Amongst other things this means that:

- 2.1 Uniforms will be clean
- 2.2 In a state of good repair
- 2.3 Appropriately fitted
- 2.4 Worn without non-uniform garments being visible

3. THE GARMENTS OF UNIFORM

Uniform is available from the official supplier. No other styles or brands will be permitted.

3.1 Boys and Girls

Pants and slacks: *Plain Navy blue*
 Shirt: *Striped with College Logo (boys)*
 Woollen Jumper: *Navy blue with College logo*
 Jacket: *College Jacket*
 Shorts: *Plain navy blue, knee length*
 Socks: *Plain white*
 Scarves: *Plain white or navy (Head/Neck)*

3.2 Girls Additional

Dress: *Official College dress – knee length*
 Skirt: *Official College skirt – knee length*
 Blouse: *White, short or long sleeved with College logo*
 Tights: *Black/Navy blue (worn without socks)*
 Jewellery & Makeup: *Not permitted*

3.3 Physical Education Compulsory

Polo Shirt: *Official College shirt*
 Shorts: *Official College shorts*
 Track Pants: *Official College pants*
 Rugby Top: *Official College top*
 Shoes: *Supportive runners*
 Socks: *White*
 Sports Cap: *Navy blue with logo*
 Shoes: *All black, plain leather. Fully enclosed supportive lace up or buckled shoe*

ACCEPTABLE



NOT ACCEPTABLE



3.5 College Sports Teams

College sports teams will wear the College P.E. uniform

3.6 Compulsory Physical and Sport Education

All students must change into the Physical Education uniform for practical classes and back into their College uniform at the completion of the class. Unless at the end of the day where it can be worn home.

3.7 Excursions and Special Occasions

Staff will determine the requirements in consultation with the Campus Principal and parents will be informed. It is the expectation the wearing of full school uniform will be the norm.

4. Implementation

The Administration of the College is responsible for the ensuring that the rules of the College uniform are observed. If a student is at school out of uniform, one of the following practices will be appropriate

- If the parent can be contacted the student will be sent home to return only when in full school uniform
- If the parent cannot be contacted the student will be provided with emergency clothing (if available) for that day and after that shall not return to school until they are in full uniform
- In an emergency, parents may write a note of explanation asking that an exemption be granted for that day
- Where there is a longer term difficulty, the school will consult with parents to find a solution

Booklists

The Year booklist has been sent to all families via Compass. Books and stationery can be purchased directly from:

Campion

Address: Unit 8/12 Makland Drive, Derrimut, 3026

Telephone: 1300 433 982

You can submit your resource list online at www.campion.com.au using code “WPXF”.

There is a link to the booksellers on the Essendon Keilor College website at www.ekc.vic.gov.au

Booklist orders will be packaged and delivered to your home.

SECOND HAND BOOK SALE

The second hand book sale is an initiative of the College to assist parents in the purchase of the required text books at a reduced price. The College purchases the second hand books from current students at approx. 40% of the retail price and sells them at approx. 60% of the retail price. This will be advertised on COMPASS with details of the Link, times and dates. All profits from the second hand book sale go to Student Welfare.





Public Transport

Public Transport to the East Keilor Campus

BUS ROUTES

East Keilor Campus is easily accessible by a bus leaving Moonee Ponds Junction via Essendon Railway Station (Route 475 Operated by Kastoria) and drops students outside the campus. Some students also walk to Milleara Road to catch buses.

Other bus routes available:

From Essendon Railway Station via Keilor Park and East Keilor (Route 465 Operated by Ryan Brothers).

Students get off the bus at Bradman Boulevard, cross the road and walk down Dennis Avenue. Students then cross the road at the school crossing in Quinn Grove and enter the school. After school students catch the 465 bus from Clarks Road back to Essendon Station.

From Footscray via Avondale Heights and Maribyrnong (Route 406 – Operated by Westrans).

Students get off the bus at Milleara Shopping Centre. Then catch the 465 bus to Bradman Boulevard, cross the road and walk down Dennis Avenue. Students cross the road at the school crossing in Quinn Grove and enter the school. After school students catch the Route 475 bus (Kastoria Bus Lines) to Milleara Shopping Centre. They then get off the bus and catch the 406 bus towards Footscray.

TRAIN ROUTES

Get off at Essendon Station on the Craigieburn line. Walk to Rose Street and catch the 465 bus. Once on the 465 bus, get off the bus at Bradman Boulevard, cross the road and walk down Dennis Avenue.

Students then cross the road at the school crossing in Quinn Grove and enter the school. After school students catch the 465 bus from Clarks Road back to Essendon Station.

Public Transport to the Niddrie Campus

BUS ROUTES

Niddrie campus is easily accessible by bus # 476, 501, and 477

476 Moonee Ponds – Hillside via Taylors Lakes and Watergardens Railway Station

Note: On school days the bus drops students off in the morning and picks them up in the afternoon at the School Bus stop in Laurence Street, Niddrie.
Route operator : Kastoria Bus Lines

501 Moonee Ponds – Niddrie via Strathmore

Note: On school days the bus drops students off in the morning and picks them up in the afternoon at the School Bus stop in Laurence Street, Niddrie.
Route operator: Kastoria Bus Lines

477 Moonee Ponds – Broadmeadows

Route operator: Tullamarine Bus Lines

Please use the journey planner link to help make your way to the Campus:
<https://ptv.vic.gov.au/journey#jpsearch%5Baction%5D=showPlanner>

Essendon Keilor College Map

- Niddrie Campus



KEY

- | | |
|----------------------|----------------------------|
| 1. Graphics | 17. Interview Room |
| 2. Store Room | 18. Sick Bay |
| 3. Staff Pod | 19. Staff Disabled Toilets |
| 4. Home Ec. | 20. Staff Female Toilets |
| 5. Pantry | 21. Staff Male Toilets |
| 6. Store Room | 22. Staff Room |
| 7. Art | 23. Principals Office |
| 8. Female Toilets | 24. Reception |
| 9. Male Toilets | 25. Entry |
| 10. Disabled Toilets | 26. Tech Room 1 |
| 11. Classroom | 27. Tech Room 2 |
| 12. Store | 28. Science Store Room |
| 13. Staff Pod | 29. Staff Pod |
| 14. Classroom | 30. Science |
| 15. Store Room | 31. Breakout/Common Space |
| 16. Store Room | P1-6. Portable Classrooms |

PETERS STREET

AREA A

AREA B

AREA C (INCLUDING OVAL)

Essendon Keilor College Map

- Keilor Campus



Quinn Grove





Essendon Keilor College

ESSENDON KEILOR COLLEGE SCHOOL WIDE POSITIVE BEHAVIOURS

	Our Community	Wider Community
BE RESPECTFUL	<p>We...</p> <ul style="list-style-type: none"> • Use good manners • Follow staff instructions • Arrive to class prepared to learn • Work cooperatively with peers and staff • Use technology responsibly and safely at all times 	<p>We...</p> <ul style="list-style-type: none"> • Appreciate diversity and treat all others as equals • Represent the College with pride • Behave in a safe manner • Consider how our actions impact on others • Use technology responsibly and safely at all times
BE ENGAGED	<p>We...</p> <ul style="list-style-type: none"> • Ask questions and regularly act upon feedback • Make positive contributions • Bring digital devices charged everyday • Participate in school events 	<p>We...</p> <ul style="list-style-type: none"> • Are responsible for our actions • Engage in learning opportunities outside of school • Demonstrate EKC Values in accordance with College policies
BE ASPIRATIONAL	<p>We...</p> <ul style="list-style-type: none"> • Put effort into every task and challenge ourselves • Strive for academic excellence • Set and evaluate learning goals • Attend all classes 	<p>We...</p> <ul style="list-style-type: none"> • Are considerate of the public • Travel to and from school with care • Aim to become accomplished citizens who contribute, live meaningfully and succeed
BE A LEARNER	<p>We...</p> <ul style="list-style-type: none"> • Listen to others • Let others learn and teach • Use devices appropriately for learning 	<p>We...</p> <ul style="list-style-type: none"> • Encourage and support others • Maintain appropriate noise levels • Support our community

ASTHMA CARE PLAN FOR EDUCATION AND CARE SERVICES

CONFIDENTIAL: Staff are trained in asthma first aid (see overleaf) and can provide routine asthma medication as authorised in this care plan by the treating doctor. Please advise staff in writing of any changes to this plan.

To be completed by the treating doctor and parent/guardian, for supervising staff and emergency medical personnel.

PLEASE PRINT CLEARLY

Student's name: _____ DOB: _____

PHOTO OF STUDENT
(OPTIONAL)

Plan date
____/____/20____

Review date
____/____/20____

MANAGING AN ASTHMA ATTACK

Staff are trained in asthma first aid (see overleaf). Please write down anything different this student might need if they have an asthma attack:

DAILY ASTHMA MANAGEMENT

This student's usual asthma signs:

- ☐ Cough
☐ Wheeze
☐ Difficulty breathing
☐ Other (please describe): _____

Frequency and severity:

- ☐ Daily/most days
☐ Frequently (more than 5 x per year)
☐ Occasionally (less than 5 x per year)
☐ Other (please describe): _____

Known triggers for this student's asthma
(e.g. exercise*, colds/flu, smoke) —
please detail:

Does this student usually tell an adult if s/he is having trouble breathing?

☐ Yes

☐ No

Does this student need help to take asthma medication?

☐ Yes

☐ No

Does this student use a mask with a spacer?

☐ Yes

☐ No

*Does this student need a blue/grey reliever puffer medication before exercise?

☐ Yes

☐ No

MEDICATION PLAN

If this student needs asthma medication, please detail below and make sure the medication and spacer/mask are supplied to staff.

NAME OF MEDICATION AND COLOUR	DOSE/NUMBER OF PUFFS	TIME REQUIRED

DOCTOR

Name of doctor _____

Address _____

Phone _____

Signature _____

Date _____

PARENT/GUARDIAN

I have read, understood and agreed with this care plan and any attachments listed. I approve the release of this information to staff and emergency medical personnel. I will notify the staff in writing if there are any changes to these instructions. I understand staff will seek emergency medical help as needed and that I am responsible for payment of any emergency medical costs.

Signature _____

Date _____

Name _____

EMERGENCY CONTACT INFORMATION

Contact name _____

Phone _____

Mobile _____

Email _____

For asthma information and support or to speak with an Asthma Educator call **1800 ASTHMA** (1800 278 462) or visit asthma.org.au



ASTHMA FIRST AID

1



SIT THE PERSON UPRIGHT

- Be calm and reassuring
- Do not leave them alone

2



GIVE 4 SEPARATE PUFFS OF BLUE/ GREY RELIEVER PUFFER

- **Shake** puffer
- Put **1 puff** into spacer
- Take **4 breaths** from spacer
 - Repeat until **4 puffs** have been taken

OR give 2 separate inhalations of Bricanyl (6 years or older)
OR give 1 inhalation of Symbicort Turbuhaler (12 years or older)
OR give 2 puffs of Symbicort Rapihaler through a spacer (12 years or older)

If no spacer available: Take 1 puff as you take 1 slow, deep breath and hold breath for as long as comfortable. Repeat until all puffs are given

3



WAIT 4 MINUTES

- If there is no improvement, give 4 more separate puffs of blue/grey reliever as above

OR give 1 more inhalation of Bricanyl
OR give 1 more inhalation of Symbicort Turbuhaler
OR give 2 puffs of Symbicort Rapihaler through a spacer

IF THERE IS STILL NO IMPROVEMENT

4



DIAL TRIPLE ZERO (000)

- Say 'ambulance' and that someone is having an asthma attack
- Keep giving **4 separate puffs every 4 minutes** until emergency assistance arrives

OR give 1 inhalation of a Bricanyl or Symbicort Turbuhaler every 4 minutes – up to a max of 4 more inhalations of Symbicort Turbuhaler
OR give 2 puffs of Symbicort Rapihaler through a spacer every 4 minutes – up to a max of 8 more puffs of Symbicort Rapihaler

CALL EMERGENCY ASSISTANCE IMMEDIATELY AND DIAL TRIPLE ZERO (000) IF:

- the person is not breathing
- the person's asthma suddenly becomes worse or is not improving
- the person is having an asthma attack and a reliever is not available
- you are not sure if it is asthma
- **the person is known to have anaphylaxis – follow their Anaphylaxis Action Plan, then give Asthma First Aid**

Blue/grey reliever medication is unlikely to harm, even if the person does not have asthma.



Translating and
Interpreting Service
131 450



**ASTHMA
AUSTRALIA**

1800 ASTHMA
(1800 278 462)

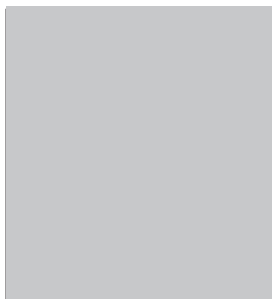
asthma.org.au

©Asthma Australia 2020

ACTION PLAN FOR Allergic Reactions

Name: _____

Date of birth: _____



Confirmed allergens:

Family/emergency contact name(s):

1. _____

Mobile Ph: _____

2. _____

Mobile Ph: _____

Plan prepared by doctor or nurse practitioner (np):

The treating doctor or np hereby authorises medications specified on this plan to be given according to the plan, as consented by the patient or parent/guardian, including use of adrenaline if available.

Whilst this plan does not expire, review is recommended by DD/MM/YY

Signed: _____

Date: _____

Note: This ASCIA Action Plan for Allergic Reactions is for people who have allergies but do not have a prescribed adrenaline (epinephrine) injector. For instructions refer to the device label or the ASCIA website www.allergy.org.au/anaphylaxis

Adrenaline injectors are given as follows:

- 150 mcg for children 7.5-20kg
- 300 mcg for children over 20kg and adults
- 300 mcg or 500 mcg for children and adults over 50kg

SIGNS OF MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting - **these are signs of anaphylaxis for insect allergy**

ACTION FOR MILD TO MODERATE ALLERGIC REACTION

- For insect allergy - flick out sting if visible
- For tick allergy ☐ seek medical help or ☐ freeze tick and let it drop off
- Stay with person and call for help
- Give antihistamine (if prescribed) _____
- Phone family/emergency contact

Mild to moderate allergic reactions (such as hives or swelling) may not always occur before anaphylaxis

WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult or noisy breathing
- Swelling of tongue
- Swelling or tightness in throat
- Wheeze or persistent cough
- Difficulty talking or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION FOR ANAPHYLAXIS

1 LAY PERSON FLAT - do NOT allow them to stand or walk

- If unconscious or pregnant, place in recovery position - on left side if pregnant, as shown below
- If breathing is difficult allow them to sit with legs outstretched
- Hold young children flat, not upright



2 GIVE ADRENALINE INJECTOR IF AVAILABLE

3 Phone ambulance - 000 (AU) or 111 (NZ)

4 Phone family/emergency contact

5 Transfer person to hospital for at least 4 hours of observation

IF IN DOUBT GIVE ADRENALINE INJECTOR

Commence CPR at any time if person is unresponsive and not breathing normally

ALWAYS GIVE ADRENALINE INJECTOR FIRST, and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication has SUDDEN BREATHING DIFFICULTY (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms

Asthma reliever medication prescribed: ☐ Y ☐ N

Note: If adrenaline is accidentally injected (e.g. into a thumb) phone your local poisons information centre. Continue to follow this action plan for the person with the allergic reaction.

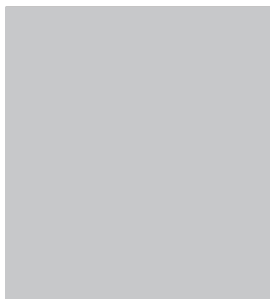


Essendon Keilor College

ACTION PLAN FOR Anaphylaxis

Name: _____

Date of birth: _____



Confirmed allergens:

Family/emergency contact name(s):

1. _____

Mobile Ph: _____

2. _____

Mobile Ph: _____

Plan prepared by doctor or nurse practitioner (np): _____

The treating doctor or np hereby authorises medications specified on this plan to be given according to the plan, as consented by the patient or parent/guardian.

Whilst this plan does not expire, review is recommended by DD/MM/YY

Signed: _____

Date: _____

For use with **EpiPen®** adrenaline (epinephrine) autoinjectors

SIGNS OF MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting - **these are signs of anaphylaxis for insect allergy**

ACTION FOR MILD TO MODERATE ALLERGIC REACTION

- For insect allergy - flick out sting if visible
- For tick allergy ☐ seek medical help or ☐ freeze tick and let it drop off
- Stay with person, call for help and locate adrenaline autoinjector
- Give antihistamine (if prescribed) _____
- Phone family/emergency contact

Mild to moderate allergic reactions (such as hives or swelling) may not always occur before anaphylaxis

WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult or noisy breathing
- Swelling of tongue
- Swelling or tightness in throat
- Wheeze or persistent cough
- Difficulty talking or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION FOR ANAPHYLAXIS

1 LAY PERSON FLAT - do NOT allow them to stand or walk

- If unconscious or pregnant, place in recovery position - on left side if pregnant, as shown below
- If breathing is difficult allow them to sit with legs outstretched
- Hold young children flat, not upright



2 GIVE ADRENALINE AUTOINJECTOR

3 Phone ambulance - 000 (AU) or 111 (NZ)

4 Phone family/emergency contact

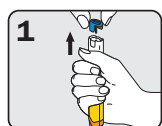
5 Further adrenaline may be given if no response after 5 minutes

6 Transfer person to hospital for at least 4 hours of observation

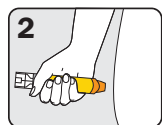
IF IN DOUBT GIVE ADRENALINE AUTOINJECTOR

Commence CPR at any time if person is unresponsive and not breathing normally

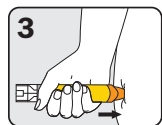
How to give EpiPen®



Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE



Hold leg still and PLACE ORANGE END against outer mid-thigh (with or without clothing)



PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds REMOVE EpiPen®

EpiPen® is prescribed as follows:

- EpiPen® Jr (150 mcg) for children 7.5-20kg
- EpiPen® (300 mcg) for children over 20kg and adults

ALWAYS GIVE ADRENALINE AUTOINJECTOR FIRST, and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication has SUDDEN BREATHING DIFFICULTY (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms

Asthma reliever medication prescribed: ☐ Y ☐ N

Note: If adrenaline is accidentally injected (e.g. into a thumb) phone your local poisons information centre. Continue to follow this action plan for the person with the allergic reaction.



Essendon Keilor College

Camps, Sports and Excursions Fund (CSEF) Eligibility

Below are the criteria used to determine a student's eligibility for the 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: <https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/guidance/eligibility#Special%20Consideration>*

Mature minors or 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 seventeen 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 schooling, 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 **Tuesday 28 January 2025**.

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: \$150.00 per year.
- Secondary school student rate: \$250.00 per year.

The CSEF is paid directly to the 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: <https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/guidance/payment-amounts>

Foundation and Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. 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 2025 closes at the end of term two 2025.

CSEF payments cannot be claimed retrospectively for prior years.

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

STATE SCHOOLS' RELIEF

Year 7 CSEF Uniform Package

What you need to know

WHO IS SSR?

State Schools' Relief is a not-for-profit organisation that works closely with all state government schools in Victoria. Each year, State Schools' Relief provides assistance to thousands of students experiencing financial disadvantage with school uniforms, footwear and a host of other essential educational resources.

INTRODUCTION TO CAMPS, SPORTS AND EXCURSIONS FUND

Through government funding the Camps, Sports and Excursions Fund (CSEF) was established to provide payments for eligible students to attend camps, sports days and excursions. To find out more, or to apply for assistance, please refer to the Department of Education and Training website. <https://www.vic.gov.au/camps-sports-and-excursions-fund>

SSR provides a uniform package each year to all Year 7 families/carers eligible for CSEF funding.

YEAR 7 UNIFORM PACKAGE FOR CSEF RECIPIENTS

Year 7 students for 2025 that are recipients of the Camps, Sports and Excursion Fund (CSEF) automatically qualify for the uniform package and/or vouchers.

WHAT'S IN THE PACKAGE?

The package contains the following items:

- 1 x Polo Top or Shirt
- 1 x Trousers / Pants or Shorts or Summer Dress
- 1 x Pair of Shoes (Lace Ups or T-Bars or Sneakers)

Please note

- PE items are not included as part of this package
- Shoes must be requested in UK sizes. The SSR shoe size conversion chart is available on our website. <https://stateschoolsrelief.org.au/wp-content/uploads/2023/05/SSR-Shoe-Conversion-Chart.pdf>

COST TO FAMILIES

Where State Schools' Relief cannot supply uniform items directly, you will receive a voucher that subsidises the cost of the uniform items. The voucher can be redeemed at your child's school uniform shop, or independent uniform retailer, which will be listed on the voucher.

Families/carers receiving vouchers will be required to make a co-contribution payment towards the cost of the uniform items. The amount required to cover the gap will depend on the retail price and the State Schools' Relief subsidy.

The voucher provided by State Schools' Relief lists each approved item, and the maximum purchase value, that State Schools' Relief will cover. Check your school's uniform price list to work out how much extra you may need to contribute towards the uniform item. Please note vouchers do have an expiry date and must be redeemed before the expiry date.

HOW DO I APPLY FOR THE CSEF UNIFORM PACKAGE?

Applications are made through your child's school. Please refrain from contacting State Schools' Relief directly as staff are unable to accept applications from parents/families or carers. Should you have any questions, or wish to apply for assistance, please speak with your child's 2025 school.

HOW DO I RECEIVE THE UNIFORM PACKAGE?

- All items and/or vouchers provided by SSR will be delivered directly to your child's school. The school will then contact you to arrange handover of these items and/or vouchers.
- The voucher will advise whether you collect items from the school uniform shop or a retailer. If it's a retailer, please check with your school to find out the nearest store.
- If a uniform item costs more than the maximum subsidised amount, State Schools' Relief is unable to cover any further cost.
- If a uniform item costs less than the maximum subsidised amount, the difference cannot be redeemed or transferred to an alternate uniform item.

Please note vouchers are not transferable and cannot be exchanged for cash; they cannot be used to purchase extra items and only the uniform item listed can be purchased with the voucher. State Schools' Relief does not make cash payments to schools or families/carers.

TERMS AND CONDITIONS

- Only Year 7 students for 2025 that qualify for CSEF are automatically entitled to a uniform pack.
- Each student is eligible for one CSEF uniform pack.
- All vouchers have an expiry date, which is listed on the voucher. Vouchers must be redeemed within the time frame specified (90 days from issue date).
- If uniform items cost less than the stated subsidised amount on the voucher, any unused subsidy **cannot**:
 - be transferred to a different uniform item
 - be used to purchase an extra item; or
 - provided as cash to the school or the family/carer.

What you need to do

Your child's school will be in contact with you to order the uniform package.



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