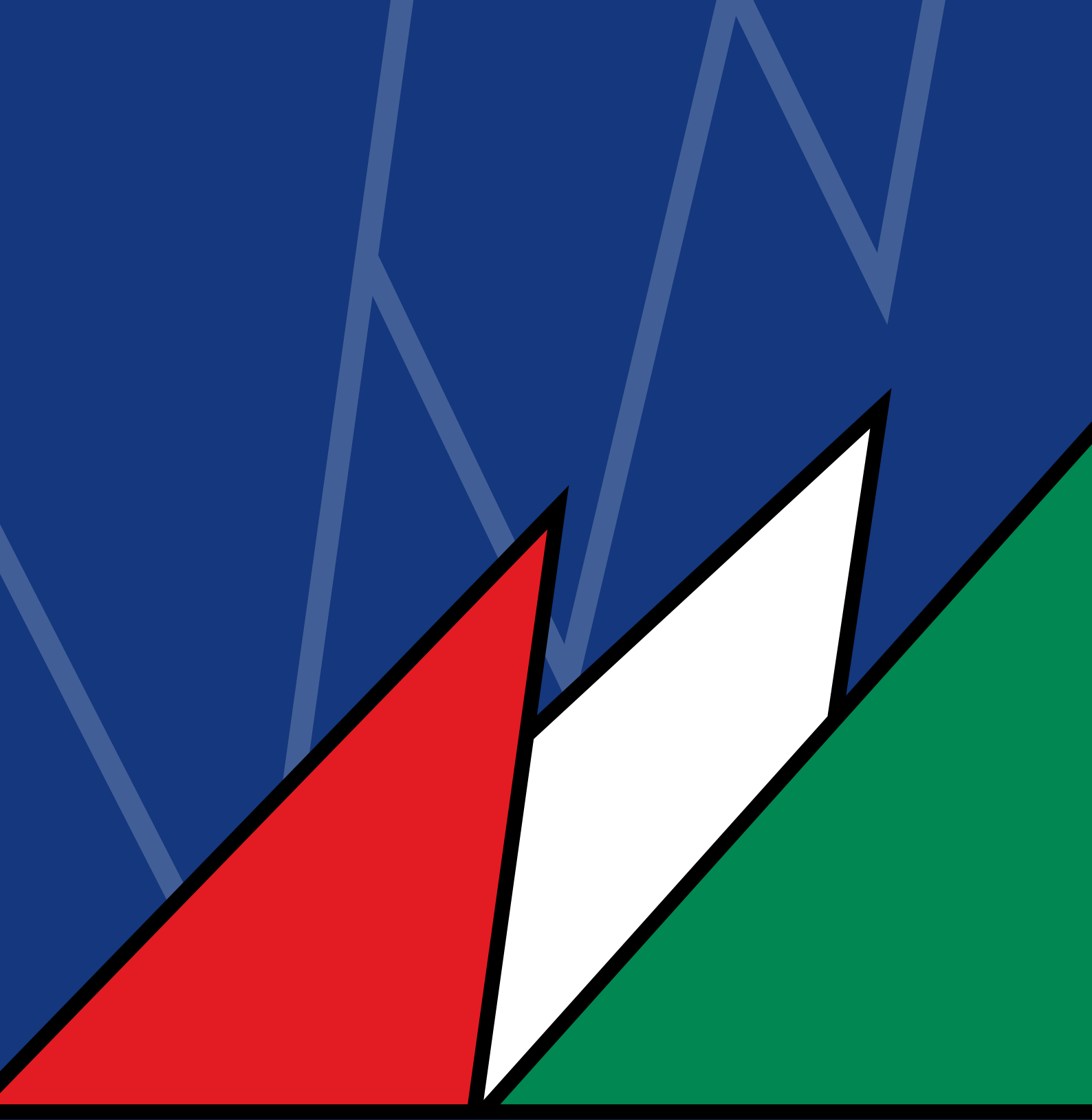




Essendon Keilor College

Grade 6 into 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.

Essendon Keilor College operates across two campuses. Our Niddrie Campus caters to Year 7–9 students, emphasising the crucial middle years of education. Our goal is to facilitate a smooth transition from primary school, engaging students with diverse, challenging, and exciting learning activities.

Situated in heritage-listed buildings, our Essendon Campus is dedicated to Year 10–12 students and boasts a rich history linked to the original school site. Here, students have access to a broad spectrum of opportunities, including Year 10 electives, VCE, VET, and Vocational Major certificates. This enables each individual to create a tailored three-year program, ensuring they are well-prepared for success in their chosen pathway.

Both campuses at Essendon Keilor College offer an exceptional learning environment that is 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.”

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.

Adam Potter

College Principal



Orientation Day

Tuesday 9 December 2025

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 Niddrie campus amphitheater. 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?

- Blank exercise book & pencil case
- Students may wear casual clothes, closed shoes, long shorts, no leggings.
- A snack and water will be provided for morning tea
- Personal medications, in labeled bag with name and instructions. Give to the main office upon arrival.
- Completed Forms:
 1. Orientation Camp: Expression of Interest Form
 2. Instrumental Music: Expression of Interest Form (optional)
 3. Sports Academy: Expression of Interest Form (optional)
- Canteen lunch will be provided.

DISMISSAL

2.30pm. Please arrange to meet your child at the campus amphitheater

Back To School

Wednesday 28 January 2026

WHAT TO BRING ON THE FIRST DAY OF SCHOOL

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

Important Dates for 2025/2026

2025

TUESDAY 9 DECEMBER: ORIENTATION DAY

Year 6 students spend a day at the Niddrie campus, 9.00am to 2.30pm

2026

TERM 1 WEDNESDAY 28 JANUARY TO THURSDAY 2 APRIL

School Photos	Wednesday 4 February
Year 7 Family Orientation Evening	Tuesday 10 February
Production Auditions	Thursday 12 February
Student Free Day	Friday 6 March
Labour Day Holiday	Monday 9 March
NAPLAN	Wednesday 11 March to Monday 16 March
Year 7 Camp	Wednesday 18 March to Friday 20 March
Athletics Carnival	Tuesday 24 March
Parent Teacher Interviews	Wednesday 1 April
End of Term	Thursday 2 April – 2.30pm Finish

TERM 2 MONDAY 20 APRIL TO FRIDAY 26 JUNE

King's Birthday	Monday 8 June
Student Free Day	Friday 12 June
End of Term	Friday 26 June – 2.30pm Finish

TERM 3 MONDAY 13 JULY TO FRIDAY 18 SEPTEMBER

School Production	TBC
Parent Teacher Interviews	Wednesday 16 September
End of Term	Friday 19 September – 2.30pm Finish

TERM 4 MONDAY 5 OCTOBER TO FRIDAY 18 DECEMBER

Melbourne Cup	Tuesday 3 November
EOY Activities	Thursday 10 December to Friday 11 December

Bell Times

ESSENDON & NIDDRIE CAMPUSES

Monday - Friday 4 X 79 min periods	
Before School Yard Duty	8:39 -8:49
Period 1	8:49 - 10:08am
Period 2	10:08 - 11:27am
Recess	11:27 - 11:47am
Period 3	11:47 - 1:06pm
Lunch	1:06 - 1:46pm
Period 4	1:46 - 3:05pm
After-school Yard Duty	3:05 - 3:15pm

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

2026 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 the Niddrie campus office and they will be able to support you with this.

Absences, Late Arrivals and Early Departures

Essendon Keilor College has a strong focus on attendance with our key message to students being ‘every day counts’.

If students are unable to attend a day of school parents need to contact their child’s campus and leave a message on the attendance line. If your child is arriving to school late or needing to depart early, please notify the office via a phone call or written communication.

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.

 Essendon Keilor College	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	
	• Arrives at class on time and ready for learning • Brings all required equipment and materials to class, including a charged device				
	• 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				
	• Allows others to learn • Demonstrates positive classroom behaviours • Follows instructions and allows the teacher to teach				
Preparedness for learning	• Uses their class time effectively to complete all set tasks				
Effort and Engagement in Class					
Behaviour					
Completion of Work in Class					
Completion of Work at Home	• 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. 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 a range of laptop computers 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). Prior to students gaining access to our school network students and parents will need to sign out BYOD and Acceptable Use Agreement which will be available for families to complete via Compass as part of the annual student permissions process. A copy of our BYOD and Acceptable Use Agreement can be found on our school website www.ekc.vic.gov.au/policies

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.

BYOD LAPTOP REQUIREMENTS – 2026

The College prefers that students use a similar type of laptop to ensure consistent support in the classroom. Families may provide their own device if it meets the following minimum requirements:

- Less than three years old
- Windows 11 operating system (Windows 10 still supported but being phased out)
- Minimum 8GB RAM
- At least 128GB storage
- Battery life of at least 4 hours

SUPPORTED DEVICES

- Windows laptops (preferred and best supported)
- Apple MacBooks (fully supported)
- Chromebooks (supported — but may have limitations with some specialist software used in senior years)

SOFTWARE ACCESS

The College will provide access to Microsoft 365 and other required educational software — families do not need to purchase any licences.

RESPONSIBILITY AND CARE

Families are responsible for the maintenance, security and insurance of their child’s device. A protective case is strongly recommended.

The JB Hi Fi Education Solutions portal can be accessed www.jbeducation.com.au/byod
School code is: EKC2026

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.

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 HI-FI SOLUTIONS
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.

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>

Sports Academy Programs

Over the past two years, our Sports Academy programs in;

- Basketball
- AFL
- AFL W
- Netball

have continued to grow well beyond expectations, both in student participation and athletic achievement. This growth has been driven by our commitment to maintaining a high standard of quality in every session.

Each program is designed to challenge our athletes while providing a supportive and professional training environment with high quality coaches who have played NBL, VFL/AFL and State Netball representatives.

We are proud of the continued acceleration and success of our students, with many progressing to representative teams and elite sporting pathways. This success reinforces our dedication to delivering programs that are structured, engaging and of the highest quality.

TRAINING & COMPETITIONS

Students in the program attend 1 training session per week, participate in ‘friendly’ match play simulation against other sporting academy schools and compete in state body run competitions.

Training sessions for;

- **Basketball** run on a Wednesday, Thursday or Friday morning before school and students are placed in a group based on ability
- **AFL** run on Wednesday after classes are finished with students from year 7 -9 all training together
- **AFL W** runs as a combined training session with students from our later years campus during schools hours on a rotating timetable so as to minimise the impact on missed class time.
- **Netball** runs during school hours on a rotating timetable so as to minimise the impact on missed class time.

FEE STRUCTURE

Fees are charged semesterly for families and differ slightly based on the staffing of the program and the number of additional competition opportunities that are available for students. Please see our 2026 Sports Academy Enrolment Application Form included within the Grade 6 into Year 7 transition pack for further information regarding approximate program costing. A discount exists for those students who participate in multiple sports academy programs

SELECTION CRITERIA

The first 3 weeks of each semester will be an opportunity for students to trial for selection within each academy. Students are selected based on the following criteria;

- sports specific technical skills
- game sense and tactical awareness
- teamwork
- commitment to improvement

Along with the above there are also expectations for students to meet regarding regular attendance at training and school as well as maintaining a strong commitment to their school based classes, as reported by teachers through the 3 weekly progress reports.



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:

Later Years (Essendon campus)

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

Middle Years (Niddrie 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 **approx. \$320 per year** is payable at the campus office on enrolment. Direct Debit payment plans are available on a term or semester 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

Middle Years 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 included within this enrolment package.

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 or Official College branded
- Shirt: Striped with College Logo (boys)
- Woollen Jumper: Navy blue with College logo
- Jacket: College Jacket
- Shorts: Knee length plain navy blue or Official College branded
- Socks: Plain white
- Shoes: All black, fully enclosed lace up or buckled shoes. No canvas material.
- 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: Plain navy blue or Official College branded
- Track Pants: Plain navy blue or Official College branded
- Rugby Top: Official College top
- Shoes: Supportive runners
- Socks: White
- Sports Cap: Navy blue with logo

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 2026 Year 7 booklist is included as part of this enrollment package and available on our school website. 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 “8T3C”.

Booklist orders will be packaged and delivered to your home.

MATHS TEXT RESOURCE

Our Maths textbook resource is the only text not available for direct purchase through Campion. The school has chosen this resource due to the expansive range of curriculum levels that the product caters for within it’s online platform, allowing for our teachers to direct content to students that is appropriate to their individual stage of learning. Parents need to visit the Mathspace website directly <http://website.mathspace.co/payments/ekcvic> to purchase the required resources.



Public Transport

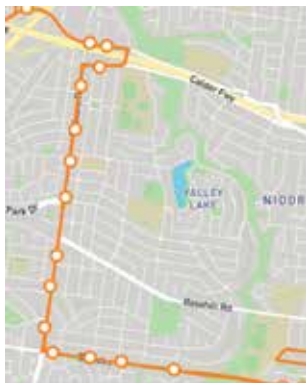
Public Transport to the Niddrie Campus

BUS ROUTES

Niddrie campus is easily accessible by bus
#465, #469, #476, #477 & #902

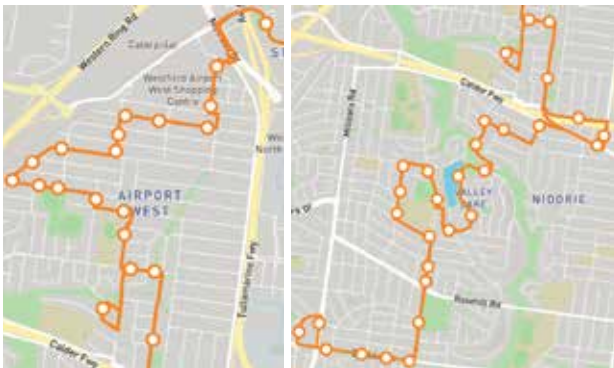
#465 Essendon Station - Keilor Park via East Keilor

A great option for our families coming from the East Keilor area. Students get off the bus at the Moorna Dr/Fullarton Rd stop and walk the last 1km to the Niddrie campus.



#469 Moonee Ponds - Keilor East via Airport West

Another great option for our families coming from the East Keilor area. Students get off the bus at the McNamara Ave/Roberts Rd stop and walk the final 950m to the Niddrie campus.



Bus route 469 (Airport West Shopping Centre)

Bus route 469 (East Keilor)

#476 Watergardens - Moonee Ponds via Keilor

A great option for our families coming from Keilor. Students get off the bus at the Moorna Dr/Fullarton Rd stop and walk the last 1km to the Niddrie campus.



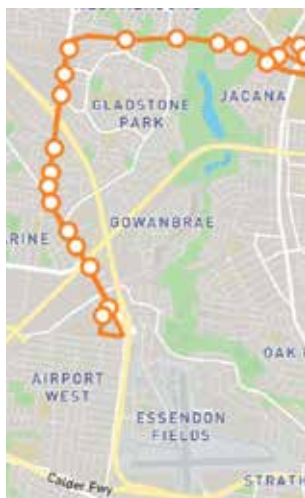
#477 Moonee Ponds - Broadmeadows

A great option for our families coming from Tullamarine and Westmeadows. Students catching this bus change at Airport West Shopping Centre to the #469 and then get off at Roberts Rd/McNamara Ave and walk the final 950m to the Niddrie campus.



#902 Chelsea Railway Station - Airport West Shopping Centre

Another great option for our families coming from Tullamarine and Westmeadows. Students catching this bus change at Airport West Shopping Centre to the #469 and then get off at Roberts Rd/McNamara Ave and walk the final 950m to the Niddrie campus.



CDC operates a school specific afternoon run via the number #S5002 bus which runs back through the Tullamarine and Westmeadows area. More information on this route can be found at <https://cdcvictoria.com.au/services/school-services/tullamarine/essendon-keilor-college/>

Please use the journey planner link to help make your way to the campus:

<https://transport.vic.gov.au/journey>

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 |

TO LAURENCE AVENUE →

AREA A

AREA B

AREA C (INCLUDING OVAL)

PETERS STREET



Essendon Keilor College

ESSENDON KEILOR COLLEGE SCHOOL WIDE POSITIVE BEHAVIOURS

	Our Community	Wider Community
BE RESPECTFUL	We... - 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	We... - 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
	We... - Ask questions and regularly act upon feedback - Make positive contributions - Bring digital devices charged everyday - Participate in school events	We... - Are responsible for our actions - Engage in learning opportunities outside of school - Demonstrate EKC Values in accordance with College policies
	We... - Put effort into every task and challenge ourselves - Strive for academic excellence - Set and evaluate learning goals - Attend all classes	We... - Are considerate of the public - Travel to and from school with care - Aim to become accomplished citizens who contribute, live meaningfully and succeed
	We... - Listen to others - Let others learn and teach - Use devices appropriately for learning	We... - Encourage and support others - Maintain appropriate noise levels - Support our community
BE ENGAGED		
BE ASPIRATIONAL		
BE A LEARNER		

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: _____

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



PHOTO OF STUDENT
(OPTIONAL)

Plan date
____/____/20____

Review date
____/____/20____

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



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

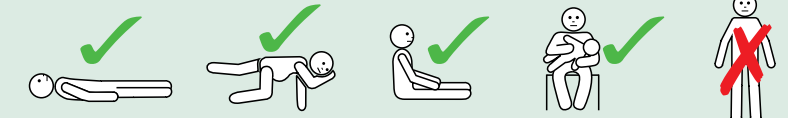
WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- 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.

© ASCIA 2021 This plan was developed as a medical document that can only be completed and signed by the patient's doctor or nurse practitioner and cannot be altered without their permission.



Essendon Keilor College

ACTION PLAN FOR Anaphylaxis

For use with EpiPen® adrenaline (epinephrine) autoinjectors

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): _____

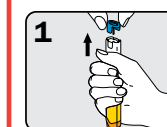
The treating doctor or np hereby authorises medications specified on this plan to be given according to the plan, as consented by the patient or parent/guardian.

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

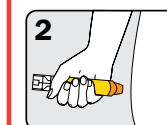
Signed: _____

Date: _____

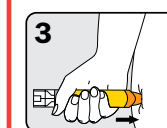
How to give EpiPen®



1 Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE



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



3 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

SIGNS OF MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Tingling mouth
- Hives or welts
- 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

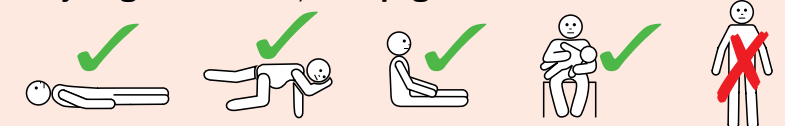
WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

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

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

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.

© ASCIA 2021 This plan was developed as a medical document that can only be completed and signed by the patient's doctor or nurse practitioner and cannot be altered without their permission.



Essendon Keilor College

Camps, Sports and Excursions Fund (CSEF) Eligibility

Below are 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: <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 **Wednesday 28 January 2026**.

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. Both Primary & Secondary school students are eligible to receive \$400 for 2026.

The CSEF is paid directly 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 2026 closes at the end of term two 2026.

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 2026 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 to the office staff at our Niddrie campus.

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.



Essendon Keilor College



Essendon Keilor College

Administration

Quinn Grove East Keilor VIC 3033 **P** 8331 0100 **E** essendon.keilor.co@education.vic.gov.au
(P.O. Box 142, Niddrie 3042)

NIDDRIE Campus

Peters Street, Airport West VIC 3042

P 9375 8400 **E** essendon.keilor.co.niddrie@education.vic.gov.au

ESSENDON Campus

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