AGE OF ENTRY

1. Morning Star: Children need to be turning four (4) years of age by December 31st in the year they attend.
2. Rosa Mundi: Children need to be turning five (5) years of age by December 31st in the year they attend.
3. Prep: Children need to be turning six (6) years of age by December 31st in the year they are enrolled.
4. Age of entry at class level is consistent with the above guidelines.
5. Within the guidelines laid down by the Department of Education and Early Childhood Development, age of entry has some flexibility at the teacher’s discretion.

SCHOOL OPENING HOURS

1. Teachers at Steiner schools have a greater responsibility for planning and curriculum than do their state school counterparts. There is also generally less administrative support. It is general practice within Steiner schools that this be addressed with appropriate time off from face to face teaching to do this work. With this in mind the following guidelines regarding school term dates will be followed:
2. School term dates will generally follow those set for Victorian state schools with some exceptions;
3. The first Monday of each term will be a staff and planning day. Staff will be required at work, but not students.
4. The Year will start for children on the Tuesday following the general State school commencement date. Staff will begin during the week prior with planning setting up timetabling.
5. There will be provision made for teachers to attend one of the major Steiner Professional development conferences, generally held in July each year.
6. Report writing and parent interviews will be held twice a year on normal school days.
7. The School year will finish for children on the Wednesday of the week prior to State school finishing. Staff will be required on the Thursday and Friday of that week.
8. Notwithstanding the above, there will be a minimum of 182 teaching days in each school year.
9. The school day commences at 9AM and finishes at 3:20.
10. The School will be staffed from 8:30AM to 4:00PM. Children should not be on school premises outside these hours unless accompanied by an adult.
1) Term fees are due and payable in the first week of term, unless another arrangement is made with the School administrator.

2) There are several alternative ways in which fees can be paid, by arrangement with the Administrator:
   a) regular payments directly into our bank account
   b) partial payments over the term
   c) the whole year in advance, and get a 5% discount
   d) Other negotiated arrangement

3) We have credit card and EFTPOS facilities

4) Fee notices will be sent out about 2 weeks prior to the start of term

5) Discounts and rebates offered by Government Departments for low income and other families will be applied to fees or otherwise paid as required. This includes:
   a) Kindergarten Fee Rebate of $730 per year
   b) Education Maintenance Allowance
   c) Conveyance Allowance.

**COLLECTIONS:**

1) If neither payments nor a suitable arrangement have been made by week 3 of the term a reminder notice will be issued.

2) If neither payments nor a suitable arrangement have been made by week 5 of the term a follow up phone call will be made. A $20 administration charge will be applied to your account

3) If neither payments nor a suitable arrangement have been made by week 8 of the term a final notice will be issued.

4) If neither payments nor a suitable arrangement have been made by the end of term the account may be put into the hands of an external debt collector, and will incur extra expenses

5) Cheques returned “refer to drawer” will incur a $20 administration fee as well as reimbursement of the bank’s charge.
ENROLMENT POLICY

1) All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

2) The School will provide an efficient process of enrolment that satisfies the needs of both students and the school. All children who are eligible to attend a Victorian school are welcome to attend our school.

3) Enrolment decisions will not be made on the basis of race, religion, gender or disability, unless this creates unjustifiable hardship for the School.

4) Enrolment procedure is as follows:
   a) Intention to enroll a child is made using the Registration for Enrolment form
   b) The School will organise interviews for prospective parents/guardians and their children with respective class teachers to ensure clear understanding of expectations on both sides
   c) If the Teacher considers the enrolment as unsuitable, he or she will explain the reasons for this to the parent/guardian, and suggest that the enrolment not be completed.
   d) The School will only refuse an enrolment in cases of unjustifiable hardship to the School, and will explain its position in writing to the parent/guardian
   e) An offer of enrolment will be made in writing
   f) If the offer of enrolment is accepted, an enrolment information form will be completed and signed, including privacy notice

5) A fee bond shall be required at the time of enrolment, however this may be waived at the discretion of the Administrator.

SCHOOL ENTRY PROCESS

School entry is considered to occur at kindergarten level.

11. First round of offers
   a. 12 Kindergarten places will be offered to Morning Star kinder children.
   b. This will occur prior to the commencement of term 4 the year proceeding the child’s kindergarten year

12. Second round of offers
   a. Rosa Mundi Kindergarten places are offered to 2 categories of students
      i. Those entitled to an automatic place.
      ii. Those whose place will be determined by an “Enrolment Interview”
13. **Automatic Entry Group**
   a. Criteria for inclusion to the Automatic Entry Group;
      i. Children or Grandchildren of current staff members
      ii. Children of previous students
      iii. The sibling of a child who has been enrolled in our school for longer than 2 years.

14. **Enrolment Interviews**
   a. When required, enrolment interviews for students/families not in the automatic entry group, may be conducted by the enrolment panel which may include teachers from school or preschool

   b. The interview will follow a set of questions which reflect the following guidelines. It should be noted by the panel that the purpose of the interview is to try to ascertain an *overall picture of the child*, their family and the class group that they would be entering. Final decisions on places should reflect this consideration of the whole picture.

   c. Criteria to consider:
      i. The degree of parental support for the child’s education and behavior.
      ii. The degree of support for and commitment to Steiner education.
      iii. Siblings
      iv. Attendance at another Steiner School
      v. Fee payment record of the family
      vi. The chronological position according to the application date on the waiting list. Note; This point should only be considered when all other factors are equal.

15. **Prep Places**
   a. Rosa Mundi Kindergarten children will automatically be offered a Prep place the year following their kindergarten year.

16. **Notification**
   a. After the enrolment interview families will be notified by mail of:
      i. an offer of enrollment
      ii. a place on the waiting list.

17. **Acceptance of Offer of enrollment**
   a. If families wish to accept an enrolment offer their child’s place will be secured upon receipt of one terms fees.
   b. Families will have 14 days from the date of the offer of enrolment to accept, otherwise the position may be offered to another family.

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**SCHOOL WAITING LIST POLICY**

1. A composite class group will be considered “full” when:
   a. there are 24 students in the total composite class group
b. There are more than 20 students, some of whom are special needs.
c. The balance of separate class numbers is such that the following year will create a composite class of more than 24 students.

2. A teacher may accept more than 24 students at his/her discretion.

3. Enrolment enquiries that would increase numbers past “full” may be placed on a waiting list.

4. If there are more than one child on a waiting list, and a position becomes available, the following policy applies:
   a. There are 2 categories of students
      i. Those entitled to an automatic place
      ii. Those whose place will be determined by an “Enrolment Interview”
   
   b. Criteria for inclusion to the Automatic Entry Group;
      i. Children or Grandchildren of current staff members
      ii. Children of previous students
      iii. The sibling of a child who has been enrolled in our school for longer than 2 years.
   
   c. When required, enrolment interviews for students/families not in the automatic entry group, may be conducted by the enrolment panel which may include teachers from school or preschool.
   
   d. The interview will follow a set of questions which reflect the following guidelines. It should be noted by the panel that the purpose of the interview is to try to ascertain an overall picture of the child, their family and the class group that they would be entering. Final decisions on places should reflect this consideration of the whole picture.
   
   e. Criteria to consider:
      i. The degree of parental support for the child’s education and behavior.
      ii. The degree of support for and commitment to Steiner education.
      iii. Siblings
      iv. Attendance at another Steiner School
      v. Fee payment record of the family
      vi. The chronological position according to the application date on the waiting list. Note; This point should only be considered when all other factors are equal.
   
   f. After the enrolment interview families will be notified by mail of the decision of the panel.
   
   g. If families wish to accept an enrolment offer their child’s place will be secured upon receipt of one term’s fees.
h. Families will have 14 days from the date of the offer of enrolment to accept, otherwise the position may be offered to another family.

PRIVATE VEHICLES & CAR PARK

It is the policy of this school to control the use of cars and motorbikes during school hours (8.45am to 3.45pm).

Drivers of motor vehicles using the school premises should abide by the following rules:

1. Cars are to be parked on the north side in designated car spaces. Pedestrians are to use the footpath.
2. Signs are to be observed.
3. Children must be observed by parents or carers while being in the area.

FUNDRAISING

All fundraising activities are subject to the approval of the COT and Committee of Management.

1. Fundraising ideas should be brought, in the first instance to the College of Teachers and/or Governance Committee.
2. All fundraising activities will reflect the ethos & image of the school as interpreted by the College of Teachers and/or Governance Committee.
3. If the ideas are considered to be within the ethos of our School, the implementation may be delegated to other bodies, such as Parents & Friends Group.
4. Moneys raised by the Parents and Friends Group will be allocated to projects agreed on between the Parent & Friends Committee and the SLT.
5. Any other monies raised will be donated to the School for its general revenue, however fundraising activities may be undertaken with the purpose of directing monies towards a specific area of the budget if prior minuted COT and/or COM approval is received.

PUBLICITY AND PUBLIC RELATIONS

The School Leadership Team is responsible for the public image of the school.

1. Any representation of the school in the public domain must be referred to the School Leadership Team for approval.
2. Any contact by media or other organisations requesting comments or opinions from the School must be referred to the SLT immediately.
3. The SLT may delegate another person or group to speak for the School on any issue.

CONTRACTOR POLICY

1. All contractors entering school grounds will be required to report to the office prior to starting work & after finishing.
2. The School will hold information regarding Contractor’s insurance and commitment to uphold OH&S regulations.

3. Contractors will be given an induction pack on their first visit to the school setting out emergency procedures and safety requirements.

WORKING WITH CHILDREN CARDS

1. All staff members who are not registered teachers, will be required to have a Working With Children Card (WWCC), irrespective of their involvement with children.

2. Any parent or other person working in a volunteer capacity on a regular basis in the school will be required to have a Working With Children Card.

3. Any parent or other person accompanying any overnight class excursion will be required to have a WWCC.

4. The School will hold a list of WWCC numbers for staff and volunteers, including expiry date of card to ensure compliance with items 1 & 2 above.

USE OF SCHOOL CREDIT CARDS

GENERAL

Credit cards are used by the school primarily for the use of teachers or other staff on approved excursions or professional development courses. They can be used under the following conditions:

1. Legitimate expenses include:
   a. Airfares – economy class
   b. Petrol costs to airport
   c. Car parking
   d. Accommodation to a “reasonable” standard, including the night before where to get to the event on time it would be “unreasonable” to leave home the morning of the event, and the night after if it is not possible to get home by a “reasonable” time in the evening.
   e. Meals during the time of the event, of a “reasonable” standard including meals which are part of the event. Not to include alcohol.
   f. Taxis and/ or public transport costs between airport & accommodation and/or venue.
   g. Hire car if this is more cost effective than taxis or public transport
   h. Items offered for sale related to School business.
   i. Entries to venues
   j. Minor gifts/ sundries

2. All expenses must have tax invoice dockets which must be given to the office as soon as practical

3. Dockets will be matched with bank statements each month

4. Matched statements and dockets will be reviewed by SAC

5. As a guide to “reasonableness” the ATO reasonable amounts for different cities will be consulted.
6. Expenses considered “unreasonable” by the SAC must be paid back by the staff member

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**STAFF INDUCTION POLICY**

Reviewed by Policy Committee November 2012 next review Nov 2013

**Rationale:**

- Formal induction programs for new and returning teachers provide them with support, direction, contacts, feedback and essential information while building both confidence and performance.

**Aims:**

- To provide new and returning teachers with the support, direction and information that will allow them to be fully effective and comfortable in their new teaching role.

- To establish productive and harmonious working relationships with colleagues.

**Implementation:**

- The SLT is responsible for ensuring each newly appointed teacher to our school, or teacher returning from extended leave, undertakes a supportive and effective formal 3-month induction program.

- Skilled and experienced teachers with strong communication and interpersonal skills will be used as mentors for each beginning or returning teacher.

- Each induction will be planned and documented prior to commencement.

  - **A Pre-Commencement Phase** - a formal written welcome to the school, orientation visit and information organised, workspace arranged, inclusion of new teacher’s name on lists, and discussions regarding role and responsibilities.

  - **First Two Days** – formal welcome from staff, introduction to mentor, administrative tasks completed, handbook provided to staff member, functional requirements (timetables, class lists, photocopier details, yard duty etc) and explanation of the induction program.

  - **First Week** – College Chair and mentor daily contact with new teacher, discussions regarding charter and priorities, explanation of risk management issues and school communication procedures, invitation to be involved in teams, groups and committees as appropriate.

  - **First Month** – Weekly formal discussions between new teacher and mentor, professional development needs of new teachers clarified and developed into a plan, professional development organised and ongoing ‘round table’ discussions conducted about school direction, priorities and expectations.
• **Second & Third Month** – Ongoing mentor support, school responding to new teacher’s needs, induction program formally completed, celebrated and evaluated.