VIEWBANK CALENDAR

February
17 Senior Round Robin
Buildings, Grounds & Finance Meetings 6pm
Music Information Evening 7.30pm
18 Year 12 Study Skills Day
Year 11 Study Skills (Period 1-4)
Friends of Performing and Visual Arts (FOPAVA) Meeting 7.30pm
19 SRC Elections
College Council Meeting 7.30pm
20 SRC Elections
Year 8 Cultural Enrichment
21 General Assembly
24 Make up - Photo Day
25 Year 12 English Orals
Canteen Meeting 2.30pm
26 House Meetings
27 Year 7 'Thinking Scientifically’ Incursion
Year 12 Geography Fieldwork Excursion

School Term Dates 2014

Term 1: 29th January - 4th April
Term 2: 22nd April - 27th June
Term 3: 14th July - 19th September
Term 4: 6th October - 18th December

Prinicipal’s Report

COLLEGE COUNCIL ELECTIONS
A great source of strength in this College is the parent involvement. We can truly say we are a Learning Community working towards the best possible outcomes for our students. This College is very fortunate to have parents who wish to contribute and are willing to give up time and energy to ensure that we “Care for Excellence”. We value parents who volunteer. If you wish to volunteer, the call for Canteen helpers is one entry point; another is the 3 “Friends” Groups: Friends of Viewbank (FOV), Friends of Music (FOM); and Friends of the Performing and Visual Arts (FOPAVA). A bigger commitment but a vital one, is College Council and we are now calling for nominations for a number of places. We are strengthened by having an energetic and committed council that focuses on ensuring that all aspects of College life make this government College a place of educational excellence. Through healthy discussion and transparency, the end result is always to the betterment of the College.

The AGM for the College Council will take place on 26th March, 2014. However before that date, the College needs to hold College Council elections as there are councillors
who will be completing their cycle and Councillors whose last child was in Year 12 and who are retiring. Councillors are elected for a two year cycle, unless there has been a retirement mid-cycle or a person is elected for one year.

Viewbank College has enjoyed a history of strong College Councils, made up of parents and staff who have been determined to ensure that the College provides the best possible opportunities for students in terms of curriculum, resources and facilities and we hope, parents are keen to nominate.

We are now ready to begin the process of electing our new College Councillors for the period 26th March, 2014 to 25th March 2016. I have attached the “Schedule 4 Notice of Election and Call for Nominations” to a Compass Newsfeed. The form has a brief definition of the Parent and DEECD Employee categories. Parents and DEECD employees can nominate themselves using the appropriate forms or if they are a DEECD employee in another setting and a parent of a student at Viewbank College, they can be nominated by another Viewbank College parent. We have attached Schedules 5A and 5B which are “Nomination Forms for parent member category” and Schedules 5C and 5D, which are “Nomination forms for DEECD employee member category”. The forms have detailed explanations of the rules concerning eligibility under the government regulations. Copies of these nomination forms are also available from the General Office of the College.

About DEECD employees who are parents at Viewbank College: Under the regulations, parents of a student at the school, who are employees of the Department of Education and Early Childhood Development, are eligible for election in the Parent category. However there is a limit on the number of DEECD/Parents for a given school council configuration. Viewbank College’s Council configuration is: 8 parents, 4 DEECD, 1 Principal and 2 Community. There is also a stipulation that the number of DEECD employees on the Council does not exceed the number of parents. Thus, from the chart provided by DEECD, we are able to have a maximum of 7 DEECD employees in total and a maximum of 2 DEECD / parents, on our new Council.

*For more information see our new website in the Our Community/College Council folder

Call for Nominations
Nominations for six parent member positions, two Co-opted Community Nominees and two DEECD employee member positions will close at 4.00 pm on Monday, 3rd March, 2014. The ballot, if necessary, will close at 4.00 pm on Friday 14th March 2014. The vote will be counted and the ballot results declared also on Tuesday 18th March, 2014.

The retiring members are:

Parents:  
Martin Lobe (College Council President)  
Lynette Matthew  
Rhiannon Matthews  
Damian Schultz  
Natasha Wilmann  
Teresa Bennett (a one year position)

DEECD:  
Maree Gaffney  
Laraine Ross

Co-opted Community Nominees:  
Ms. Helen Donnard
One position vacant

In summary, Viewbank College Council has a maximum of fifteen (15) members made up as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent members</td>
<td>8</td>
</tr>
<tr>
<td>DEECD employee members</td>
<td>4</td>
</tr>
<tr>
<td>Principal</td>
<td>1</td>
</tr>
<tr>
<td>Co-opted community members</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
<td>15</td>
</tr>
</tbody>
</table>
New Teachers Join the Staff:
We have two new teachers who have joined the staff this week:

- Ms Courtney Moule has joined the Maths. Domain after teaching at Greensborough College
- Mr Tom Krieg has been appointed .8 Classroom Music and .2 Instrumental Music. Tom has previously taken instrumental music in the College and so we welcome him to classroom teaching.

We welcome Courtney and Tom to the College.

The Leaders of the Domains and Sub-Domains of the College:
As a target of the new Strategic Plan, curriculum will undergo significant redevelopment over the next two years. Staff will be engaged in writing new curriculum that will include AusVELS, differentiated, scaffolded and enquiry learning, higher order thinking based on Blooms Taxonomy, The David Hopkins’ Six Theories of Action and Learning Maps for Assessment. This is complex work but it should ensure deep and rich learning and allow students to know where they are at and what they need to work on to achieve the next level.

With the introduction of AusVELS there are some new terms and while staff at the College quickly get used to new terms, parents need to understand changes to terms and structure of Learning Areas. Learning Areas are now called Domains and there are 8 Domain areas and there are some sub Domains. A Domain is the AusVELS term for the main areas of study.

Mrs Rachael Smith is the Director of Teaching and Learning who will work closely with the Domain Leaders and staff on the redevelopment of the new curriculum.

For any query about subjects in a Domain please contact the relevant Domain Leader but if it is a query about specific classwork please contact the relevant classroom teacher. Any other concerns please contact myself or Mrs Maree Gaffney (Years 7-9) or Mr John Munro (Years 10-12).

Please see list at the end of my report.

Year 7 Music Information Evening - Monday 17th February:
On Monday evening, at 7.30pm in the Library, we are looking forward to meeting with parents and Year 7 students interested in participating in the Instrumental Music Program. Mrs Sarah Williams, Director of Music and her team have organized an informative evening which includes current students in the program performing. Friends of Music will assist parents with information about second-hand instruments that are available.

The Viewbank College Instrumental Music Program is extensive with just under 300 students enrolled and is a valuable activity for students to be involved in. Students have the opportunity to take up Voice training and/or learn an instrument with highly skilled and committed musicians. This program expects all students to commit to a choir, band, ensemble or orchestra and attend practice and rehearsal. However the positives come from the
fun of the performances; the teamwork; the camaraderie and the cross-age friendships that are made. The Instrumental Music Program underpins so much of College life and is fundamental to the greater extra-curricular program.

**Instruments Needed:**
Sarah Williams is keen to hear from parents who wish to sell any musical instrument that is excess to requirement and is in good condition. If your child has a musical instrument no longer in use and you wish to sell it please contact Sarah. All instruments are assessed before they are recommended for sale.

**Cancellation of the Year 12 Leadership Camp:**
On Monday at the eleventh hour, we chose to cancel the Year 12 Leadership camp to Lyrebird Lodge at Yellingbo. Although there was no immediate threat from bushfires, we know the terrain and the narrow access in and decided that it was too risky to proceed. Management at Lyrebird Park felt that there was no immediate threat but accepted that we had to err on the side of caution. As we have had a 17 year association with Lyrebird Park, they have generously agreed to change the date of the camp to the 17th and 18th of March. Parents of Year 12 Leaders please note this change of date.

**Domain and Sub Domain Leaders ~ 2014**

<table>
<thead>
<tr>
<th>Domain Leader</th>
<th>Sub Domain Leader</th>
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<tbody>
<tr>
<td><strong>English Domain Leader</strong></td>
<td>Mrs Helen Peake</td>
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<tr>
<td>English, English Literature</td>
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<tr>
<td>and English as an Additional</td>
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<tr>
<td>Language (EAL)</td>
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<tr>
<td><strong>Mathematics Domain Leader</strong></td>
<td>Mrs Laraine Ross</td>
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<tr>
<td>Maths, Specialist Maths,</td>
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<tr>
<td>Maths Methods and Further Maths</td>
<td></td>
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<tr>
<td><strong>Science Domain Leader</strong></td>
<td>Mr John Patterson</td>
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<tr>
<td>Science, Biology, Chemistry,</td>
<td></td>
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<tr>
<td>Physics</td>
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<tr>
<td><strong>Sub Domain Leader</strong></td>
<td>Ms Samantha Sissons</td>
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<tr>
<td>Psychology</td>
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<tr>
<td><strong>Humanities Domain Leader</strong></td>
<td>Mrs Jo-anne Jones</td>
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<tr>
<td>History and Geography</td>
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<tr>
<td><strong>Sub Domain Leader</strong></td>
<td>Ms Traci Robins</td>
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<tr>
<td>Commerce, Accounting,</td>
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<tr>
<td>Business Management, Legal</td>
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<tr>
<td>Studies and Economics</td>
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<tr>
<td><strong>LOTE Domain Leader</strong></td>
<td>Mrs Ute Slizys</td>
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<tr>
<td>Japanese and German</td>
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<tr>
<td><strong>Arts Domain Leader</strong></td>
<td>Mr Greg Lee</td>
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<tr>
<td>Art, Studio Arts, Ceramics</td>
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<tr>
<td>and Visual Communications &amp;</td>
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<tr>
<td>Design</td>
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<tr>
<td><strong>Sub Domain Leaders</strong></td>
<td>Mrs Sarah Williams</td>
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<tr>
<td>Music</td>
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<tr>
<td>Drama</td>
<td>Mr David Henning</td>
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<tr>
<td><strong>Technology Domain Leader</strong></td>
<td>Mr Leigh Carlyon</td>
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<td>Materials Technology</td>
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<tr>
<td><strong>Sub Domain Leaders</strong></td>
<td>Mrs Linda Robertson</td>
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<tr>
<td>Food Technology</td>
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<tr>
<td>ICT/Digital Media</td>
<td>Ms Jennifer Varrasso</td>
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<td>Global Digital Learning</td>
<td>Mr David Antrobus</td>
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<tr>
<td><strong>PE Domain Leader</strong></td>
<td>Mr Ross Purcell</td>
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<tr>
<td>Physical Education</td>
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<tr>
<td><strong>Sub Domain Leader</strong></td>
<td>Mr Darren Murray</td>
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<tr>
<td>Health</td>
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</table>
Senior School News

Welcome to the 2014 school year and I particularly welcome new parents and students to Years 10, 11 and 12. The Well-being Leaders have ensured a smooth start to the year and students should now be settled in their classes. Classes have begun in earnest, the school photos have been taken and uploaded onto Compass and we are already into the swing of the academic year.

If parents have concerns about their student or need clarification on school matters, they are encouraged to ring the following Well-being Leaders:

**Year 10:**
Ms Tamara Thatcher - Well-being Leader 9091 3871
Mr Sean Hiller - Assistant Well-being Leader (for all attendance issues) 8458 2867

**Year 11:**
Miss Samantha Sissons - Well-being Leader 9091 3873
Mrs Asha Dey - Assistant Well-being Leader (for all attendance issues) 8458 2896

**Year 12:**
Ms Dianne Allan - Well-being Leader 9091 3872
Mr Dean Bettiol - Assistant Well-being Leader (for all attendance issues) 8458 2848

**Reminders:**

**Attendance**
Students are required to attend a minimum of 90% in all subjects/units. Students who do not meet the College’s attendance requirements jeopardise the satisfactory completion of their Year 10 or VCE. When students are ill or absent for a legitimate family reason, parents are able to access the Compass program and ‘approve’ that absence. We ask that all parents regularly access the parent portal and update those approvals where necessary. For VCE students, it is imperative that absences are covered by a medical certificate, especially if students are absent on the day of a SAC.

**VCE Change of Enrolment**
The last day for subject changes is today, Friday February 14. Students should have already consulted with their Well-being Leaders to make enrolment changes.

**VCE Study Skills Morning**
All VCE students will be required to attend their respective Year 11 and Year 12 Study Skills mornings on Tuesday February 18 presented by Elevate Education.

- **Year 11** – will be held in the College Library from 9:00am until 12:30pm.
- **Year 12** – will need to make their own way to Banyule Theatre for a 9:00 am start. Students will be bussed back to school in time for the lunch break. They are to attend their timetabled classes for periods 5 & 6.

All students will be required to wear their full summer school uniform and to bring a notebook and pen to the sessions.

Sue Calder
Senior Years Leader
9091 3870

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**Canteen**

**Canteen Volunteers**
for week of 17th February to 21st February

<table>
<thead>
<tr>
<th>Day</th>
<th>Volunteer</th>
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<tbody>
<tr>
<td>Monday</td>
<td>Sharyn De Leon</td>
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<tr>
<td>Tuesday</td>
<td>Amanda Gagnon</td>
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<tr>
<td>Wednesday</td>
<td>Caroline Brindley</td>
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<tr>
<td>Thursday</td>
<td>Johanna Foyster</td>
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<tr>
<td>Friday</td>
<td>Ruby Lau</td>
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</tbody>
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**Canteen Volunteers**
for week of 24th February to 28th February

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<thead>
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<th>Day</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Kanella Tsirbas</td>
</tr>
<tr>
<td>Tuesday</td>
<td>~</td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Thursday</td>
<td>Nina Kafka</td>
</tr>
<tr>
<td>Friday</td>
<td>Andrea Driscoll</td>
</tr>
</tbody>
</table>
Immunisation News

Immunisation Program 2014

Year 7
1st Human Papillomavirus  Wednesday 7 May 2014
2nd Human Papillomavirus  Wednesday 23 July 2014
3rd Human Papillomavirus & Chickenpox Thursday 4 December 2014

Year 9 (boys only)
1st Human Papillomavirus  Wednesday 7 May 2014
2nd Human Papillomavirus  Wednesday 23 July 2014
3rd Human Papillomavirus Thursday 4 December 2014

Year 10
Diphtheria/Tetanus/Pertussis (Whooping Cough) Thursday 27 March 2014

Years 11 & 12 and staff ($25 per person)
Influenza Thursday 27 March 2014

Consent cards will be distributed to all students during Term 1. All cards must be signed by a parent/guardian (regardless of consent being given) and returned by the due date.

If parents have any queries about immunisation, please contact the Banyule City Council, Health Services on 9457 9965.

Music News

Year 7 Music Information Night
Our annual Music Information Night will be held on Monday 17 February at 7:30pm in the Library.
On this evening, students and their parents will hear some of our school ensembles, have the chance to try out different instruments, and find out about our extensive music program.

Students who are new to Viewbank College and who already play an instrument (including voice) and would like to have lessons at school should come and see Mrs Williams and the music staff in the Music Office. We also welcome students learning instruments outside of school into our ensemble program.

Continuation of Instrumental Music Lessons
Students wishing to continue instrumental music lessons at school this year who have not yet re-enrolled or paid relevant fees, need to collect a form from the Music Office ASAP. Lessons will only commence once re-enrolment forms have been handed in to the music office. Places will be limited after Year 7 enrolments.

Music Camp
Due to the closure of our camp venue and other extenuating circumstances, the Music Camp will not run this year. We hope to reintroduce the camp to our program again in 2015.

Upcoming and Important Dates:

Monday 17 February Senior Concert Band, Senior Strings performance at Year 7 Music Information Night, Library – 7-8pm
Sunday 18 May Autumn Brunch: School Gym – 10am-1pm
Junior, Intermediate, Senior concert bands, Jazz, Stage and Funk bands, Junior and Intermediate Strings.
Thursday 22 May Autumn Nights: 7.30pm Banyule Theatre – Intermediate and Senior choirs, guitar ensembles, Senior Strings, Flute ensemble, Double Bass ensemble.
Monday 8 September Jazz Night, Watsonia RSL
Monday 13 October Gala Concert, Plenty Ranges Conference Centre – All ensembles

Sarah Williams
Director of Music
swilliams@viewbank.vic.edu.au
Sport News

Term 1 Sport Dates
Monday 17th February
Senior Cricket, Baseball, Softball, Tennis, Basketball, TTennis, Volleyball

Tuesday 4th March
House Swimming Carnival Balwyn

Friday 7th March
District swimming Doncaster

Tuesday 18th March
Year 7 Baseball, Softball, Tennis, Volleyball

Thursday 20th March
House Athletics Carnival - Doncaster

Tuesday 1st April
Northern Zone Swimming

Mark Eagling
Sport Manager
Sport@viewbank.vic.edu.au

Uniform News

SECOND HAND UNIFORM SHOP
The Second Hand Uniform Shop will next open on:
Saturday 1st March, 2014
10.00am to 12.00pm
(Gymnasium Cloakroom)
Doors do not open until 10am
(Cash Only – No EFTPOS)

VIEWBANK COLLEGE UNIFORM SHOP
Open every Wednesday morning
(during school terms)
in R13
Hours: 8.15am - 9.00am

PE Top
Please note that the correct PE top is the burgundy coloured top with the gold Viewbank College logo, not the pale blue Viewbank College logo.
The Second Hand Uniform Shop will not accept PE Uniforms with the pale blue logo.

Community News

Launch into 2014 with Topline Tennis Coaching

Topline Tennis has been setting the standard for tennis coaching at Viewbank Tennis Club for over 20 years.

For more information please call the Topline Tennis office on:
9432-3706

Website: www.toplinetennis.com
Email: info@toplinetennis.com

Location: Viewbank Tennis Club, 98 Rutherford Road Viewbank (2 mins from the school)
**Westside Circus Girls Only Jumpstart Program**

Banyule Youth Services are excited to be partnering up with Westside Circus to offer a **FREE** circus program for girls aged 11-14 at Olympic Leisure Centre in West Heidelberg after school on Tuesday afternoons during Term 1 and 2 in 2014. The sessions will be all about having fun, getting active and meeting new people. Group members will get the chance to play games and learn circus skills in a friendly and safe space, as well as getting an opportunity to chat to a youth worker who will be there each week joining in on the fun!

For more information contact Kate James on 9457 9995 or email kate.james@banyule.vic.gov.au

**WHEN:** Tuesday afternoons during Term 1 and 2, 2014 at 4-5:30pm  
**WHERE:** Olympic Leisure Centre, West Heidelberg  
**WHO:** Girls aged 11-14

Healthy afternoon snack will be provided at each session.

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**Street Art Workshops in Watsonia**

Banyule Youth Services are offering a free 6 week workshop for people ages 12-17 who are interested in Street Art. The sessions are happening on Wednesday afternoons from 4:30-6pm as of February 12th at the Watsonia Library in the Community Room.

Participants will be able to take part in the creation of a mural at a well-known spot in Watsonia at the completion of the sessions.
Community News

**2014**

**REGISTRATION & FAMILY DAY**

**SUNDAY 16th FEBRUARY**

**Time: 11am to 1pm**

**NOW RECRUITING FOR 2014 - ALL AGES**

**REGISTRATIONS NOW OPEN!**

www.heidelbergjfc.com.au

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**WINTER IS COMING TIME TO PLAY FOOTBALL WITH YOUR MATES**

St Damians Junior Football Club

Is looking for the next generation of footballers aged 9 to 17 (for Youth Girls). It's a great opportunity for children to get physical, make new friends and most importantly HAVE FUN!

**FREE REGISTRATION FOR ALL PLAYERS**

We invite you to our Registration Day on Sunday 16 February 2014 at Binnak Park, Sharpa Road, Bundoora from 10am-2pm. (BBQ provided). All current and new players can register via the website stdamiansjfc.com.au

We also run an Auskick program at Parade College on Friday nights for boys and girls aged 5 to 12 where they can learn a range of football skills. Contact James Traficante on 0408 334 500

More information can be found at stdamiansjfc.com.au.

Any queries please contact Registration Manager on 0433 365 390

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**Special Invite to all Boys of Viewbank College**

The Banyule Junior Football Club welcomes all players for season 2014. Ross Henshaw (former North Melbourne Premiership player) has joined the club to lead our Colts team. He will also oversee the introduction of our U13 to U17 Development Squad and host our first ever Alcohol and Drug Awareness Night.

Our Colts squad has begun pre-season training with sessions scheduled for 1st and 15th of December from 9:30am to 10:45am at Beverley Rd Back Oval. Contact Taryn Jackson for further details 0420 312 809.

All Colts players receive a specially designed jacket and end of season graduation function.

U15s Coached by Luke Giles (current player with the Banyule Senior Club) have also started pre-season training on Tuesday evenings starting 9th December and also joining in with the Colts (as above).

Contact Luke 0430 496 006

U14s Coached by Dale Mayne and Greg Simpson two of our most experienced coaches. Pre-season has also begun, held Sundays from 10:30am until the 15th of December.

Contact Dale 0412 060 833

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**Youth Girls Players Required**

Banyule Junior Football Club will field our first ever all girls team in 2014

We are seeking interested girls to field the following teams:

- **Under 12s** - Born in the years of 2002 to 2004
- **Under 15s** - Born in the years of 1999 to 2001
- **Under 18s** - Born in the years of 1996 to 1998

Please contact David Witchell on 0411 015 789 or dwitchell@optusnet.com.au for more information or how to register for the team in 2014.

Also visit our website for further details www.banyulejfc.com.au

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**Registration Day**

**Sunday 16th February 2014**

9:00am to 11:00am

Banyule JFC Clubrooms

Beverley Road Oval, Heidelberg

Visit our website for further details www.banyulejfc.com.au
PERFORMING ARTS CLASSES RETURN IN 2014

FIRST CLASS TUESDAY 11TH FEB!

JOIN THE FACEBOOK GROUP TODAY!
SEARCH...

HONDO’S BANYULE THEATRE CLASSES

TAP 4:00-5:00PM
JAZZ 5:15-6:15PM
MUSICAL THEATRE 6:30-7:30PM

1x Class $15
2x Classes $25
3x Classes $30

@ Banyule Theatre
Buckingham Drive, Heidelberg 3084
EDUCATION MAINTENANCE ALLOWANCE (EMA) 2014:
The Education Maintenance Allowance (EMA) is provided by the Victorian Government to lower-income families to help with education-related costs.

If you have a child under 16, and you hold a valid Health Care Card, Pension Card, or are a temporary foster parent, you may be eligible to receive the EMA. The allowance is paid in two instalments, one in March and one in August.

The payment is intended to assist with education-related costs such as, uniforms, excursions, textbooks, and stationery. You can elect to have your EMA paid in one of the following ways:

- Paid by direct deposit (Electronic Funds Transfer) into your own nominated bank account; or
- Paid to the school to be held as credit which you can use towards education expenses; or
- Paid by cheque which will be posted to the school for collection.

In 2014, the annual EMA amount per student is:

- $200 for prep students
- $150 for students in years 1 – 6.
- $300 for year 7 students
- $250 for students in year 8 – until age 16*.

* A pro-rata amount is payable for students turning 16 in 2014.

How to Apply: Contact the school office to obtain an EMA application form.

Closing Date: You need to obtain an EMA application form from the school office and return by 28 February 2014.

For more information about the EMA, visit http://www.education.vic.gov.au/school/parents/financial/Pages/default.aspx
EDUCATION MAINTENANCE ALLOWANCE (EMA)
Parent/Guardian Application Form - 2014

The following details must be completed by the applicant (the concession card holder). EMA is payable by Direct Deposit (EFT) to the applicant, Direct Deposit to the school, or as a cheque payment.

SCHOOL NAME
VIEWBANK COLLEGE

APPLICANT / PARENT DETAILS

SURNAME

FIRST NAME

ADDRESS

TOWN/SUBURB

STATE

POSTCODE

CONTACT PHONE NUMBER:

CENTRELINK PENSIONER

CONCESSION / HEALTH

CARE CARD NUMBER (CRN)

OR

FOSTER PARENT (*)

OR

VETERANS AFFAIRS PENSIONER

* Foster Parents must provide a copy of the temporary care order letter from the Department of Human Services (DHS) or Courts, etc.

EMA PAYMENT METHOD
Please TICK the box below for your nominated EMA payment method

☐ Direct Deposit to parent
Payment will be made to your bank account by Electronic Funds Transfer (provide bank account details below)

☐ Direct Deposit to school
Payment will be made to school to be held as credit which you can use towards education expenses.

☐ Cheque
Payment will be made as a cheque which will be posted to the school

ACCOUNT NAME (e.g John Smith)

FINANCIAL INSTITUTION (e.g Westpac) AND BRANCH

BSB No. 000000

BANK ACCOUNT No. 0000000000

* If you are unsure of the above details check your Bank Statements or enquire at your Financial Institution.

STUDENT DETAILS

<table>
<thead>
<tr>
<th>CHILD’S SURNAME</th>
<th>CHILD’S FIRST NAME</th>
<th>STUDENT ID</th>
<th>DATE OF BIRTH</th>
<th>COMMUNITY</th>
<th>YEAR LEVEL</th>
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The Department of Education and Early Childhood Development collects your personal information for the purpose of administering the Education Maintenance Allowance (EMA) payment. Some personal information may be disclosed to other Victorian Government departments, such as the Department of Human Services, for the purpose of evaluation and monitoring of concession card services.

The Department of Education and Early Childhood Development may disclose some of your personal information to Centrelink to confirm that the details provided matches Centrelink’s records. This is to be used for testing eligibility for EMA applications for 2014.

The Department of Education and Early Childhood Development will provide the above bank account details to Westpac Bank for the sole purpose of making the EMA payment into your nominated bank account. The bank account details provided will not be disclosed or used for any other purpose. You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child’s school.

SIGNATURE OF APPLICANT

DATE / /
EMA Eligibility:

The Education Maintenance Allowance is paid to parents of eligible students under 16 years of age, and the student is enrolled at a Government or non-Government School in Victoria on census day, 28 February 2014 for instalment 1 and 1 August 2014 for the second instalment.

The Education Maintenance Allowance will be paid in two instalments and to be eligible you must:
- on the first day of 1st Term (28 January 2014) for the first instalment and
- on the first day of 3rd Term (14 July 2014) for the second instalment:
  - (a) be a parent or legal guardian of the student; and
  - (b) 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 Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
  - (c) be a temporary foster parent AND
  - (d) submit your application to the school by the date/s listed below.

Parents who receive a Carer Allowance (formerly known as Child Disability Allowance), or any other benefit or allowance not income tested by Centrelink are not eligible for the EMA unless they also comply with one of (a) (b) or (c) above.

Submission dates

- The application form must be lodged at the school by:
  - 28 February 2014 for the first instalment or
  - 1 August 2014 for the second instalment.

Important information

- A separate application is required for each school if you have children attending different schools.
- If your child transfers schools during the year, you will need to make an application at the new school.

How to Complete the Application Form

NOTE: ALL SECTIONS MUST BE COMPLETED BY APPLICANT / PARENT

1. Complete the APPLICANT/PARENT DETAILS & STUDENT DETAILS section.

Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your Centrelink card - unless you are claiming as a Foster Parent or Veterans Affairs Pensioner. You will also need to provide your Centrelink card to the school.

If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, tick the appropriate box. In this case, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner card to the school.

2. Nominate your payment method for EMA. You can choose to have your EMA payment;
- Paid by direct deposit (EFT) into your nominated bank account or
- Paid by direct deposit (EFT) to the school to be held as credit which you can use towards education expenses.
- Paid by cheque which will be posted to the school for collection or

3. Complete the STUDENT’S DETAILS section for students at this school.

   - Enter SURNAME AND FIRST NAMES in full.
   - Enter the DATE OF BIRTH e.g. 15/06/2007.
   - Enter the YEAR LEVEL, unless the student is ungraded, e.g. attending a Special School or Language Centre, then enter ‘UNGRADED’ in the YEAR LEVEL column.

4. Sign and date the form and return it to the school office.

LATE APPLICATIONS CANNOT BE PROCESSED

Queries relating to eligibility and payments of EMA should be directed to your school.