VIEWBANK CALENDAR

February
24  Make up - Photo Day  
    House Meetings
25  Year 12 English Orals  
    Canteen Meeting 2.30pm
27  Year 7 'Thinking Scientifically' Incursion  
    Year 12 Geography Fieldwork Excursion

March
1    Second Hand Uniform Shop 10am - 12pm
4    House Swimming Carnival - Balwyn Pool
5    Year 7 'Thinking Scientifically' Incursion
6    Year 7 'Thinking Scientifically' Incursion  
    Middle Years Council Elections  
    Year 7 Parent Welcome Evening
7    Nillumbik/Banyule Division Swimming
10   Labour Day—Public Holiday
11   Friends of Viewbank (FOV) Meeting 7.30pm
12   VCE Parent Information Evening
13   Year 8 Study Skills Day  
    Year 12 Public Speaking 3.30pm - 5.30pm

STUDENT ABSENCES

Please be advised that Student absences are to be reported to  
Attendance Officer at absences@viewbank.vic.edu.au  
not viewbank.co@edumail.vic.gov.au  
or by accessing Compass by clicking on the following link

Principal’s Report

‘Every Day Counts’ - New DEECD Attendance Policy:

Recent research has revealed that those students who complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes and higher incomes across their lives. DEECD are concerned to ensure that as many students as possible complete Year 12. However, attendance is a key to being ready for VCE.

There are new DEECD guidelines regarding School Attendance that is important for parents to access. The current data for Years 7-10 students across the State reflects that on average students miss a week every term, or four weeks per year. This is shocking. Other than a small minority each year who have sustained illness or injury, at Viewbank College our records indicate that very few students would be in this category.

However, DEECD are so concerned that they have created a document called ‘Every Day Counts’, to ensure that parents get the message that students need to attend every day. Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind developmentally and socially.

‘A Day Off’:
We ask parents to really weigh up each absence. Just giving in and excusing a ‘day off’ is counterproductive. It is like taking a ‘sickie’. It is not acceptable that parents sign off to
authorise a whole day’s absence because of a concert their child is going to attend in the evening. Dentist or a doctor’s appointments need to be scheduled after school but if that is an impossibility, then the whole school day should not be forfeited on the excuse of an appointment. If the child is sick, that’s an entirely different matter. If a child is ill, home is the best place but it is important that the get back to school as soon as possible.

**Truancy:** If a student takes time off school without their parents’ permission then they are truants. Parents need to trust that their child is at school and our Compass system is an excellent means of monitoring student movements. Any doubts a parent might have are immediately followed up. If a child constantly truants then it is an indication of greater issues that need to be investigated.

**Travel:** While I am the first to agree that travel broadens young minds and is the best investment, we ask parents to be careful about not taking students out of school for too long and especially, during term.

**Infringement Notices and the School Attendance Officer:** There has been recent publicity re Infringement Notices being served to parents who continually keep their child away from school without a legitimate reason. There has been much made of $70.00 fines for parents who keep their child at home without good reason. There needs to be some clarification.

Yes from March 1st, 2014 new legislation will mean that schools across the state must report students who have documented absences without good reason. It is important to note that the reporting of students to the School Attendance Officer at the Region only occurs after schools have tried all possible means of trying to ensure a child has continued attendance. The Regional School Attendance Officer would evaluate the situation to ascertain what the school or College has done to try to get the child to school and ensure that the child continues to be at school. The School Attendance Officer would use their discretion about which action to take before deciding to:

- take no further action,
- send an official warning,
- issue an Infringement Notice (except for the offence of providing false information), or commence proceedings in the Magistrates’ Court

A School Attendance Officer would consider any other information about the circumstances of the parent and the issuing of an Infringement Notice and beginning proceedings in court. However after March 1st, parents can now be issued Infringement Notices and a failure to comply, could result in a $70.00 fine.

Infringement Notices issued in relation to school attendance must comply with the Infringements Act 2006. The infringements regime recognizes there are circumstances in which a person’s capacity to comply with a law or regulation is limited for reasons beyond their control. In such circumstances, it would be unfair to punish the person for their non-compliance.

From the College perspective, the most important thing is that every attempt is made to create open communication about all absences so that we can work effectively to improve student attendance. (Please read the accompanying brochure from DEECD re ‘Every day Counts’).

**College Council Elections:**
We are asking interested parents to nominate for College Council. Our College Council oversees the smooth governance of the College and ensures that the programs and resources provided to our students are the best we can possibly provide.

**Parent Councillors**
With Blake finishing last year, we will sadly farewell our College Council President, Mr Martin Lobe who has been such an involved, passionate supporter of the College. Martin joined council 2 years ago and as President has overseen the College Review and numerous other events as well as presenting candidates at the Year 11 Presentation Ball and the Year 12 Valedictory Dinner. For Martin the Valedictory Dinner had extra special significance as he got to congratulate his own son. We thank Martin for his generous contribution of time and energy and thoughtful support. Mrs Teresa Bennett’s son, Stuart, also completed Year 12 last year and so sadly, Teresa will complete her cycle with us. Teresa has been a member of council for the past 3 years, making contributions on the Education and Strategic Planning and Review sub-committees of Council.
Teresa has been a fine contributor. Ms Natasha Wilmann has been a councillor for the past two years and is retiring as she is undertaking further study. Natasha has been very active as a member of the College Wellness Committee. We wish her well with her academic challenges this year.

Mr Damian Schultz, College Council Treasurer, is completing his cycle and he will renominate and we are very pleased. As Treasurer, Damian oversees College finances including the annual budget. Damian’s financial acumen and experience is such a resource and financial support as we decide College finances.

Mrs Lynette Matthew whose cycle is finishing has nominated again and we are thrilled as Lynette, has been an interested and active member of the Education Committee and amazingly, has organized the last three Year 11 Presentation Balls, and has again agreed to take on the role this year.

We are in need of 6 parents to nominate for this cycle of Council. Should we have the exact number Required, it will result in automatic election. Should we have more nominations then we will go to a full election as per the election schedule.

To any parent interested in nominating or ‘not sure but would like know a bit more’, our College Council President, Martin Lobe is available on mobile number 0410 416 939. He generously thought a parent might like to get another parent’s perspective.

Coopted Members

As the Principal’s Coopted member (non-voted member), Ms Helen Donnard has generously offered to continue her involvement on Council and I am delighted as Helen has now served our College for the past 6 years. The College Council constitution allows for 2 Coopted members and I would be very pleased if a parent was prepared to take on this role in 2014. A coopted member is appointed on a yearly basis but has full voting rights and is a voice from the community on Council.

DEECD Representatives

Assistant Principal, Mrs Maree Gaffney’s two year cycle on Council is officially over but of course, Maree will nominate again. Maree is to be thanked for her work on the Education, the Strategic Planning and Review and the Uniform sub-committees. Maree played a pivotal role in leading the Viewbank College Review in 2013. In terms of teacher representatives on Council, I would like to thank Mrs Laraine Ross for her involvement over the past four years. Laraine has been a great contributor and while I am sad that she is leaving Council, she has a huge job as Head of the Maths Domain. Many thanks Laraine.

We are therefore looking to a teacher representative from staff to join with Ms Samantha Sissons and Mr John Munro, Mrs Maree Gaffney and myself.

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<tr>
<th>School Council Election Process and Timetable</th>
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<tbody>
<tr>
<td>Name of the School: Viewbank College</td>
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<tr>
<td>Event</td>
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<tr>
<td>a) Notice of election and call for nominations</td>
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<td>b) Closing date for nominations</td>
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<td>c) Date by which the list of candidates and nominators will be posted</td>
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<td>d) Date by which ballot papers will be prepared and distributed</td>
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<td>e) Close of ballot 4pm</td>
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<td>f) Vote count</td>
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<td>g) Declaration of ballot</td>
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<td>h) First council meeting to elect office bearers (the Principal will preside)</td>
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<tr>
<td>i) Meeting to Coopt Community members</td>
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Change to VCE Attendance Policy:

The VCE attendance policy is governed by VCAA and is very specific in requirements of students in terms of their attendance to class. Students must record a minimum 90% attendance unless they have medical documentation. The College is very diligent in monitoring the attendance of each child and at VCE if a student is in breach of the VCE Attendance policy then they a likely to jeopardise their successful completion. VCE is not awarded to students who do not satisfy this requirement.

In the past few years, the College has required all students remain at the College during Study Periods even when they abut the beginning or end to the day. Students have been required to study in the Library or in the Lunchbox or J Block Courtyard. They will be still encouraged to use these facilities.
However the change this year is that if a student has study periods at the beginning of the day or at the end of the day, we are permitting them to sign in late or leave early to facilitate productive study time at home. This affects students who have Study Periods during Period 1 or Periods 5 & 6. Students must sign in or out and cannot be off campus at any other time during the day without certification.

Year 7 Parents:
Year 7 Music Information Evening
It was great to see so many Year 7 parents and students at the Music Information Evening last Monday. Before the official part of the evening began, out in the courtyard, parents were treated to Patrick Broadbent’s College Senior Band playing a large repertoire and really showing what great music is created in this College. Inside the Library, the Senior Strings demonstrated the beauty of a strings ensemble playing ‘Mythos’. The last performance before the speeches came from Chelsea Tsaparis of Year 12, who sang the Brazilian jazz number ‘Dindi’ (pronounced Jiji). Chelsea’s voice and stage presence is totally mesmerizing and I am sure any potential younger singers in the audience were probably saying, when I am in Year 12, I want to sound just like Chelsea.

Bravo to all our musicians for an impressive start to the year. After I gave a quick welcome to parents, Music Captain, Paul Kascamanidis in his debut as Music Captain, spoke confidently of his experiences in the Music Program and his love of playing base guitar. Mrs Dafni Toulet, President of Friends of Music, eloquently spoke of the role of Friends of Music in supporting the program and urged interested parents to come along to the next meeting on Thursday 20th March at 7.30pm. Acting Director of Music, Ms Sarah Williams and her team of 18 teachers then gave parents and students an opportunity to try instruments and to learn what was on offer. A big thank you to Sarah and the Music team for a well-organized evening.

Parent Welcoming Evening for Year 7s:
Now we like to see our new parents and while the Music evening took place last week, in Week 6 on Thursday 6th March, we are keen to meet all the parents of our Year 7 students. The Welcoming evening is in fact designed to give an opportunity for new parents to meet with the leaders of the College, Home Group Teachers and to hear from representatives of the various ‘Friends’ groups and our College Council President. The evening will give detail of Year 7 Camp and give feedback as to how well the Year 7s are settling in. To our Year 7 parents we hope you make this evening a priority on your calendar.

Grade 6 Tours:
All upcoming College Tours have been booked out. We will be releasing a couple more tour dates which will be advised on our College website as soon as possible.

Judith Craze
Principal
“Caring for Excellence”

Canteen

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<tr>
<th>Canteen Volunteers</th>
<th>Canteen Volunteers</th>
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<tr>
<td>for week of 24th February to 28th February</td>
<td>for week of 3rd March to 7th March</td>
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<tr>
<td>Monday</td>
<td>Kanella Tsirbas</td>
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<td>Tuesday:</td>
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<td>Wednesday:</td>
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<tr>
<td>Thursday:</td>
<td>Nina Kafka</td>
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<td>Friday:</td>
<td>Andrea Driscoll</td>
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Every day counts
Secondary school attendance

Going to school every day is the single most important part of a child’s education. Students learn new things at school every day – missing school puts them behind.

Why it’s important

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

Students develop good habits by going to school every day – habits that are necessary to succeed after school, whether in the workplace or in further study.

Missing school can have a big impact on students academically and socially. It can affect their test results, including VCE, and, just as importantly, it can affect their relationships with other students, and lead to social isolation.

There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes.

Each missed day is associated with progressively lower achievement in numeracy, writing and reading.

Getting in early

It’s never too late to improve attendance – going to school more often can lead to better outcomes. Even at Year 9, when attendance rates are lowest, going to school more often can make a big difference. Every day counts. Schools are there to help – if you’re having attendance issues with your child, speak to your school about ways to address those issues.

What we can do

The main reasons for absence are:

Sickness – There are always times when students need to miss school, such as when they’re ill. It’s vital that they’re only away on the days they are genuinely sick, and setting good sleep patterns, eating well and exercising regularly can make a big difference.

“Day off” – Think twice before letting your child have a “day off” as they could fall behind their classmates – every day counts.

Truancy – When students choose not to go to school without their parent’s permission. There can be many reasons for truancy, the best way to address this is for schools and parents to work together.

While all absences are bad for academic performance, unexcused absences are a much stronger indicator of lower reading and maths achievement.

If for any reason your child must miss school, there are things you can do with your school to ensure they don’t fall behind:

- Speak with your classroom teacher and find out what work your child needs to do to keep up.

- Develop an absence learning plan with your teacher and ensure your child completes the plan.

Remember, every day counts. If your child must miss school, speak with your classroom teacher as early as possible.

Openly communicating with your child’s school about all absences is a good way to prevent attendance issues being escalated to a School Attendance Officer. A School Attendance Officer is a Department of Education and Early Childhood Development Regional Director who has authority to follow up attendance issues. Attendance issues that are escalated can lead to an Infringement Notice.

If you’re having attendance issues with your child, please let your year level coordinator, principal or other relevant staff member know so you can work together to get your child to school every day.

For more information and resources to help address attendance issues, visit:

Department of Education and Early Childhood Development
Assistant Principal’s Report

Friends of Viewbank

Fundraiser
After the hot and dry summer we have had it is time to bring some colour back to our gardens. Friends of Viewbank are having a “bulbs” fundraiser. So place your order for daffodils, Freesias, tulips, blue bells to name a few. The fundraising catalogue from Bulbs direct fundraising is available by going to the following site http://www.bulbsdirect.com.au/Fundraising/catalogues.htm or from the General Office.

Your order with payment is to be returned to the College office. We will run the fundraiser for three weeks and then send the orders in and hopefully we will have them back late March early April.

There are over 30 varieties of bulbs that you can order from.

Bulbs Direct / Sticker Fun fundraising we have profits that vary. Each flowering bulb variety is sold in 3 sizes. The margin is now a flat 50% on all Bulbs Direct flowering bulbs and accessories. Sticker Fun products have a 25% products.

Maree Gaffney
Assistant Principal

Middle School News

IT’S GOAL SETTING WEEK!
BE SMART AND START THE YEAR ON A POSITIVE NOTE

Year’s 7-9 will next week be completing their goal setting on the Compass system in LOTE classes. Parents can log in to see their child’s positive goals and realistic expectations for this semester. Review and discussion of the goals at home would certainly be beneficial and ensure all students are kept accountable. The goal setting task can be found in the reports tab. Comments from parents regarding their child’s goals are very welcome.

Emma Ford
Grade 6 Parent Information Evening

Thursday 8th May, 2014

Viewbank College Tours:
Tours are led by the College’s Student Leaders, giving you the opportunity to see over the College, meet Teachers in various Learning Areas and gain an insight to the curriculum and extra-curricular activities available at the College.

Beginning at 5.30pm in the College Gymnasium
Last tour departs at 6.30pm

*College tour times will be confirmed on our website

Official Presentations
College Gymnasium 7.30pm

Staff will be available for a short time in the College Library after the Official Presentations for any further questions.

Enhanced Acceleration Placement Testing

Testing for entry into the 2015 Viewbank College Enhanced Acceleration program will take place on Saturday 17th May 2014 at the College. Students will be required to sit 3 short tests to assess aptitude and ability in Mathematics, Verbal Reasoning and Literacy.

When: Saturday 17th May, 2014
Where: Viewbank College Library, Warren Road, Rosanna
Time: 10am till 12.30pm
Cost: $40 (non-refundable) plus 30 cent Trybooking fee

Applications are made via the Trybooking link http://www.trybooking.com/EFOQ found on our website www.viewbank.vic.edu.au
Applications close Tuesday 13th May. Late applications will not be accepted.
Senior School News

**VCE Student Policy Handbook 2014:**
Key aspects of the handbook were delivered to Years 11 and 12 students on Tuesday as part of their respective Study Skills Programs. Students were made aware of the important policies related to School-based Assessment, the (new) Victorian Baccalaureate, Attendance, SACs/SATs and what to do in the event of absence, Authentication and Special Provision. The Policy Handbook is designed to provide students and their parents with comprehensive information of the processes applied by Viewbank College to ensure consistency and fairness in the administration of the VCE. These guidelines are based on the ‘VCE and VCAL Administrative Handbook 2014’, published by the Victorian Curriculum and Assessment Authority (VCAA).


It is essential that parents and students familiarise themselves with its contents. Any queries can be directed to either myself or Mrs Joanna Williams, the VCE Coordinator.

**The Victorian (VCE) Baccalaureate:**
Is a new form of recognition of achievement within the current senior secondary qualifications of the VCE. It is designed to provide recognition of and a further incentive for students to make the choice to undertake the demands of studying both a higher level of Maths and a language. It will be awarded to eligible students from 2014. To be eligible, students will be required to meet the requirements of *Satisfactory Completion of Units 1 - 4* (see page 9) and:

- satisfactorily complete a Units 3 & 4 sequence from English or Literature or English Language with a minimum study score of 30 or English as an Additional Language (EAL) with a minimum study score of 33.
- satisfactorily complete a Units 3 & 4 sequence in either Maths Methods or Specialist Maths.
- satisfactorily complete a Units 3 & 4 sequence in a VCE Language other than English.

It appears from the show of hands Tuesday that a number of our students are eligible for this award.

**Uniform:**
Whilst students have worn the uniform well since the start of the year, we have noticed that with the change in weather, students have taken a little liberty with the uniform. It is perhaps timely to remind students that spray jackets (navy and maroon NOT navy and white) are an optional outer-garment and are ONLY to be worn on days of wet weather. The College blazer must be worn as the outer garment on all school occasions, to and from school, at level assemblies and whole school assemblies.

If a student needs to wear an item that is not part of the uniform, then a note of explanation is required. A Uniform Pass must be obtained before the start of the school day, either from an Assistant Principal or the Well-being Leader.

For the specific details of the Uniform Policy, please refer to the 2014 Student Planner or the College website.

**Study Periods:**
Students will be permitted to arrive late/leave early for SCHEDULED study periods. This does not include cancelled classes due to teacher absence. We understand that some students work better at home, away from the distractions they may encounter at school. Students are reminded to use their time at home constructively to reduce workload.

It is a student’s responsibility to ‘sign in’ at the kiosk when they arrive at the College or ‘sign out’ when they officially leave for the day. In the event of an emergency, it is imperative the College has accurate attendance records; therefore, students MUST ‘sign in/out’ by either swiping their card at the kiosk or at the Office with the Senior Years Student Support Officer.

**Save the Date:**
Wednesday March 12 – *VCE Parent Information Evening*. More information to follow soon.

Thank you,

Sue Calder
Senior Years Leader
9091 3870.
Have you got your costumes ready for the House Swimming Sports??????

HOUSE SWIMMING SPORTS
TUESDAY 4TH MARCH, 2014

The College will conduct its annual House Swimming Carnival on Tuesday 4th March at the Balwyn Pools (Boroondara Sports Complex, Belmore Road, Balwyn North) commencing at approximately 10.00am.

The pool is an outdoor pool, so please ensure your child/children bring sunscreen and other suitable sun protection, such as a hat, preferably in house colours, protective clothing and plenty of fluids for the day.

All students are expected to attend the Carnival and be aware of the following arrangements:

Students will attend Form Assembly at 9.00am, ready to leave by bus to Balwyn by 9.15am.

All students are encouraged to wear their House colours to support their House.

Balwyn Pool canteen will operate throughout the Carnival.

At the conclusion of the day, approximately 2.15pm, students will board the buses in their Form Assemblies.

Programs for the day’s events will be available at the College Office late next week. Additional programs will be available through House Coordinators.

Parents are most welcome to attend the Carnival.

Please be advised that no body paint is to be worn ~ this is the bus company directive
Music News

Enrolments for new instrumental music students
We are in the process of allocating places to new students so if your son/daughter would like to learn an instrument or have singing lessons and you haven’t already enrolled, please do so as soon as possible. Once places have been allocated there will be limited places in the 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 or having singing lessons outside of school, into our ensemble program. Enrolment forms are available in the Music Office.

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.

Second-hand instruments
If you have any instruments at home that are no longer needed that you would like to put on our second-hand instrument register, please bring the instrument into school to be assessed by our music teachers and collect a second-hand instrument form. Forms should be filled out and returned to the Music Office.

Upcoming and Important Dates:

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

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.

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

Senior Girls Basketball
Congratulations to the senior girls basketball team on a stellar performance at the first round competition on Monday. All games were played in good spirit with outstanding results. Looking forward to the next round of challengers!

Term 1 Sport Dates
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

Emma Ford
Coach

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.

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

Barista Basics—March 2014, Term 1

For more details ring PRACE on 9462 6077 or visit our website: www.prace.vic.edu.au

Warringal Hawks Football Club under 19’s in the Heidelberg area are looking for players for 2014. Please contact Damian Moore either by email doogie_5_moore@hotmail.com or mobile 0438258788

For more details ring PRACE on 9462 6077 or visit our website: www.prace.vic.edu.au
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.

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

FOSTER

PARENT (*)

CARE CARD NUMBER (CRN)

OR

PENSIONER

VETERANS AFFAIRS

* 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.

BANK ACCOUNT No.

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

STUDENT DETAILS

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<thead>
<tr>
<th>CHILD’S SURNAME</th>
<th>CHILD’S FIRST NAME</th>
<th>STUDENT ID</th>
<th>DATE OF BIRTH</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. 15/09/2007.
   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.