
Enrolment Information

ENROLMENTS

If you are interested in enrolling at Lowanna College, please contact the General Office to complete an Enrolment Enquiry on 5127 9200.

An enrolment form will be provided when placement is offered.

Our school follows the Department of Education's [Enrolment Policy](#) for the enrolment, placement, and transfer of students.

Students who live within the school zone are guaranteed a place at our school. To find out whether you live in zone, visit findmyschool.vic.gov.au

All other applications will be considered subject to available space, and prioritised according to:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness of their home to the school.

Required documents

Required documentation includes:

- Completed enrolment form
- Evidence of identity and date of birth (for example, a [birth certificate](#) or passport)
- [Immunisation Status Certificate](#)

You will also be required to provide information about:

- your contact details
- emergency contact details
- health information about your child (such as allergies or illnesses they need to manage)
- other legal orders relating to your child and their welfare (if any)

Year 7 enrolment

Enrolling your child in Year 7 is an important part of their education journey. We want to help you make the transition process as easy as possible. Each year, the department releases Year 6 to Year 7 placement information for schools and for parents/carers, with information packs available from the beginning of Term 2 for students commencing Year 7 the following year. These information packs, and other important information, can be found on [Moving from primary to secondary school](#) page of the Victorian Government website.

School zones

Our school zone is available on findmyschool.vic.gov.au which hosts the most up-to-date information about Victorian school zones.

Students residing in our school zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address. Subject to availability **our school also has additional capacity available to welcome students who are outside of our school zone.**

Our school manages enrolments using the [Placement Policy](#) to ensure that students have access to their designated neighbourhood school and may enrol at another school, if there are available places.

For more information, you can:

- visit [School zones](#) for answers to frequently asked questions
- call the Victorian School Building Authority (VSBA) on [1800 896 950](tel:1800896950)
- email the VSBA at vsba@education.vic.gov.au

PARENT PAYMENTS

Under the Department of Education and Training's [Parent Payments Policy](#), Victorian government schools are required to provide transparent information to their school community on voluntary parent/carer contributions. The following documents outline the voluntary parent/carer contributions at our school:

[2024 JS Parent Payments](#)

[2024 MS Parent Payments](#)

[2024 SS Parent Payments](#)

BEFORE AND AFTER SCHOOL SUPERVISION ARRANGEMENTS

Student safety at Lowanna College is our highest priority and the safe and appropriate supervision of students is an important element of our duty of care to students. Part of this duty is ensuring parents and students are aware of our student supervision arrangements before and after school.

Before school: School grounds are supervised at 8.30am and Bus Duty supervision commencing at 8.15am

After school: School grounds are supervised in the Bus Loop area only until 3.40pm.

Students on school grounds outside these times will **not** be supervised (unless they are attending a school program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not attend school outside of these supervised times unless they are attending a pre-arranged supervised activity (i.e. sports practice).

For a copy of our school's Yard Duty and Supervision Policy, contact the school office. This policy includes Lowanna College student supervision arrangements across the school day, including before and after school.

CHILD SAFE STANDARDS

Lowanna College is committed to providing a child safe and child friendly environment, where students are safe and feel safe.

Our child safety and wellbeing policies outline the measures and strategies we have in place to support, promote and maintain the safety and wellbeing of our students:

- Bullying Prevention Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedure
- Complaints
- Digital Learning Policy
- Student Wellbeing and Engagement Policy
- Volunteers Policy
- Visitors Policy

As valuable partners in promoting and maintaining child safety and wellbeing at Lowanna College we welcome and encourage your feedback.

If you have any suggestions, comments or questions in relation to our child safe policies and practices, please contact the College Principal on 5127 9200.

SCHOOL POLICIES

In Victoria, all schools must meet the [minimum standards for school registration](#). The minimum standards provide a foundation for quality schools through:

- good governance
- strong financial management
- effective curriculum
- sound teaching practices
- safe environments for children.

The following policies support us in these aims and in meeting the minimum standards:

Good governance and strong financial management

- Attendance
- Complaints
- Enrolment <https://www2.education.vic.gov.au/pal/enrolment/>
- Parent Payments <https://www2.education.vic.gov.au/pal/parent-payment/>
- Privacy <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>
- Personal Property
- Statement of Values and School Philosophy

Effective curriculum and sound teaching practices

- Digital Learning
- Mobile phones

Safe environments for children

- Anaphylaxis
- Asthma
- Bullying Prevention
- Camps And Excursions
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedure
- Duty Of Care
- First Aid
- Health Care Needs
- Inclusion And Diversity
- Medication
- Photographing, Filming and Recording Students
- Student Wellbeing and Engagement
- Visitors
- Volunteers

SCHOOL PREPAREDNESS AND PRE-EMPTIVE ACTIONS FOR THE BUSHFIRE SEASON



Fire danger ratings indicate how dangerous a fire would be if one started in those conditions and provide clear direction on the safest options for preserving life. They can be a trigger for action in community and for school and household level fire plans.

Schools and children's services listed on the Department of Education and Training's Bushfire At-Risk Register (BARR) and those at some lower risk of bushfire or grassfire on the Category 4 list will be closed when a Catastrophic fire danger rating day is forecast in their Bureau of Meteorology district.

Schools and early childhood services listed on the Department of Education and Training's Bushfire At-Risk Register (BARR) and those at lower risk of bushfire or grassfire on the Category 4 list take pre-emptive actions on elevated fire danger days to minimise the risk of being caught in a fire in these conditions. The category of risk (per the BARR or Category 4 list) determines the actions that the school or early childhood service will need to take on days of elevated fire danger.

Our school has been identified as being one of these schools at high bushfire or grassfire risk, and is listed on the Bushfire at Risk Register (BARR) / a category 4 school.

Our school will also **close** on a day forecasted as **Catastrophic fire danger rating** in **West and South Gippsland fire district**.

The department will advise our school of the potential for a **Catastrophic fire danger rating** as information becomes available, however the pre-emptive closure will be **confirmed by 1pm the day prior to Catastrophic fire danger day**. Fire danger ratings are forecast by the Bureau of Meteorology up to four days in advance. Should a Catastrophic day be forecast, we will notify you of the potential closure by an email or hard copy letter, Compass notification and SMS message. Closure of the school due to a forecast Catastrophic day will be confirmed on the day prior and we will provide you with advice before the end of the school day.

Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

- No staff will be on site on days where the school is closed due to a forecast Catastrophic day.
- School camps will be cancelled if a Catastrophic fire danger rating day is forecast for the Bureau of Meteorology district in which the camp is located, or if the travel involves passing through areas that have Catastrophic fire danger.
- All bus routes that travel through the Catastrophic area will be cancelled.
- Depending on which fire weather district is impacted, bus route cancellations may affect our school.

Families are encouraged to enact their Bushfire Survival Plan on Catastrophic fire danger rating days. **On such days, children should never be left at home alone or in the care of older children.**

For those of us living in a bushfire prone area, the Country Fire Authority (CFA) advises that when Catastrophic days are forecast, the safest option is to leave the night before or early on the morning of the Catastrophic day.

As part of preparing our school for potential hazards such as fire, we have updated and completed our Emergency Management Plan and reprioritised any maintenance works that may assist in preparing for the threat of fire and cleared our facility's grounds and gutters].

What can parents do?

- Make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our school is relocated / undertaking remote and flexible learning and/or closed due to elevated fire danger or a Catastrophic fire forecast. Further information can be found on the [CFA's website](#).
- Ensure we have your current contact details, including your mobile phone numbers. Keep in touch with us by reading our newsletters, Compass notifications, checking our website www.lowanna.vic.edu.au , by talking to your child's teacher or any other member of the teaching staff about our emergency management plan.
- Most importantly at this time of year, if you're planning a holiday or short stay in the bush or in a coastal area, you should check warnings in advance of travel and remain vigilant during your stay.
- If your child is old enough, talk to them about bushfires and your family's Bushfire Survival Plan.

- You can access current information about school and early childhood services closures, including those due to elevated fire danger, on the Department of Education and Training's website – see <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>

Multiple sources that offer information on emergencies are listed below:

- VicEmergency app – that can be downloaded on your android and iOS mobile devices
- VicEmergency Hotline (1800 226 226)
- Website <https://emergency.vic.gov.au>
- Facebook (<https://www.facebook.com/vicemergency>)
- Twitter (<https://twitter.com/vicemergency>)

ABC local radio, Sky News and other emergency broadcasters