

## Enrolments

If you are interested in enrolling at our school, please contact the office for our enrolment expression of interest form and return to the office once completed. If you require a paper form, please contact the school office on 03 5352 1909

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 our zone, visit [findmyschool.vic.gov.au](http://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)

### Prep/Foundation enrolment

Starting school is an exciting time for children, parents and carers. We want to help make the enrolment process as easy as possible for you. Each year, the department releases the Foundation (Prep) Enrolment Information Pack for Parents/Carers, with information packs available from the beginning of Term 2 for students commencing foundation/prep the following year. These information packs, and other important information, can be found on the [Enrolling in Foundation \(Prep\)](#) page of the Victorian Government website.

### School zones

Our school zone is available on [findmyschool.vic.gov.au](http://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. 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](mailto: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:

- Parent Payment Documentation available at the office - <https://www.araratwestps.vic.edu.au/untitled>

## Before and after school supervision arrangements

Student safety at Ararat West 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 from 8:40am on the asphalt area in the middle of the school. All other areas of the school is restricted access in the morning.

**After school:** School grounds are supervised from 3:20pm to 3:30pm, on George Rd side, Kneebone St side and Hucker St side of the school. Any children remaining at the school from 3:30pm will be supported to the office for further supervision whilst parents are contacted.

Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care 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 before or after school care, or a pre-arranged supervised activity (i.e. sports practice).

Families are encouraged to contact the Principal on 03 5352 1909 or refer to <https://www.araratwestps.vic.edu.au/giving> for more information about the before and after school care facilities available to our school community or if you would like any further information about our student supervision arrangements.

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

## Child Safe Standards

Ararat West 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 Ararat West 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 Principal or assistant principal on 5352 1909.

## 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 link to PAL: <https://www2.education.vic.gov.au/pal/enrolment/>
- Parent Payments link to PAL: <https://www2.education.vic.gov.au/pal/parent-payment/>
- Privacy link to DET site: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>
- Personal Property
- Statement of Values and School Philosophy

### Effective curriculum and sound teaching practices

- Aboriginal Learning, Wellbeing and Safety
- Curriculum Framework
- Digital Learning
- Homework
- 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
- Medication
- Photographing, Filming and Recording Students
- Student Wellbeing and Engagement
- Visitors
- Volunteers
- Yard Duty and Supervision