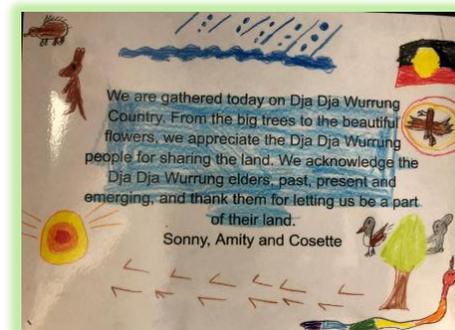




**Our Vision:** Centred By Faith, In Partnership with Community, We Provide Excellence in Learning

|                            |   |
|----------------------------|---|
| Monday 6 December 2021     | Braemar Orientation Day – Yr 7 2022   |
| Tuesday 7 December 2021    | 2022 Prep Orientation Session 3 – 9-11am<br>Prep 2022 Parent Information Meeting 9.15am in Hall<br>Student Orientation Grades 1-6 – 9-11am<br>Year 7 Sacred Heart College Orientation<br>Leadership Speeches Yr 5 |
| Thursday 9 December 2021   | Grade 3/4 excursion to Sovereign Hill<br>Grade 5/6 excursion to Artvo and Imax  |
| Friday 10 December 2021    | Celebration of St Ambrose Feast Day – Family Mass & Twilight Picnic   |
| Monday 13 December 2021    | Grade 6 Celebration Day<br>Grade 3/4 excursion to Bendigo Cinema<br>Reports available to parents  |
| Tuesday 14 December 2021   | Last day of Term 4 – dismissal 1.30pm   |
| Wednesday 15 December 2021 | Numeracy Testing by appointment   |
| Thursday 16 December 2021  | Numeracy Testing by appointment   |

**Please Note: ALL ADULTS wishing to come onsite inside or outside must be double vaccinated. We are required by law to see proof of vaccination.**



First Sunday of Advent

Jesus, you are a light even in the darkest places.

Help us to trust in you when we are lost or lonely.

Shine hope into our hearts we pray.

Amen.



Dear Families, Friends and Parishioners,

Last Sunday marked the beginning of Advent. The Church calendar begins with the Advent season, the four weeks leading up to Christmas. The word 'Advent' means coming. Amongst the busyness of this time of year may we find time to reflect and nourish our spirit in relationship with each other and in giving of ourselves for the greater good. At its heart, Advent it is a time of preparation and waiting for the coming of Jesus into our world and lives.

With only two weeks of our term left, your children are busy finishing off projects and final assessments as well as preparing for our various end of year activities. It is always uplifting when I visit the classrooms where I see our children engaged in their learning. We can learn from and be inspired by their enthusiasm and openness to try new things and do their best when presented with a challenge.

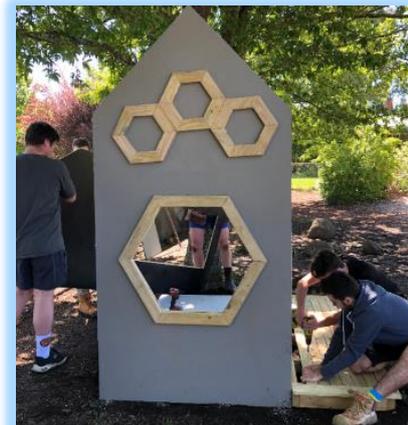
On Wednesday Dec. 8th, we will ask that you all book your child's time slot for their numeracy testing via Operoo. Your child can collect their report after their testing session is complete. This opportunity gives us valuable information to inform our teaching of numeracy at the beginning of next year. You can book your child's literacy timeslot online from Wednesday too. This will be at the beginning of 2022 and is a great way for your child to meet 1-1 with their new teacher and ease into term one.

Please read our school calendar carefully and note events over the next couple of weeks. Our whole school transition morning is on Tuesday when your children will spend two hours with their 2022 teachers and class mates. We are looking forward to seeing as many of you who can make it to our closing of the year activities.

### SHC VCAL erect the first building for our Interactive Villiage



Our children were delighted to discover the first building to be erected in what is to be our interactive villiage. We sincerely thank SHC VCAL students Christian, Zac, Tyrone, Ethan and Agatha who were supported by their wood tech teachers Darren Paxton and Andrew Scarlett for constructing our first dwelling which the children are using as a shop. We also appreciate the support of Mrs. Marika Payne in making this happen. The SHC students completed the building as part of a VCAL project and have even added honeycomb shaped windows! The iron donated by the Paag family was used on the roof..thankyou. Any further donations are welcome.



Ms Shannon will be working with our students who will paint our shop early in 2022. Our children quickly developed their role play and used stones and leaves as props to create sandwiches and hamburgers!



## Prep Orientation

Our 2022 Prep students have had two calm and harmonious sessions at St Ambrose and will be joining their 2022 class next week on our whole school transition morning on Tuesday December 7<sup>th</sup>. Our 2022 Prep parents are then invited to attend an information session which will be held in the Parish Hall directly next to the school. This session will cover how to support your child making the transition into school, what to expect, how children learn and grow in the formative years and we will also allow time to answer questions. Mrs. Debbie Geisler and I will facilitate this meeting. We welcome your attendance however you will need to provide proof that you have been double vaccinated.



## St Ambrose Feast Day Celebrations: KABOOM....Monday November 29<sup>th</sup>

Dan from KABOOM facilitated a high powered warm up before we had lots of fun playing the many games and activities on offer. We hope that your children enjoyed this event which marked the beginning of our St Ambrose Feast Day celebrations.





## An Update from Fiachra and Georgia our School Captains



Hi everyone, it's your school captains here, and the next 2 weeks are going to be lots of fun so here's a preview. The St Ambrose Feast day is coming up, the Grade 5's and 6's are going on an excursion on the 9th of December, and the Grade 6's have their day out to Funfields in Whittlesea on the 10th of December. The Grade 6's have their Graduation on the last day at school. The Grade 5's also have their leadership for 2022 posters up in the hallway and they've begun their interviews with some of the teachers. They are delivering their speeches on the 7th. As most of you will know, our school hosted a Kaboom Fun Day and we had Tara (T-money) and Dan in to run lots of fun activities and play lots of songs. A few lucky kids won a T-shirt and were sporting them all day.

Bye from Fiachra and Georgia.



## 2022 School Captains



Pictured are the applications submitted for our 2022 school captains. The candidates will be interviewed next week. We congratulate all of our students who have put themselves forward for a leadership position next year. We are looking forward to hearing their speeches and proposals.

## Fish Tank Crew 2022



Victoria and Nina will be taking over the responsibility of caring for our fish in 2022. Our children enjoy the wonder and sense of calm that the aquarium brings into our school.

## PBL Winners



Pictured on the right are this fortnight's PBL winners. Ethan, Alessio, Carlie, Kira, Zoey, Jim, Leo, Lachie and David will enjoy hot chips with Mrs. Geisler and I on December 8<sup>th</sup> with all of our winners!

## Numeracy & Literacy Testing

We will be allowing time for your child's teachers to work 1-1 with your children to do pre numeracy and literacy testing to inform their teaching for the beginning of the 2022 school year. These times also create an opportunity for your child and their teacher to develop and build on relationship which is pivotal to learning. You will be able to book in your interviews via Operoo on Wednesday 8 December 2021.



## Building Project Update

It was with great enthusiasm that our building proposal was submitted out for tender and we are now waiting for the submissions to come in.

As you know, our purpose is to update and expand our existing facilities to retain the values, vision and aspirations of our school community as well as to allow us to further develop our pedagogical approach by creating contemporary, comfortable and flexible learning spaces. These spaces will enable us to set up inquiry and play based learning stations as well as break out spaces for our students to learn. The works will increase learning areas in a response to growing student numbers, as well as address accessibility issues.

Since 2009 St Ambrose Primary School has grown from a student population of 214 to 255 in 2021. We have had to therefore repurpose our rooms in order to cater for the increased number of students.



Our building works will:

- provide essential specialist services to students in facilities that respect privacy and wellbeing of child and family.
- maximise current spaces through the use of glass sliding doors to utilise the corridor as extended learning areas.
- create transparency, multiuse areas, student connectedness and collaboration in teacher and student learning.
- enhance the school's ability to meet our children's varied needs by providing an aesthetically appealing, comfortable, nurturing, inclusive, open and flexible learning environment.
- provide additional facilities for the wider community that were previously unavailable due to either access or availability.
- extend the existing canteen to include a teaching kitchen for student use.
- allow designated tutorial and learning support spaces. These spaces will support learners and teachers in an acoustically isolated environment. Both students and teachers can use these spaces for planning, tutoring, one-one teaching, small group work and focused collaboration.
- the creation of a welcoming and identifiable entry that promotes the school's spirit of welcome and hospitality.
- the redevelopment of secure administrative and staff work areas to enhance the connectivity of leadership with staff, students and community through accessibility and visibility.

- the addition of a designated creative arts space with associated outdoor learning deck to expand the curriculum and support creative and design thinking to students and the broader community.
- promote inclusivity through creation of DDA compliant entrances and amenities
- the enhancement of the current canteen as a food tech centre allows not only wider community use but compliments the 'garden to plate' program that has been developed over a number of years.

The school is built on the traditional lands of the Jarra Jarra people, and prior to European settlement the Woivurrung Aboriginal Clan inhabited the Woodend area for an estimated 30000 years. European settlers began to take up land between 1820-1840. With the discovery of gold in this area townships, including Woodend, began to emerge along the road from Melbourne to the Bendigo gold fields.



These are exciting times for St Ambrose Parish School! We will keep you updated throughout the building process. We are on track to start construction in term 1 in 2022.



**Funding Details**  
**Total amount requested \***  
 \$3,277,600.00  
**School co-contribution**  
 \$819,400.00  
**Total project cost \***  
 \$4,097,000.00

### Order your Year 6 Rugby Tops for 2022 Now!

You may order your child's Year 6 rugby top directly from Hip Pocket any time now (refer to Operoo). We would like to have the order ready for the beginning of 2022. **All orders need to be in by December 18th** to ensure this. Size 4-14 cost is \$51.09 and adult sizes are \$56.93. They will look like the picture on the right with 2022 details and the class chosen name, 'Super Sixes' on them.



## Thank you Emily



We were most fortunate to have Emily working with us this term in P-1TA. Emily finished her final day today and will gain her teaching qualification after this. Congratulations Emily and thank you for sharing your talents with us. We wish you a fulfilling and successful teaching career.

## School Fees 2022 Policy

The levies we collect are pooled so as to ensure the best value for dollar is achieved. We take pride in the fact that we are able to achieve excellent educational outcomes for our students whilst providing an affordable Catholic education. In keeping our costs low and affordable, it is essential that families contribute to their child's education by ensuring that payment of the fees and levies are made each year and in a timely manner.

To meet our costs in 2022 there will be two options for how and when to pay school fees which can be:

1. in agreed instalments via direct debit or
2. in total at the beginning of the year.

This is to ensure that the school receives funds at the start of the school year so as we can pay the many costs that are invoiced to us in January and February. Families who, until now have had other arrangements, are going to be asked to change to one of these two options.

For families who are currently in arrears for the 2020/2021 school year and have not made an arrangement with the school, it is essential that you please attend to your account as soon as possible or contact the office prior to next Friday 3rd December 2021.

Please note that we do everything we can to hold costs down whilst providing the best education opportunities possible for your child. We thank you for your efforts to keep payment of fees up to date. It is important for us to collect fees as these are included in our budgeting to cover the costs of delivering rich and diverse programs for your children.

We understand that family income and financial situations can change for many reasons and can cause much stress to families and therefore always encourage families to communicate with us, so as individual circumstances can be managed.

We would also like to take this opportunity to thank you for your support of the school in a non-financial way through participation in classroom activities (term 1) and parent groups, contributing to school projects and works and assisting with fundraising and events. Our community, as a whole, has gained greatly from the gift of your time, effort and support.



For your forward planning, 2022 fees are set as follows:

- Family fee: \$1,970.00 per family
- Student Levy: \$565.00 per student

So \$492.50 for each family per term (Family Fee)

Add \$141.25 for each child per term (Stud. Levy)

- Gr 4 camp \$350.00
- Gr 6 camp \$810.00

Thank you for your efforts to keep your payment of fees up to date. This greatly assists us to meet our costs, update resources and to continue to deliver quality programs for your children.



### NEW FOR 2022:

St Ambrose Parish School operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdioceses Catholic Schools Ltd (MACS).

From 2022 we are able to offer concessional school fees for eligible students, which means reduced fee and levy costs as outlined below. Please refer to the Concessional Fee Policy at the end of this newsletter which outlines the eligibility and an application form, if applicable. A copy of the application can be emailed or collected from the office on request.

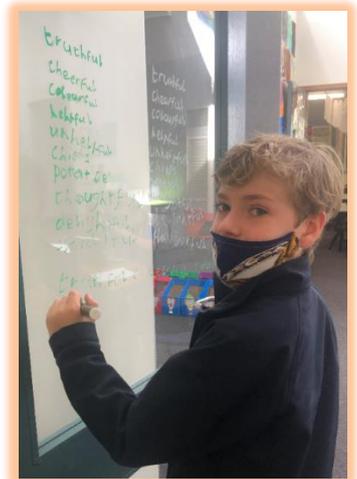
### 3. Concessional School Fees for Eligible Students

3.1 Students of eligible families are entitled to concessional school fees.

3.2 The school fee for eligible students is:

- 1 child – \$15 per child per week, direct debit (\$780 per annum or \$195 per term)
- 2 children – \$23 for the family per week, direct debit (\$1,196 per annum, or \$299 per term)
- 3 + children – \$30 for the family per week, direct debit (\$1,560 per annum, or \$390 per term)

3.3 The above fees cover both tuition fees and levies.



### Happy Birthday



|            |            |
|------------|------------|
| 3 December | Isabelle M |
|            | Audrey C   |
| 6 December | Lawson N   |
|            | Edward R   |

## Student Awards. Congratulations to.....

|       |  |
|-------|--|
| P/10  | Harriet B for being the epitome of our school Positive Behaviour.  |
| P/10  | Hamish M for being consistently outstanding in all areas of school life?   |
| P/1RD | Jessica F for being a kind class member.   |
| P/1RD | Jim G for taking on feedback with his writing.   |
| 20    | Asher J for her commitment to her learning during Remote Learning.   |
| 20    | Caysen E-S for his dedication to his learning and willingness to attempt challenging tasks.<br>You are a Super Star! |
| 20    | Kira V for her enthusiastic approach to everything she tries!  |
| 2V    | Tyler T for always showing kindness to peers.  |
| 2V    | Madi Y for engaging enthusiastically in home learning.   |
| 2V    | Evie M for making responsible choices in class.  |
| 3/4C  | Ayden H for making an effort to provide ideas in class discussions.  |
| 3/4C  | Jonah H for always being eager to learn new things.  |
| 3/4C  | Finlay M for showing RESILIENCE during the fractions work.   |
| 3/4F  | Hunter C for being a happy and cheerful class member!  |
| 3/4F  | Mia T for always showing a willingness to help others. Well done!  |
| 3/4P  | Gus H for contributing to classroom discussions.   |
| 3/4P  | Alexandra M for being a good friend.   |
| 3/4P  | Chloe Q for taking care when presenting her work.  |
| 5/6M  | Annique S for her approach to her learning and cheerful zest.  |
| 5/6M  | Miranda B for always demonstrating behaviour that sets the standard for her classmates.                              |
| 5/6M  | Zoey T for always being prepared to share her work with the class.   |
| 5/6M  | Millie S for always working to the best of her ability.  |
| 5/6R  | Levi Z for working well on your Inquiry Project. Super job!  |
| 5/6R  | Nina C for always working to the best of your ability. You are a superstar!  |

## Masks

Face masks are still required to be worn by staff, visitors and Years 3 to 6 students in an indoor space within a primary school (or schools which have primary students, such as a P-12 school).

**To assist your child, can you make sure that they come to school each day with a mask. Many students are coming without a mask and our supplies are quickly depleted. We recommend washable masks which are kinder to the environment. Thank you:}**



The wearing of masks remains recommended for Prep to Year 2 students and in circumstances where physical distancing cannot be maintained.

Masks are no longer required in secondary school settings, but are recommended where physical distancing cannot be maintained.

## Some Snaps from our Week





Stop motion animation and 3/4C play



Senior PE - Bike Ed.

This week in junior PE we had Kara from Cricket Vic deliver some cricket skills & games. It was hot and we had lots fun!



Gr 3/4 science experiment State of Matter and Maths activity on Capacity.

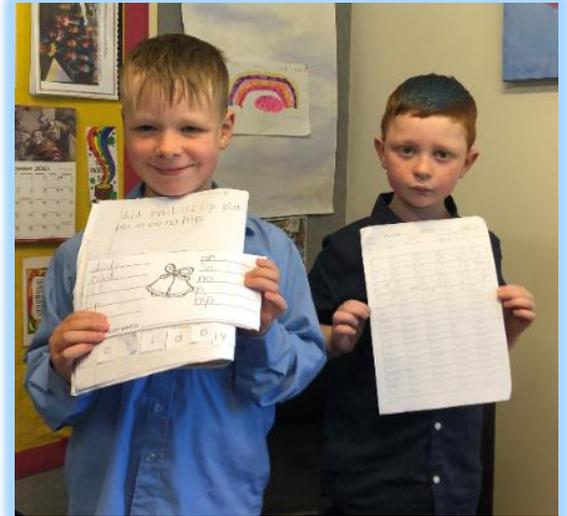




Sophie, Sam and Jim enjoying the art work projection at the Woodend Traders Night last Saturday.



3/4C M&M experiment



“Then Jesus told him, ‘because you have seen me, you have believed; blessed are those who have not seen and yet have believed.’” - **John 20:29**

As this year draws to a close, may we remain fully present in each other’s company as we celebrate all the learning and growth of our amazing children.

Kind regards,



Bronwyn Phillips  
Principal



Leunig



We could learn a lot from crayons -  
Some are sharp, some are pretty, some are dull,  
while others bright, some have weird names, but  
they have learned to live in the same box together

Robert Fulghum



# St Ambrose Feast Day

& Production Premiere

# Twilight Picnic

DECEMBER 10TH | FROM 5.30PM | ST AMBROSE SCHOOL OVAL

Mmm Coffee?

PLEASE BYO SEATING & PICNIC.  
RSVP VIA OPEROO.  
MMM COFFEE WILL BE AVAILABLE FOR COFFEE  
PURCHASES THROUGHOUT THE EVENING.

*"I learnt to trust everyone to play their part and keep calm and carry on to the next step and to be a team."*

## Why do a Production?

Read just some of these reflections from our students

*"One thing that I will take into the future is to act and look confident because then it makes it look like we all know what we are doing even if we don't."*

*"I was also surprised how I can be quiet most of the time."*

*"Something I learned during production was to be ready for obstacles and challenges. Even if you make a mistake everyone has got your back."*

*"To be brave and forget about the people in the crowd."*

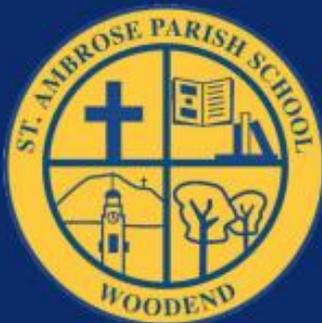
Annique...



*"The backstagers impressed me with them keeping up and most knowing what they had to do and when."*

Miiiiie





JOIN THE CELEBRATION OF ALL THINGS  
**FAITH & FAMILY**

ISSUE 32, FRIDAY 3RD DECEMBER 2021



## **SECOND SUNDAY OF ADVENT**

The second candle in the advent wreath reminds us to be ready to receive God's love. It is time to break down the barriers that prevent us from recognising God's love in our lives and the world around us.



2.30pm, Wednesday 8th December

## **SACRAMENTS CERTIFICATE PRESENTATION**

Certificates for the Sacraments of Confirmation and First Eucharist will be presented at the St Ambrose Feast Day Mass from 2.30pm on the 8th December  
Please note, this service is for double-vaccinated participants only.



## **AMBROSE CARE Helping Families at Christmas**

This year, St Ambrose Parish is continuing to help families in need at Christmas with gift cards & vouchers. If you would like to donate, please place the voucher in an envelope marked 'Ambrose Care' and drop it into the office by the 12th of December.

For the latest Parish newsletter, mass times and children's prayer resources, please email Bernadette and ask to be included in parish mailing list: [woodend@cam.org.au](mailto:woodend@cam.org.au)

**"OUR IDEA OF GOD TELLS US  
MORE ABOUT OURSELVES THAN ABOUT HIM."**

**Thomas Merton**

For questions about 'Faith & Family' Events, please contact [eloise.meyer@sawoodend.catholic.edu.au](mailto:eloise.meyer@sawoodend.catholic.edu.au)

# Prepare a Way for the Lord

Today's gospel is a reminder to us that Advent is a season of preparation. In this case, the preparation is all about making way for the love of God in our lives. The love of God surrounds us all the time. It's like a rapidly flowing stream and sometimes we have placed boulders in the stream that send the water flowing around us. The call to make a way for the Lord is a call to clear the rocks out of the stream; to remove the obstacles that are directing the love of God around us and allow it instead to flow directly through us.

Reflection written by by Greg Sunter

## Gospel

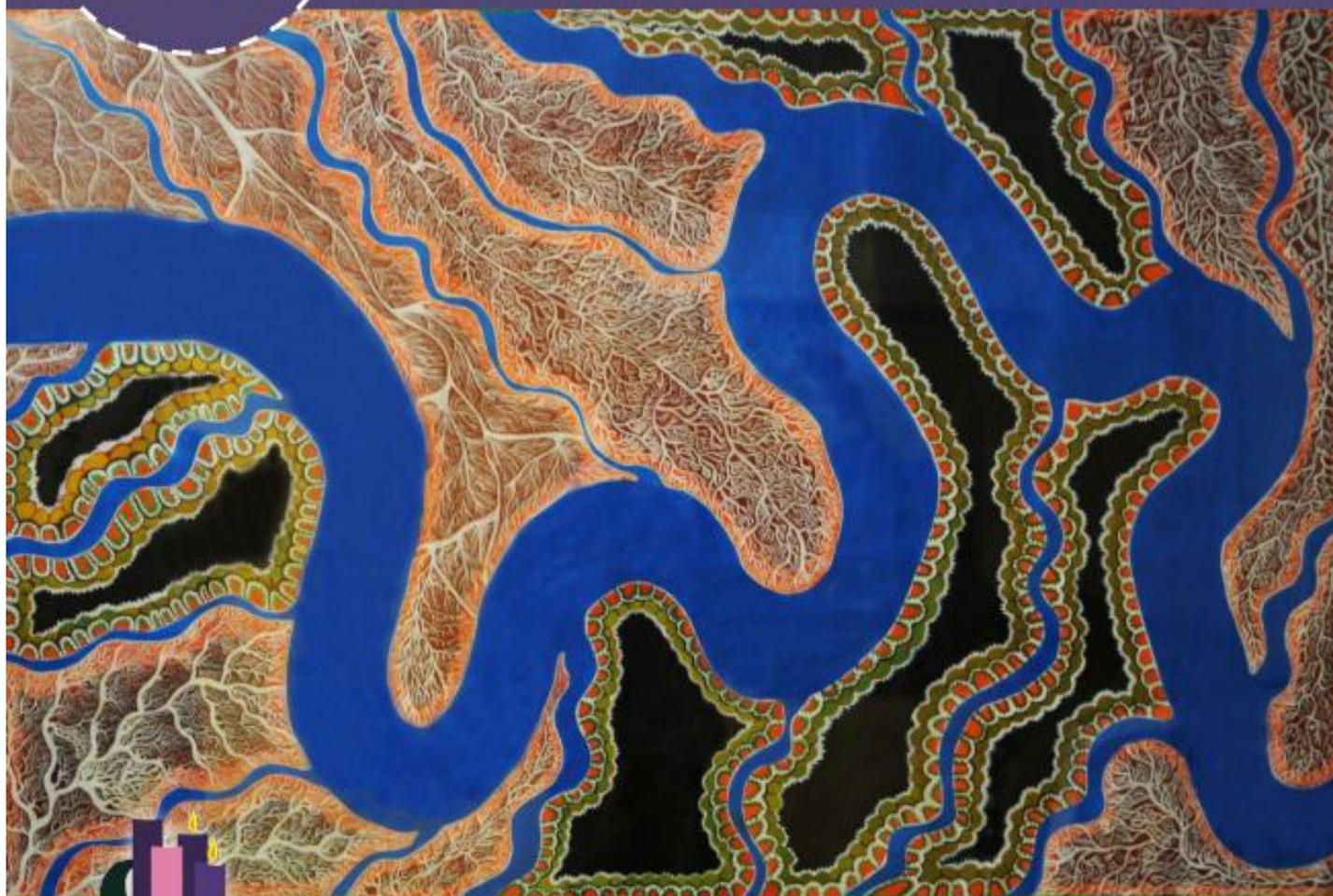
Lk 3:1-6

"John the Baptist proclaims a baptism of repentance."

## 'The River' by Miriam-Rose Ungunmerr Baumann

*The painting shows how the river winds its way through the landscape, confidently bringing life and washing away worries and sorrows.*

<https://www.facebook.com/miriamrosefoundation>



Second Sunday of Advent, Year C, Sunday 5th December, 2021

## Community News



### Summer Group Programs at Village Therapy

These holidays we have tripled the fun, with 3 weeks of groups.

Our Speech Pathologists, Occupational Therapists and Music Therapist have planned a range of exciting new groups for January 2022. Children will be able to learn new skills and meet new friends in a supported and fun environment.

We offer activities suitable for 4 - 16 year olds. The groups on offer in January include:

- School Readiness
- Learn to ride a bike
- Fun with Cooking
- General holiday program
- Movement and Sport
- Music Therapy
- Minecraft

For more information and to register your interest, scan the QR code below or visit

<https://villagetherapy.com.au/summer-holiday-program/>  
Groups run between January 10th - 28th 2022.



# Concessional Fee Policy

## Primary Schools



MELBOURNE  
ARCHDIOCESE  
CATHOLIC SCHOOLS



St Ambrose Parish School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Policy

### 1. Eligibility for Concessional School Fees

1.1 Concessional school fees are available to any family that meets the below eligibility criteria:

1.1.1 of Aboriginal or Torres Strait Islander heritage

1.1.2 holding an HCC and eligible for CSEF

1.1.3 experiencing severe financial hardship

1.1.4 holding a DVA Gold Card

1.1.5 identified as refugees and holding an ImmiCard is strongly encouraged to apply for concessional school fees.

1.2 Any family required to relocate their (Australian resident) child to St Michael's Catholic Primary School, North Melbourne, due to the child requiring long term medical treatment at The Royal Children's Hospital, Melbourne will be eligible for concessional student fees. Pro-rata concession is provided for part-year attendance. An annual statutory declaration is required to confirm eligibility.

1.3 HSS who attend a MACS primary school on a part time basis, who meet any of the criteria detailed in Policy points 1.1 or 1.2 are eligible for concessional student fees.

### 2. Ineligibility for Concessional School Fees

2.1 FFPOS or full-time HSS are ineligible for concessional school fees as government funding is not available for FFPOS or full-time HSS.

### 3. Concessional School Fees for Eligible Students

3.1 Students of eligible families are entitled to concessional school fees.

3.2 The school fees for eligible students are:

3.2.1 1 child: \$15 per child per week, direct debit (\$780 per annum or \$195 per term)

3.2.2 2 children: \$23 for the family per week, direct debit (\$1,196 per annum, or \$299 per term)

3.2.3 3+ children: \$30 for the family per week, direct debit (\$1,560 per annum, or \$390 per term)

3.3 The above fees cover both tuition fees and levies.

### 4. Operationalisation of Concessional Fee Policy

4.1 Principals may apply this policy and procedures from the date of approval of this policy.

4.2 All schools are required to comply with this policy prior to setting fees for 2022.

# School Fees Concession Program

## For eligible families under the eligibility criteria



School: \_\_\_\_\_

### Applicant details

Surname: \_\_\_\_\_ First name: \_\_\_\_\_  
 Address: \_\_\_\_\_

### Children attending this school

|   | Name | Age | Year level |
|---|------|-----|------------|
| 1 |      |     |            |
| 2 |      |     |            |
| 3 |      |     |            |
| 4 |      |     |            |

### Please indicate which category you are applying under

| Criteria   | Indicate if applicable   |
|--|--------------------------|
| Aboriginal or Torres Strait Islander heritage  | <input type="checkbox"/> |
| Services Australia Health Care Card holder   | <input type="checkbox"/> |
| Department of Veterans' Affairs Gold Card holder   | <input type="checkbox"/> |
| Department of Home Affairs ImmiCard (proof of identity card) holder  | <input type="checkbox"/> |
| Refugee, where the child has attended a school in Australia for less than five years                         | <input type="checkbox"/> |
| Required to transfer to St Michael's School, North Melbourne, for treatment at the Royal Children's Hospital | <input type="checkbox"/> |
| Experiencing genuine financial hardship  | <input type="checkbox"/> |
| Homeschooled, but attending a MACS primary school part-time and meeting any of the above criteria            | <input type="checkbox"/> |
| Other (please indicate):   | <input type="checkbox"/> |

### Card type (please indicate)

Health Care Card  Veterans' Affairs Gold Card  ImmiCard

### Card details

Card no.: \_\_\_\_\_ Card code: \_\_\_\_\_ Expiry date: \_\_\_\_\_

### Please attach the following forms (unless already provided)

- Completed direct debit request (DDR) service agreement or copy of Centrepay deduction authority for payment of the concessional amount
- Completed Camps, Sports and Excursions Fund (CSEF) application form

### Declaration

I declare that:

- the card I have applied under is in my name and I am the person responsible for the payment of school fees
- I will notify the school if my card status changes during the year
- I understand that I must submit a new application in the instance where a new CSEF application form has been completed.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Information for applicants

### Aim

To assist school families experiencing financial hardship in accessing a Catholic primary education for their child/children.

### Confidentiality

At all times, the dignity and privacy of those seeking a fee concession will be respected.

### Level of concession

School office staff can advise applicants of the concessional fee to be charged. This concessional fee is fixed annually by Melbourne Archdiocese Catholic Schools (MACS). Approved applicants will be charged only the annual concessional fee, which will cover all standard school fees and levies. If the applicant has become eligible under one of the eligibility criteria throughout the year, a pro-rata concession will be granted. In this instance, standard school fees and levies will be incurred for the portion of the year whereby the applicant was not eligible. To be eligible for the concession, the family must agree to either a direct debit or Centrepay deduction arrangement.

### Eligible concession cards

Centrelink issues a number of concession cards for a variety of reasons. Some cards have a generous or no income test and therefore holders of these cards are ineligible for a fee concession under this program. Only Health Care Cards that are eligible for the CSEF are eligible for the School Fees Concession Program.

The card must be issued in the name of the fee payer and list the students for whom the concession is to be applied.

The expiry date of the card must be after 1 January of the year for which the concession is to be applied. If an eligible concession card expires after the start of the year, the concessional fee rate will still be applied for the entire year. If a family becomes eligible during the course of the school year, then a pro-rata concession will be granted.

### Lodgment of application

An application should be lodged prior to the commencement of the school year so that it can be assessed and direct debit or Centrepay deduction arrangements can be initiated for the following year. Please follow the steps below:

1. Complete the school's application form, DDR service agreement or Centrepay deduction authority.
2. Submit the completed forms along with a copy of a valid card.
3. Complete and return the CSEF application form (where applicable).

### Application forms

The following forms can be obtained from the school office:

1. School's application form.
2. School's DDR service agreement or copy of the Centrepay deduction authority.
3. CSEF application form.

### Notification

Approved applicants will receive written notification of the outcome of their application for concessional fees from the school. Declined applicants will be contacted promptly to allow sufficient time to arrange a meeting with the Principal to discuss the fee structure.



## Important notes

1. The concession is automatic for a parent/guardian/carer responsible for the school fees who holds the eligible card.
2. A CSEF application must be submitted for a concession to be granted.
3. Where the fee account is split, the concession applies to only that portion payable by the eligible card holder.
4. All families receiving or requesting a fee concession must notify the school should their financial circumstances change sufficiently to affect the level of concession offered.
5. Any offer of a concession is subject to the applicant entering into a DDR service agreement or Centrepay deduction arrangement. Any default in payment may result in the concession being withdrawn.
6. Should an application be considered ineligible, the applicant will be notified that the application has been declined. If the applicant is experiencing genuine financial hardship, they are encouraged to arrange to meet with the Principal.
7. For further information on Centrepay, please refer to:  
<https://www.servicesaustralia.gov.au/organisations/business/services/centrelink/centrepay-businesses>.

### OFFICE USE ONLY

| Checklist  | Completed                | Date |
|--|--------------------------|------|
| Copy of card attached  | <input type="checkbox"/> |      |
| Signed DDR service agreement or Centrepay deduction authority attached | <input type="checkbox"/> |      |
| Signed CSEF application form attached                                  | <input type="checkbox"/> |      |
| Approved/Declined letter signed by Principal attached                  | <input type="checkbox"/> |      |
| Processed in debtor system   | <input type="checkbox"/> |      |
| CSEF application accepted  | <input type="checkbox"/> |      |