Enrolments

Information on how to find, enrol, and start a child in your care at a school in Victoria is available on the [Victorian government website](#).

To enrol your child at our school:

1. Complete our [Enrolment expression of interest](#) and populate all the required fields displayed
2. We will assess eligibility to attend based on our school zone and the Department's Placement Policy (see the *School zones* section below for more information)
3. If you are eligible for enrolment we will provide an enrolment pack (including enrolment form)
4. Submit the Enrolment form and additional required documents (outlined below) to our school email address Cardinia.ps@education.vic.gov.au

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)

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. Our school also has additional capacity available to welcome students who are outside of our school zone.

The Department provides guidance through the [Enrolment: Placement Policy](#) to ensure that students have access to their designated neighbourhood school and the freedom to choose other schools, subject to facility limitations.

You can find more information and answers to frequently asked questions on the Department's website under [School zones](#).

For more information

If you have a question about school zones call the VSBA Hotline on [1800 896 950](#) or email: 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 Arrangement](#)

Child Safe Standards

Cardinia Primary School 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 Cardinia Primary School 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 school at Cardinia.ps@education.vic.gov.au

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]
- 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
- Inclusion And Diversity
- Medication
- Photographing, Filming and Recording Students
- Student Wellbeing and Engagement
- Visitors
- Volunteers
- Yard Duty and Supervision