

# Enrolments

## School zones

Our school zone is available on [findmyschool.vic.gov.au](https://www.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 based on 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's [Parent Payments Policy](#), Victorian government schools are required to provide transparent information to their school community on voluntary parent/carer contributions.

Our parent payment letter <https://www.tawongaps.vic.edu.au/page/56/Parent-Voluntary-Payment->, which is approved by school council and distributed annually, outlines the voluntary parent/carer contributions at our school.

If you are interested in enrolling at our school, please download and complete an Enrolment Form / request Enrolment Forms are available from our school office, on our website <https://www.tawongaps.vic.edu.au/> by emailing [tawonga.ps@education.vic.gov.au](mailto:tawonga.ps@education.vic.gov.au) or calling 03 5754 4468.

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 <https://www.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.

## Foundation (Prep) enrolments

The Department of Education has a statewide Foundation (Prep) enrolment timeline.

The timeline advises families when and how to enrol their child into Foundation (Prep) at a Victorian government primary school, including our school.

You can find information and resources about the enrolment timeline at: [Enrolling in Foundation \(Prep\)](#).

## 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.

## Before and after school supervision arrangements

Student safety at Tawonga Primary School 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 8:50am, restricted to front area of school.

**After school:** School grounds are supervised until 3:40pm, restricted to pickup area and bus shelter

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 Tawonga OSHC on 0429 018 724 or refer to <https://www.mtbeautyps.vic.edu.au/page/25/Outside-School-Hours-Care> for more information about the before and after school care facilities available to our school community.

If you would like any further information about our student supervision arrangements, please contact Tawonga Primary School 03 5754 4468.

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

# Child Safe Standards

Tawonga 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

Our child safety and wellbeing policies are available from school reception upon request and published on Compass.

As valuable partners in promoting and maintaining child safety and wellbeing at Tawonga 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 Kim Franzke, 03 5754 4468