Year 7 2027 Transition

Information Pack

Our Motto
Optima Semper

Our Pillars
Excellence, Community, Aspiration

Our Values
Respect, Responsibility, Resilience, Empathy

Our Vision
Frankston High School is a collaborative community where everyone is supported and challenged to achieve their full potential. We inspire the pursuit of excellence, continuous improvement, and life-long learning, preparing our students to lead and succeed in a rapidly changing world.

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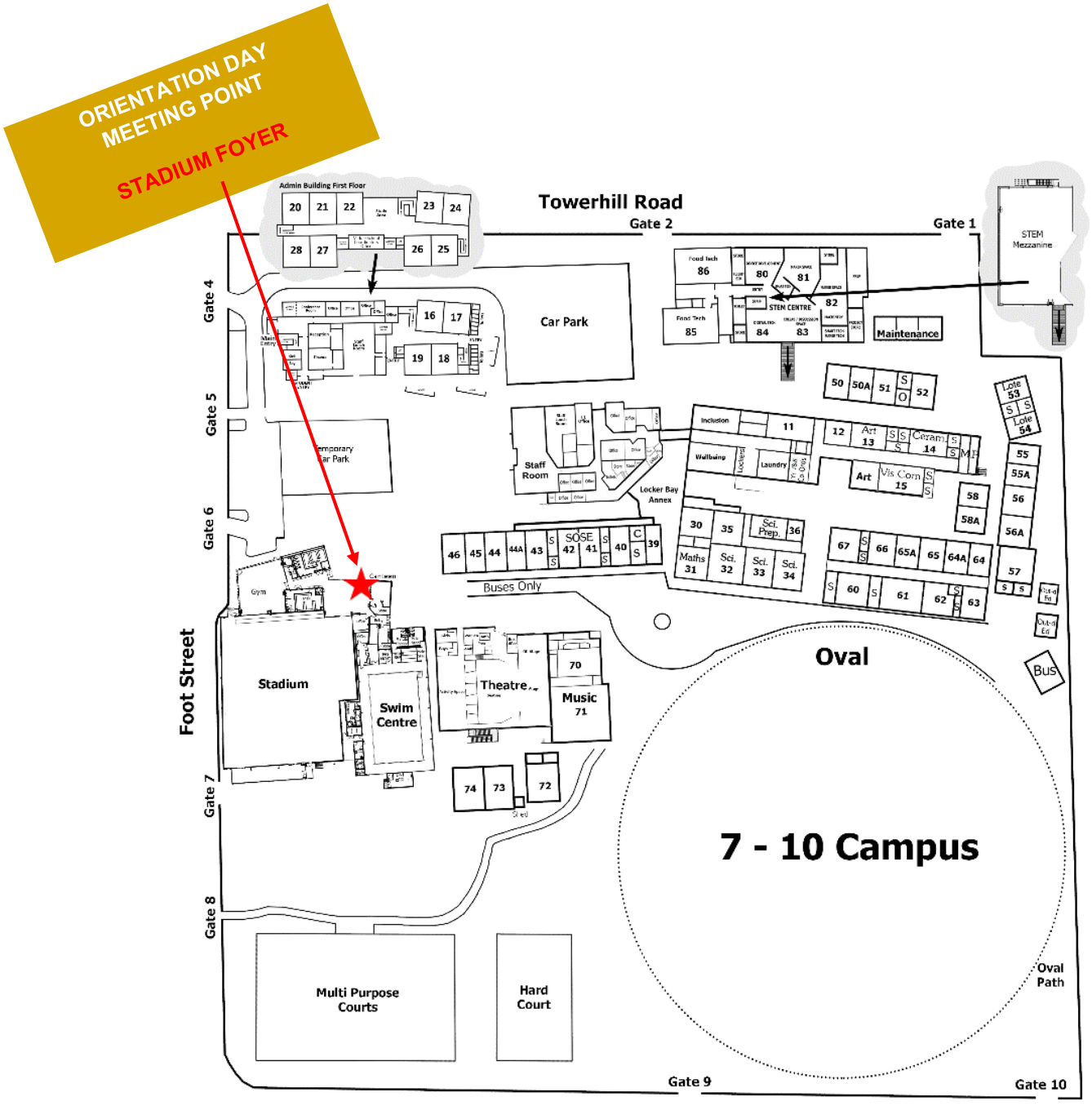
ORIENTATION DAY

Orientation Day is on **Tuesday 8 December 2026** and will commence at 9.00am. Frankston High School staff will meet the students at the **front of the stadium on the 7-10 Campus** for <u>student registration and photo</u>. Students will then attend an assembly PAT.

- Students should wear their **primary school uniform and runners**.
- **Recess will be provided** for incoming Year 7 students.
- Students will need to **bring their own lunch and water bottle**.
- Please bring **paper and a pen and** a **small bag** to carry their belongings.
- Students will be dismissed from the **stadium at 3.00pm** and should be collected at this time.



2027 COMMENCEMENT INFORMATION

Commencement dates for 2027

To support our students, particularly our incoming Year 7 students as they begin their high school journey, Frankston High School will have two commencement dates for the 2027 school year.

Commencement Dates

IMPORTANT: *Commencement dates may change. Any changes will be communicated towards the end of **Term 4, 2026**.*

The following students are required to commence school:

Thursday 28 January 2027	**Friday 29 January 2027**
Year 7	**Year 8**
Year 11	**Year 9**
Year 12	**Year 10***

***Year 10 students undertaking a Year 11 subject** must attend school on **Thursday 28 January 2027** if they have a scheduled class on that day.

Year 7 | First day

Year 7 2027 students are required to wear their full school uniform on Thursday 28 January 2027, regardless of whether they have a Physical Education (PE) class scheduled that day.

Locker allocation will take place during the first week of school. Students should only bring what they need for each day, as they will need to carry their bags with them between classes. On their first day, students will receive their:

- **Timetable**
- **Student Diary**
- **Locker Padlock**

2027 School terms

Term 1 27 Jan-25 Mar (27 Jan Curriculum Day)
Term 2 12 Apr-25 Jun
Term 3 12 Jul-17 Sep
Term 4 4 Oct-17 Dec

Year 7 2027 Orientation camp

The Year 7 Orientation Camp is a fantastic opportunity to begin your child's journey at Frankston High School. The camp provides students with the opportunity to meet new classmates, make new friends and develop positive relationships with their peers and teachers.

Students and teachers will participate in a range of activities designed to encourage teamwork, cooperation and connection in a friendly and supportive environment.

Camp consent and payment will be available as a Compass event in **early Term 1, 2027**.

All students are expected to attend the Year 7 2027 Orientation Camp.

Financial assistance with camps

Families who are eligible for CSEF may be able to use their CSEF allocation towards the cost of the camp.

Camp details

Location: Phillip Island Adventure Resort
Camp 1: 24–26 May 2027
Camp 2: 26–28 May 2027

Photo day

School Photo Day for Years 7-10 students will be **Monday 22 February 2027**. Further information will be given at the start of 2027.

Canteen information

Frankston High School provides cashless canteen facilities. The student compass card is required for all canteen purchases. Instructions on how to load funds onto your student's Compass Card and how to place canteen orders are available online. To minimise queues at the Canteen**, parents/carers are encouraged to place orders online via Compass.**

All Year 7 students will receive their compass card during the first week of Term 1.

First Aid

Parents/Carers are contacted in cases of serious illness or injury, if unavailable, seriously ill students are taken to the hospital Emergency Department.

Parents/Carers are liable for all medical treatment and transport costs, FOR THIS REASON PARENTS/CARERS MUST KEEP THE SCHOOL INFORMED OF ANY CHANGE OF ADDRESS OR PLACE OF WORK.

Parents/Carers must also understand that the school's First Aid facilities are limited to initial first aid care only. Should a student's illness be apparent early in the morning, PARENTS/CARERS ARE NOT TO SEND THEIR CHILD TO SCHOOL.

A student who is ill MUST report to the First Aid. If appropriate, a parent/carer will be contacted to collect the student from school. Students are not to contact their parents/carers to make arrangement to go home. This can only be done by school personnel.

Medical Authority Form

Medication will not be administered at school unless a Medication Authority Form is completed. The medication needs to be supplied in its original packaging and labelled with student's name and dosage.

Tips for starting high school

Starting high school is an exciting time for students and families, but it involves adjustments to routines and responsibilities. Establishing clear and manageable routines can help everyone in the family adapt and reduce unnecessary stress. Consider developing a **family plan** for bedtimes, morning routines, after-school activities, chores, commitments and homework. A well-planned routine can help the family function smoothly, ensure important priorities are met and support everyone to have a happy and healthy start to the school year.

Strategy 1 | Balance Activities Consider how many activities your child can realistically manage. Homework, music lessons, clubs, Scouts, sports and dance can all contribute to a well-rounded lifestyle; however, students can become overwhelmed when they have too many commitments. When choosing activities, consider your child's school workload, interests, energy levels and need for downtime.

Strategy 2 | Establish Healthy Sleep Routines Ensure school-aged children get enough sleep. Both the brain and body need adequate sleep to refresh, recharge and function effectively. Establish a consistent bedtime routine and maintain it throughout the school year. Encourage your child to avoid electronic devices such as phones, tablets, computers and televisions before bedtime. Consider establishing a household routine where devices are kept outside the bedroom overnight to minimise distractions and support healthy sleep habits.

Strategy 3 | Maintain a Family Calendar Use a large family calendar to keep track of everyone's activities, appointments, school events and commitments. Regularly checking and updating the calendar can become part of your family routine and help everyone understand and respect each other's busy schedules.

Strategy 4 | Prepare the Night Before Preparing the night before can significantly reduce morning stress. A consistent evening routine can help mornings run more smoothly. Encourage your child to:

- Check their timetable and prepare the required books and equipment.
- Pack their school bag.
- Lay out their school uniform and shoes.
- Prepare sports equipment and other items they may need.
- Check the weather and prepare accordingly.
- Prepare their lunch and water bottle.
- Keep school bags and frequently used items in a designated place.

Strategy 5 | Establish a Homework Area Set up a suitable homework and study area, either in a central location or in your child's bedroom. Ensure the area has basic equipment such as pens, paper, stationery and an age-appropriate dictionary. Establish clear expectations around homework and study time, including limiting distractions from games, social media and other online activities. A regular quiet period in the evening, when family members complete homework, read or undertake other quiet activities, can help establish positive study habits.

Strategy 6 | Eat Together Where possible, aim to have the family eat together at least several times each week. Turn off televisions and mobile phones and use this time to talk about the day, share experiences and celebrate achievements. Family mealtimes provide an opportunity to maintain connections, encourage conversation and support your child's wellbeing.

Strategy 7 | Have a Backup Plan for Getting Home It is always helpful to have a backup plan for getting home from school. Sometimes a regular afternoon arrangement may not go as planned. Discuss alternative options with your child, such as using public transport, being collected by an approved family member or arranging another suitable alternative with a trusted adult.
Make sure your child knows what to do and who they can contact if their usual arrangements change.

Please note: Due to the new timetable structure from 2027, information regarding the following will be communicated to parents/carers during Term 4.

- **Timetable, Bell times and locker use**
- **Sport education and parent/carer consent**
- **Sport Education and Physical Education (PE) timetable**

IMPORTANT SCHOOL INFORMATION

Student insurance and belongings at school

Parents/carers are reminded that the **Department of Education and Frankston High School do not provide personal accident insurance or ambulance cover for students**.

Parents/carers are responsible for the costs associated with medical treatment for an injured student, including ambulance and other transport costs. Families who do not have appropriate private health insurance or ambulance cover should consider obtaining suitable private insurance.

Student accident insurance policies are available through private insurance providers and may cover a range of medical expenses not covered by Medicare.

Private property

Private property brought to school by students, staff or visitors **is not insured**, and the Department of Education is not responsible for any loss or damage. This may include:

- Mobile phones
- Calculators
- Laptops and other electronic devices
- Sporting and/or music equipment
- Personal belongings
- Vehicles parked on school premises.

Parents/carers are encouraged to consider appropriate insurance coverage for personal belongings through a commercial insurance provider.

Lost property

Lost property is located in the **Sport Stadium foyer** and **Locker Bay Annexe**. Students are encouraged to check these locations if they have misplaced an item. Where an item is clearly labelled with the student's name, it will be returned to the student via the General Office

Items of value, including **laptops, labelled school uniform, jewellery, glasses and calculators**, are stored at the **7–10 Campus General Office**.

Secondary school privacy notice

Frankston High School collects, uses, discloses and stores student and parent/carer personal information for the purpose of providing education and supporting the effective operation of the school. Personal information is managed in accordance with the Department of Education's **Schools' Privacy Policy** and applicable privacy laws. For more information about privacy, refer to: Schools' Privacy Policy-information for parents.

Student dress code policy

The purpose of the Student Dress Code policy is to outline Frankston High School's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This Student Dress Code policy has been developed by Frankston High School's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community. The Student Dress Code policy aims to:

- promote a sense of identity and pride, cohesion and good order in the school
- allow all students to feel equal
- prevent bullying and competition on the basis of clothing
- ensure students' appearance reflects the expectations of their school community
- enhance the profile and identity of the school and its students within the wider community
- strengthen the spirit of community within the school
- enhance individual student safety and group security
- ensure all students are dressed safely and appropriately for school activities
- prepare students for the expectations of workplaces
- encourage students to present themselves appropriately for a particular role.

Students are expected to comply with this Student Dress Code policy while traveling to and from school, during school hours and when attending school activities.

Uniform pass

If a student arrives at school not wearing the correct school uniform, they must attend the Junior School Coordinators' Office at the beginning of the day with a parent/carer note explaining the reason a uniform pass is required. Where possible, the school may provide a replacement uniform item from our supply of clean, second-hand uniform items.

Mobile phone policy

In accordance with the departments' requirements, Frankston High School has developed a Mobile Phone Policy. The following guidelines summarise the school's expectations across both campuses:

- The term "mobile phone" refers to mobile phones, smartwatches and other devices that can connect to or have a similar functionality to a mobile phone. Earphones are also not permitted during the school day, as they are commonly connected to mobile phones.
- Students who bring mobiles phone or earphones to school must have them switched off and securely stored in their locker throughout the school day, unless they have an approved exemption or a teacher has provided express permission for educational purposes.
- The school day starts when the student has entered the school grounds. Students must not use mobile phones or earphones while waiting for their first lesson or during any breaks regardless of the time of day.
- Parents/carers should not contact their child on their mobile phone during the school day. If you need to speak with your child, please contact the General Office and arrangements will be made for the student to speak with you using a school phone.
- Students who use their mobile phones or other personal devices inappropriately at Frankston High School will receive a consequence. The hierarchy of consequences can be found on our school website.

Mobile phones are not to be visible or accessible from the time students enter the school grounds until 3.15pm. Any mobile phone seen by a staff member will be confiscated.

Attendance

The department requires all Victorian students, from Years Prep to 12, to maintain a 90% attendance rate throughout the year.

For extended illness

Medical Certificates or Statutory Declarations are required to enable us to mark the absences as department approved, ensuring the student's attendance percentage rate is not affected.

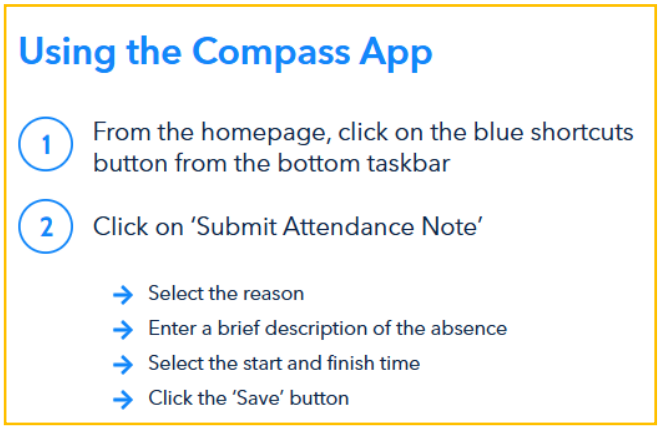
For family holidays

Absence Learning Plans are required to be completed and returned to enable us to mark the absences as department approved, ensuring the student's attendance percentage is not affected.

Absence procedure

If your child is absent from school, parents/carers are required to notify the school using one of the following options:

Option 1	Submit Absence Note via COMPASS App **(preferred)**
Option 2	Email the school: attendance@fhs.vic.edu.au
Option 3	Call the school on **9783 7955** and Press 1.



Student arrives late to school

Students who arrive late must sign in upon arrival at the Year Level Coordinator's Office Compass Kiosk. Parents/carers are required to provide approval for the late arrival at the beginning of the day. If prior approval has not been provided, the parent/carer must provide an explanation and approval on the day following the late arrival.

Student needs to leave school early

Students who need to leave school early must have parent/carer approval at the beginning of the day. When leaving the school grounds, students must sign out using the Compass Kiosk at the Year Level Coordinator's Office. If an urgent collection is required, the parent/carer should contact the school to allow staff time to locate the student. The student may then sign out through the Year Level Coordinator's Office. If a parent/carer arrives at the school to collect their child, they must sign the student out at the General Office using the Compass Kiosk.

Students must use their Compass Card when signing in late or signing out early.

Family holidays – Absence Learning Plan (ALP)

All extended absences of **three consecutive school days or more** require an application to be submitted in writing at least four weeks before the planned absence. The application should be submitted to the relevant Year Level Coordinator, who, in consultation with the Principal and/or Campus Principal, will determine whether the absence can be approved. Parents/carers will be notified in writing of the outcome. If the absence is approved, an **Absence Learning Plan** will be developed for the student. The student will collect the plan from their Year Level Coordinator and take it to each of their teachers to obtain the required learning activities and work to be completed during the absence. The completed plan must be reviewed by the Year Level Coordinator **before the student leaves** and returned to the Year Level Coordinator upon their return to school. Approved absences will be recorded accordingly. If the absence is not approved, parents/carers will be notified in writing by the Year Level Coordinator or Campus Principal.

Student is ill at school

Students who become unwell at school should report to the **First Aid Office**. The First Aid Attendant will assess and treat the student or contact a parent/carer if the student needs to be collected. If your child contacts you directly on their mobile phone because they are unwell, please ask them to report to the First Aid Office. **Mobile phones are not permitted to be used during the school day.**

Contacting your child during the school day

If you need to contact your child during the school day, please phone the General Office. Staff will either pass a message on to your child or arrange for your child to contact you when they are not in class.

Student wellbeing

Frankston High School has a comprehensive Student Wellbeing team dedicated to supporting the wellbeing of students across both campuses. The school also has a Youth Worker, who manages the Wellbeing Centre, and a Program Coordinator, who develops and implements wellbeing and engagement programs across the sub schools.

Student Wellbeing Team

The Student Wellbeing Team supports the welfare and wellbeing of students and is available to provide counselling and support to students and consultation with parents/carers. Support is available through:

- Individual counselling
- Group support
- Consultation with teachers
- Liaison with external welfare and support services
- Referrals to appropriate community agencies
- School-based activities and programs that promote student and community wellbeing.

The Wellbeing Team works collaboratively with students, families, teachers and external professionals to respond to individual needs and promote positive wellbeing across the school community.

Counselling services

Counselling is available to support students with a range of concerns, including:

- Emotional concerns such as anxiety, grief and loss, depression, low self-esteem
- Family issues such as separation/divorce, parenting difficulties, parent-child or sibling relationships
- Peer and social issues such as bullying, peer relationships and social skills
- School related issues such as transition, motivation and organisation
- Stress / Anger management
- Developmental disorders
- Drug and alcohol issues
- Identity issues
- Health and general wellbeing

Referral

Students are encouraged to **self-refer** to the Wellbeing Team. Students may also be referred by teachers, parents/carers or other professionals, such as a doctor. Where appropriate, the Wellbeing Team works collaboratively with external mental health professionals and community-based services to ensure students and families receive appropriate support.

Confidentiality

Discussions with students are treated as **confidential**. Students are supported with respect and without discrimination or judgement. Where appropriate, information may be shared outside the counselling setting with the consent of the student and/or parent/carer. Wellbeing staff may also discuss student support within the Wellbeing Team as part of professional or peer supervision to ensure appropriate support is being provided. There are, however, circumstances where the Wellbeing Team may be required to share information without consent due to **legal obligations, mandatory reporting requirements or professional responsibilities**. This may include situations where:

- A student is at risk of harm to themselves or others.
- A serious crime has been committed.
- The school receives a subpoena requiring information to be provided to a court.
- There is another legal or professional obligation requiring information to be disclosed.

Inclusion

The Inclusion Team supports students who are eligible for Program for Students with Disability funding or Disability Inclusion funding. The team coordinates Student Support Group (SSG) meetings and works collaboratively with Year Level Coordinators (YLCs) to develop Individual Education Plans (IEPs) and appropriate adjustments and supports for students.
Please contact your child's Year Level Coordinator if you would like to discuss the inclusion process or support available for your child.

Secondary school vaccine program

The Secondary School Vaccine Program offers FREE vaccinations to Year 7 students. These vaccines provide protection against:

- Diphtheria-tetanus-whooping cough (one dose)
- HPV (Human papillomavirus) (two doses)

Vaccination consent

It is important that parents/carers complete the vaccination consent form. If you **DO NOT consent** to your child receiving the vaccinations, please select the **"NO" option.** This will prevent further follow-up communication from Frankston City Council regarding vaccination consent.

Contact details consent

Frankston High School provides basic student information including name, gender, date of birth, year level and language(s) spoken at home together with parent/carer contact information to **Frankston City Council**. This enables all Year 7 students to be offered the opportunity to access free vaccinations and assists with communication to parents/carers regarding their child's vaccination needs.

If you **do not wish for your details to be provided to Frankston City Council**, please advise the school in writing by **2 February 2027**.

An **online vaccination consent form** will be sent to all families at the beginning of Term 1, 2027.

School rules and procedures

In a large school such as Frankston High School, certain rules and procedures are essential for the school to operate smoothly and efficiently. Our school considers that a positive approach to behaviour is desirable to foster a school climate within which personal responsibility and self-discipline will be developed. Students are to treat everyone with courtesy and respect because we all have the right to feel safe at school and to feel comfortable with who we are. The following rules and procedures apply to both the 7-10 Campus and Senior Campus, unless otherwise indicated.

- Behave in a responsible manner at all times and comply with any clear and reasonable instructions from staff members promptly
- Respect personal property and the school environment
- Comply with all school policies relating to the Child Safety and the Bullying Prevention Policy
- Wear correct school uniform at all times, including to and from school
- Be punctual for all classes.

Behaviour management framework

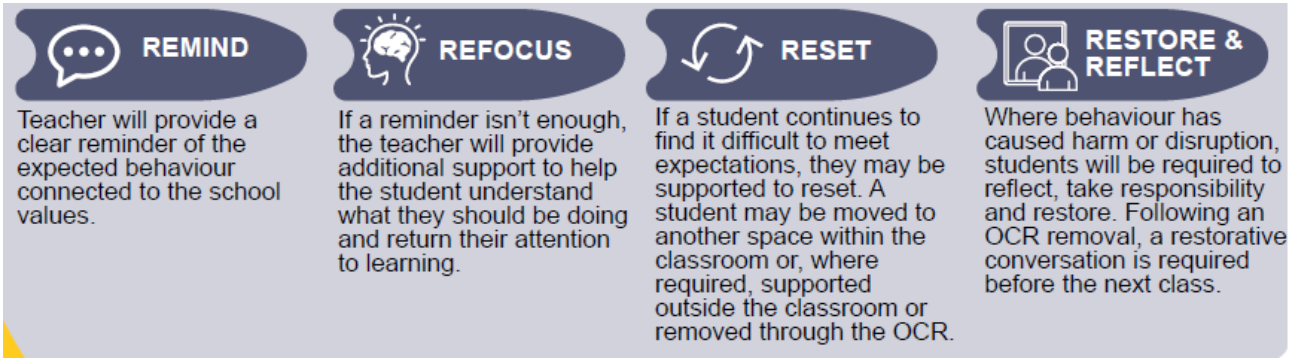
Working Together to Support Positive Learning

At Frankston High School, we are committed to working in partnership with families to support every student to thrive. Learning and behaviour are skills that students develop over time. At Frankston High School, we use a consistent, predictable and supportive approach to help students meet our learning and behaviour expectations.

Our expectation are guided by our school values

RESPECT	RESPONSIBILITY	RESILIENCE	EMPATHY
We act with respect by being safe, kind and fair.	We take responsibility by making positive choices and owning our actions.	We demonstrate resilience by accepting and persevering through challenges.	We show empathy by being inclusive and compassionate.

Our Behaviour Management Framework is**: Remind, Refocus, Reset, Restore** and **Reflect**. The purpose of this is to support students to understand expectations, regulate, make positive choices, repair relationships and engage in purposeful learning. Our aim is to prepare students for success at school and beyond.



Our shared expectations are straightforward: students should arrive on time, be prepared with learning material, a charged laptop and drink bottle, wear full school uniform, follow learning routines, engage positively and take responsibility for their choices.

We are committed to a respectful and inclusive environment:

- No student can be discriminated against or excluded because of their sexuality, gender identity, gender, cultural or religious background, disability etc.
- Demeaning language will not be tolerated. This includes any language that demeans people because of their sexuality, gender identity, gender, cultural or religious background, disability etc.
- Discriminatory non-verbal actions are also unacceptable. Examples would include gestures, exclusion, sneering, etc.

We are committed to the following strategies to encourage our students to develop self-discipline:

- Provide positive reinforcement to improve self-concept
- Acknowledge differences and encourage sharing, tolerance and compassion among students in order to develop respect for others
- Provide consistent and fair forms of discipline
- Foster a community pride in the school

Accepted consequences for non-compliance with student code of conduct include:

- Discussion of student's responsibilities
- Program which reinforces responsibilities and expectations
- Withdrawal from group activity to enable the student to evaluate and reflect upon their behaviour
- Written and/or verbal apology
- Reassessment of privileges
- Belongings or clothing excluded by the rules to be confiscated for later collection where appropriate detention
- Suspension/exclusion procedures in line with DE policy.

Use of classrooms

- Students are not permitted to be in classrooms at any time except under the direct supervision of a teacher
- Students must line up outside classrooms in a quiet, orderly manner before the start of each period, then enter the classroom with their teacher. Students are to stand quietly behind their chairs until the teacher tells them to sit down
- School bags are not permitted in classrooms
- To ensure that lessons proceed safely and without disruption, students are:
    - To enter classrooms quietly
    - To bring correct equipment to class
    - To be courteous and punctual
    - Not to chew gum or eat in class
    - Not to lean back on chairs, put feet on tables/chairs or stand on chairs/tables
- No student is allowed to leave a classroom without the teacher's permission. Teachers will issue students with a pass for this purpose
- Students must leave rooms clean and tidy at the end of each lesson.

Out of bounds areas

To satisfy the legal requirements of adequate student supervision, there are a number of areas which are out of bounds to students, including all carparks. Delacombe Park and the Frankston South Community and Recreation Centre are out of bounds to all students, except for authorised sports practices and Physical Education classes. The school oval/stadium/multi-court is not a

passive area: It is for appropriate sports games. Food and bags are not allowed on the ova/stadium/multi-court. Students are not to be within 10 metres of the school's fence line.

Damage to school property

When a student carelessly or deliberately damages school property, including furniture, fixtures, windows and classroom equipment they will be required to meet the cost of repairs or the replacement cost.

Personal property

- All clothing, books and bags should be clearly and permanently marked with the student's name. Students' bags, diaries and books must be maintained in good condition and not contain any form of graffiti.
- Students are not permitted to bring valuable items such as digital cameras, ipods, skateboards, scooters, E scooters, etc. to school. If students have to bring items such as tennis racquets, musical instruments, etc. to school, they should place them with the staff for safekeeping. Mobile phones, smart watches, Bluetooth earbuds or any other similar device must be kept in lockers out of site.
- Large amounts of money should not be generally brought to school. When this is necessary, however, it is strongly recommended that such sums be placed in a labelled envelope and left with the 7-10 Finance Office.
- The school maintains a lost property depot but cannot take responsibility for lost items nor guarantee their recovery
- Students should not bring permanent ink markers or liquid paper to school
- School lockers are the property of the school and, therefore, can be inspected upon request. A student may bring a bag onto school premises or to school activities ONLY on the condition that it is available upon request for inspection.

Fighting

Fighting is not allowed at Frankston High School and will result in a suspension.

Games

All games involving tackling or unduly rough play like 'British Bulldog' and 'Stacks On' are prohibited at all times.

Bicycles

A bicycle compound is provided on the 7-10 Campus and is locked between 9.00am and 3.15pm. For added security, students should also have a lock on their bike. It is compulsory for students to wear bicycle helmets while riding to and from school. Parents/carers are urged to insure the bicycle and to note its number and description. Bicycles must not be ridden in the school grounds.

Skateboards, scooters and E scooters

Skateboards, scooters and E scooters are not to permitted at school.

Visitors to school

Any visitors are to report to the 7-10 Campus Office and sign in at the Compass kiosk.
Parents/Carers who urgently need to contact a student will be assisted by Office Staff. Under no circumstances are visitors to interact with students without first reporting to the office.
Visitors or Volunteers require to have/show their Working With Children Check (WWCC) and sign in at the Compass kiosk.

Leaving school grounds

Students are not permitted to leave the school grounds.

School policies

Please refer to School Documentation and Policies | Frankston High School

School council

The School Council is the governing body of the school. It is established by state legislation and its constitution is approved by the government, under the control of the Minister of Education. Its main functions are to:

- determine the education and curriculum policy of the school within guidelines disseminated by the Minister
- develop financial policy and prepare and monitor an annual budget for the school
- oversee the development and implementation of the School Strategic Plan
- take responsibility for the development and care of the school buildings and grounds
- establish and maintain effective relations with the school community
- participate in the selection of the Principal when a vacancy arises

Each School Councillor is a member of a subcommittee. These committees conduct the business of the council and submit a report to the monthly council meeting for discussion, ratification and implementation. The committees are:

Education • to work closely with the Curriculum Committee of the school • to implement new programs and to maintain general supervision of the educational program of the school • to review and develop school policies for recommendation to School Council	Finance/Sponsorship and Marketing • to develop financial policy • to approve the spending of all monies received into the school via our program budget • to approve the purchase of major capital equipment • to monitor the annual budget • to explore opportunities for marketing the school's brand image to the wider community • to develop mutually beneficial partnerships with businesses and not for profit organisations
Engagement • to seek feedback, advise and consult with subcommittee on all items related to student engagement and wellbeing.	Composition of School Council The present composition of the School Council is: • six elected parents/carers • four elected Department of Education (DE) representatives • two elected student representatives • four community members coopted by School Council • Principal as Executive Officer

If you are considering nominating for school council in 2027

Parents/carers who would like to join the school council need a Working With Children Check (WWCC) clearance to nominate. If you are considering nominating for school council, and don't already have a WWCC, we encourage you to apply for a volunteer WWCC check as soon as possible. This will allow for processing times, which are estimated to be from 3 to 12 weeks.

Please note that if you do not hold a WWCC, you will not be able to nominate for school council, so it is vital that you prepare in advance. Obtaining a WWCC clearance is free for volunteers, and you can apply online at Service Victoria.

When applying for your volunteer WWCC, please nominate the Department of Education as the organisation you are working for. If you already hold an employee WWCC clearance, you do not need to obtain a volunteer WWCC clearance to nominate for school council. Current parents and community members of school council do not need to apply. Current members only need a WWCC clearance if their term ends and they wish to nominate or be co-opted again.

Please refer to Ministerial Order 1280 (Constitution of Government School Councils) 2020.