

Enrolments

If you are interested in enrolling at our school, please download and complete the Enrolment Form or request an Enrolment Form from our school office at Warrnambool Primary School or phone 03 5561 5955.

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 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)

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.

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.

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.

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

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:

- [Foundation](#)
- [Year 1](#)
- [Year 2](#)
- [Year 3](#)
- [Year 4](#)
- [Year 5](#)
- [Year 6](#)

Before and after school supervision arrangements

Student safety at Warrnambool 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 from 8.45am

After school: School grounds are supervised at the end of the school day between 3.20pm and 3.40pm. The bus gate and front gates are all supervised.

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 Warrnambool Primary School on 03 5561 5955 or refer to our [website](#) 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 Warrnambool Primary School's student supervision arrangements across the school day, including before and after school.

Child Safe Standards

Warrnambool 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 Warrnambool 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 Warrnambool Primary School.

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](#)
- [Parent Payments](#)
- [Privacy](#)
- Personal Property
- Statement of Values and School Philosophy

Effective curriculum and sound teaching practices

- 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