From The Principal…

Dear Parents/Carers

We have been very busy at Rowville Primary School. Students across the school are working on their science based inquiry unit. Last Thursday, our school captains represented our school at the ‘National Sorry Day’ ceremony at Knox Council, their report is enclosed in this newsletter. All members of our school council participated in ‘School Governance Training’ last Thursday night. Our new school council President, Vikki Fitzgerald, presents her first monthly report in this edition of the newsletter.

Yesterday our students across the middle and senior school participated in a House Athletics Carnival. We acknowledge the work of our PE teachers, Sue Macdonald and Liz Balfour in organising this sporting event for our students.

As reported in an earlier edition, our students are encouraged to write daily in their writer’s notebook. Students routinely visit my office to share their writing. It is obvious from their writing and the voice as they are sharing that they have been exposed to lots of books and stories. When children hear stories, poems or rhymes they are hearing and learning about the rhythm and flow of language. They draw on this experience when they are learning to read and write.

Several of our year five students shared entries from their Writers Notebook at our last Monday morning assembly.

I’m as quick as a flash to answer a question. Something that someone would say is “why do you do Mathletics?” And I say “because it rules.” So my point is my bad habit is that I can’t live without Mathletics.

By Ebony G 5A

My bad habit is my room, it is always messy, like a bomb shelter… yeah, yeah I know what you are thinking girls are supposed to be neat and tidy but I’m not! It was really hard to admit this but now the whole world knows it! Honestly I just pick up a piece of clothing off the floor and if it is dirty I throw it at the front of my bedroom door for my mum to happily come along and put it in the laundry, it’s my daily routine! My room is as messy as a dumpster. But it’s even worse than a pigs sty. My mum sometimes says “clean your room up now or no TV for a week” So I sort of have too! But I think to myself I could turn it back into a mess as quick as a wink! And every time I walk into my room it is like a hard-core obstacle course!!

by Ebony S 5A

A bad habit I have is something to do with my five senses. Your nose. You use it to smell things but I smell more things than usual.

I smell everything before I use it or eat it. I don’t know why I do it. I just have to! It’s like I do it as common as dirt is. Anything tall, anything small, anything wide, anything thin. Any stationary, any food. It’s what I do!

Some things I smell are as soft as silk…

Some things I smell are as dry as a bone…

Some are as flat as a pancake.

But everyone has to smell, it’s what people do. It helps people be cautious of the things around them.

I know it’s not normal but it doesn’t affect me or you!

By Charlize R 5A

My challenge to families is to encourage the building of a culture of conversations around books in each home. Reading feeds writing!

A reminder to all families that an information meeting regarding Out of School Hours Care will be held in the library at 6.00pm on Thursday 2nd June.

Anne Babich
Principal
From The Assistant Principal...

Dear Parents/Carers

There was much excitement in Foundation this week after it was discovered that the 'Chocolate Thief' had struck again! Ms Biggins chocolates had disappeared and a rather large footprint had been left behind. Our Foundation students were quickly on the case, applying their newly acquired skills in estimation and measurement to the footprint clue. Having eliminated many potential suspects, myself included, the trail seemed to be leading the way to the Principal. Several Foundation detectives were dispatched to estimate her foot size and to use their unifix blocks to accurately measure the length of her foot. She was then asked to step onto the paper footprint. Lo and behold the footprint was hers! The culprit was quickly apprehended and the chocolates safely returned.

Students from Rowville Primary School had an amazing opportunity to participate in the North East Victorian Region Music of the Masters Concert. Our Performing Arts Music Specialist, Michele Bennett, was the lead organiser and conductor of the massed Primary Choir that was a major part of the concert. The choir involved hundreds of children from schools across the North East region and was a culmination of several whole choir rehearsals that we hosted at Rowville Primary School. The choir performed at Hamer Hall last Tuesday evening and were spectacular. We congratulate Ms Bennett on her leadership of such a wonderful opportunity for our students and the students themselves; Kate H, Nicole C, Brittany R, Katarina B, Marzia N, Kelsie T, Jasmine S and Meryam S.

Kelsie writes: I was standing out the front of Hamer Hall, it was humongous and I loved it. I couldn’t wait to perform on the stage at night time. I saw lots of other people there. The Basin Primary School was there and we made lots of friends from their school. It was night time and we were about to start. All the other bands were great, but I think we were going to be the best with our singing. We were now singing our songs and they were great. I loved it there and I think all my friends did too.

Have a wonderful week ahead.

Stuart Boyle
Assistant Principal

From The School Council President...

Dear Parents/Carers,

It was an honour to be elected to the role of School Council President earlier this year. I have been a member of our School Council since my eldest child started in Foundation back in 2011. I believe it is important to report back to the school community the decisions that School Council is charged with making, as part of its governance role. I will be reporting to the school community in the weekly newsletter the week following our school council meetings.

The last School Council meeting was held on Wednesday 25th May 2016. A large part of what we do is to review school policies to make sure they are current and relevant. Last Wednesday, we discussed and ratified the International Student's Policy. Rowville Primary School is the only primary school in Rowville that is accredited to enrol in international fee paying students. This means that our curriculum needs to be up to date so that we can maintain accreditation.

We also discussed and ratified the Child Protection Reporting Policy. This has been updated to reflect the new legislation around child protection. The First Aid Policy was discussed and referred back to the school for further clarity and will be reviewed next month.

Policies are developed in line by the direction given by the Department of Education and we are duty bound to capture this in school level documentation. Our policies link can be found under the News & Information page on our Website.

It is the business of School Council to review a range of contracts with businesses that provide a service to our school. This is a standard business process following strict Department of Education guidelines. The School Council in its decision making process, is totally motivated to achieve the best outcome for our students and the greater school community. We go through a due diligence process and involve subject matter experts where required to ensure we evaluate all options objectively and fairly.

Last Thursday, all members of School Council participated in a formal governance training session. All school councils in Victoria operate under the Education and Training Reform Act 2006.

We are committed to working with our school community in the best possible way to achieve continuous improvement for our wonderful school.

Our next meeting is scheduled for Wednesday 22nd June.

Vikki Fitzgerald
School Council President
Congratulations to the following students who were presented with a Citizenship Award at our Monday morning assembly. These students demonstrated our value of ‘Resilience’ to an exemplary level.

RESILIENCE

Continue to persevere even when confronted with difficulties and personal challenges
We wish to advise families at Rowville Primary School, that a parent and two students in our school community are currently receiving medical treatment and as such have a suppressed immune system.

A major concern is if this parent or student develops Measles, Chickenpox or Slapped Cheek, they can become seriously ill.

We seek your cooperation in preventing this situation.

If your son/daughter has or may have measles, mumps, chickenpox or slapped cheek it is requested that you do not send them to school during this period and notify the class teacher or school office as soon as possible.

Children with Chickenpox must not attend school and need to remain at home until all blisters have dried which is usually at least 5 days after the rash appears. Children with Measles must not attend school and need to remain home for at least 4 days after the rash appears.

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### Curriculum Day

School Council has approved that the **Curriculum Day** be changed from Tuesday 14th June 2016 to **Friday 24th June 2016**. Please note this change in your diary.

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### Second Hand Uniform Shop

The Second Hand Uniform Shop will be open every 2nd WEDNESDAY with the help of Parent volunteers from 3.00 – 3.30pm.

**Term 2 2016**

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<td>Winter Dress</td>
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<td>Waterproof Jacket</td>
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Out of School Hours News

www.campaustralia.com.au | 1300 105 343

Update on Outside School Hours Care at Rowville Primary School

Dear Families,

We are excited to be partnering with your school to deliver Outside School Hours Care (OSHC) from Monday, 11th July 2016.

We will partner with your school community to deliver a tailored before and after school care and vacation care program that is focused on bringing out the very best in kids. The program combines active games with structured and unstructured play, quiet time and a healthy snack. Every day is an adventure led by enthusiastic Camp Australia educators who are on a mission to make kids smile.

Continuity for children and families is important and we will endeavour to make sure that the transition across to our program, account management and administration is as smooth as possible.

Parent Information Session
To help families understand how the program is structured, to meet our educators, and to find out how to make bookings and manage your account, a Parent Information Session will be held at the school.

When: Thursday, 2nd June 2016 at 6:00pm
Where: School Library

We understand time is valuable to working parents and you may not be able to attend this information night. If this is the case, please visit www.campaustralia.com.au and use the school finder to find out all you need to know about the program.

Register and Book
Through your school page on our website you can request an information pack, or register and book your children into the program.

If you have any further questions, you can call our friendly Customer Service Team from Monday to Friday (8:00am-6:00pm AEST) on 1300 105 343.

We look forward to seeing you in OSHC soon!

Yours sincerely,

Lucy Warmington
Camp Australia
Regional Coordinator

Manage your Bookings
Register for an account and manage your bookings at www.campaustralia.com.au or call the Customer Service Team on 1300 105 343.
As part of Reconciliation Week, last Thursday Sunny and I represented Rowville Primary School by attending “National Sorry Day” at Knox Council.

We were welcomed by a lady known as Aunty Georgina who explained her connection to a tribe. She also spoke about the areas of Victoria that belonged to different Aboriginal tribes letting people in the audience know of the land they used to call home.

What is ‘Sorry Day’? – ‘Sorry Day’ is held every year on the 26th May. It is part of Reconciliation Week. It is a Ceremony that gives recognition to the Australian Aboriginal community to show how sad and sorry we are about the way that Aborigines have been treated in the past.

It was a Ceremony which made me realise that all people should be treated equally and bring all Australians together as one. It should be a Society of ‘inclusion’ for all. We were able to join in a special ‘Smoking Ceremony’ which everyone participated in. The ‘Smoking Ceremony’ is where smoke is created with gum leaves and as the smoke travels into the air. It protects the people from bad spirits and keeps everyone safe and also cleanses the soul. We walked around the smoke and placed our gum leaves on the pile of smoking leaves.

We also listened to Guest Speakers giving their stories of their spiritual beliefs, their respect for the land and the history of how Aborigines were here from the very beginning and did not migrate from any other country as the rest of Australian population did.

I learnt that respect and inclusion was not given to the Aboriginal community. It was very sad to hear the guest speakers tell us about their experiences of the people regarding the ‘Stolen Generation’.

I discovered that it was not only children that were taken from Aboriginal families but also their sacred land and rights. This would have been devastating for the Aboriginals as it showed them that the Australians had no idea about their culture, spiritual beliefs and their association with the land and their rights.

The thought of this made me sad because I couldn’t really imagine how my parents would feel if I was taken away from them without any reason and as a child myself how scared I would feel living with people who didn’t know me.

‘Sorry Day’ is a special ceremony that brings people together to firstly say sorry but also to show our inclusion and equality to the Aborigines in today’s world. It is a day where we show that we treat people with respect, as equals and included.

The Ceremony ended with the respectful raising of the Aboriginal Flag.

I was grateful to have been part of this special day.

Shaun & Sunny — School Captains

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**FOUNDATION ENROLMENTS 2017**

Rowville Primary School is now accepting enrolments for 2017. Children who turn five by April 30th of the enrolment year are eligible to attend school. When transferring from interstate, overseas or from a local school it is helpful if a written report is available at the time of enrolment. Group tour information will be available soon.

Enrolment forms are available online or from the office.

**Specials Menu**

**POPCORN MONDAY**
Freshly Popped Popcorn  $1.00

**SUSHI HANDROLL TUESDAY**
*Lunch order only*
- Crispy Chicken  $3.20
- Tuna and Avocado (GF)  $3.20
- Avocado & Cucumber (V, GF)  $3.20
- Teriyaki Chicken  $3.20

*Soy Sauce will only be provided on request—please note on order*

**Wacky WEDNESDAY**
*Lunch order only*
- Chicken Chippies (bag of 6)  $3.00 a bag

A copy of the full café menu is available on the website: rowville.ps.vic.edu.au

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**Have you seen these notices?**

- **Year 3 & 4 Junior Hooptime** - **Selected students only. If your child is involved they will have received a notice.**
  *Due 2nd June - $13.00*
- **Year 2 Hands on Science Incursion.**
  *Due 10th June - $16*

A copy of notices are available on Compass or click on the link for Rowville Primary School website


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**Commonwealth Bank School Banking**
**School Banking Day is Friday.**

Don’t forget to order your rewards when you have collected 10 silver tokens.

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**LOTE News**

*Language Perfect World Championships*

Buongiorno,

What an amazing effort by our students in Round 1 of the Rowville Cup Challenge and the Language Perfect World Championships. Our students in the 10 days of the competition answered 145,297 questions. We narrowly edged out Rowville Secondary College with a better average score.

Rowville Primary School had 11 students score 500+ points to achieve a credit certificate, 3 students score 1000+ points to achieve a bronze certificate and 3 students score 3000+ points to achieve a gold certificate. These students will have their names published in the newsletter and receive their certificate at assembly once they arrive from Education Perfect headquarters.

These are our achievements as a school for this year’s competition.

- 375th overall globally (out of 1111 schools)
- 264th overall in Australia (out of 761 schools)
- 82nd overall in VIC (out of 212 schools)
- 30th overall in Italian (out of 869 schools)
- 95th overall in the 251-500 students category (out of 226 schools)
- 78th in Australia for the 251-500 students category (out of 177 schools)
- 30th for Italian in Australia (out of 619 schools)
- 7th for Italian in the 251-500 students category (out of 207 schools)
- 27th in VIC for the 251-500 students category (out of 61 schools)
- 16th for Italian in VIC (out of 183 schools)

Round 2 of the Rowville Cup Challenge will be in term 3 and will run from 31st August until 7th September. This will coincide with the Language Perfect Victorian Championships.

What a great achievement Rowville Primary School!

Grazie

Ros Bartlett

LOTE Specialist

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**Rowville Kids Café News**

**Thank you to our helpers for next week**

Monday 6th June  K. Hopkins
Tuesday 7th June  L. McConnochie
Wednesday 8th June  S. Faraji
Thursday 9th June  K. Hopkins
Friday 10th June  J. Pennington

Bronwyn Richards

Canteen Manager
“Calling all Green Thumbs”

On Monday 6th June the following grades will be working in the Stephanie Alexander Kitchen Garden. We are asking parents, carers, grandparents and friends to volunteer to help assist the students during this time.

5A: 11:15am - 11:55pm
5B: 11:55am - 12:35pm
5C: 12:35pm - 1:15pm

Calling all green thumbs…… Do you have some time to spare after school drop off or before school pickup time? A few extra hands willing to weed in the garden would make a huge difference to our kitchen garden. Please leave your name and contact number at the school office or visit me in the kitchen, Monday to Thursday, if you can assist at all in helping maintain our lovely garden.

We would also be grateful for donations of old bricks for creating borders in our garden. We are also looking for donations of river rocks, as this year we hope to create a dry river bed for the excess water runoff in the garden after the rain. Rocks and bricks can be delivered straight to the garden.

Thank you

Jodie Wood
Kitchen Garden Specialist

SNUGGLEPOT AND CUDDLEPIE

This week in the library we celebrated the 100th anniversary of Snugglepot and Cuddlepie written by Cecilia May Gibbs in 1916. Cecilia May Gibbs MBE was an English Australian children's author, illustrator and cartoonist. She is best known for her gumnut babies (also known as “bush babies” or “bush fairies”), and the book Snugglepot and Cuddlepie. Who can forget the characters she made up such as the bad Banksia men, Mr Lizard, Ragged Blossom, Lanky Legs, Ann Chovy and John Dory and all the adventures they went on. May Gibbs was said to have created the characters by observing the nature around her and using her imagination she created these wonderful stories which are still enjoyed by children today. It is interesting to see that some stories are never out of print, have become Australian classics and are sure to be around for years to come.

Happy Anniversary Snugglepot and Cuddlepie!

CHILDREN'S BOOK COUNCIL OF AUSTRALIA

The Children’s Book Council of Australia has just announced their shortlist of books in the running for this year’s Australian Children’s Book of the Year Awards. There are six shortlisted books for each category of the awards. We will be showcasing five categories in the lead up to Book Week. They are Book of the Year: Early Childhood, Picture Book of the Year, Eve Pownall Information Books, Book of the Year: Younger Readers and the Crichton Award for a new illustrator. The shortlisted books create lots of interest and discussion on children’s literature in the lead up to Book Week (20th – 26th August, 2016). The theme for Book Week this year is Australia: Story Country. For your information the website is www.cbc.org.au. There is also a link to the Notable Books. These books are the runner up titles, ones that are worth reading but did not make the shortlist.

Happy reading!

Jackie Hicks – Library Technician
National Simultaneous Storytime at Rowville Primary School

National Simultaneous Storytime is held annually by the Australian Library and Information Association. Every year a picture book, written and illustrated by an Australian author and illustrator is read simultaneously in libraries, schools, pre-schools, childcare centres, family homes, bookshops and many other places around the country. The Junior School students gathered in the library at Rowville Primary School to hear Year 2 student Lexi M read to our large audience.

It was not only Rowville Primary School students that Lexi was reading in front of though; we also linked up to two other schools via video calling from around Victoria who joined us in reading *I Got This Hat* by Jol & Kate Temple. Julia S of Year 4 interviewed Lexi after the event to get her thoughts.

**Julia S: “How did you feel once you started reading?”**

Lexi M: “I felt pretty nervous. I was reading to a lot of people both in our library and the two other schools that we were connected to.”

**Julia S: “Did you practice?”**

Lexi M: “Yes, I practiced twice before the day with Ms Dovaston. I also practiced in my classroom and in the library on the day. I was able to read all the words correctly and work on my fluency before performing in front of everyone.”

**Julia S: “How did you feel afterwards?”**

Lexi M: “I felt proud. I had read to a lot of students and I’ve never done anything like it before. I’d love to be able to do it again or share some of my own writing for an audience.”

Matt Nuthall
Year 4 Teacher
Rowville Primary School
International Students Policy

PURPOSE

- To enrich the culture of the school.
- To enable international students to experience a diverse and challenging educational program in an Australian school.

GUIDELINES

- Primary School international students must live with a parent/legal custodian for the duration of their study at a Victorian Government Primary School. Failure to adhere to this condition will result in cancellation of the international student’s enrolment.
- An agreement will be signed by the parent/legal custodian upon enrolment.
- It is a requirement of the student visa that the student have health insurance while in Australia.
- Persons appointed for additional arrangements (private agencies or persons) will not be able to access information directly from a Victorian Government School or the Department of Education and Training under the Victorian Government Privacy Act.
- International students are required to demonstrate satisfactory course progress during the period of their enrolment as required by the Department of Immigration and Citizenship. Satisfactory performance is assessed by the school on a term by term basis and is consistent with the requirements for domestic students as determined by the Victorian Curriculum and Assessment Authority.
- Attendance is taken daily by the school and compliance with visa conditions is calculated every fortnight.
- International students are required to abide by their school’s Code of Conduct including the welfare and accommodation policy of the school.
- All international students will be provided with an enrolment pack.
- An enrolment form, requiring personal information about the applicant as well as the applicant’s family members and other carers, will be completed on arrival for all international students.

IMPLEMENTATION

- All international students will be allocated a buddy upon enrolment.
- Teachers will undertake a learning assessment of each international student’s initial skills and learning by reference to existing reports and communication with families.
- Teachers will monitor attendance of international students in line with DET requirements.
- International students will participate in a curriculum that focuses on the development of the whole child.
- Teachers will develop differentiation for international student learning within their weekly planners.
- Teachers will undertake benchmark testing (once a term) to check for proficiency. (VCAA online assessments 3-6; English Online F-2).
- Teachers will monitor the educational and welfare needs of international students in a routine and ongoing manner.

EVALUATION

The policy will be evaluated bi-annually. The review process will include ongoing collection of data about student learning and well-being.

This policy was ratified at School Council on 25\textsuperscript{th} May 2016 and will be reviewed May 2018.
ROWVILLE PRIMARY SCHOOL

CHILD PROTECTION REPORTING POLICY

(Incorporating Mandatory Reporting Policy and Duty of Care Policy)

Purpose
The purpose of this policy is to explain the roles and responsibilities of school staff to protect the safety and wellbeing of children and young people. This policy sits side by side with the Mandatory Reporting and Duty of Care Policies.

Guidelines:

1. Mandatory Reporters

All staff members who are Victorian Institute of Teaching (VIT) registered teachers (including principals) or who have been granted permission to teach by the VIT are ‘mandatory reporters’. This means that in the course of undertaking their professional duties, they must report to the Department of Health and Human Services (DHHS) Child Protection a belief on reasonable grounds that a child is in need of protection from significant harm as a result of sexual abuse or physical injury and the child’s parent, guardians or carers are unable or unwilling to protect the child. They must report as soon as practicable after forming the belief.

There may be times when two or more mandated staff members, for example a teacher and a principal, have formed a belief about the same child or young person on the same occasion. In this situation it is sufficient for only one of the mandated staff members to report to Child Protection. The other staff member is obliged to ensure that the report has been made and that all of the grounds for their own belief were included in the report made by the other staff member.

If one staff member has a different view from another staff member about making a report and the staff member continues to hold the belief that a child is in need of protection, that person is obliged to make a report to Child Protection.

2. Non-mandated staff members

Any person, who believes on reasonable grounds that a child is in need of protection, may report their concerns to Child Protection. This means that any person, including non-mandated school staff, is able to make a report to Child Protection or Victoria Police when they believe that a child or young person is at risk of harm and in need of protection, and the child’s parents, guardians or carers are unable or unwilling to protect the child.

In order to discharge duty of care, staff members, whether or not mandated, need to report a belief formed in the course of undertaking their professional duties. A report must be made as soon as practicable after forming the belief, and on each occasion on which they become aware of any further reasonable grounds for the belief.

3. Failure to disclose offence

In addition to mandatory reporting and duty of care obligations, any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 must report that information to police.
Failure to disclose the information to police is a criminal offence except in limited circumstances, such as where the information has already been reported to Child Protection or the child is older than 16 when the belief is formed. More information about the offence can be found at http://www.justice.vic.gov.au/home/safer-communities/protecting-children-and-families/failure-to-disclose-offence.

4. Duty of care

School staff has a duty of care to take reasonable steps to protect the safety, health and wellbeing of children in their care.

If a staff member has concerns about the safety, health and wellbeing of children in their care it is important to take immediate action.

In the case of a child who may be in need of protection or therapeutic treatment, or where there are significant concerns about the wellbeing of a child, school staff can discharge this duty of care by taking action which includes the following:

- Reporting their concerns to Child Protection, Victoria Police or another appropriate agency
- Notifying the principal or a member of the school leadership team of their concerns and the reasons for those concerns.

Duty of care obligations are separate and additional to mandatory reporting and ‘failure to disclose’ reporting obligations.

Implementation

Staff members do not require the permission of parents, carers or guardians to make a report to Child Protection, nor are they required to tell parents, carers or guardians that they have done so.

Staff members are expected to follow the Department of Education & Training’s policy for making a report.

Reports to Child Protection and Victoria Police are confidential unless you consent or a court or tribunal decides that it is necessary in the interests of justice for your identity to be disclosed.

As part of their initial induction to the school, staff will be informed of child protection reporting requirements and Department policy and will be provided with supporting documentation in their staff handbook.

Evaluation

Review and updates will take place annually.

This policy was ratified at School Council on 25th May 2018 and is due to be reviewed May 2017.
ROWVILLE PRIMARY SCHOOL
EFTPOS POLICY

PURPOSE

To provide the ability to accept non-cash electronic payments by way of credit and debit card transactions by utilising Electronic Funds Transfer Point of Sale (EFTPOS) facilities.

To allow the school to increase the options and convenience provided to parents/debtors by being able to accept and provide alternative payment methods to cash or cheque by utilising EFTPOS facilities.

To improve security by reducing the amount of cash handled and kept on school premises.

IMPLEMENTATION

- The Principal will be responsible for ensuring that staff members operating the merchant facility are made fully aware of security requirements, and that all data obtained through processing EFTPOS transactions remains safe from fraud.
- Staff authorised to process transactions will be minuted at School Council and entered into an Authorised EFTPOS School User Register.
- The school will ensure the information collected in order to undertake EFTPOS transactions must only be used for its intended purpose in accordance with the Victorian Information Privacy Act 2000.
- The school will administer EFTPOS facilities in accordance with DET guidelines ‘EFTPOS Receipting in Schools’ and ‘Internal Control for Schools’.
- School Council has the responsibility to authorise and approve the use of the EFTPOS facility and will appoint an authorising officer for approval.
- Two EFTPOS terminal shall be located in the administration office and stored in the safe out of working hours.
- The school will maintain document records of all EFTPOS transactions.
- Segregation of duties will be in place to ensure and maintain the security, accuracy and legitimacy of transactions.
- Authorised EFTPOS Users will be noted annually at school council and authorised staff will be familiar with the EFTPOS facility’s functionality and User Guide provided by the Financial Institution.
- Procedures and documentation for processing offline receipts will be in place.
- Monthly EFTPOS statements received from the school’s financial institution will be reconciled with CASES21 transaction records.
- Reconciliation of daily EFTPOS settlement statements will be reconciled with CASES21 daily transactions.
- The school will accept Credit Card transactions on the provision of a Rowville Primary School Payment Slip detailing card holder details, amount of transaction and signature of card holder without the card holder being present.
- The school will not undertake transactions which provide ‘cash’ to the customer as part of the transaction.
- Transaction costs will not be passed on to the card holder, with the exception of the Italian Tour where a surcharge of 1.5% of the transaction amount will apply. Maximum limits will be set by the card holder’s limit, and no minimum limit will be enforced by our school.
- The school will retain the following information in relation to use of the EFTPOS facility:
  o Minutes of School Council meeting approving the use of the facility
  o EFTPOS policy approved by School Council
  o Register of approved school users
  o Merchant copies of EFTPOS terminal receipts, cancelled receipts and settlement documents
  o Applicable CASES 21 Reports
  o Daily EFTPOS reconciliation reports and documentation in support of refunds and/or adjustments.

EVALUATION

- Regular checks of internal controls in relation to EFTPOS transactions
- Financial Audit

This Policy is to be presented to School Council on 25th May 2016 and is due to be reviewed in February 2019.
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