



Registration (VRQA) Summary

Scope of Policy and Source of Obligation:

We are registered as a school under the Education and Training Reform Act 2006 (Vic). Our registration is renewed every five years.

As a Victorian school, we must meet the minimum standards for school registration to be registered and stay registered with the Victorian Registration and Qualifications Authority (VRQA). Our registration is governed by the Guidelines to the Minimum Standards and Other Requirements for Schools including those offering secondary courses issued by the VRQA which set out the evidence schools are required to produce to ensure compliance with the Victorian Registration Standards and relevant legislation.

The minimum standards for registration relate to:

- **Governance** – Our governance is properly structured and our programs and teaching adhere to democratic principles. We operate on a not-for-profit basis. We ensure all our responsible persons are fit and proper and able to carry out their responsibilities in compliance with relevant legal obligations.
- **Curriculum Framework** – We have a suitable curriculum framework in place, with processes to plan for and achieve student learning outcomes. We also ensure there is ongoing assessment, monitoring and reporting of student performance.
- **Teachers** – All members of our teaching staff are either with, or have approval to teach from, the Victorian Institute of Teaching.
- **Staff** – We comply with the *Working with Children Act 2005* (Vic) for the employment of all our staff including volunteers.
- **Student Welfare** – We uphold the care, safety and welfare of students through our Student Duty of Care Program, complying with all applicable laws and advising our staff of their obligations under those laws.
- **Managing the Risk of Child Abuse** – We have a Child Protection Program in place that enables us to maintain child safe environments, and manage the risk of child abuse, in accordance with Ministerial Order No. 870.
- **Anaphylaxis** – We have implemented an anaphylaxis management policy containing all matters required by Ministerial Order No. 706, detailed below.
- **Discipline** – We have implemented policies relating to student discipline that are based on principles of procedural fairness and which do not permit corporal punishment.
- **Enrolments** – We maintain minimum student enrolments and have implemented an enrolment policy and an enrolment register.
- **Attendance** – We properly monitor the attendance of all students and maintain an associated attendance register.
- **Infrastructure** – Our buildings, facilities and grounds comply with all applicable laws, and our educational facilities are suitable for the age of our students and the educational programs we offer.



- **Report to School Community** – We make information about our performance available to the school community at least once a year through an Annual Report, which is detailed below.
- **Compliance with Conditions of Registration, Standards and Guidelines** – We have a Compliance Program in place which assists us to comply with any registration conditions, and we have policies and procedures which enable us to comply with relevant standards and guidelines. We have an emergency bushfire management policy in place which aligns with the Guidelines for Bushfire Preparedness, detailed below.
- **Compliance with the Act and Regulations** – Our Compliance Program enables us to comply with all the requirements of the Education and Training Reform Act 2006 (Vic) and Education and Training Reform Regulations 2017 (Vic).

Commonwealth Funding:

The Australian Education Act 2013 (Cth) and the Australian Education Regulation 2013 (Cth) outline accountability and other requirements schools must meet to receive federal funding. We maintain evidence that demonstrates our ability to meet these accountability compliance requirements.

It is a condition of federal funding that we make certain information publicly available. In order to meet these conditions, we have developed a School Improvement Plan which focuses on key areas such as a Strategic Pathway, which documents our strategic priorities for the next three year cycle.

Annual Report:

We produce an Annual Report at the end of each school year to keep the school community updated on our performance. This Report is available on our website, with a hardcopy posted to each parent or carer, and can also be accessed by members of the school community at Reception.

Student Records and Results:

We have policies and procedures in place for student assessment, administration of records and monitoring and analysis of their results. We undertake an annual analysis of student participation and completion rates and outcomes. This information is made publicly available through our Annual Report.

Anaphylaxis Management:

We have an Anaphylaxis Management Policy in place for managing the risks associated with anaphylaxis among students. This Policy complies with Ministerial Order No. 706 and the associated Anaphylaxis Guidelines published by the Victorian Department of Education and Training. The anaphylaxis management policy is readily accessible on our public website.

Bushfire Management:

We have an Emergency Bushfire Management Policy in place which enables us to manage and prepare for bushfire risks. This Policy complies with the VRQA's Guidelines on Bushfire Preparedness.