

**Year 6 to Year 7**

# **Transition Information Pack 2018**

North East Victoria Region Schools

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Melbourne March 18

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Education  
and Training

# Year 6 to Year 7 Transition Timeline

## STATEWIDE PLACEMENT TIMELINE AND PROCEDURES FOR 2018–19

DATE	ACTIVITY	RESPONSIBLE PARTY	
		PRIMARY SCHOOLS	SECONDARY SCHOOLS
By 27 March 2018	Regional office distributes Year 6 to Year 7 Transition Memo and Parent and School Transition Information Packs to all government schools. Packs are also uploaded to the Department of Education and Training (the Department) website.		
From Week 1, Term 2 – Mon 16 April 2018	<p>Primary schools distribute a Transition Information Pack to all parents and carers of Year 6 students along with:</p> <ul style="list-style-type: none"> <li>• <b>Letter to parents and carers (from Regional Director)</b></li> <li>• <b>Frequently Asked Questions (parents or carers)</b></li> <li>• <b>List of Government schools in the Region offering Year 7 classes</b></li> <li>• <b>Application for Year 7 Placement</b></li> <li>• <b>Privacy Notice</b></li> </ul> <p><i>Please note: Secondary schools should not distribute copies of the Application for Year 7 Placement form</i></p>		
Friday 11 May 2018	Parents and carers return <b>Application for Year 7 Placement</b> forms to primary schools by this date. <b>Primary Schools are responsible for checking that the form is accurate and complete and that the parent’s or carer’s preferences are clear.</b>		
Tuesday 29 May 2018	<p>Primary schools submit all initial placement requests (first preferences) to each relevant secondary school by this date, using the <b>Summary of Placement Requests</b> form. <b>Photocopies of each Application for Year 7 Placement form should be attached</b> (<i>all original documentation should be retained by the primary school</i>).</p> <p><b>Please note:</b> <i>Schools must not communicate with parents or carers regarding the status of placement requests until Wednesday 8 August 2018 (primary schools) or Thursday 9 August 2018 (secondary schools). Secondary Schools must not make offers to any student for specific programs prior to Thursday 9 August 2018.</i></p> <p><i>Fee-paying international students must submit a new student application at <a href="http://www.study.vic.gov.au">www.study.vic.gov.au</a> for a Year 7 placement. The International Education Division will formalise the enrolment of these students through the International Student Program process. Schools should direct the parent or carer of the international student to the above link for Year 7 placement as soon as possible.</i></p>		
Wednesday 30 May 2018	Secondary schools confirm receipt of all initial placement requests made by primary schools by this date.		

DATE	ACTIVITY	RESPONSIBLE PARTY	
		PRIMARY SCHOOLS	SECONDARY SCHOOLS
Wednesday 20 June 2018	Secondary schools advise primary schools of any unsuccessful initial placement requests by this date.		
Wednesday 20 June 2018	Where initial placement requests were unsuccessful, primary schools submit all subsequent preference requests to each relevant secondary school until the student is placed.		
Friday 27 July 2018	Secondary schools notify primary schools of the names of all students who have been accepted into Year 7, and where applicable the rationale for placement, using the <b>Summary of Placement Confirmation</b> form available in the Transition Information Pack for schools.		
Wednesday 8 August 2018	Primary schools notify parents and carers of Year 6 students of placement offers, in writing. This notification should include a rationale for any non-placement if applicable.		
Thursday 9 August 2018	Parents or carers may commence lodging non-placement appeals with secondary schools.		
	Secondary schools may from this day distribute enrolment, orientation, and any other transition information to parents and carers of future Year 7 students.		
Friday 17 August 2018	Closing date for parents or carers to lodge a non-placement appeal with secondary schools.		
Friday 31 August 2018	Secondary schools notify all parents and carers in writing of the outcome of non-placement appeals by this date.		
Friday 7 September 2018	Closing date for parents or carers to lodge a non-placement appeal with the Regional Director where they are unsuccessful with their appeal to the secondary school.		
Tuesday 11 December 2018	Secondary schools host an Orientation Day for Year 6 students.		
Ongoing	Schools must respond to late applications and change of preference requests until the end of the school year.		

# Guidance and Information about the Year 6 to Year 7 Transition

## GUIDE TO COMPLETING THE APPLICATION FORM

Section/step	Instruction
Section 1: school details	School to complete
Section 2: student details	Parents or carers to complete
Section 3: parent or carer details	Parents or carers to complete
Section 4a: your designated neighbourhood school	Primary school to complete – region can advise if required
Section 4b: school preferences	Parents or carers to complete
Section 4c: sibling claim	Parents or carers to complete
Section 5: non-government school placement	Parents or carers to complete
Section 6: Signature of parents or carers	Parents or carers to complete

For further information about this process please refer to the Frequently Asked Questions (FAQs) in this pack.

This pack provides templates for primary and secondary schools to use when requesting and confirming student placements. **These templates are optional and provided to assist schools if required.**

## Definitions and new information for 2018

### NEW INFORMATION FOR 2018: INTRODUCTION OF PERMANENT ADDRESS GUIDELINES

A key change to the information provided in 2018 is the inclusion of the Permanent Address Guidelines (the Guidelines). The Minister for Education has approved the Guidelines to provide better clarity and consistency to schools and families when it comes to the Year 6 to Year 7 transition point.

The Guidelines provide further information about the evidence that schools can request to demonstrate parental permanent address and the methods that they can use to verify this evidence.

The FAQs contain some further information pertaining to permanent addresses. The Guidelines can be accessed from the School Policy and Advisory Guide:

[education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx](http://education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx)

## DEFINITIONS

- The **designated neighbourhood school** is the government school that is nearest the student's permanent residence, unless the Regional Director has altered a schools' designated neighbourhood boundary due to enrolment pressure.
- Each campus of a multi-campus government school has its own designated neighbourhood boundary.
- Students must attend the nearest government school to be entitled to free school contract bus travel or a conveyance allowance, where eligible.

If the student resides in:	Then the nearest government school is measured by:
The metropolitan area, Ballarat, Bendigo or Geelong	A straight line from the student's permanent residence (see link below)
Any other area	The shortest practicable route

If a school has insufficient places for all students who seek entry, students should be enrolled in the order outlined by the **Priority Order of Placement** in the Department's Placement Policy:

- Students for whom the school is the designated neighbourhood school
- Students with a sibling at the same permanent address who are attending the school at the same time
- Where the Regional Director has restricted the enrolment, students who reside nearest the school
- Students seeking enrolment on specific curriculum grounds
- All other students in order of closeness of their home to the school
- In exceptional circumstances, compassionate grounds.

Link: [education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx](http://education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx)

# Year 6 to Year 7 Transitions: Frequently Asked Questions (FAQs)

## 1. Does a government school have to enrol all students for whom they are the designated neighbourhood school?

Yes. Students are entitled to a place if their permanent residence lies within the designated neighbourhood boundary, or zone, of a school.

## 2. How does the Department determine the designated neighbourhood school for a year 6 student?

The designated neighbourhood school is generally the secondary school within closest proximity to the student's permanent residential address, unless a Department of Education and Training (the Department) Regional Director or the Minister needs to restrict new enrolments at a school due to pressure on enrolment capacity. In this case there will be a restricted enrolment boundary.

In Melbourne metropolitan areas, Ballarat, Bendigo or Geelong, the nearest school is measured in a straight line from the student's permanent residence. In any other areas of Victoria, the nearest school is measured by the shortest practicable route from the student's permanent residence. For schools with multiple campuses, it is the campus within closest proximity to the student's permanent residential address.

Primary schools seeking advice about neighbourhood boundaries are advised to contact their regional office. A key contact list is provided at the end of this pack.

## 3. Does the enrolment boundary of a government school ever change?

A school's enrolment boundary will change if government school provision in the surrounding area changes, for example if a school opens or closes, or if a zone is

established at that school or a neighbouring school. A school is expected to ensure that it can provide places for all local students who live within its boundary and for whom it is the nearest government school.

Where a school is experiencing enrolment capacity pressure, the regional office will undertake an assessment of the enrolment capacity of the school. This assessment determines a school's needs, the potential solutions to be considered including the impact on neighbouring schools, and the consequential actions required. In some circumstances, the Minister or delegate may approve establishment of a zone.

## 4. Do parents or carers need to complete the form if their child is attending a government school that offers both Year 6 and Year 7 and will be continuing at the same school?

A Year 7 Placement Form needs to be completed for each student seeking a placement in another school, for example, primary school students moving to a secondary school.

If a child is **continuing** at the same school (such as a Prep to Year 12, Prep to Year 10, or Prep to Year 8 school), a Year 7 Placement form **does not** need to be completed.

If a child attends a school which offers both Year 6 and Year 7 but is seeking an enrolment in a different school for Year 7, the Year 7 Placement Form needs to be completed. The school should assist the family by making the Transition Information Pack available and following the statewide process.

## 5. Do parents or carers need to identify 3 preferences if their first preference is their designated neighbourhood school?

No. It is sufficient to identify one preference if that school is the student's designated neighbourhood school. The primary school will indicate the designated neighbourhood school on the Application for Year 7 Placement form.

**6. Can a Year 6 student living out of the designated neighbourhood boundary or zone attend the school if they have a sibling already attending the school?**

Possibly, providing the school has capacity and applies the 'priority order of placement' to determine each placement outcome. To be eligible for a place based on a sibling claim, the prospective Year 7 student must have a brother or sister already enrolled in that school, who will continue to be a student at the preferred school in 2019.

**7. Is there a different process for international students in a primary school seeking placement for Year 7?**

Yes. International students must formally apply for a Year 7 placement through the International Education Division. Schools should inform the parent or carer of fee-paying international students to apply online at [www.study.vic.gov.au](http://www.study.vic.gov.au). International students are entitled to a place at a secondary school if their Australian permanent residence lies within the designated neighbourhood boundary of a school. For more information, please refer to the International Student Services Unit:

[study.vic.gov.au/en/Pages/contact.aspx](http://study.vic.gov.au/en/Pages/contact.aspx)

**8. Do students have to enrol in the government secondary school closest to their home?**

No, not necessarily. Families may apply to send their child to a different secondary school, however, enrolment restrictions may affect whether their request can be supported.

**9. Who is responsible for advising parents and carers of transportation information?**

Each secondary school is expected to provide information regarding school buses and public transport on their school's website. Information should also be provided at school information sessions.

You can check your child's eligibility for participation in the Department's transport provision through the School Bus Program

Policy and Procedures. For further information please see:

[education.vic.gov.au/school/teachers/student-management/Pages/schoolbus.aspx](http://education.vic.gov.au/school/teachers/student-management/Pages/schoolbus.aspx)

**10. Who should be the first point of contact for parental enquiries about the Year 6 to Year 7 transition process?**

The Year 6 Coordinator, Transition Coordinator or Principal at each primary school can help parents and carers of Year 6 students with any questions they may have about the transition process.

**11. What happens if a parent or carer does not return the Application for Year 7 Placement form?**

The student will be allocated to their designated neighbourhood school.

The student's name should be added to the summary list with a note that the form has not been returned. The family should be informed that their child's name has been included in the Year 7 placement requests for the designated neighbourhood school.

**12. What happens if a student does not receive a place in their preferred school, or schools?**

The student will be allocated to their designated neighbourhood school.

**13. What happens if a parent or carer changes their mind once a placement has been accepted?**

Primary schools must facilitate the new request and provide updated advice to the relevant secondary school(s). If it is a new request for a placement, the secondary school should provide a response as early as possible to match the placement timeline.

**14. What is the process for a parent or carer lodging an appeal against an enrolment allocation decision?**

Any appeal by parents or carers against a government secondary school's decision not to provide a Year 7 placement, must first be lodged with the preferred secondary school by Friday 17 August 2018, where it will be considered by the Principal. Parents or carers

must be notified in writing of the outcome of this appeal by Friday 31 August 2018. Any appeal against a school's decision should be lodged in writing, outlining the grounds for appeal, to the Department's Regional Director by Friday 7 September 2018. Appeals are considered based on the priority order of placement.

### **15. What happens if a parent or carer wishes to lodge an appeal after Friday 8 September?**

This date is set to ensure all Grade 6 students have the opportunity to participate in the Year 7 Orientation Day in December. Any appeals after this date will be considered at the discretion of the Regional Director, and may not be finalised by Orientation day. Appeals lodged after this date may also impact the allocation of classes and resources in readiness for the first day of Term 1 2019.

### **16. When is the state-wide Orientation Day for 2018?**

All secondary schools with Year 7 enrolments must hold an Orientation Day on **Tuesday 11 December 2018**.

### **17. What are the requirements regarding the transfer of student data?**

During the Year 6 to Year 7 transition it is mandatory that primary schools provide a standard minimum set of data to the destination secondary school for all transitioning students. This will ensure secondary schools offer the best possible support for a successful transition, while meeting duty of care obligations. Enhancements to the Departmental portal, CASES21, have been made, allowing additional information about students' wellbeing and health to be transferred as well as students' previous Victorian Curriculum achievement data. For more information see:

[education.vic.gov.au/school/principals/spag/participation/Pages/transfers.aspx#1](http://education.vic.gov.au/school/principals/spag/participation/Pages/transfers.aspx#1)

If you would like more information on CASES21 and the service support that is available, please visit the portal:

[edugate.eduweb.vic.gov.au/Services/bussys/cases21/Pages/Home.aspx](http://edugate.eduweb.vic.gov.au/Services/bussys/cases21/Pages/Home.aspx)

### **18. When should the CASES21 data transfer occur?**

Primary schools are able to send initial data as soon as the student has been offered a Year 7 place in the receiving school. Details are also able to be updated if a different school is identified at a later date. Additional achievement data can be forwarded when it is finalised at the end of the school year, and this must occur prior to census day. Reminders are provided in the Schools Planner.

[edugate.eduweb.vic.gov.au/edrms/collaboration/SLA/layouts/15/WopiFrame.aspx?source=edrms/collaboration/SLA/AreaProfile/IN DICATIVE\\_2018\\_STATEWIDE\\_SCHOOLS\\_PLANNER.pdf&action=default](http://edugate.eduweb.vic.gov.au/edrms/collaboration/SLA/layouts/15/WopiFrame.aspx?source=edrms/collaboration/SLA/AreaProfile/IN DICATIVE_2018_STATEWIDE_SCHOOLS_PLANNER.pdf&action=default)

Detailed advice on this process is available in the CASES21 Administration Users Guide Chapter 2 Enrolment:

[edugate.eduweb.vic.gov.au/Services/bussys/cases21/User%20Guides/Administration%20User%20Guide/Chapter%2002%20Enrolment%20v2\\_22%20December%202017.pdf?Web=1](http://edugate.eduweb.vic.gov.au/Services/bussys/cases21/User%20Guides/Administration%20User%20Guide/Chapter%2002%20Enrolment%20v2_22%20December%202017.pdf?Web=1)

### **19. How do students in a non-government primary school wanting to apply for a place in a government secondary college access the transition information?**

The student's non-government primary school may assist but is not obliged to. Information can be accessed from the relevant regional office as per the contacts page in this pack or on the Department's website:

[education.vic.gov.au/about/contact/Pages/regions.aspx](http://education.vic.gov.au/about/contact/Pages/regions.aspx)

### **20. How do secondary schools process applications from students attending non-government primary schools?**

The family can submit the application form directly to the secondary school, which should consider the request together with those submitted from primary schools.

## 21. If a child has two permanent addresses, how is the designated neighbourhood school decided?

If a child resides at multiple addresses, the child's 'permanent residence' is the address at which the child spends the majority of his or her weekdays.

## 22. Who may sign the application for placement form?

Where practicable all parents or carers of a child should sign and submit a single application for placement form. Parents and carers are defined as:

- A Parent as defined in the Family Law Act 1975
- A person designated responsibility for enrolment decisions under a court order
- An informal carer, with a statutory declaration. Carers:
  - may be a relative or other carer
  - have day-to-day care of the student with the student regularly living with them.

Note: where it is not practicable or possible for parents or carers to sign a single form, this should be communicated to the primary school who will work with the family and regional office to develop a solution for the specific situation of the family. It is expected that if parents or carers are in dispute, the dispute should be resolved between the parents or carers through discussion, attendance at the Family Relationship Centre or at Court.

The Admission page on the School Policy and Advisory Guide provides information on consent and the requirements for the signatures of parents and carers:

[education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx](http://education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx)

## 23. What happens if a student's address changes between the application to enrol and the beginning of Year 7?

Subject to any changes to the Department's enrolment policy, if, after a placement offer is made to the student, the student's permanent residence changes or it comes to light that the address provided on the application form was not the genuine permanent residence for the student, a school may only withdraw a placement offer in the following circumstances:

- the placement offer and **any subsequent material provided to the student** expressly states that the offer may be withdrawn prior to the first day of attendance if the student's permanent place of residence changes or the school becomes aware that the address provided on the application form was not the genuine permanent residence for the student; and
- the new address is not within the designated neighbourhood area for the school.

Prior to withdrawing a placement offer of enrolment in the above circumstances, school staff should consider any safety or wellbeing issues relating to the student and should consult with the relevant regional office or the Department's Legal Division.

## 24. Are all parents required to complete an application form regardless of whether they have a place in a non-government school?

Yes, all families with students enrolled in government schools are required to fill in an application form, even if they have been offered a place in a non-government school, unless the student is continuing at the same school as outlined in FAQ question 4 above

# Draft letter for use by primary schools to notify parents or carers of secondary school placement

Personalised parent or carer name(s)

Address Line 1

Address Line 2

Suburb VIC Postcode

Dear Personalised parent or carer name(s)

## **RE: Secondary School Placement for 2019**

Your child, STUDENT FULL NAME, has been offered a place at NAME OF SECONDARY SCHOOL to commence Year 7 in 2019.

To accept this placement offer you will need to follow the advice provided in the information that NAME OF SECONDARY SCHOOL will provide to you shortly. If you have not received any information from NAME OF SECONDARY SCHOOL by 13 August 2018, please contact the school directly to arrange enrolment of your child for 2019.

### **INCLUDE OR DELETE THE FOLLOWING OPTIONS AS APPROPRIATE:**

*I understand that this placement is not your preferred secondary school. If you would like to appeal this decision please write to the Principal of your preferred school, outlining your rationale for appeal. An appeal against a Year 7 Placement must be lodged with the preferred secondary school by Friday 17 August 2018. You will be advised of the outcome of your appeal in writing by your preferred school by Friday 31 August 2018. If you are dissatisfied with the school's decision, an appeal can be lodged in writing to the relevant Department of Education and Training Regional Director by Friday 7 September 2018. All appeals are considered based on the priority order of placement.*

**Or**

*This placement has been allocated under the 'Sibling Claim' provision. If circumstances change and your son or daughter's older sibling(s) will no longer be attending NAME OF SECONDARY SCHOOL in 2019, you may no longer be eligible for this placement offer. Please notify both me and NAME OF SECONDARY SCHOOL as soon as you know that your circumstances have changed.*

### **REMAINING PARAGRAPHS FOR ALL PARENTS OR CARERS:**

#### **Permanent Address Guidelines are now available**

The Minister for Education has approved new Guidelines on parental permanent addresses. This means that there are now clear, consistent rules for all government schools on what counts as a 'permanent address' for your child to enrol in their local school (the designated neighbourhood school). Clear information means a fairer system for all students, especially for your child during their Year 6 to Year 7 transition.

The guidelines set out the types of information a school can request as proof of permanent residence when you are completing their enrolment process, and the ways schools can verify this information. The Guidelines are publically accessible at:

[education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx](http://education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx)

**If your address changes**

If at any stage prior to the start of school in 2019 your permanent residential address changes, please notify both me and NAME OF SECONDARY SCHOOL. If this placement was offered based on your address being within a designated neighbourhood boundary at a school that is facing enrolment pressures, it may be withdrawn. This is in line with the Priority Order of Placement and the Permanent Address Guidelines. Please check the Permanent Address Guidelines for more information if your address changes before the first day of school in 2019.

If you need any further information about secondary school placement for 2019, please do not hesitate to contact me.

Yours sincerely

SIGNATURE BLOCK OF PRIMARY SCHOOL PRINCIPAL

## Year 6 to Year 7 Transitions: Summary of Placement Requests (optional)

**OPTIONAL:** Primary schools can choose to use this form to summarise placement requests for each secondary school.

Primary School Name		Secondary School Name	
Contact Name		Contact Name	
Contact Phone Number		Contact Phone Number	

The following Year 6 students are requesting a place at your secondary school for Year 7 in 2019:

#	Student Name	Gender	Sibling Claim Sibling Name/2018 Year Level	Designated Neighbourhood School Y/N
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<i>Add rows as required</i>				

Primary schools should also attach photocopies of the completed Application for Year 7 Placement forms. All original forms must be kept by the primary school.

## Year 6 to Year 7 Transitions: Summary of Placement Confirmation (optional)

**OPTIONAL:** This form may be used by secondary schools to communicate placement confirmation to primary schools.

Secondary School Name		Primary School Name	
Contact Name		Contact Name	
Contact Phone Number		Contact Phone Number	

The following Year 6 students from your primary school have been accepted into Year 7 for 2019.

\*\* Please ensure you specify the grounds for placement as per the Priority Order of Placement as outlined in the School Policy and Advisory Guide.

#	Student Name	Gender	**Rationale for Priority Placement if NOT Designated Neighbourhood School (Proximity, Sibling, Curriculum or Compassionate)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
<i>Add rows as required</i>			

## Year 6 to Year 7 transition key contacts

Question	Name and contact details
<p>Senior Provision and Planning Officers</p> <p>For enquiries relating to Neighbourhood boundaries</p>	<p><b>Inner East Area</b> Candice Rozario, p. 8392 9303 <a href="mailto:rozario.candice.c@edumail.vic.gov.au">rozario.candice.c@edumail.vic.gov.au</a></p> <p><b>Outer East Area</b> Damien Hanwright, p. 8392 9317 <a href="mailto:hanwright.damien.m@edumail.vic.gov.au">hanwright.damien.m@edumail.vic.gov.au</a></p> <p><b>Goulburn and Ovens Murray Areas</b> Ryan Cremer, p. 8392 9576 <a href="mailto:cremer.ryan.j@edumail.vic.gov.au">cremer.ryan.j@edumail.vic.gov.au</a></p>
<p>Senior Transition Officers</p> <p>For enquiries from schools relating to Year 6 to Year 7 policy and process</p> <p>Application for Year 7 Placement</p> <p>Frequently asked questions</p> <p>Summary of placement requests and confirmation</p>	<p><b>Inner and Outer East Areas</b> Helen Reeves, p. 8382 9308 <a href="mailto:reeves.helen.g@edumail.vic.gov.au">reeves.helen.g@edumail.vic.gov.au</a></p> <p><b>Goulburn and Ovens Murray Areas</b> Beth Parker, p. 0427 934 259 <a href="mailto:parker.elizabeth.a@edumail.vic.gov.au">parker.elizabeth.a@edumail.vic.gov.au</a></p>