

Sample school charter – outline of suggested items to include

School profile

- Brief history of the school
- Typical student/family profile
- School staff (teaching and admin)
- School committee/board

School vision and values

- Curriculum and learning goals
- School ethos
- School management plan

Curriculum

- Alignment with Victorian Curriculum
- Assessment and student reporting

School policies

- Enrolment procedures
- Discipline procedures
- Grievance procedures (include link to [DET Guidelines for Parent/Guardian complaints procedure](#))*
- Bullying policy
- Equal opportunity policy
- Privacy policy
- Student attendance policy
- Child Safe Standards and Working with Children Check policy

Management of personnel and resources

- Staff professional learning
- Record keeping practices
- Annual reporting (including financial records)

*Note: All school charters must include the following link to the Department's 'Community Language Schools' page from which parents can download a copy of the *Guidelines for Parent/Guardian complaints procedure*:

<http://www.education.vic.gov.au/school/teachers/teachingresources/discipline/languages/Pages/clsschools.aspx>

Alternatively, schools may wish to include a copy of the actual document as an attachment to their charter.