



MANIFOLD HEIGHTS PRIMARY SCHOOL NO. 4224  
STRACHAN AVENUE, MANIFOLD HEIGHTS, 3218  
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## Do You Volunteer at Mano?

If you volunteer at the school, whether it be helping in the classroom, with Bike Ed, at the Carnivale, processing books in the Library, attending excursions or activities such as the Walkathon it is a Department of Education & Training requirement that you **MUST** have a valid Working with Children Check and have supplied a copy of your card to the Office.

If you don't have a valid Working with Children Check please apply by following the instructions listed below. There is no cost for a Volunteer Working with Children Check (a passport photo is required).

Applications can be made online at <http://www.workingwithchildren.vic.gov.au/>. Parents will be required to complete the application form online, print the application summary and receipt which must be printed on single-sided A4 pages without any scaling or cropping. **Do not sign** the application summary before lodging, this will be need to be done whilst in store at Australia Post. When you have successfully lodged your application at Australia Post, your receipt will be stamped and returned to you. You can use this receipt to prove to organisations that you have applied for a Check. Once your card arrives in the mail please supply a copy of the card to the Office.

Further information about how to apply and what is required can be found at <http://www.workingwithchildren.vic.gov.au/home/applications/lodging+your+application/>

Working with Children Checks will only be processed at some Australia Post outlets. Local outlets include:

Belmont Post Shop – 2a Corio Street, Belmont

Corio Post Shop – Shop 32, 83a Purnell Road, Corio

Geelong West LPO – 210b Pakington Street, Geelong West

Geelong Post Shop – 99 Moorabool Street, Geelong

Geelong North LPO – 201 Thompson Road, Bell Park

Highton LPO – Shop 4, 75 Barrabool Road, Highton

If you need help with your application please contact Jessie or Anna in the Office on 5229 9643.

Jessie Burney  
Business Manager