



CURRICULUM DAY
TUESDAY 10TH SEPTEMBER, 2019
Student Free Day

(this day was originally scheduled on Friday 9th August but has been rescheduled to Tuesday 10th September)

FROM THE PRINCIPAL

Dear Parents, Guardians and Students,

We are now into the third week of a very busy term 3 at the College and our semester two courses for students, including VCE Units 2 and 4 began across the College on Monday 17th June.

Last week, on Thursday 25th July, we held our annual Student-Led Conference Day, which follows on from mid-year exams and semester reports. This was a highly successful day giving our students a genuine voice and opportunity to focus once again on their learning goals and also to reflect realistically on their learning progress. At this conference, students also completed the Group 8: High Performing Schools Survey, which has a PoLT (Principles of Learning and Teaching) focus. This provides us with detailed and valuable data about their attitudes to all their classes and teachers. We are now in our fourteenth year of collecting this data and the feedback during this time has enabled the Leadership Team and the College to adjust or refocus the way we do things in a more timely and effective manner than is otherwise possible.

Also, last Thursday evening, we held our annual Senior School Course and Careers Expo which was very well supported by our current Year 9 and 10 students and their parents. Most of the main universities and tertiary institutions set up a Careers and Course Expo in the Resource Centre that ran throughout the evening and was shown a lot of interest by the students and their parents. Again we had former student, Sarah Regan, heading up the marketing team for La Trobe University.

The two separate course information sessions held in the Auditorium, for current Year 9 and Year 10 students, were most informative and very well presented by Deb Metcalfe, Michael Weeding and Matthew Bennett. Feedback on the night from both students and parents was very positive.

On Wednesday 17th and Thursday 18th June, our Principal Team, Numeracy and Literacy Leading Teachers and our Learning Specialist Teachers/Faculty Leaders attended the first two of eight training days for the Department's 'Professional Learning Communities' initiative. This was held at the Mantra, in Bell Street Preston, and together with four other Secondary Colleges, we have been funded for this by the Department. The ultimate aim of this is to enhance teacher practice and student outcomes and is one of the FISO initiatives as part of the new Victorian Teaching and Learning Model.

On Tuesday 30th July, a very well-attended evening in the Auditorium was held for parents of Year 7 and 8 students who have been invited to undertake Challenge and Bridging English, Mathematics and Science in 2020. This is the very successful enrichment program for our Year 8 and 9 students that has run for a number of years and the evening was overseen by Glenn Blackmore. Teachers, Steve Horn, Caitlin Penrose, Sonia Culcasi, James Atkin and Michelle Clark also presented perspectives on how this program operates. We also had outstanding presentations by a number of our students on their experiences and the value of the subjects. Congratulations to students Matilda Clark, Ashlyn Reeves, Louise van Putten, Harry Kayall, Patrick Reichenbach, Imogen Pricor and Jonathan Thompson, who also gave insightful presentations of their experiences as part of this program.

FROM THE PRINCIPAL Cont...

In the last week of Term 2, we held two primary school leadership days at Amberley in Lower Plenty. Under the guidance of Kim Faulkner and Hamish Yule many of our Year 7, 8 and 9 SRC students conducted a range of leadership training activities with students from Watsonia Heights, Montmorency South, Greenhills and Streeton Primary Schools. This included the low ropes course and many other team building activities.

We have held two very impressive Whole School Assemblies that have also been attended by College Council President, Shane Penrose. On Tuesday 18th June, there was a great variety of reports on significant events by our students which included the Year 8 Camp experience, the Borneo Tour, the Year 11 Photography Camp and also the Year 9 Camp and a student performance. I also introduced the College redevelopment project media video by James Merlino. The big picture item by our students was to do with "Pink Week" and the Pink Fashion Show as most entertaining, helping to launch a week of fund raising activities for BCNA (Breast Cancer Network Australia).

The assembly on Tuesday 30th July was also very impressive with an outstanding performance by the school choir of "Healing Hands". There was a report on the successful "Pink Week" by Chayla Reeves. Impressively our students have raised almost \$7,000 for BCNA and our whole school community has embraced this most worthy cause. We were then given an outstanding presentation by Amy Theyer, an ambassador for the Beyond Blue organisation, and this speaker was arranged by Amy Gersh of Year 10. Again, well done to Kim Faulkner and our student leaders for two quality assemblies.

On Tuesday, 23rd June, we held interviews with three architect companies nominated by the Department of Education, for our \$16.1m Basketball Stadium re-development. The panel comprised Bruno Imeneo (VSBA DE&T Representative), Greg Jeffers (Eltham Wildcats Basketball, Chief Executive Officer) and myself. We are very close to a decision and appointment of the architects.

Regards

Allan Robinson
Principal

2020 VCAL/VET/SBAT APPLICATIONS

In 2019 we have over 45 students enrolled in our VCAL program. All students undertake units in: Personal Development, Work Related Skills, Literacy & Numeracy. VCAL students complete their Industry Specific Skills strand one day a week. This is achieved through the completion of a Certificate II or III VET course, or **SCHOOL BASED APPRENTICESHIP OR TRAINEESHIP**.

Students are enrolled in TAFE courses as varied as: Building & Construction, Music, Business Administration, Shop fitting, Engineering, Hairdressing, Beauty and Automotive. School Based Apprentices have been placed in Childcare, Building & Construction, Hospitality and Business Administration. Please refer to the link on www.montmorencycareers.com

Go to Senior School on the tool bar and then VET > Vet Information > Specific School Information and download the booklet.

Any student undertaking a VET/SBAT will need to acquire a USI (Unique Student Identifier). This is completed online and you will be given a 10 digit code. Go to > www.usi.gov.au

VCAL students also undertake **WORK-PLACEMENT** in industries aligned with their TAFE certificates.

We are seeking expressions of interest from students at this early stage to establish VET/SBAT opportunities that arise. All students applying for VCAL will need to attend an interview. Students who will be moving into Year 11 or 12 in 2019 interested in undertaking VCAL, VET or SBAT next year need to collect an expression of interest form from Mr Weeding in the VCAL Office.

Anyone wishing to discuss the program please contact: Michael Weeding—VCAL/VET Coordinator

VCAL Applications Due: Friday 16th August, 2019
VET Applications Due: Friday 6th September, 2019

TERM 3 AT A GLANCE

Thur 8th August	Year 10 Careers Counselling & Subject Selection
Fri 16th August	Year 12 Dress For Success Day
Fri 16th August	Year 9 & 10 Students—Accelerated Studies
Fri 16th August	NASA Trivia Night
Fri 16th August	Deadline for VCAL Applications
Sat 17th August	Presentation Ball No. 1
Fri 23rd August	House Off
Thur 29th August	Year 12 Parent VTAC Information Evening—6:30pm
Thur 5th September	Oxfam Music Fundraising Concert—7:00pm
Fri 6th September	Deadline for VET Applications
Sat 7th September	Presentation Ball No. 2
Mon 9th September	VCE Music Performance Night at Diamond Valley Secondary College—7:00pm
Tue 10th September	Curriculum Day
Wed 11th September	School Council—7:30pm
Wed 18th September	Student Progress Interview Day
Fri 20th September	END OF TERM—Finish 1:22pm

Parent VTAC information Evening Thursday 29th August, 2019

As we enter the course application period through VTAC for Year 12 students wishing to apply for University and TAFE courses in 2020, Montmorency is holding an information evening for parents. This information will be covered for students on "Dress For Success Day" on 16th August, 2019.

The evening will be held on Thursday 29th August, from 6.30pm – 7.30pm in the Staff Room. Park in the Dobson Street Carpark.

The topics covered on the evening will be:

- Using VTAC to research courses
- Registering for course applications through VTAC
- Applying for courses
- Applying for the Special Equity and Access Scheme (SEAS)
- Applying for scholarships
- Key VTAC Dates

To register your attendance for this event please book via the College website in Trybooking.

Junior and Middle School Homework Club 2019 (Year 7, 8 and 9)

Dear Parents/Guardians,

The Junior and Middle Schools are offering a program to help Year 7, 8 and 9 students to keep up to date with their work. This program will run each Wednesday after school for 55 minutes from 3.20 until 4.15 p.m., beginning on the 13th February in the Resource Centre.

If your son/daughter would like the opportunity to undertake homework at school, teachers will be on hand to help them with their work.

Let me know if you wish to have your son/daughter permanently booked into the Homework Club each week via my email address.

stapleton.john.w@edumail.vic.gov.au

Please leave a contact number or email address so that I can notify you if your son/daughter has not shown for Homework Club.

Teachers will also be booking in students who are getting behind in their work into this class. In this instance, a notice will go home for you to sign to give permission for your child to attend. Your son/daughter **must** return this notice to the teacher on duty.

In order to support teachers help keep all students up-to-date with their work, after school Coordinator detentions will be given to those students who do not have a valid reason for non-attendance.

Please contact me on the above email address if you would like more information.

John Stapleton
On behalf of the
Junior and Middle
Schools



SUSTAINABILITY GROUP

Hi, we are the new Sustainability Group at Montmorency Secondary College!

We are a group of students from all year-levels, and teachers from a range of faculties, eager to transform Monty into a more sustainable and eco-friendly school. We are excited to reduce our collective environmental footprint – and our primary focus will be on reducing the school's waste and increasing recycling, starting with a waste audit of our school.

So, come and join us! We meet every Thursday during lunchtime in V2 to work on projects to help Monty become more sustainable as a school. We hope to see you there!

Rebecca Catania
Year 10

LOTE NEWS

The Alliance Francaise is holding a **French Immersion Day for Year 10 students**. Please see the attached flyer. This event is supported by DET and **government school students can apply for a 100% subsidy**.

For any queries, please see the AF [website](#) or contact Anne-Sophie Pink at HeadEducation@afmelbourne.com.au

YEAR 10 FRENCH IMMERSION DAY

REVISE AND CONSOLIDATE YOUR KNOWLEDGE OF FRENCH GRAMMAR AND VOCABULARY!

LAST CHANCE! ENROLMENTS CLOSE MONDAY 5 AUGUST!

Gain confidence!

This course will help you revise and practice your French through a variety of fun interactive activities that will help you gain confidence for your French assessments and exams!

To sign up, visit:
www.afmelbourne.com.au
or scan the QR code with your smart phone.

Alliance Française Melbourne

NESPRESSO RECYCLING PROGRAM

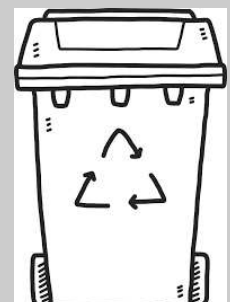
For all you coffee drinkers out there, Montmorency Secondary College has organised to be a collection point for Nespresso coffee capsules.

Unfortunately, domestic recycling systems in Australia are currently unable to effectively sort and recycle small items, such as aluminium coffee capsules so Nespresso has established its own recycling system for used capsules. So don't throw your capsules in the rubbish, they can be dropped into the cardboard recycling bins at the General Office. This service is specifically for aluminium capsules only – no plastic.

Once collected, the used coffee is sent to an industrial composting facility to be transformed into compost. The aluminium is recycled and sent back to the aluminium industry to produce new products.

Enjoy your coffee and let's do our bit for the environment.

If you have any queries please contact Brigitte Hone in the General Office.



NASA Space Camp 2019



Coming up on **Friday 16th** of August at 7pm
in the College Gymnasium.

Purchase tickets for \$15* per person via the college website.

*(plus trybooking fee)

BYO Supper

Montmorency Secondary College will be holding a spectacular trivia night to help raise funds for our Year 10 and 11 students who are attending the NASA Space Camp in America late Term 3 this year.

Organise a team of friends for a night of fun.

Trivia (tables up to 10 available)

Silent auction

Other games and prizes

Any queries call (03) 9422 1500



If you/your business has any donations you would like to make towards the silent auction we would be very grateful. Please contact us and we can arrange collection.

MUSIC NEWS

Another term has started, and the Music Department is getting ready.

Before we move on to this term, I must thank the wonderful musicians who dedicated themselves to playing for the school production at the end of term 2, and what a show it was!! We are so proud of our students and the amazing music they put together. Thankyou to everyone involved.

Band

Flute	Emily Easthope Caitlin Cartwright Natalie Chua
Clarinet	Amy Unwin
Viola	Imogen Pricor
Alto Sax	Shelby Traikovski
Tenor Sax	Lachlan Barnes
Bari Sax	Harry Kayll
Guitar	Juilian Sinfield-Jones
Keyboard 1	Annette Hobba
Keyboard 2	Margaret Wozniak
Bass	Molly Siede
Aux Percussion	Michael Elliot
Drum Kit	Ryan Siede



So, on to Term 3

Our students have already started rehearsals for upcoming dates, so we look forward to some wonderful performances. Please put the dates below in your diaries for some great upcoming events (including early warning for Term 4).

July

Tuesday 30th School assembly - *Vocal Group "Healing Hands"*

August

Friday 23rd House Off Be inspired

September

Thursday 5th Oxfam Fundraising Concert 7pm in the Auditorium - *Intermediate Band*

Friday 6th VCE rehearsals

Monday 9th School Assembly

Monday 9th VCE Performance Night at Diamond Valley SC 7:00pm

October

Monday 21st Year 12 Farewell assembly – Year 12's performing

Thursday 24th Year 12 Graduation - Year 12 performance

Monday 28th ARTS ALIVE CONCERT 7:30pm - all instrumental students

Tuesday 29th Arts Alive Awards 6:30pm - Opening performance

December

Thursday 19th Awards Night - Selected performances

With the start of the new semester, there are a few positions available for music lessons. If you are interested in GUITAR, VOICE, PIANO, TRUMPET or TROMBONE lessons, please contact the me via email or come to the music department to collect and information form.

Sharon Cooke
Music Co-ordinator

La Trobe University—Aspire Program

Who can apply for Aspire

A successful Aspire applicant can look like many different things. Perhaps you're the coach of a sports team or volunteer regularly at your local nursing home. Maybe you're the leader of a fundraising group for your school or even go above and beyond to help your family.

Overall, La Trobe looks for applicants who have gained skills, knowledge and experience through volunteering or making a positive contribution to their community.

Aspire is open to **current domestic and onshore international Year 12 students** and **non-Year 12 students**.

Eligibility criteria

To receive an early conditional offer through Aspire as a Year 12 student, you must:

- apply direct to La Trobe's Aspire Program and via VTAC/UAC
- be a domestic Year 12 student
- be an Australian or New Zealand citizen or permanent resident, or an onshore international student currently studying Year 12 in Australia.

Aspire scholarships

As part of the Aspire program, you'll automatically be considered for one of 40 available Aspire scholarships. Scholarships are valued at \$5000 per year for up to four years of study (including Honours). Starting in 2020, scholarships will be awarded to the highest-achieving Aspire students in their individual course with a minimum ATAR of 80.

Giving you a head start

The Aspire scholarship is another way of saying thank you for your contribution, giving you more time to focus on community engagement and enrichment opportunities at La Trobe.

Australian Catholic University



Minimum ATAR requirements for 2020 entry at ACU through the Community Achiever Program (CAP) are now available. To view these please visit the [how CAP is assessed and offered](#) page.

A great change this year is that ACU are now able to guarantee that all successful applicants will have an outcome by the end of September 2019, reducing stress for our applicants.

For more detail on how students apply, including application writing tips, visit the [applying to CAP](#) page or contact our Future Students Team via futurerstudy.mel@acu.edu.au.

Melbourne CAP applications close

Wednesday 14 August 2019

Ballarat CAP applications close

Wednesday 28 August 2019



Students applying for Teaching degrees at Deakin University must successfully complete the CASPer test – an online situational judgement test that measures non-academic suitability for teaching.

Deakin's CASPer Webinar will be hosted by two School of Education staff and a current Teaching student.

Join them to hear about:

- How CASPer works and what to expect on test day
- Helpful tips on how to prepare for the CASPer test
- Upcoming CASPer dates, how to sign up and reserve a test
- Why students are required to sit the test

The webinar will be interactive, so attendees will be able to ask questions to the presenters during the live event.

After registration, you will be sent via email a unique link to join the webinar.

If you are unable to join the webinar live, simply register and you will be sent a copy of the recording after the event.

EVENT DETAILS:

Date: Tuesday, 13 August 2019
Time: 5pm - 6pm
Hosts: A/Prof. Amanda Mooney, School of Education
Jo Collins, School Manager
Location: Online

You will be sent a unique link to join the webinar after you have registered.

www.eventbrite.com.au/e/deakin-casper-webinar-tickets-65891229441

YOUTH PARLIAMENTARY SCHOLARSHIP PROGRAM

The youth parliamentary scholarship is a program striving to provide senior school students in years 10-12 with practical experience working in a political environment. The student will shadow party leader Fiona Patten in parliament for the length of one parliamentary week where the student will engage in round-table political discussions, attend party debriefs, compose political speeches in parliament etc.

To apply, the student shall submit a 600 word opinion essay responding to one of the following prompts:

1. Australia is approaching an era of gender equality through its effective inclusion of the LGBTI+ community. Do you agree?
2. Politicians are failing to engage and represent young people in Victoria. Do you agree?
3. Should cannabis be legalised for recreational use?

Applications close 31st August, 2019. For more information about this scholarship program contact:

Michael Weeding
Careers Co-ordinator

CAREERS NEWS—OPEN DAYS

Institution	Information
Academy of Design Australia	Melbourne campus Sunday 6 August (9am-5pm) http://www.academyofdesign.edu.au/
Academy of Information Technology	http://www.ait.edu.au
Academy of Interactive Entertainment	All campuses Sunday 13 August (10am-3pm) Melbourne campus Sunday 18 November (10am-3pm) http://www.aie.edu.au/openday
Australian Catholic University	Melbourne campus Sunday 13 August (10am-4pm) Ballarat campus Sunday 27 August (10am-3pm) http://www.acu.edu.au/99146
Australian College of Applied Psychology	Sunday 13 August (10am-2pm) http://www.acap.edu.au/future-students/info-sessions/
Australian Guild of Music Education	By appointment http://www.guildmusic.edu.au
Australian Maritime College	Launceston campus Saturday 12 August (10am-3pm)
Bendigo TAFE	Experience Days Bendigo city campus http://events.bendigotafe.edu.au/bendigocity Echuca campus http://events.bendigotafe.edu.au/echuca Charleston Road campus http://events.bendigotafe.edu.au/charleston-road All campuses http://events.bendigotafe.edu.au/home
Box Hill Institute	Box Hill campus Sunday 27 August (10am-3pm) Lilydale campus Sunday 20 August (10am-3pm) http://www.boxhill.edu.au/events/
Charles Sturt University	Campus tours http://futurestudents.csu.edu.au/unilife/campuses/campus-tours MyDay http://csu.edu.au/myday
Chisholm Institute	Berwick Tuesday 15 August (5pm-7pm) Dandenong Tuesday 12 December (5pm-7pm) http://studentrecruitment@chisholm.edu.au
Collarts (Australian College of the Arts)	South Melbourne campus Saturday 5 August (10am-3pm) Saturday 20 January 2018 (10am-3pm) http://collarts.edu.au/open-day/

CAREERS NEWS—OPEN DAYS

Institution	Information
CQUniversity	<p>CQU Virtual Open Days Wednesday 2 August (3pm-6pm AEST) Wednesday 16 August (3pm-6pm AEST) Wednesday 30 August (3pm-6pm AEST) Wednesday 13 September (3pm-6pm AEST) https://www.cqu.edu.au/campaigns/open-days</p>
Deakin College	<p>Melbourne Burwood Campus Sunday 27 August (9am-3pm) Geelong Waterfront Campus Sunday 20 August (9am-3pm) Geelong Waurn Ponds Campus Sunday 20 August (9am-3pm) http://openday.deakin.edu.au/</p>
Deakin University	<p>Warrnambool Campus Sunday 6 August (9am-3pm) Geelong Waurn Ponds Campus Sunday 20 August (9am-3pm) Geelong Waterfront Campus Sunday 20 August (9am-3pm) Melbourne Burwood Campus Sunday 27 August (9am-3pm) http://openday.deakin.edu.au/</p>
Eastern College Australia	<p>Wantirna campus Saturday 2 September https://www.eastern.edu.au/admissions/openday</p>
Endeavour College of Natural Health	<p>https://www.endeavour.edu.au/events</p>
Federation University Australia	<p>Camp Street Sunday 27 August (10am-3pm) Gippsland Sunday 27 August (10am-3pm) Mount Helen (Ballarat) Sunday 27 August (10am-3pm) Berwick Sunday 27 August (10am-3pm) http://federation.edu.au/openday</p>
Footscray City Films	<p>Footscray campus Sunday 20 August (1pm-4pm) http://footscrayfilms.com.au/open-day/</p>
Gordon (The)	<p>City (Geelong) Sunday 6 August (11am-3pm)</p>
Goulburn Ovens Institute of TAFE	<p>All campuses 'Every day is open day' for the month of August http://www.gotafe.vic.edu.au</p>
Holmes Institute	<p>FashionMasters campus Telephone: (03) 9945 9511 http://www.fashionmasters.com.au HeadMasters campus Telephone: (03) 9945 9522 http://www.headmasters.com.au</p>
Holmesglen	<p>All campuses Open days are run throughout the year http://www.holmesglen.edu.au/open</p>

CAREERS NEWS—OPEN DAYS

Institution	Information
JMC Academy	Melbourne campus 12 August (10am-4pm) http://www.jmccademy.edu.au/events/open-days/register-for-our-next-open-day-2017-1
Kangan Institute	Experience days Broadmeadows http://events.kangan.edu.au/broadmeadowscampus Moonee Ponds http://events.kangan.edu.au/mooneepondscampus Docklands http://events.kangan.edu.au/docklandscampus Richmond http://events.kangan.edu.au/richmondcampus
La Trobe Melbourne	Melbourne (Bundoora) 6 August (10am-4pm) http://www.latrobemelbourne.edu.au/openday
La Trobe University	Albury-Wodonga Saturday 12 August Bendigo Sunday 27 August Melbourne Sunday 6 August Shepparton Friday 4 August Mildura Wednesday 16 August http://www.latrobe.edu.au/openday
LaTrobe College of Art and Design	Collingwood Sunday 20 August (11am-4pm) http://www.latrobecollege.edu.au
Longerenong	http://www.longy.com.au
Macleay College	City Tuesday 4 July https://macleay.edu.au/events/career-taster-day-melbourne/
Marcus Oldham College	Waurm Ponds (Geelong) Sunday 13 August (10am-2:30pm) http://www.marcusoldham.vic.edu.au
Melbourne Institute of Technology	http://www.mit.edu.au
Melbourne Polytechnic	Preston Sunday 20 August (10am-3pm) https://www.melbournepolytechnic.edu.au/open-day/
Monash College	Clayton 6 August (10am-4pm) http://www.monash.edu/open-day/
Monash University	Caulfield Sunday 6 August (10am-4pm) Clayton Sunday 6 August (10am-4pm) Parkville Sunday 20 August (10am-3pm) Peninsula Saturday 5 August (10am-3pm) http://www.monash.edu/open-day/

CAREERS NEWS—OPEN DAYS

Institution	Information
Moorabbin Flying Services	Ground Theory Centre Thursday 3 August (12pm-4pm) http://www.mfs.com.au
Navitas College of Public Safety	City Sunday 13 August (10am-2pm) Thursday 7 December (6pm) http://www.ncps.edu.au/information-session-registration-form/
Northern College of the Arts and Technology	Campus tours by appointment http://ncat.vic.edu.au/
Photography Studies College	Melbourne Sunday 13 August (10am-3pm)
RMIT University	City Sunday 13 August (10am-4pm) Brunswick Sunday 13 August (10am-4pm) Bundoora Sunday 13 August (10am-4pm) http://www.rmit.edu.au/events/all-events/rmit-open-day
SAE Creative Media Institute	SAE Melbourne Saturday 5 August (10am-2pm) https://sae.edu.au/news-and-events/events/
Swinburne University of Technology	Hawthorn Sunday 30 July (10am-4pm) http://www.swinburne.edu.au/openday
Torrens University Australia	Melbourne Saturday 12 August http://www.torrens.edu.au/about/events
University of Melbourne (The)	Parkville Sunday 20 August (10am-4pm) http://openday.unimelb.edu.au
VFA Learning	All campuses Sunday 15 October (10am-4pm)
Victoria University	Footscray Park Sunday 20 August (10am-3pm) http://www.vu.edu.au/openday
Victorian Institute of Technology	Personal tours by appointment http://www.vit.edu.au/contact-us/
William Angliss Institute of TAFE	City Sunday 13 August (9.30am-3pm) https://www.angliss.edu.au/openday

DOES YOUR CHILD NEED TO LEAVE SCHOOL EARLY???

Students are not permitted to leave the school grounds during the school day without permission. It is expected that students will make dental, medical and other appointments outside school hours wherever possible. However, we understand that this is not always possible. If your child needs to leave school early for any reason, we ask that you follow College procedure set out below:

1. Please provide your child with a note requesting permission for your child to leave school at the specified time.
2. Upon arrival at school, the student is to take the note to their Level Coordinator, who will then sign the note and return it to the student.
3. The student can then present the note to their class teacher when they need to leave.
4. Once the student leaves the class they will present the note to the General Office staff and sign the "Early Leavers" record. The office staff will retain the note for attendance recording.
5. If your child needs to return to school later in the day, they should report to the General Office and sign in.

It is important for all students and teachers that class interruptions are kept to a minimum. Wherever possible, parent/guardians are asked to avoid telephoning the College in order to have their child paged or dismissed from class and follow the above procedures instead.

ARRIVING LATE TO SCHOOL

- Students who arrive after the class roll has been taken (after Home Group) should report to the General Office to sign in and collect a Late Pass.
- A note from a Parent/Guardian explaining the lateness should be provided to the office staff, or, alternatively, the Parent/Guardian should telephone the General Office providing a reason for their child's late arrival.

SICK BAY AND FIRST AID

Students who become ill should advise their classroom teacher that they are feeling unwell and receive permission to go to Sick Bay which is located in the General Office. Students will be attended to by the School Nurse and if necessary parents will be contacted.

It is important that a current emergency phone number is listed on each student's school record. Any change to the home address, work address, telephone numbers or emergency contact should be provided to the Office immediately.

We encourage students not to use their mobile phones to contact parents directly during class time, and for the convenience of all involved ask students to follow the above procedure.

Allan Robinson
Principal