



RESPECT

ENGAGE

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Essendon Keilor College



David Adamson, Principal

College Phone Numbers

East Keilor

8331 0109

Niddrie

9375 8400

Essendon

9319 1300

Absence Lines

East Keilor 8331 0108

Niddrie 9375 8405

Essendon 9319 1305

Term Dates 2018

Term 2

16 April-29 June

Term 3

16 July-23 September

Term 4

8 October-21 December

For Essendon Keilor College 2018 is a year of celebration and change.

With changes to the leadership at all three campuses, there is an air of excitement and renewed sense of purpose that new leadership brings. We have provided a great education for local students for 25 years and will continue to do this into the future with our new facilities and leadership supporting teaching and learning.

This year we are celebrating 25 years since the formation of the College following the merger of four schools in 1993, and the 50th Anniversary of the opening of one of those schools, Keilor Heights High School.

These celebrations will be marked by major improvements to our facilities with a \$10 million investment by the State Government and significant additional expenditure by the school. The Niddrie Campus rebuild is on schedule to be completed in Term 4. Apart from state of the art facilities overall, there will also be a strong focus on STEM and flexible learning spaces to enable us to adapt to the needs of future students.

At the East Keilor Campus I have been working with the new Campus Principal, Lisa Robinson, on a plan to significantly refurbish the campus. Already the internal quadrangle has been repainted and work has begun on landscaping the garden at the entrance to the building. The Campus Office will be relocated to provide better access for parents and the Science wing will be upgraded to include a STEM Centre. New computers will be installed in the two computer classrooms and an energy efficiency program will be implemented to reduce the cost of heating and lighting.

Our long tradition of excellence in the Performing Arts will be boosted at the Essendon Campus by the conversion of the heritage Assembly Hall into a 220 seat Theatre. Not only will the Theatre support curriculum delivery in the College, it will also be available for community use as there is a shortage of performing arts spaces in Moonee Valley. Unfortunately the building company has gone into receivership. We are working in partnership with the [Victorian School Building Authority](#) to ensure the works restart as soon as possible. We're still aiming to have the new facilities completed for students in Term 4 this year, but we will keep you updated over the coming weeks as we learn more.

At Essendon Keilor College, we pride ourselves on providing exciting, educational extracurricular experiences for students. Since the College began, the College Production has been a yearly presentation of all performing arts areas and the excellence our students bring. This year will be the last time we use the Clocktower Theatre for our Annual Production and we will say a fond farewell after 21 productions since our first performance there in 1999. This year we are doing Beauty and the Beast. With a diverse range of Productions throughout the last 25 years, the production team and cast members both on stage, in the orchestra pit and backstage work for months on end to present exceptional performances that our College is well known for throughout the community. We are extremely excited to bring this show to the stage on August 15th, 16th and 17th at The Clocktower Centre.

TERM 2, 2018

Friday 8 June – PUPIL FREE DAY

(Report Writing Day)

Monday 11 June - Queen's Birthday Holiday



Essendon Campus News– Lisa Nugent, Principal



I would like to thank all the Essendon Campus students and staff for the positive start to the school year. The Staff are continuing to develop our School Wide Positive Behaviour Rewards program and congratulate students who have received a REAL reward this year. We have implemented processes to ensure students are engaged and focussed on their learning in class. It is vital that all students develop skills and strategies to empower their own learning, our aim is to have every student achieve and have positive outcomes.

There has been a variety of resources and techniques provided to students and families to support students to develop positive study habits and identify the most effective way to improve their knowledge and skills. Students who work hard and have regular attendance often achieve well above expectations. We have been impressed with the initiative of our student leaders and commend all students who have been supportive and respectful of all members of the Essendon Campus. It is now time to step up the momentum and prepare for the mid-year exam and assessment period. Students also need to take full advantage of the Student Services and extracurricular activities on offer at the Essendon Campus.

Dux 2017

Congratulations to the 2017 College Dux, Ni Liu, on her outstanding academic achievement. She attained an ATAR of 98.30 and will be studying Science at Melbourne University.



Awards

An assembly was held at the end of Term 1 to acknowledge students with outstanding academic achievement. The College Principal, Mr David Adamson, presented students with a certificate and a voucher to acknowledge their outstanding efforts. A musical item was performed beautifully by Grace Clarke.

Year 12	YEAR 11	YEAR 10
Julia Crisara	Ali Abdallah	Vu Bao Linh Ngo
Leandra Elieh	Kurtis Barnard	Thanavit Chotimanee
Andrea Granato	Teo Cvetkovski	Aboubaker Dahir
Umar Jafni	Jonah Horo	Carla Greco
Chamandi Rodrigo	Courtney Monro	Lauren Khaw
Jianlong Xu (Doris)	Vu Bao Linh Ngo	Dylan Laurie
		Yu (Sally) Lu

The following students are to be commended on receiving awards:

We have introduced REAL School Wide Positive Behaviour Awards. The following students received the most in their year level for Term 1.
Year 10 – Akram Hajj
Year 11 – Matthew Cascayan
Year 12 - Jianlong Xu (Doris)
Language Program – Alice Huang

Melbourne University Master Classes

Master classes in particular Unit 3 Year 12 subjects have been delivered this term. These classes were free to students, held on campus and conducted by students from Melbourne University. The sessions were 90 Minute masterclasses dedicated to the area of study currently being tackled in class. Students received excellent study notes, practice exam-style questions and study/exam/SAC tips from the team.

Teen Mental Health – Year 10 Program

Moonee Valley City Councils Valley Youth team will be delivering an information session on the Thriving Minds project. Thriving Minds is a mental health positive prevention program utilising Mental Health First Aid (MHFA) training to build capacity of students, teachers and parents and carers to identify mental health problems and refer young people to early support. The program will use training to upskill students and those who work with them, as well as to strengthen referral pathways and availability with local youth service providers. The project will be piloted for Year 10 students at the senior campus at Essendon Keilor College. Youth Mental Health First Aid will be available in June for parents to recognise and respond to mental health problems and refer a young person to professional help if needed and provide ongoing support without taking on the role of a counsellor. Please contact Ilz Aslan 8325 1876 or iaslan@mvcc.vic.gov.au for more information.

School Captain Report

Jaber Jaber and Leandra Elieh



To start the year off, our school introduced a youth leadership program that aims to inspire our peers and fellow students to be a part of the main organisational and leading body of school-wide events. The goal of this leadership program is to allow students an opportunity to participate in a group-centred environment and work alongside others and share responsibilities for school-run activities and their cohort. From this, the first event organised by the Leadership Team was a spectacular lion performance in celebration of the spring festival. This event ensured we gained a better understanding of the traditions and cultures held by other students in our school and furthered the relationships domestic students had with international students. Following this, the leadership team was able to organize a Breakfast Club which focused on helping students have breakfast in the morning, and up to this day, the breakfast club has run to high success on Wednesday mornings. Our focus as a team is to work with other students consistently to achieve the standards and expectations of Essendon Keilor College and our teachers and principals. This directly relates to the events that are run by the leadership team outside of school, which we always aspired to advertise throughout this term and hopefully, in the future as well, if any students ever have queries or suggestions, the leadership team is always happy to hear them.

International School Captains Jake Nguyen and Linda Zhu.

We have a lot of international students in our school and one of the biggest problems between students is interaction, communicating and especially making friends between the two. At recess, normally we would see the split between the international students and the domestic students. Both Linda and I are open for ideas for students, international and domestic students, to interact with each other. Our main goal is to help the international students to step out of their comfort zone and try to make friends.

When we came to Australia, we didn't know anything about this country, everything was new for us. We found that it is really hard to study in English and make Australian friends because we have different cultural backgrounds. But there are lots of people help us to improve our English and teach us more about this country. But when you know more and more about this country and this wonderful school, you will like them and enjoy to living in Australia. When you have any problems, don't be afraid to ask help from somebody else. They can be your parents, your homestay family and your friends. Also, don't forget the year level coordinators, the international coordinators and school aptions. We can all help each other.

Jaber Jaber, Jake Nguyen and Linda Zhu attended the International Student Forum on 3rd May where they had a chance to meet around 100 other local and international students from government schools all around Victoria and exchange ideas and practices for promoting intercultural awareness, integrating local and international students and exploring concept of global citizenship. The students were inspired by many ideas and they said they would like to come up with some plans.

Jaber and Jake applied to attend further session with the Secretary and Deputy Secretary of Education on Friday 18 May and they have been accepted. Very exciting for them.



Lunar New Year Demonstration



Sport Captains – Chamandi Rodigo and Campbell Barton

Sport Captains – Chamandi Rodigo and Campbell Barton

So far this year, the school has participated in the Swimming and Athletics Carnival. The Swimming Carnival was a good, sunny day. There were many competitors from across all year levels. It commenced with the 50 metre races in Freestyle, Backstroke, and Butterfly and 25 metres. On the day, Andrea Granato won three events; David Pretty-Mann won first, a second and two third placings. We had two students set records at the carnival and a number of event winners and placegetters. Jess Sutherland from the junior campus broke the 14 girl's 50 metre breaststroke record and Andrea Granato broke the 17 boy's record in the 50 metre freestyle and backstroke events. In the end the Gold House won on the day. We had a very successful day at the Division Swimming Carnival held at Queens Park Swimming Pool on Wednesday the 13th of March. Andrea and David progressed through to the Western Zone Championships. Throughout the day everyone enjoyed participating and the free swim at the end.

The Athletics Carnival held 21st March Wednesday had beautiful weather. Many students had standout performances on the day, as many records were broken again this year. At the end of the day the Purple house had won. The students who had succeeded will carry on competing in division, which will be held early September and will be future notified. It was great to see many year 12's who dressed up. It was an amazing day for all.

The inter-school sports intermediate boys Badminton came second. There will be many inter-school sports during the year like netball, soccer and basketball, future notices will be given about sign-ups and dates of the games. Our Senior Boys AFL team started the SSV Premier League Season on Wednesday May 9th in Bendigo against Bendigo Senior Secondary College. The Senior Girls Volleyball game will be held on Wednesday 28th we hosting the games.

On behalf of all the students we would like to thank all the teachers and students who helped organise, coach and those who are involved in sports events. Without your help these days would not run successfully.



Essendon Campus News

CAREERS UPDATE

New EKC Careers Page www.ekccareers.com

EKC Careers website. This website provides a comprehensive amount of careers information and links to other careers related websites. If students or parents have any careers related questions this website can be the first port of call.

Examples of things students or parents can use this website for include:

- Access VTAC CourseSearch and look for courses
- Access VCAA past exams
- Access information regarding VCE, VET and VCAL
- Browse bullseye charts to look at various occupations related to an area of interest
- Browse a calendar of state wide careers related events
- Get a tax file number, USI, lodge a tax return
- Choose a university
- Look up apprenticeships, traineeships
- Download relevant forms for work experience or structured work placement

YEAR 12 CAREERS COUNSELLING SERVICE

All students from year 12 will receive a career counselling appointment during semester 1.

YEAR 10 WORK EXPERIENCE

Work Experience is held from June 12th – June 22nd during term 2. Students should be well on the way to organising placements. Many year 10 students have already organised some really good placements. However there are some students that need to start trying to secure a placement as soon as possible. It's really important that it isn't left till the last minute! If students need help in finding a placement they should come and see Mr Kingham at the student services house.

CAREER NEWS BULLETIN

There is a Careers News bulletin sent home via compass to parents and students with important information such as University open days, course information and other opportunities. This is sent out every fortnight. Please read this bulletin regularly to ensure you are kept up to date with relevant careers information and opportunities.

***Mr Daniel Kingham - Careers/
Pathways Coordinator***

International student visit to Government House & Matsubara Visit



MOONEE VALLEY FESTIVAL

February 25th provided us with a perfect day for the students of Essendon Keilor College to participate in the annual Moonee Valley Festival. Students from years 8 through to 12 performed songs of various styles on the community stage in front of their peers and the local community. Thank you to Grace Clarke and Rhys Jones for representing the Essendon campus.



Moonee Valley Festival

Student Management 2018

Mr Mark McInerney, the Assistant Principal, oversees the Student Management team.

The Student Management of local students is coordinated by the following:

Year 10: Mr Derek Glennie

Year 11: Ms Suzanne Rose

Year 12: Ms Melissa Travers

International Student Coordinators: Mr Richard Myddleton, Mrs Carol Carland, Ms Wilson and Ms Kobayashi

Student Welfare: Ms Linda Muldoon

Careers/Pathways: Mr Daniel Kingham

Learning Specialists: Ms Tara Dunstan and Mr Drew Harrison

COMMUNICATION

News feeds are regularly posted on **Compass**. Please regularly access this online platform to check for messages as well as monitoring your child's attendance.

The address to access school's compass portal is:

<https://ekc.vic.idlf.com.au/>

(The Compass application is also available for iPhone and Android devices through your usual app store.)

Contact the Essendon General Office if you need to provide or change your personal details and phone the absence line if your student will be away from school for any part of the day.



Essendon Campus

Monday 28 May-1 June

Year 10 Exams

June 4

SSSpec Rehearsal

June 12-June22

Year 10 Work Experience

Wednesday 13 June-GAT

10am start (Senior Campus)

June 14

6pm Music Performance

(Keilor Campus)

June 15

End of Semester (Senior Campus)

June 18

Start of Semester 2

(Senior Campus)

June 29

END OF TERM

East Keilor Campus News—Ms Lisa Robinson, Principal



It has been a terrific start to 2018 and I thank all families for their support. You will have seen some of the building and painting upgrades already and commencing in May the campus administration is being repositioned and upgraded. The evacuation protocols and lock down procedures have also been reviewed and we have had two drills.

Learning Behaviour Our Student Learning Behaviour Procedures that stipulates that if a student misbehaves in class despite having received a number of warnings from the teacher, they may be exited from that class and sent to another classroom. Following this exit, the student is required to meet with the teacher that exited them to have a “reconnect” discussion. I thank you for your support in this process. Working together is showing marked improvements in the behavior of many students.

A reminder If your child is exited from class, you will be notified by SMS by 2.30pm at the latest that they will be required to attend a Reconnect Discussions until 3.25pm on that day. If this creates and problems for you as a family, contact the office where I will be more than happy to discuss alternative arrangements. The intention of this change is to minimize exits from learning by applying immediate consequences. My ultimate goals is your child is focused on learning and will never need to attend this reconnect discussion. **Uniform**

A reminder also of our uniform policy. We expect uniform to be worn each and every day with pride. If a student is at school out of uniform, one of the following practices will be appropriate: if the parent can be contacted the student will be sent home to return only when in full school uniform. If the parent cannot be contacted the student will be provided with emergency clothing (if available) for that day and after that shall not return to school until they are in full uniform. In an emergency, parents may write a note of explanation asking that an exemption be granted for that day. Where there is a longer term difficulty, the school will consult with parents to find a solution.

Progress Reports

Commencing in term two; East Keilor Campus is implementing three weekly progress reporting. This digital report will be available every three weeks on COMPASS and will be an ongoing track of your child’s progress, learning behaviour and homework. I have included the criteria that teachers will use to make the ongoing judgements regarding your child’s progress. You will also notice that the report generates a Grade Point Average (GPA) out of 4. This is a numerical measure to help us ensure your child is consistently performing. Any patterns regarding progress or lack thereof will become evident very quickly.

Students have been taken through the report and ensure they are familiar with the criteria and presentation of the report. Take the time to read these and discuss with your child. I have printed a paper copy of the report, however all future reports will only be available on COMPASS. You can access the report by the tab below:



East Keilor Campus students, the Library is open for
Homework Club on Wednesdays and Thursdays
afterschool



Niddrie Campus News—Ms Heather Hawkins, Principal



This year I welcomed new staff and Year 7's to our Campus Facility. There was an air of excitement and a anticipation as we started the process of getting to know each other. I am pleased to congratulate everybody on the way they have developed as a team. This applies to staff and students alike.

Classes have settled and are developing the skills needed to support the College School Wide Positive Behaviour Program. (SWPBS). Teachers are acknowledging good behaviour with REAL rewards. The Campus selects students to receive a monetary reward twice a term. March was particularly busy with students heading to Anglesea for camp. Non campers from both Campuses participated in a program at Niddrie.

Niddrie Campus STEM program continues to evolve and Ben Carroll was keen to be introduced to Mark Meccanoid who performed a dance for him under the instruction of Amelia Wright. Thanks to additional funding received the students have been programming the class set of Sphero Balls. Two excursions to Quantum to work on 3d Printing and Lego robots will round out the semester.

We continue to be impressed by the progress of the building works and are looking forward to its completion at the end of term 3.

Niddrie Key Staff:

Principal:

Heather Hawkins

Student Management 2018

Mr Anthony (Tony) Adamson, Campus Coordinator.

Head of English/ Humanities: Ms Yan Lau

Student Welfare:

Ms Kelly Brooks

Student Engagement:

New staff to the College: Ms Tammie Kantharidis , Ms Stephanie Kondogonis

The EKC Niddrie students have made great use of their lunchtimes, many becoming involved in the basketball tournament that ran in Term 1. Seven teams stormed the courts of the gymnasium as they passionately competed for the glory of becoming tournament victors. Of the four boy's teams that competed, The Las Angeles Cavaliers won the competition and The Flames took out the tournament win to top the three girl's teams. Student Involvement ranged from playing, coaching, refereeing, scoring, timekeeping, commentating and spectating.

The enthusiasm of students involved on all levels has created a vibrant welcoming place for all students to visit at lunchtimes whilst settling in to secondary school. would like to thank all students involved as without their enthusiasm, on or off the court, our lunchtime activities would not be as successful. In Term 2 we have 5 boys' teams and 3 girl's teams who have signed up to participate in our indoor soccer tournament which is already underway and a mixed netball competition for the second half of the term planned.



Junior Campuses—Music and Drama

7T and 7W— At the start of week two we attended a workshop at the Arts Centre and we learned how to turn everyday objects, such as fruit, cutlery, coins and even drawings into interactive musical instruments. We also had a guided tour of the Arts Centre and learned about different theatres, stages and the ways the sounds travel from the stage to the audience.

Years 7B and 8A students attended a Sound Inventions and Guided Tour at the Arts Centre, Melbourne. Using MaKey MaKey, a simple interface between a computer and the world, students learnt how to create their own instruments, how to program sounds and create a short musical performance. The workshop was a unique opportunity for students to combine design, technology, music and their own creations. The Guided Tour Explored the labyrinth beneath the famous spire, including the grand State Theatre, and uncover the fascinating story of this 130-year-old entertainment precinct.



Music Excursion Report – Rose Eddy 8A

On Tuesday 24 April, 8A attended an excursion to the Art Centre in Melbourne. We participated in a workshop where we learnt how to create a radio advertisement using online software. We then enjoyed lunch at the food court followed by a guided tour of the Arts Centre which was fantastic. We learnt so many new and interesting things on this excursion and had a great time.

Junior Campuses—Music and Drama

“Music expresses that which cannot be said and on which it is impossible to be silent.” *Victor Hugo*



By acting in a positive, pleasant and optimistic way, you become a positive, optimistic and enjoyable person.”

Brian Tracey



“ACTING IS NOT BEING EMOTIONAL, BUT BEING ABLE TO EXPRESS EMOTION.”

ROBERT QUILLEN

© Lifesback Quotes

CONGRAULATIONS to the following Year 7 students for being selected to participate in the 2018 State School Spectacular, held at

Hisense Arena in September:

Ethan Augustus
Zavier Augustus
Natalia Rehmtulla
Mitchell Mifsud
Cohen Tuakana
Christian Tuccitto

The annual Victorian State Schools Spectacular provides an invaluable performing arts opportunity for Victoria's government school students from Prep to Year 12, encouraging development of their creative skills, discipline, perseverance and confidence over months of rehearsals. Essendon Keilor College are involved in the Mass Dance component.

Keep up the hard work crew!



2018 AEROBICS TEAM

Senior Duo

Sammi McConnell (Year 12)
Aimee Mifsud (Year 12)

Senior Trio

Madeline Dossis (Year 11)
Georgia Paxinos (Year 11)
Ashley Barden (Year 11)

Intermediate Duo

Astara Jackson (Year 8)
Miranda Bullman (Year 8)

Intermediate Group

Laney McNeill (Year 7)
Izabella Lozanovska (Year 7)
Mary Bonett (Year 7)
Georgia Spring- Brown (Year 7)

Intermediate Trio

Felicity Lawrence (Year 7)
Rena Clarke (Year 7)
Natalia Rehmtulla (Year 7)

Girls are training exceptionally hard and improvements are phenomenal. With all this hard work, we hope to see rewards at the first competition of the year, Aerochallenge held on Saturday 16th June. GOOD LUCK!!!

Blair Harbrow
Director of Performance



CONGRATULATIONS TO ALL STUDENTS WHO HAVE SUCCESSFULLY BEEN CAST IN

BEAUTY AND THE BEAST

Cast members have been rehearsing since the start of Term 2, with principal cast members working hard to memorise their scripts, dancer's training hard and demonstrating a wide variety of skills, and ensemble cast exerting multi-talents with singing, dancing and acting skills at an exceptionally high level.

A massive congratulations to Charlize Rodier (Year 8) being cast as Belle and Zac Saunders (Year 10) as the Beast. Cast members will continue to rehearse each week and I am already so proud of the level of commitment shown.

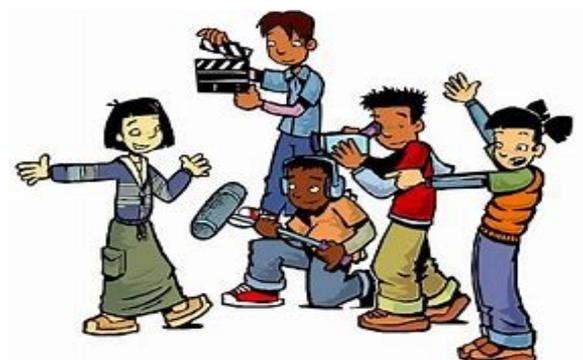
I would also like to thank all the families, teachers and students are currently volunteering their time with the making of costumes, set and props.

Show dates:

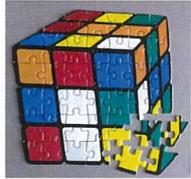
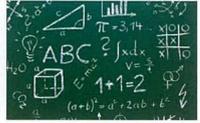
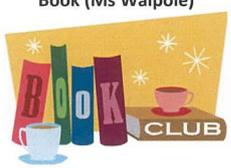
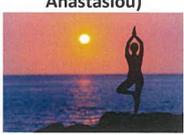
15th - 17th August at the Clocktower

It would be very exciting for all involved to have a full audience at each performance, therefore we will let you know when tickets are on sale. Get a group of friends together and go out for dinner and then come along to a highly professional, entertaining and beautiful Disney musical presented by Essendon Keilor College students.

Blair Harbrow
Director and Choreographer



LUNCHTIME CLUBS @ EAST KEILOR

	Monday	Tuesday	Wednesday	Thursday	Friday
Lunchtime Club Room	<p>STEM (Mr Cummerford)</p> 	<p>Poetry Slam/Rap Battles (Ms Stevens)</p> 	<p>Craft Club (Ms Lekkis)</p> 	<p>Puzzles (Ms Trembath)</p> 	<p>Maths (Ms Hamilton)</p> 
Lunchtime Library	<p>Book (Ms Walpole)</p> 	<p>Chess (Mr Cichy)</p> 	<p>Debating (Ms Robinson)</p> 	<p>Gardening (Mr Adamson)</p> 	<p>Mindfulness (KP/Ms Anastasiou)</p> 
Lunchtime Gym /outside		<p>Indoor Soccer (Ms Jones & Mr Williams)</p> 		<p>Sport (Ms Sheridan)</p> 	
After School Library			<p>Homework Club (Ms Mangion & Ms Anicic)</p> <p>KEEP CALM AND DO YOUR HOMEWORK</p>	<p>Homework Club (Mr Hadeed & Ms Jefferson)</p> <p>KEEP CALM AND DO YOUR HOMEWORK</p>	

CAMPS, SPORT AND EXCURSION FUND (CSEF)

The Camps, Sport and Excursion Fund has ensured that no student misses out on the opportunity to participate in important educational and fun activities. CSEF has been provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting Activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. If you are a new parent at the College and have not completed an application you may be eligible and will need to fill out a CSEF application for 2018 which is available from your Campus Reception.

HOMESTAY OPPORTUNITIES

Providing a homestay opportunity for an International Student offers the chance to learn about another culture and start lifelong friendships.

For further information or to register your interest please contact Vanessa Huynh on 9319 1350 or Chiu Kwan Tong on 9319 1389



EAST KEILOR CAMPUS TERM 2 LUNCHTIME CLUBS

Mondays—STEM, Book

Tuesdays—Poetry, Chess, Indoor Soccer

Wednesdays—Craft, Debating,

(Afterschool) - Homework

Thursdays—Puzzle, Gardening, Sport

(Afterschool) - Homework

Fridays—Maths, Mindfulness

BELL TIMES

Locker Bell	8:50
Focus Group	8:55
Period 1	9:20
Period 2	10:06
Recess	10:52
Locker	11:09
Period 3	11:14
Period 4	12:00
Lunch	12:46
Locker	1:25
Period 5	1:30
Period 6	2:16
End of Day	3:02

STUDENT DETAILS

It is very important that student, parent/guardians ADDRESS, PHONE NUMBERS, EMERGENCY CONTACT DETAILS AND OCCUPATION DETAILS are up to date and correct for ALL STUDENTS at the College. If any of your details have changed please contact your child's Campus Reception and you will be sent a 'Change of Details Form" to fill in, sign and return back to the College.

MEDICAL DETAILS—IMPORTANT

Please let the College know if your child/children develop or have any medical issues that teachers need to be aware of and also if a student's medical details have changed—please notify your Campus Reception.

EARLY LEAVERS

Parent/guardians are reminded to please notify the College Campus relevant to your child/children in advance of early student pick up. As there can be NO announcements during class time. You are required to send a note on the day or alternatively call Reception in advance to arrange pick up of your child/children. This will avoid any unnecessary delays.

ATTENDANCE

Parent/guardians are sent SMS messages daily via mobile phones if students are absent. Please notify the Campus Reception if your child is absent and provide a note or medical certificate to explain their absence. Student attendance is very important to successfully complete their year of study.

STUDENT NOTEBOOK/COMPUTERS

Parent/guardians are asked to share with their children the importance of caring for their Notebook/Computers and to be responsible and look after them.

EXCURSIONS

Please return Excursion permission forms promptly with the correct money if you have not paid fees and do not have CSEF—a receipt is always given.