Dear Parents and Guardians,

I wish to extend a very warm welcome to the 2017 school year to parents and students. A special welcome is extended to Year 7 parents and students and others new to the college.

There has been a happy atmosphere about the campus as students catch up with friends after the holidays and look to be friendly with students new to the college. I am very pleased to report that it has been a very smooth start to the school year. Students formerly in Year 7 and 8 at the Niddrie Campus have been inducted to the Keilor Campus as Year 8 and Year 9 students respectively. Students are settling into the campus routine and renewing friendships from inter-campus camps, College sporting teams and Year level excursions. As I walk about the yard at recess and lunch I enjoy hearing of happy times spent over the holidays and am impressed with the positive attitude of students.

Niddrie Campus Update

Year 7 students have settled well into their new learning hub in the Niddrie Library. Meanwhile, works are underway to demolish the empty school buildings ready for a Niddrie Campus rebuild to provide a 21st Century learning environment. Exciting times! Congratulations are extended to Ms Heather Hawkins, Niddrie Campus Principal, together with teachers and maintenance staff, who have ensured that all is ready to welcome Year 7 students.

School Photographs

Class group photos and individual portrait photographs were taken on Monday 6 February. I was very impressed with student uniform and wish to thank parents for your support in ensuring students are correctly attired. I was delighted, although unsurprised, to receive very positive feedback from the photographers with regard to the cooperative manner and pleasant demeanour or students – this reflects well on both parents and the college! Please note that photographs can be ordered online until 16 February. See overleaf for details. Orders placed after this time will incur an additional fee.

Swimming Sports

Friday 17 February

Students will start their day at the Keilor Campus for Friday morning classes moving across to the Leisure Centre at 10.30 am. All students are expected to attend. Parents are welcome to attend to ‘cheer on’ their son or daughter. Afternoon dismissal from the pool will be between 2.45 pm - 3.02 pm. Students are permitted to come to school wearing their sports uniform.

School and Parent Partnership

Teachers and parents have a common goal – success for students. Open communication between home and school is vital. I look forward to working with you and invite contact with either myself, Mr Tony Adamson, Campus Coordinator or any member of the teaching staff to discuss your child’s progress.

Best wishes are extended to all families for the year ahead.

Mary Donaldson
Campus Principal

Family Barbeque

Tuesday 21 February
6.00 pm at the campus

The families of all students in Years 7, 8 & 9 are warmly invited to join the teaching staff for a Twilight Sausage Sizzle

Sausages, salad, bread and fruit will be provided together with soft drink for children. Additional cans of drink: $1.00
**Staffing Matters**

Welcome to new staff members Mr Sean DeLany, Mathematics, and Ms Lynda Brown, Education Support. It is my pleasure to also welcome Mr Tony Adamson and to Ms Lillian Wilson both who have returned to the campus from a period of extended leave. A warm welcome is extended to staff from the Niddrie Campus: Ms Sharyn Trembath, Ms Blair Harbrow, Mr Jed Miller, Ms Angela Alessandri, Mr Rob Tapson, Ms Peggy Raitchevitch, Ms Lia Safalis-Tsiatsios, Ms Diana Walpole and Mr Fred Tsiliris.

**Personal Property**

Please be aware that neither the College nor DET (Department of Education and Training) holds insurance for personal property brought to schools and has no capacity to pay for any loss or damage. Students who choose to bring expensive items such as ipods and smart phones to school are responsible for these belongings and do so at their own risk. Money and items of value can be handed into the General Office for safe-keeping.

To assist with the safe keeping of wallets etc. during Physical Education and Sport sessions valuables are collected for safe-keeping by the sports teacher. Phones, iPod, wallet etc. should be placed in the valuables box at the start of the PE/Sport lesson. Under no circumstances should valuables or money be left in the change-rooms.

**Term Dates**

| Term 1: | 31 January – 31 March |
| Term 2: | Tuesday 18 April – 30 June |
| Term 3: | 17 July – 22 September |
| Term 4: | 9 October – 22 December |

Parents are requested to organise family holidays within the school holiday period.

**School Photographs**

Arthur Reed Photography

To order school photographs online go to www.arphotos.com.au and follow the prompts to place your order.

School Code: 1702EK982
Order photos before
11.59 pm, 16 February 2017

**Student Safety**

For reasons of student safety, access to the school driveway is restricted to staff cars and delivery vehicles only. Parents may not use the school driveway for drop off or pick up with the exception of parents requiring disability parking.

**Bell Times**

Students should arrive on campus by 8.40 am to allow time to get organised for classes.

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<thead>
<tr>
<th>Time</th>
<th>Description</th>
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<tr>
<td>8.40 am</td>
<td>Locker Bell</td>
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<td>8.55 am</td>
<td>Focus Group</td>
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<td>9.20 am</td>
<td>Start Period 1</td>
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<td>10.06 am</td>
<td>Start Period 2</td>
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<td>10.52 am</td>
<td>Recess</td>
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<td>11.09 am</td>
<td>Locker Bell</td>
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<td>11.14 am</td>
<td>Start Period 3</td>
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<td>12.00 noon</td>
<td>Start Period 4</td>
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<td>12.46 pm</td>
<td>Lunch</td>
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<td>1.25 pm</td>
<td>Locker Bell</td>
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<tr>
<td>1.30 pm</td>
<td>Start Period 5</td>
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<td>2.16 pm</td>
<td>Start Period 6</td>
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<tr>
<td>3.02 pm</td>
<td>End of School Day</td>
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<tr>
<td>10.52 am</td>
<td>Recess</td>
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<td>11.14 am</td>
<td>Lunch</td>
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Compass School Manager

*Compass School Manager* is a software package for school and parent use. *Compass* assists parents to stay informed and communicate with College staff. It will allow parents to monitor class attendance and book appointments for Parent Teacher conferences. To use the *Compass Parent Portal* access to the internet is required together with an active email address. When 'on the go' parents will be able to stay in touch using the *Compass School Manager* ‘app’ that can be downloaded to a smartphone. Please note that the first Compass login must be carried out over the internet.

Parents new to the College will receive login details by post in the near future. Please note that your username and password will be different to those used by your child. We request that you *do not* share your personal login with your child.

To access Compass open an internet browser and type in the College’s website address [http://www.ekc.vic.edu.au](http://www.ekc.vic.edu.au)

Click on the Compass icon to be taken to the Compass login screen and follow the prompts.

**Absence Text to Parents**

Another feature of the Compass program is the ‘Absence Text to Parents’. This text will be sent out daily to alert parents when their student is absent without explanation. If you receive an Absence Text please leave a message on the campus Absence Line as soon as possible to explain your student’s absence. If you are concerned about the absence please contact the school to speak with a teacher.

If you have any queries regarding *Compass* or need assistance with the first login please contact your campus office on 8331 0109.

### Physical Education and Sport

All students have a double session of both Sport and Physical Education each week. Parent support in assisting students to remember their sports uniform for these sessions is appreciated. For Health and Safety reasons students are required to wear supportive training shoes (sports runners) for all sport and Physical Education sessions. Please note that canvas lace-ups shoes are not permitted.

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<th>Phys Ed</th>
<th>Sport</th>
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<td>Wednesday</td>
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<td>7B</td>
<td>Friday</td>
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<td>8A</td>
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**Hats:** We encourage students to be sunsmart and to wear a hat and sunscreen whenever outdoors — recess, lunchtime and during sporting activities. A hat with the College logo is available for purchase through Noone, the official school uniform supplier.
Dates for the Diary

**Friday 17 February**
Swimming Carnival

**Wed 1 March—Friday 3 March**
Year 7 Camp

**Monday 6 March**
Year 7 Vaccinations (First vaccination of a series of three)

**Monday 13 March**
Labour Day, Public Holiday

**Thursday 30 March**
Athletics Carnival at Aberfeldie Park

**Friday 31 March**
Final Day of Term 1.
School dismissal at 2.15 pm

**Friday 14 April**
Good Friday (in school holidays)

**Term 2**

**Tuesday 18 April**
Return to school for Term 2

**Tuesday 25 April**
Anzac day public holiday

**Thursday 20 April**
Parent/Teacher/Student conferences

**Thursday 27 April**
Keilor Campus Open Day

**Tuesday 9 May—Thursday 11 May**
Naplan Testing

**Monday 15 May**
Pupil Free Day for Curriculum Planning

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Uniform

As I am sure parents are aware, the College uniform and the way it is worn provides a statement about the way we perceive ourselves. Uniform helps build school spirit, establish a sense of pride, belonging and identity among students.

I am most appreciative of the support we receive from parents with respect to uniform. Please continue to assist us by ensuring your son/daughter wears the uniform each and every day consistent with the school rules. Overall, I have been delighted with the smart appearance of the majority of students. I extend a thanks to parents for ensuring students are well-equipped and attired in the correct school uniform.

**School Shorts:** Knee length. The college sport shorts are for sport only and are not to be worn in the classroom. Leggings may not be worn at school for any reason.

**Socks:** must be white when worn with shorts, dress or skirt.

**School Shoes**
Shoes must be fully enclosed, supportive leather shoes. The shoe shown below is the preferred style for both girls and boys. Ankle boots, are not permitted. Canvas shoes, including ‘volleys’, may not be worn. Ballet slipper style shoes, ‘flats’ and slip on shoes are also unacceptable.

**Key Reminders**

**School Dresses and Skirts:** to be worn at knee length. As the girls grow taller the dresses and skirts get shorter! By Year 9 dresses and skirts are sometimes too short with no hem left to let down. It becomes time to purchase a new uniform which will take students through to the end of Year 12.

**Scarves and Head Scarves:** White or Navy Blue
School Vaccination Program, 2017
Year 7 Students

Each year vaccinations are provided to students free of charge through the local council. It is most important to keep vaccination rates high as this is a key factor in ensuring a healthy community.

All students in Year 7, are scheduled to receive vaccinations as part of the 2016 School Vaccination Program. Vaccine consent form/s will be sent home with students. Parents should read, complete and return the form/s regardless of whether your child is being immunized at school or elsewhere.

**Vaccination Dates in 2017**

**Keilor Campus**
1st Visit: Monday 6 March 2017
2nd Visit: Tuesday 2 May 2017
3rd Visit: Wed 6 September 2017

To learn more about vaccinations, the diseases, or how you can prepare your child for vaccination go to [http://immunehero.health.vic.gov.au/](http://immunehero.health.vic.gov.au/)

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**Reporting to Parents**

A Report on student progress is formally provided four times a year, usually towards the end of each term or at the start of the following term.

**Interim reports: Term 1 & 3**
The Interim Report, using a tick-the-box format, provides a ‘snapshot’ of progress, behaviour and attendance over the course of Term 1 and Term 3 respectively. This report provides the basis for discussion of student progress. Reports are collected by parents on the day of the [Parent Student Teacher Interviews](http://immunehero.health.vic.gov.au/) prior to meetings with teachers.

The first [Parent Student Teacher Interviews](http://immunehero.health.vic.gov.au/) for 2017 take place on Thursday 20 April in the first week of Term 2.

**There are two sessions:**
- **Session 1** 1.00 p.m. – 5.00 p.m.
- **Session 2** 6.00 p.m. – 8.00 p.m.

**End of Semester Report: Term 2 and Term 4**
Detailed reports are provided at the end of each semester. These reports contain information about a student’s study habits, learning progress and level of achievement.

Reports are mailed to parents at the end of Term 2 and Term 4.