

Dear Parent/Caregiver,

With only a short time to go before our College year commences, it is time for us to provide information to help plan for a smooth start to 2024.

Before College Commences

Prior to the start of the school year, you must have purchased your textbooks, personal stationery items and College uniform. Uniform is mandatory for all students. Please refer to pages 3-4 in the Contributions and Charges Handbook for information.

What to do on the First Day

College commences on Wednesday 31 January 2024 at 8.40am. All year 11 and 12 students are expected to attend on this day. From day two onwards, start and finish times will be dependent on each student's individual timetable.

We will start the first day of the school year with an Assembly in the College gymnasium to welcome all new students and to welcome back our existing students.

On arrival at 8.40am, students are to go to the area outside the gymnasium to meet their Advocate who will be holding a sign indicating the Advocate Group number. An Advocate Group listing will be available and students should check which Advocate Group they are in as this may have changed from 2023 or since Orientation. Once all students have gathered with their Advocate, they will move inside the gymnasium for the Assembly where they will receive essential information including their timetables.

Please bring a file, paper and pens with you on day one as we plan to start normal timetabled classes after first break at 11.05am. Students finish time will depend on their individual timetable.

Student Parking

There will be no parking permitted on College grounds. We advise students to use public transport, arrange to be dropped off/picked up, or find alternative parking in the area.

Drop Off and Pick Up

There will be no access to the front of the College for drop off and pick up.

Students can be dropped off at the back of the College on Lake Street and enter through the gate at the far corner of the College behind the Trade Training Centre.

This gate will close at 8.50am and reopen at 3.20pm each day for student access. Arrival or departure outside these times will require students to enter through the front gate on Sevenoaks Street.

College Contributions and Charges

An invoice for College Contributions and Charges was sent to you in December last year. An updated statement will be forwarded in March. We offer many payment options including cash, card payment in person or over the phone, direct debit from a credit/debit card (BPOINT) or direct funds transfer to our bank account. These options are all available as a payment plan. The Government also provides significant financial support to help parents with the education of their Year 11 and 12 aged students. Please refer to pages 5-6 of the Contributions and Charges Handbook for more information.

The Front Office staff are available to assist with any queries that you may have. Please do not hesitate to call us on 6235 7200 if you require help with any issues or concerns.

We are looking forward to working with you during 2024.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Karen Read', written in a cursive style.

Dr Karen Read
PRINCIPAL

A handwritten signature in blue ink, appearing to read 'Mary Anne Morgan', written in a cursive style.

Ms Mary Anne Morgan
VICE PRINCIPAL