

PARENT NOTICES

January 2018



College Mission . . .

Building on a foundation of Christian values, the mission of Aitken College is to enable students to become informed and compassionate members of the wider community by inspiring academic achievement and creativity, nurturing self worth, encouraging environmental responsibility and committing to service with and for others.

Term Dates for 2018

Term 1	2 or 5 Feb	to	28 March
Term 2	16 April	to	21 June
Term 3	16 July	to	21 September
Term 4	8 October	to	12 December

Important Diary Dates for 2018

Thur	01 Feb	Year 12 Learning Conference
Fri	02 Feb	Prep - Year 7 & Year 12 commence classes
Mon	05 Feb	Year 8 - Year 11 commence classes
Mon	12 Mar	Labour Day Holiday
Tue	20 Mar	Parent Teacher Interviews (Prep-12)
Wed	28 Mar	Parent Teacher Interviews (Prep-12) Term 1 concludes for students
Thu	29 Mar	Professional Learning Day (no students)
Mon	16 Apr	Term 2 commences
Wed	25 Apr	ANZAC Day
Mon	11 Jun	Queen's Birthday Holiday
Thu	21 Jun	Term 2 concludes for students
Fri	22 Jun	Report Writing Day (no students)
Mon	16 Jul	Term 3 commences
Tue	7 Aug	Parent Teacher Interviews (Prep-12)
Thu	16 Aug	Parent Teacher Interviews (Prep-12)
Fri	17 Aug	Professional Learning Day (no students)
Fri	21 Sep	Term 3 concludes
Mon	08 Oct	Term 4 commences
Mon	05 Nov	Mid Term Break
Tue	06 Nov	Melbourne Cup Day Holiday
Fri	23 Nov	Report Writing Day (no students)
Mon	10 Dec	Presentation Night (Years 3-12)
Wed	12 Dec	Term 4 concludes

STUDENT PASSWORDS

Student network passwords will be re-set. Students will receive a letter on their first day of school with their new password.

Aitken Facebook Page: The Aitken facebook page includes the latest news and pictures of College events; access it at: <https://www.facebook.com/aitkencollege/>

Schools Structure: Aitken College comprises four schools, each with a Head of School responsible for day to day management of the School.

Fairview	P - 2	Ms Kerrie Neophytou
Cumberland	3 - 6	Ms Karen McArdle
Dunhelen	7 - 9	Mrs Francis Scuderi
Brookhill	10 - 12	Mr David Murphy

First Day Arrangements: Parents of Year 7 students will receive a letter with details of their child's Homeroom teacher and classroom. All other students will be able to access this information on the Community Portal and My Aitken.

- Year 12 students start with a Year 12 Conference Day at Moonee Valley Racecourse on Thursday 1 February, 2018. Registration is at 8.30am. Year 12 classes commence on Friday 2 February.
- Prep to Year 7 students start on Friday 2 February, 2018. Year 7 students are to report to the Lower Plaza by 8.30am, Year 1 to Year 6 students go directly to their homerooms by 8.45am. Prep students will commence at 9.30am.
- Students in Years 8 to 11 start on Monday 5 February, 2018 and go to homerooms at 8.45am. Year 10 and 11 Homeroom lists and rooms will be placed on Senior School notice boards.

Parent Information Evenings: Parents are expected to attend these important information evenings. Topics discussed will include school and home expectations, curriculum, parent access to student work and assessment and relevant College policies.

Students are not required to attend. All meetings will be held in the Chapel and Performing Arts Centre commencing at 7.30pm. Please include the following dates in your diary:

Years P-2	Monday 12 February 2018
Years 3-6	Monday 19 February 2018
Year 7-9	Wednesday 7 February 2018
Years 10-11	Tuesday 6 February 2018
Year 12	Thursday 15 February 2018

College Calendar: The 2018 College Calendar for students and families can be accessed from the College website www.aitkencollege.edu.au (News/Events tab) and the MyAitken portal. This is a live calendar that will be continually updated as necessary.

New Staff: Welcome to the following staff for 2018

- Ms Joanne Lanagan (Year 1)
- Miss Hannah Petterson (Year 4)
- Miss Sarah Howells (Year 7 and English Faculty)
- Mr Dwayne Ganci (Commerce Faculty)
- Mr David Christofas (Head of Commerce Faculty)
- Ms Jacquelyne Armstrong (English Faculty)
- Mr Mickey Sukiman (Languages Faculty)
- Miss Jessica Healey (Youth Chaplain)
- Mrs Kay Mitchell (Registrar)

We also welcome back from leave:

- Miss Maria Koullas
- Mrs Caron Flynn
- Mrs Katie Hart
- Ms Cristy Herron
- Mrs Elsa Tsalapataris

2017 Year 12 Results: The College would like to congratulate all of our VCE and VCAL students on their results for 2017. We are extremely proud to share an overview of our VCE results with the College community. In another year of success and academic achievement, 115 students successfully completed their VCE this year and 12 students completed a VCAL certificate.

In particular, congratulations to our 2017 College Dux, Brian Chan. Brian achieved an outstanding ATAR of 99.75. He studied English, Mathematical Methods, Specialist Mathematics, Chemistry, Physics and University Mathematics. During his time at the College Brian also achieved College Academic Colours as well as Brookhill Service Colours demonstrating support for his peers. A wonderful achievement.

The following students who gave permission to publish their results also achieved ATARs above 90:

Joshua Pereira 98.7
Aneesh Verma 97.7
Liam Mordaunt 94.65
Nethmini Walliwala Gamage 92.35

The median ATAR was 60. With 16% of students achieving ATARs over 80 and 30% of students achieving ATARs over 70. There were 36 study scores greater than 40, placing students in the top 9% of students in the state, with two students achieving perfect study scores of 50. Studies where students achieved scores of 40 or greater were in Further Maths, VET Music Performance, Physics, English, Product Design,

Visual Communication and Design, Chemistry, Mathematical Methods. LOTE Indonesian, Legal Studies, Computing, Health and Human Development, VET Sport and Recreation, Physical Education, Business Management and Media. These study score results show the importance of students given the opportunity to follow their interests and celebrates a culture of high expectation in a large range of subjects.

We proudly celebrate the success of all our students who have given their best effort during their time at the College and thank the students, their families and teaching staff for their hard work. Success is a measure of the work ethic and contributions made. The College Careers Counsellors will now be supporting students as they finalise their tertiary choices, seek apprenticeships, seek employment or take a gap year.

We look forward to hearing about the adventures of students from the 'Class of 2017' as they transition to new and exciting opportunities. Alumni events in the form of a one, five, ten and twenty year reunion will be scheduled in due course and we will welcome Class of 2017 members back to the College to gather, share stories, reminisce and reconnect.

Digital Platforms: New parents will soon be issued with log-in details for the Aitken College Community Portal, accessed via the College Website. For continuing parents, log-in details will remain as they were in 2017. The portal includes details of students' teachers and timetables, family College financial accounts and student reports each semester.

Students and parents have continuing access to the MyAitken portal for daily information, learning resources and assessment feedback. Instructions regarding access for new parents will be issued very soon.

All requests for IT support should be emailed to ITsupport@aitkencollege.edu.au

Aitken College Foundation: The Aitken College Foundation accepts donations for building projects; contributions made to the fund are fully tax deductible. The normal recommended contribution for 2018 by parents is \$200 per student. This will go towards funding the new Kitchen Garden facility.

Parents and Friends Association: Parents are encouraged to support the upcoming activities of the Parents and Friends Association; please see the fortnightly newsletter for details and also the Parent Volunteer Form. The Community Business Directory is included in each newsletter and on the Aitken website; College family businesses may advertise for an annual fee of \$50.

Newsletter: An online College newsletter is produced at the start and end of each term and fortnightly during term time. Please make sure you read the information it contains, which includes news from each of the four schools and notices about upcoming events. Parents are

notified by email when each newsletter is published. Newsletters can be found via the College website: www.aitkencollege.edu.au (News/Events tab); you can also subscribe to the newsletter.

Canteen: The Canteen will be open from the first day of school. A menu is available on the College website (click on the Enrolment tab) and MyAitken portal. Note that the Junior menu applies to Years Prep to 6 only. On-line ordering and payment can be set up by following the instructions provided on the website.

Uniform: Students wear summer uniform in Term 1. Please check that correct shoes and socks are being worn; College grey socks for boys and College white socks for girls. All boys must be wearing the open-necked summer shirt without the tie. Girls' dress length is to the knee and boys' shorts must not be altered in design. Please remember that the College has strict rules concerning jewellery and piercings; hairstyles must be conservative and boys must be clean shaven. Students who are not attired and groomed correctly may not be permitted to attend classes.

Blazers must be worn to school each day, but are not worn going home if the temperature is over 25°C. The College jumper is not worn as the outer garment to or from school.

The winter parka is never worn without the blazer underneath (unless with PE uniform) and is only permitted to be worn to school in Terms 2 and 3.

Uniform items can be ordered from Schooltrenz on 9338 1334 or online at <http://schooltrenz.com.au/>

ID Cards and Photocopying / Printing / Internet: Students in Years 4 and 7 will be issued with a new ID card early in Term 1 (after student photos). Photocopying, printing and internet usage are linked to the student's ID card. When their printing quota is used up, students must go to Accounts to recharge their card. Students are responsible for the security of their ID card and network log-in password. They must not allow others to use these; please discuss this with your child.

Food Allergies and Anaphylaxis: A number of Aitken College students suffer anaphylactic / allergic reactions to some foods, especially but not limited to nuts. Please remember this when preparing your child's lunch or providing snacks for school. Remind your children to never share their food with other students. Please consider possible food allergies when inviting your child's friends to your home. If you plan to send birthday treats to school, please first consult with your child's Homeroom teacher.

The College has an anaphylaxis management plan in place for each affected student. Enquiries should be directed to your child's Homeroom teacher or Head of School. Further information about anaphylaxis can be found at www.allergyfacts.org.au.

Collection of Books and Stationery: The Campion Education book collection day will be held in Common Room 1 (VCE building) on Wednesday 17 January.

Collection times are 8.30am to 12.30pm and 1.00pm to 5.00pm. You will be required to pay for the items on the day of collection if they have not been prepaid. Payments may be made by cash, cheque or credit card.

Digital Text bundles as specified on the booklist must be ordered online from Campion. Students will receive instruction on downloading these resources.

Please contact Campion Education on 1300 433 982 if you have any queries related to booklists.

Fees: Term 1 fees will be mailed mid-January and are due to be paid by Thursday 1 February, 2018. An administration fee of \$55 will be charged if fees are not paid by the due date. Parents who wish to take advantage of the 3.5% discount for paying the full year's fees in advance are reminded that payment must be received by 31 January, 2018.

If you have any queries in relation to school fees, please do not hesitate to contact the Finance Manager, Mr Petar Gajic. Parents wishing to pay by instalments must make an arrangement with the Finance Manager to arrange an instalment plan.

Lunch Boxes and Drink Bottles: All students are encouraged to bring a re-usable lunch box and drink bottle to school. This will reduce the amount of litter created by single use packaging. Lunch boxes keep food clean and fresh without using any form of wrapping.

Student Mobile Phones and iPads: Students are responsible for the security of mobile phones and ICT devices; the College will not take responsibility for loss, theft or damage. Students from Years 6 to 12 have a locked locker for their valuables. Students should not be using phones during the day and may have them confiscated by the Head of School. Parents are requested not to call their child's mobile phone during school hours.

Music Tuition / Fee Arrangements: Invoices for students enrolled in instrumental lessons will be issued before Term 1 commences. Payment is required before lessons commence. If you wish to enrol your child in lessons for Semester 1, please email admin@aitkencollege.edu.au to request an application form as soon as possible.

Before and After School Drop Off / Pick Up: Children are not permitted to arrive at school before 8.00am when supervision commences. Children are dismissed from school at 3.05pm (Prep to Year 6) and 3.15pm (Years 7 to 12). Teacher supervision is only scheduled until 4.00pm.

Children in Prep to Year 6 who are not collected by 3.45pm will be sent to Out of School Hours Care. OSHC is operated by Kelly Club who will charge a fee. Students in Year 7 and above are permitted to work in the Library after school until 4.00pm.

Student Absence: Parents are required to telephone the College and leave a message by 8.00am if their child is absent or will be late.

Prep - Year 6 9333 1866
Years 7 - 9 9333 9225
Years 10 - 12 9333 9107

Requests for approval of extended absence during term time should be made in writing to the Head of School; please note that family holidays during term time can have a detrimental effect on a child's education.

Student ICT devices: Students will use iPads (class or personal devices) in their daily educational program. Use of ICT at school and using the College network assumes acceptance of the Acceptable Use Policy which can be accessed from the College website (Enrolment tab) or on My Aitken at <https://myaitken.fireflycloud.net.au/ehelp/ict-agreement>

As students enter the Senior School, many desire to use a laptop for their personal study and completion of work. From the start of Year 10, the recommended devices for students to use at school are either their iPad or an Apple Macbook; both of these have proven reliable for use on the College WiFi network and will be supported by the College IT team. Windows devices, due to the many variations in operating systems, can be unreliable in connecting to the school WiFi and hence users of these cannot be supported if problems arise

Traffic: The College believes that the best solution to traffic issues in the vicinity of the College is the duplication of Mickleham Road; ongoing lobbying of relevant authorities is directed towards this end. Whilst the College continues to highlight these issues with local and State governments, parents are also encouraged to contact VicRoads, Hume City Council, and the State Member for Yuroke, Ms Ros Spence, to raise your community concerns. Letters to the local Leader newspaper, the Herald Sun and The Age advocating for duplication of Mickleham Road would also be useful.

Please observe all traffic rules within the College:

- Speed limits; 40 km/h on the entrance road and 20 km/h on the ring road. Children may cross the road unexpectedly.
- Cars only travel anticlockwise on our internal ring-road: 8.00am - 8.45am and 2.50pm - 4.15pm. This is for safety reasons while buses are moving.
- In the western parent car park, please park in the reverse-parking bays before dropping children off. They should not be walking in the path of vehicles.
- Do not drop off or pick up children in the staff car park; there is no safe path for children into the school as the pedestrian crossing is not supervised.
- Cars parked along the ring road outside the primary school must not be left unattended at any time - this is a drop-off and pick-up zone; if you wish to leave your car you should use the gym or parent car park.

- When dropping off or collecting primary school children, please do not park near the windmills as the roadway is too dangerous for children to cross.
- Children and parents are only permitted to cross the ring road at the pedestrian crossing near the Gym, supervised at drop-off and pick-up times. Do not expect your children to cross the ring road anywhere else.
- Do not park in the marked disabled places; we have a number of families who require these and only cars with disabled stickers are permitted.
- Please strictly observe the sign-posted turn right rules onto Mickleham Road. Only a left turn is permitted during peak times morning and afternoon.
- If you arrive early in the afternoon to queue at the boom gate, do not block the main entrance road or roundabout. If the boom gate queue is full, excess cars must enter the car park and wait for the boom gate to open, after which you can re-enter the road.
- Parents are requested not to drop off or pick-up students in the neighbouring estate; students in cars should be driven into the school grounds.
- Year 12 students with licenses may apply to drive to school; a strict application process and expectations apply – students contravening these will not be permitted to drive into the property.

First Aid: Parents are requested to cooperate with the following:

- Students presenting at First Aid will be assessed, treated and sent back to class if possible. If unfit for class, parents will be contacted to collect them. The First Aid room is unable to accommodate students for very long so prompt collection by a parent or emergency contact is appreciated.
- The First Aid attendants will not remove dressings or re-dress wounds from injuries sustained at home; parents are requested to ensure that this is not needed.
- If you wish your child to receive medication such as paracetamol for pain or antihistamine for allergic reactions, please ensure that you have sent in a quantity in a labelled envelope.
- Please respond promptly if requested to supply an updated anaphylaxis or asthma management plan for your child.

Lost Property: To reduce loss of uniform items and assist their return, please ensure that all personal items are clearly and permanently labelled with your child's name. Items of uniform will not be given to students if there is no name on them.