The following is a quick guide to many aspects of Aitken College. For further information or clarification, please contact a Head of School or the Deputy Principal.

Aitken College Website: The College website is at www.aitkencollege.edu.au. It contains information relevant to many aspects of school life, including:
- Fortnightly newsletters.
- Information booklets and some College policies.
- Link to the Community Portal.
- Link to the App4 student electronic diary.
- Family Calendar.
- Canteen menus.
- Term Dates.

Newsletter: The College Newsletter is published every fortnight; it is emailed to parents and is also accessible at the Aitken College website. Parents are encouraged to read it regularly to keep up to date with College events.

Communication: Please keep the Registrar advised of changes to contact details, including parent email addresses. Email is increasingly used to advise parents of upcoming events.

Who to Contact: For concerns regarding your child, please contact the following:

For Prep to Year 9: the Homeroom Teacher, Assistant Head of School or Head of School.
- Fairview (Prep School Years Prep to 2) Head of School: Ms Kerrie Neophytou
- Cumberland (Junior School Years 3 to 6) Head of School: Mr Ashley Penny
- Dunhelen (Middle School Years 7 to 9) Head of School: Mrs Francis Scuderi
  Assistant HOS (Year 7): Mr Ben Prentice
  Assistant HOS (Year 8): Mr Michael Patchell
  Assistant HOS (Year 9): Mrs Elpis Vlahopoulos

For Years 10-12: the Head of House or Head of School.
- Brookhill (Senior School Years 10 to 12) Head of School: Mr David Murphy
- Head of Clarke House: Mr Vince Perri
- Head of Cameron House: Ms Alicia Hewes
- Head of Brodie House: Mrs Rita Paniagua
- Head of Millar House: Mrs Chris Monos

Absence from School: If your child is absent or late, please telephone the College by 8.00am:
- Prep to Year 6: 9333 1866  Years 7 to 9: 9333 9115  Years 10 to 12: 9333 9107

School Attendance: Parents should ensure that student attendance is as high as possible. Any requests for extended absence should be made in writing to the relevant Head of School. Family holidays during term time should be avoided as such absence can have a detrimental effect on a child’s education. If students are required to leave school early, parents must sign them out at Reception (for Years Prep to 9) or Senior School (for Years 10 to 12).

Consent Forms: Letters and consent forms relating to excursions are sent home with students and must be returned by the due date. Students will not be permitted to attend an excursion if the consent form has not been returned.

Community (Parent) Portal: The Community Portal is accessed from the College website. It includes details of a student’s teachers and Head of School (with email links), student timetables, family financial accounts, parent-teacher interviews and student semester reports. If you have difficulty logging in to the Portal, please email parentportal@aitkencollege.edu.au.
Student Diaries (Parent Communication and Homework):
Prep to Year 2 students use the Fairview Communication Book.
Year 3 to Year 5 students use the Cumberland Diary.
Year 6 and above students use the App4 Diary on their iPad. Parents can access the App4 Diary by following the instruction guide in the Publications section of the Aitken website (under News/Events).

Canteen: The canteen menu can be accessed at the Aitken website (under Enrolment). Also there are instructions for online ordering for Years Prep to 6.

Intranet and eLocker: All students have access to the intranet (My Aitken), accessed from the website, and eLocker, accessed from My Aitken or their iPad. eLocker is used by students to access learning resources and submit work to their teachers.

Uniform and Grooming: A complete list of uniform requirements, rules regarding grooming and details about the uniform shop can be found at the Aitken website (under Enrolment).

First Aid: The First Aid room is available for students who become unwell or are injured during school time. Children are only permitted to stay in the First Aid room for 10 minutes, after which they will be sent home if unable to return to class; contact will be made with a parent or an emergency contact who is able to care for them or take them to the doctor.

Lost Property: Lost property is sent to the First Aid room; named items are returned to students via their homeroom teacher. Unnamed items are retained for a short time after which they are passed on to the Parents & Friends Association for second-hand uniform sales.

Photographs and Privacy: Photographs of students engaged in school activities may be taken from time to time and will be used for purposes such as newsletters, the Yearbook, information nights, assemblies and Presentation Night.

The College collects information about members of the College community for a variety of purposes. A copy of the Privacy Policy can be accessed at the Aitken website.

Volunteers: Parents are welcome as classroom helpers and occasionally on excursions in the Primary school; this is coordinated by the Head of School who will induct helpers. All volunteers at the school are required to hold a current Working With Children Check card.

Traffic and Car Parks: Parents must observe all traffic rules within the College:
The speed limit is 40 km/h along the entrance road, then 20 km/h around the internal loop. During drop off and pick up times, parents must only park in the western parent car park, the Gym car park or along the internal ring road (cars not to be left unattended). Children must never walk across roads or the path of traffic except at the marked pedestrian crossing.

Drop off and pick up: Students should not arrive at school before 8.00am when staff supervision commences. After school, primary children not collected by 3.45pm will be taken to Out of School Hours Care and fees will apply. The pedestrian gate from the Providence estate is unlocked between 8.00am and 9.00am and again between 3.00pm and 4.00pm.

Buses: The College is serviced by several public buses; details of routes and fares can be obtained from the College or by contacting Tullamarine Bus Lines on 9338 3817. Five charter bus services operated by Sunbury Buses service Airport West, Gladstone Park, Westmeadows, Glenroy, Greenvale, Roxburgh Park, Craigieburn and Sunbury. Details can be obtained from the school.