



NOTRE DAME COLLEGE

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24 January 2020

Dear Parents / Guardians,

We trust that you have had an enjoyable break and are looking forward to the 2020 school year.

College staff are now busily planning and preparing for the commencement of the 2020 College year, and we thought it might be helpful if we contacted you and clarified some of the arrangements.

The College Office is now open and teaching staff return to work on Tuesday, 28 January 2020. This letter contains a range of information which will help your son/daughter to commence the school year in a positive and productive manner.

Student Commencement Dates:

- Years 7, 10, 11, 12 students commence on Friday, 31 January 2020
- Year 8, 9 and MCP students commence on Monday, 3 February 2020
- (Students in Years 8 to 12 who are new to the College are to meet their Head of House or the Director of the Year 9 Programme at 8:40am at College Reception)

Community Portal: The Community Portal provides parents with access to a range of information and services, including;

- **Statement of Results Archive**

A copy of 'Statement of Results' for each completed semester that your child attends the College for parents to download or print.

- **Parent Teacher Interviews**

Parents will book parent/teacher interviews using this tab. More details will be provided via the College Newsletter and the College Website as parent/teacher interview time approaches.

Attendance:

Daily school attendance is important for young people to succeed in education and to ensure they don't fall behind both socially and academically. The College places great importance in all students being at school on time, every day the school is open for instruction. If your son/daughter is going to be absent from school, we ask that you notify the College attendance line by 9:00am of the day of absence. Students who are late to school due to a medical or dental appointment are required to bring a certificate of attendance for this for it to be an approved lateness. If you ever have any concerns about your student's attendance at school, please contact the relevant Head of House.

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Compulsory School Events:

In all schools, including Notre Dame College, there are events that are compulsory for attendance and participation by students. When you enrolled your child at Notre Dame, you signed to that effect. The following events are compulsory:

- Attendance at Year 9 Daborra Camp
- Attendance at the Year 10 Formal
- Participation in the Year 10 Pathways/Retreat Days and Year 12 Retreat
- Attendance and participation at both the Whole School Athletics Carnival and Swimming Sports
- Attendance at the Year 7 and Year 8 camps
- Participation in Mission Mart and Caritas Ks

As we did last year, we will be keeping a record of student attendance at events, from Year 7 onwards. Medical certificates are required for an absence from an event. The consequences of missing compulsory events are:

- Ineligible to nominate for School or House Captains in Year 12
- Ineligible to represent the school in sports, debating etc.
- Ineligible to participate in Year 12 Graduation events

Uniform:

Please ensure that all your child's uniform items are clearly labelled with their name, so that they can be returned if lost. We do not keep unnamed lost property indefinitely. If you need to purchase any new uniform items the Uniform Shop opening hours are listed below.

College backpacks are compulsory items for all students in years 7, 8, 9 and 10 and 11. Please refer to the current **uniform code** and associated information on our website under *Community > College Uniform > Documents* .

Prior to the commencement of the 2020 school year, the Uniform Shop will be open:

Tuesday 28 January	Wednesday 29 January	The hours of operation for each day are: 9:00am - 1:00pm and 2:00pm - 5:00pm
Thursday 30 January	Friday 31 January	

During the school year the Uniform Shop opening hours are:

- **MONDAY:** 8:30am – 9:15am, 10:30am – 11:00am, 12:30pm – 2:00pm
- **TUESDAY:** 12:30pm – 2:00pm, 3:00pm – 4:30pm
- **THURSDAY:** 10:30am – 11:00am, 12:30pm – 2:00pm, 3:00pm – 4:30pm

Lockers:

Students will be allocated a locker on their first day at school; all students are required to have a lock for their locker (either a padlock or a combination lock), at this time. Please ensure that the lock which is purchased is sturdy and strong. When purchasing a padlock, please ensure that you buy one with more than one key. Spare keys may be brought to school in an envelope with the student's name on it and given to their Pastoral Group Leader in case the student loses, or forgets, to bring their key to school.

Unfortunately, thefts from lockers are an occasional occurrence and in the vast majority of cases the theft occurs from an unlocked locker. Please ensure lockers are locked at all times. Students who choose not to lock their locker face the possibility of losing access to their locker.

Home Study (many refer to this as homework):

One of the most common concerns raised by parents with teachers is that their son/daughter tells them that they don't have any homework or that they completed their homework at school. The College has a clear policy on home study which is printed each year in the Student Planner. We strongly suggest that parents set a regular time for their son/daughter's home study each night and supervise the home study. Research indicates that students who complete home study regularly each night and who are not distracted during this time by television, mobiles, iPods, etc. usually perform well academically.

Resource Materials:

Students are required to have all the necessary books and stationary as stated on their booklists (<https://www.notredame.vic.edu.au/booklists-and-classroom-materials>) when they commence the school year; this includes the appropriate calculator. If you did not order your son's or daughter's books last December through Champion School Supplies you may still purchase these by going direct to Champion at 13 Telford Drive in Shepparton.

Contacting the College:

If at any time you have a query or a concern, we encourage you to contact the College on 5822 8400 or at ndc@notredame.vic.edu.au. Often these queries can be answered by the staff at College Reception; if not, the office staff will connect you to the most appropriate person.

We look forward to working with you and your son or daughter this year.

Regards,



Mr John Cortese,
Principal