



SALESIAN COLLEGE

A CATHOLIC SECONDARY SCHOOL FOR BOYS

January 21, 2013

Dear Parents

Welcome to Salesian College for 2013.

Happy New Year! We hope that you and your family have had a refreshing holiday and that your son is looking forward to the commencement of the school year. 2013 is going to be a big year for the College and we are glad that you are able to be a part of it. It is very pleasing to see our numbers increase this year and we are continuing to receive enquiries regarding enrolments for 2013.

We are anticipating a wonderful start to the 2013 School Year. It will be a hive of productivity with the expectation that students will present to school ready to participate fully in their learning programs. We expect them to actively involve themselves in the vast array of activities on offer, taking full advantage of the educational opportunities available to them. We also expect them to present themselves with pride each morning wearing the College uniform with distinction.

At the commencement of each academic year, there are a number of important factors that we feel all parents need to be aware of. To assist in preparing you for the coming year this letter provides information, documents and directions which you need to read, familiarise yourself with, discuss and respond to as a family. Rather than sending letters, policies, indemnity forms and other documents separately, we have decided to send the majority of our documents at the same time. Hopefully, this will save time and reduce inconvenience for parent(s) / guardians, students and College staff.

A number of documents have been included with this letter. Others can be found in your son's Study Planner or on the College Website. You are asked to carefully read these documents and follow the directions which appear in the following table. Please note that a number of the documents have sections which must be fully completed before students can access computer equipment, attend excursions or participate in sporting activities.

FORM	Required Action
Medical Form (white)	Return Form
Local Excursion Agreement	Return Form
Photo Day Envelope	Return Form
Sacramental Letter	Return Form
Asthma Action Plan (if applicable to your son)	Return Form
Acceptable Use Agreement (Study Planner)	Read & Discuss
College Code of Behaviour (Study Planner)	Read & Discuss
Homework Expectations & Guidelines (Study Planner)	Read & Discuss
College Uniform Code (Study Planner)	Read & Discuss
Anti-Bullying Policy (College Website)	Read & Discuss
College Promotion Policy (College Website)	Read & Discuss

Information:

Start Dates for the 2013 School Year

Students in Year 7 and 12 will commence on Friday February 1, with the remainder of the student population to return on Monday February 4. If parents have any queries please contact the College from January 21 on 9807 2644

Information Evenings

To assist in the process of communication between home and school, there will be a series of Information Evenings for students and parents of boys in all Year levels. These will be held as follows:

Tuesday 5 February

Year 8	College Hall	6.45pm – 8.00pm
Year 9	Mannix Campus	7.00pm – 8.00pm
Years 10, 11 and 12	College Hall	7.45pm – 8.45pm

Wednesday 6 February

Year 7	College Hall	7.00pm
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We ask parents/guardians to arrive early so that we can make a prompt start. Students are not required to attend as the evening is specifically designed for parents.

The information evenings aim to be:

- A means of communicating the relevant College expectations of students to parents/guardians in each Year level.
- An opportunity for parents to be informed of some of the exciting educational experiences in which their son will be involved this year.
- An opportunity for a VCE information session providing parents with information about rules and procedures laid down by the Victorian Curriculum and Assessment Authority regarding the VCE. This will include information for Year 10 as well as Years 11 and 12.

To assist us in ensuring the evening is as valuable as possible, please feel free to contact us to highlight any areas or questions you would like addressed.

We are looking forward to seeing you at this important gathering. We hope that the Evening enables you to feel a welcome part of the Salesian College Community.

Uniform

There have been no changes to the school uniform with the exception of the phasing in of an optional winter sports top which we expect to happen over the coming year. We believe we will continue to see the boys wear the uniform very well again this year. One issue that tends to occur every now and then with a few of the boys is the wearing of shoes that are not what we consider to be school shoes. As described in the diary, black leather shoes are the only accepted footwear. Some companies market shoes as "school shoes" when in fact they are clearly skate shoes or runners. We ask parents to refrain from buying these as they are not acceptable and students will be asked to replace them. Another of the common uniform issues is the wearing of T-shirts under the College shirt which is not allowed and we ask parents to supply singlets if warmth is a problem so they are not able to be seen. The boys, upon returning to the College, will be expected to wear the summer uniform for Term One. A reminder to the boys that in the case we were to experience unexpected cooler weather they cannot wear the College jumper as an outer garment.

Student Planners

All students are issued with a school diary which is to be used for school purposes. It is a very important part of our communication channels and therefore staff can rightfully expect to be able to write on a given page without having to deal with graffiti. Parents are asked to sign any correspondence in the diary and respond if necessary. Staff will be using merits and cautions as a simple form of communication to let parents know what is happening on a daily basis; we ask parents to sign these and to talk to their sons about any issues that may arise and contact the College if deemed necessary. Diaries will be checked weekly by Homeroom Mentors and we encourage parents to check and sign the planners each week.

Classroom Behaviour

As we move forward and continue to improve the culture of learning in the school our expectations of students will continue to go higher. We are certain some students will react negatively to these raised expectations as they may see the acceptance of poor behaviour in the past. We are asking parents and students to be aware that there will be changes and to support us as we try to improve the teaching and learning environment so we are more able to provide the education your sons deserve.

Communication

In an attempt to improve communication with parents the school has introduced a number of initiatives including the new College website, SMS alerts for absences, electronic newsletter as well as the new intranet, SIMON. It is hoped that these initiatives will give parents greater access to information about their child and what they are doing throughout the school year. The first step in assisting us in improving this communication is asking parents to provide an Email address which they are contactable on and a mobile number if suitable. As new initiatives are introduced parents will be notified.

I would also like to draw your attention to 'Salesian Live' where you will find a number of policies important for the day to day success of your son at the College. These can also be found in your son's study planner. We encourage you to avail yourself of these policies.

Exciting New Development

The school will launch 'PAM' in the coming weeks. PAM stands for Parent Access Module which will provide information about your son's education including:

- Grades
- Attendance
- Behaviour tracking
- Course Outline
- Curriculum Documentation
- Calendar

Stay tuned for more information.

Sport

A reminder to all parents and students, sport at Salesian College is compulsory at all levels and students are expected to get changed for all sessions. It is also expected that students make themselves available for ACC sport if they are deemed to be good enough to make any of the teams. If a student is unable to compete in ACC competition on any occasion as a one off, they should inform their coach. If their unavailability is for a longer period they are asked to speak to the Head of Sport or the Principal.

Student absences

Parents are asked to report all student absences. Parents are asked to notify the College either by note, prior to the day of absence if it is a known absence, or by phone on the day of an absence prior to 10.00am. It would be appreciated if this was followed up with a note in the diary on their son's return to school.

Building Works

One thing many of you will notice when you come into the office is that work has begun on the reception area of the College. It is our fond hope that the modifications we are undertaking will make reception more efficient and welcoming to our parents and guests. Planning is underway for the upgrade to the Science wing and we will be releasing a request for tender in the coming months with a view to begin work at the end of Term Two. We will continue to update you on the progress of these works as well as to advise you of any changes that may affect you and your son, such as school access.

Please contact your son's Year Level Co-ordinator or Head of House, in the first instance, if you have questions or queries concerning any of the information provided in this letter and the accompanying documents. Also, please feel free to contact me throughout the course of 2013 if you wish to discuss any matter concerning your son's education or welfare.

While 2013 is already proving to be a very busy time, I am looking forward to a very productive year and hope that you and your family are as enthusiastic about the changes that are about to occur as we are.

See you all soon.

A handwritten signature in black ink, appearing to read 'Rob Brennan', with a long horizontal flourish extending to the right.

Rob Brennan
Principal