



NOTRE DAME COLLEGE

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25 January 2021

Dear Parents / Guardians,

We trust that you have had an enjoyable break and are looking forward to the 2021 school year.

College staff are now busily planning and preparing for the commencement of the 2021 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 Wednesday, 27 January 2021. 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, 9, 10, 11, 12 students commence on Friday, 29 January 2021
- Year 8 and MCP students commence on Monday, 1 February 2021
- (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)

SEQTA Engage

One of the key features of Notre Dame ENGAGE is ongoing reporting throughout the semester that allows teachers to communicate regular feedback regarding your child's achievements and growth.

ENGAGE offers information related to your child's learning as well as College services and programs. These include:

- Daily Timetable
- Attendance
- Assessment Results
- Feedback on Assessments
- Statement of Results
- Parent Teacher Interviews
- Notifications

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.

PTO

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:

- College Mass
- Attendance at Year 9 Daborra Camp
- Attendance at the Year 10 Formal
- Participation in the Year 10 Pathways/Retreat/Wellbeing Days
- Attendance and participation in 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 now compulsory items for students in all year levels. Please refer to the current **uniform code** and associated information on our website under *Community > College Uniform > Documents*.

Prior to the commencement of the 2021 school year, the Uniform Shop will be open:

Monday 25 January	Wednesday 27 January	The hours of operation for each day are: 9:00am - 1:00pm and 2:00pm – 4:30pm
Thursday 28 January	Friday 29 January	

During the school year the Uniform Shop opening hours are:

- **MONDAY:** 8:30am – 9:30am, 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 you purchase 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.

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 Campion School Supplies you may still purchase these by going direct to Campion at 13 Telford Drive in Shepparton.

COVID-19 Regulations

We continue to follow current DHHS regulations and the Operation Guide from the Catholic Education Commission to manage COVID safe restrictions. This includes maintaining high cleaning standards and social distancing, limiting access to outside visitors where possible and adapting or modifying some activities. Currently, parents are unable to attend whole school events during the school day and are only permitted in the main reception areas at Knight Street and Emmaus. Any updates to our current processes can be found on the College website under the Novel Coronavirus quicklink.

School Buses

In line with advice from the Victorian Chief Health Officer, fitted face masks must be worn indoors by everyone aged 12 years and older when on public transport and school buses – unless a lawful exemption applies. A fitted face mask that covers the nose and mouth is the only type of face covering allowed. Face shields, scarves or bandanas do not meet requirements.

Everyone aged 12 and older must carry a face mask at all times. For further information follow link <https://www.notredame.vic.edu.au/community/bus-travel>

Year 7 Parent/Guardian Information Evening

All Year 7 2021 parents/guardians and students are invited to an information evening on Thursday 28 January. This will be held in house groups across a number of venues at the College in line with COVID restrictions.

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. Information is also available on the College website and our Facebook page. 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