13 November 2015

Dear Parents,

Your son or daughter will be involved in the Headstart Program **Monday, 23 November to Friday, 27 November**. Current Year 10 students will receive their week’s timetable next week and they must bring it with them to an assembly which will be held during period 1 on the Monday. Each subject that your son/daughter is studying will have four x fifty minute periods allocated to it throughout the week. In addition the students will have a seminar with Elevate Education as part of the introduction to the 2016 academic school year.

The College sees this Program as an important one in setting the level of expectation for the 2016 school year—it is not a ‘filler’ activity, with any work assigned to be completed over the break establishing a starting point for next year. Failure to complete the tasks set does not bode well for the rest of the year and is not supportive of the cohort in efforts to derive best possible outcomes for the students. Many schools now operate a program similar to ours, with a number engaging in a two week immersion in the VCE. Dedicating a week to establishing the 2016 framework is a worthwhile enterprise, which the students need to support.

The usual College rules regarding uniform and presentation will be in place and rolls will be marked. The bus services will run as per usual. Please note that the staff allocated to teaching in the Headstart program are not necessarily the staff members who will be teaching that subject in 2016 and that the student groupings may change over the Christmas break. Students will receive a 2016 timetable upon their return to school in the new year.

Parents are asked to note two points in particular:

1. **On Monday, 23 November** and **Friday, 27 November** classes conclude at the end of period 5 i.e. 2.25pm and students may leave the school grounds. **However, if your son or daughter is studying a Unit 3 and 4 subject in 2016 and that class is timetabled for period six Monday or Friday he/she is expected to attend.**

2. The 2016 Year 12 program will begin on **Thursday November 19.** If your son/daughter has a Unit 3 or 4 class scheduled on either of these days and they are available to attend they are welcome to do so. **However their final exams take precedence over a Headstart class and he/she must sit the exam.**

Should there be an issue in regard to your son or daughter attending Headstart, please let your child’s House Leader know. The College will do all it can to ensure that any work set and material covered during the week will be available for your son or daughter.

Yours faithfully,

Anne McLachlan
Assistant Principal – Students