EMMAUS COLLEGE

YEARS 7 – 12
TRANSITION INTO 2016

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1. **ORIENTATION PROGRAM, 2016**

To promote a smooth beginning of the 2016 year the College will continue to conduct an Orientation Day for Year 7 students during the first week of the College year.

**Please note the General Office at both Campuses will be closed on Wednesday 27th January 2016 until 11.00 am due to a staff conference.**

<table>
<thead>
<tr>
<th>STAFF CONFERENCE WEDNESDAY 27th &amp; THURSDAY 28th JANUARY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERMONT SOUTH CAMPUS</td>
</tr>
<tr>
<td>Year 7 Friday 29th January 2016 8.35am to 12.30pm</td>
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<tr>
<td>VERMONT SOUTH &amp; BURWOOD CAMPUSES</td>
</tr>
<tr>
<td>All students Year 7-12 are required for classes Monday 1st February 2016</td>
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</tbody>
</table>

* All Year 7 Students are required to attend Orientation Day in College Uniform with College Bag. Normal charter buses will be available to transport students to and from school to meet the above times.

* The Vermont South Campus Canteen will be open at recess on Friday 29th January, 2016.

* The Vermont South and Burwood Campus Canteen will be open at recess and lunch from Monday 1st February 2016.

* The full Year 7-12 Campus Timetable will operate from **Monday 1st February, 2016**.

2. **BOOKS, E-BOOKS & STATIONERY**

Office Max is the official supplier of Books, E-books and Stationery.

Most texts now come with options for print or digital or both. Care needs to be taken with second hand texts about whether the digital resources can be accessed. At Years 7-9 some general Apps are required.
3. RESOURCE LIST

Resource Lists
Years 7, 8, 9, 10, 11 & 12
Lists can be accessed on-line on the Office Max website at www.officemaxschools.com.au. Orders should be placed on-line at this website.

How to fill in your Resource List
To ensure efficient service it is essential that ALL directions for completing the Resource List are carefully followed. Orders are placed on-line at www.officemaxschools.com.au.

All orders will be sent out by Australia Post

Orders placed on or before Tuesday 1st December 2015 will be delivered FREE of charge. Orders placed between Wednesday 2nd December 2015 and Wednesday, 9th December 2015 will incur a $9.95 Inc GST delivery fee. Orders placed on or after Thursday, 10th December 2015 will incur a $19.90 Inc GST delivery fee.

4. VCE ENGLISH & LITERATURE BOOKS - YEAR 12

4.1 All students will be required to buy copies of some of the texts required for English and Literature and to READ them before school commences.

4.2 English Books and Literature for Yr 12 will be available during Headstart week.

5. SECOND-HAND TEXTBOOKS – ‘SWAP MEET’

The market for second-hand books for 2016 will be significantly reduced due to the use of iPads at Years 7, 8, 9, 10 and the introduction of eBooks.

The College will assist families by providing a venue for a ‘Swap Meet” type arrangement in the Tony Frizza Stadium on Friday 4th December between 5pm-7pm.
Families can buy and sell textbooks that will be used in 2016.

Guidelines for Selling:

1. Attached is a list of books for each year level which details the books that are carrying over into 2015. This includes:
   • The 2015 Recommended Retail Price
   • Good Condition resale price - based on 66% of the RRP
   • Fair Condition resale price - based on 50% of the RRP
2. These prices are a **GUIDE ONLY** and families are free to charge whatever they like. (Please remember that if you over price a book it may not sell.)

3. Some books also have an eBook/CD component. Price consideration should be taken into account if this option is not being sold with the book.

4. Some books require a code to access additional web content. Generally these codes can be renewed annually for a fee.

5. Please ensure that you bring plenty of cash and loose change for your purchases.

6. A desk and chair/s will be provided. Signage is at your discretion.

7. As attendance at this event is voluntary, we cannot guarantee there will be sufficient books to meet all needs.

8. School bags, hats and rugby tops will be available for sale from the Stadium kitchen area during the Swap Meet.

6. **SALE OF SECOND-HAND UNIFORMS**

Parents are able to buy and sell good to excellent uniform items through the College Second-Hand Uniform Shop. The Second-Hand Uniform Shop will be open on sale dates outlined below and during school terms (See College Newsletter for term dates). Uniforms are sold on a commission basis. The Second-Hand Uniform Shop and its volunteers will price all garments as set out by the College. When purchasing second-hand items there will be no refund or exchange. For further information the Second-Hand Uniform Shop can be contacted on Uniformshop@emmaus.vic.edu.au.

**Items to be sold**

- Must be clean and in good condition. **No tears, stains, holes or broken zips.** A little effort with repair, washing and ironing may make the difference between selling clothing or not. Garments in need of repair, stained or faded will not be accepted or sold. If items are deemed unfit for sale they will be disposed of.
- **Blazers** must, by regulation, be **dry-cleaned,** with the **dry cleaning tag attached. (Blazers not dry-cleaned will not be sold and will be returned to seller.)**

**Preparation**

- Complete the **Second Hand Uniform Items For Sale** form. This can be downloaded from the website or collected from Student Services Vermont South or Burwood.
- Supply name, address, postcode, and phone number, email and bank account details with all garments.
- Smaller items should be in a bag and attached to garment/s on hangers.
- Sign and date the form. If the form is not signed, it will not be accepted.

**Receipt of Uniforms for Sale**
Uniforms can be left at the Second-Hand Uniform Shop, Vermont South Campus on the dates listed below.

- If the Second-Hand Uniform Shop is unattended, please leave uniforms at Student Services.

**Second-Hand Uniform Shop (Vermont South) Open Days**

- Wednesday 9th December 9.00am – 4.00pm
- Thursday 10th December 9.00am – 4.00pm
- The Second-Hand Uniform Shop will be open on Friday 22nd January 2016 between 9.00am – 1.00pm.
- Payment by cash, cheque, eftpos or credit card.

**Payment for items sold and collection of unsold items**

Payments of sold items will be paid into your bank account at the end of each term throughout the year.

If you wish to collect unsold items please organise with Tania Keogh. Unsold items will be retained for sale during the year. If items have not sold after two end-of-year sales they become the property of the College and will be used for families in need.

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### 7. AVAILABILITY OF COLLEGE BAG

The Emmaus College Bag, a compulsory item of uniform, is available from the Cashier’s Office, Vermont South Campus.

- Chiropractic Back Pack $70.00
- Sports Bag (Optional) $11.00
- All prices include GST.

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### 8. TRANSPORT ARRANGEMENTS

**Student Concession Cards – Public Transport**

Students aged under 17 years are eligible for concession fares on public transport in Victoria. They do not need a Victorian Public Transport (VPT) Student concession card to travel on a concession fare.

Students aged 17 years and over need a Victorian Public Transport (VPT) Student Concession Card to buy concession fares. Please note that a school ID card does not entitle you to buy concession fares.

All students require a VPT Student Concession Card to purchase a yearly or half-yearly student pass allowing unlimited travel in Zone 1 and 2 for the duration of the pass.

Application Forms can be obtained from staffed train stations or downloaded from ptv.vic.gov.au.
CHARTER BUS SERVICE

The College operates a daily charter bus service in conjunction with Crown Coaches to transport students from the following areas:

Boronia, Burwood, Knoxfield, North Blackburn, Rowville, Scoresby & Wantirna

Students travelling on the bus are issued a card, which they present each time the student catches the bus. The card is issued each Semester for as long as the student uses the bus service and must be returned to the Cashier’s Office if the service is no longer required. Replacement cards are available at a cost of $5.00. Students will be issued their bus card at the commencement of the school year. Payment is NOT REQUIRED when the ticket is collected.

| The charter bus service will cost approximately $960.00 |

| The cost of travel one way will be approximately $480.00 annually. One way arrangements will only be made if places are available. |

| The cost of buses, for Year 9 students only, between campuses will be approximately $540.00 annually. The cost of travel one way will be approx. $270 annually. One way arrangements will only be made if places are available. |

9. CALENDAR

Each family will receive a Calendar containing dates of all College activities for 2016. It is hoped that this Calendar will enable parents to be informed of all College activities and plan their personal and family commitments accordingly. This Calendar will be distributed early in the 2016 school year. The College website also includes a calendar with important dates.

10. CLOSURE OF SCHOOL OFFICE

The College Office will close on Thursday 17th December at 12.00pm and re-open on Wednesday, 20th January, 2016.

Note: The Office at both Campuses will be closed on Monday 25th and Tuesday 26th January (Public Holiday). On Wednesday 27th January the office at both Campuses will be closed until 11.00 am due to a staff conference.
11. SECOND SEMESTER RESULTS/REPORTS

Reports are only issued if:
* All Library resources are returned
  - Years 7, 8 & 9 loans are to be returned by Friday 27th November
  - Year 10 loans are to be returned by Thursday 19th November
  - Year 11 loans are to be returned by Thursday 19th November
* Years 7-11 students are to retain their locks from this year for 2016
* All outstanding fees, charges and College requirements regarding the re-enrolment process have been met, or appropriate arrangements concluded with the Business Manager.

Years 7-9 Students
Reports for Years 7-9 students will be posted to parents on Thursday, 17th December 2015. Reports will be made available on the Parent Portal.

Year 10 Students
November 12th Examinations commence
November 23-27th Returning VCE students are required to attend the Year 11, 2016 Headstart Program

On Friday 27th November Reports and Results will be available for collection before the students are dismissed. Reports will be made available on the Parent Portal. If a student finds that they have not met subject requirement/s, an appointment is to be made to see Mr Merrick.

Reports for students undertaking VCAL in 2015 will be posted on Friday 27th November

Year 11 Students
Year 11 Results will be available from the Vermont South Campus on Monday 23rd November to all returning students. Reports will be made available on the Parent Portal. Non returning student reports will be posted.
Returning students are required to attend the Year 12, 2016 Headstart Program to be conducted from Monday 23rd November until Friday 27th November.

12. DISTRIBUTION OF 2015 COLLEGE ANNUAL

The College Annual is an excellent keep-sake and record of events and activities at Emmaus College during this school year. In order to provide the fullest possible coverage of the year’s events, its publication and distribution date will be February 2016.
13. TERM DATES FOR 2016

Term 1

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Staff Conference</td>
<td>27 &amp; 28 January</td>
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<tr>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>Year 7 Orientation</td>
<td>29 January</td>
</tr>
<tr>
<td>Year 7 - 12 Full Program</td>
<td>1 February</td>
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<tr>
<td>Term ends</td>
<td>24 March</td>
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Term 2

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Students commence</td>
<td>11 April</td>
</tr>
<tr>
<td>Report Writing Days Years 7-12</td>
<td>10 June</td>
</tr>
<tr>
<td>(1.00pm finish) (no classes 7-11)</td>
<td>14 June</td>
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<tr>
<td>Term ends</td>
<td>24 June</td>
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Term 3

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Staff Conference (no classes)</td>
<td>11 July</td>
</tr>
<tr>
<td>Students Commence</td>
<td>12 July</td>
</tr>
<tr>
<td>Term ends</td>
<td>16 September</td>
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Term 4

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Staff Conference (Year 7-11)</td>
<td>3 October</td>
</tr>
<tr>
<td>Students commence (Year 7 – 11)</td>
<td>4 October</td>
</tr>
<tr>
<td>Term ends – Years 7 &amp; 8 final day</td>
<td>7 December</td>
</tr>
<tr>
<td>Teaching staff complete duties</td>
<td>14 December</td>
</tr>
<tr>
<td>Office Closes 12.00pm</td>
<td>20 December</td>
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Term 1 - 2017

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Staff Conference</td>
<td>27 January</td>
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<tr>
<td>Staff Conference</td>
<td>30 January</td>
</tr>
<tr>
<td>Year 7 Orientation</td>
<td>31 January</td>
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<tr>
<td>Year 7 -12 Full Program</td>
<td>1 February</td>
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