

EMMAUS COLLEGE

TRANSITION **INTO 2017**

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1. ORIENTATION PROGRAM, 2017

To promote a smooth beginning of the 2017 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 Monday 30th January 2017 until 11.30 am due to a staff conference.

STAFF CONFERENCE MONDAY 30th & TUESDAY 31ST JANUARY 2017		
VERMONT SOUTH CAMPUS		
Year 7	Wednesday 1st February	8.35am to 12.30pm
VERMONT SOUTH & BURWOOD CAMPUSES		
All students Year 7 -12 are required for classes Thursday 2nd February 2017		

- * **All Year 7 Students are required to attend Orientation Days in College Uniform with their 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 Wednesday 1st February, 2017.
- * The Vermont South and Burwood Campus Canteen will be open at recess and lunch from Thursday 2nd February 2017.
- * The full Year 7-12 Campus Timetable will operate from **Thursday 2nd February, 2017.**

2. BOOKS, E-BOOKS & STATIONERY

School Booklists for 2017

Please read the instructions below carefully.

Officemax is the official supplier of books, ebooks and other resources for Emmaus College.

All details about how to order your books can be found in the College website at www.emmaus.vic.edu.au

Go to the Learning Tab, booklists and follow the instructions.

The screenshot shows the Emmaus College website navigation menu with the following items: OUR SCHOOL, FAITH, LEARNING, STUDENT WELLBEING, COMMUNITY, and ENRO. Below the menu, there is a grid of links: Teaching and Learning, VCE, Library, e-Learning at Emmaus, Subject Selection and Forms, Work Experience, 2016 Key Dates, Booklists, Learning Areas, Enhancement, Curriculum, and Education Support. Below the menu is a photograph of a woman and a man. Underneath the photo is a section titled 'Booklists' with a sub-link 'eBooks, books, iPad Apps and Stationery' and a note: 'OfficeMax is the supplier of ebooks, books and stationery for students at Emmaus College.'

Following this link will take you to the Officemax schools website:

1. Go to www.OfficemaxSchools.com.au and search for Emmaus Catholic College.

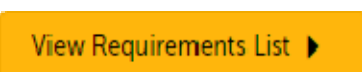


2. To get the requirements list, please enter the password provided by the school to access the booklists. When ready, the password will be on the College Website in the Booklist section.



3. Enter in the name and details of the **first** student you would like to place an order for. For families with more than one child attending the school, you will be able to place an order for another student before payment.

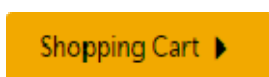
4. Select the Year level enrolled in for 2017, and then select the subjects that will be undertaken in 2017. Scroll down the page and select:



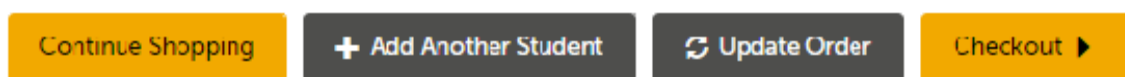
5. Scroll down the page and read the notes relating to each subject and product. **If you do not require the item on the booklist, please decrease the quantity to 0.** You can also increase the quantity if you wish.



6. Once you have completed the order for the first student, scroll down the page and click on **Shopping Cart** ►.



7. From the Shopping Cart, you can **Add another student**, or you can **Continue Shopping** if you would like to search for stationery items not listed on the booklist. Once you are happy with your order, select **Checkout** to make payment.



Payment methods available online are PAYPAL®, VISA® OR MASTERCARD®. Your card will be charged immediately at the time of placing your order. An order confirmation will be sent to your specified email address.

Delivery of OfficeMax orders by Australia Post:

DELIVERY SERVICE

All orders will be sent out via Australia Post. A specific time of delivery cannot be requested. In the event that nobody is available to receive the delivery, the driver will attempt to find a safe place to leave your goods. In the event the driver cannot locate a safe place to leave, a card will be left and your goods will be taken to the local Post Office for collection. Please note that PO Boxes are NOT allowed.

DELIVERY FEE

Orders placed on or before 10pm Sunday 4 December 2016 will be delivered FREE of charge.

Orders placed after 4 December, and on or before 18 December 2016 will incur a delivery fee of \$9.95.

Orders placed after December 18, and on or before 31 December 2016, will incur a delivery fee of \$19.90.

DELIVERY GUARANTEE

Orders placed on or before Sunday, 4 December 2015 will be delivered on or before Saturday, 31 December 2016.

Orders placed on or before Sunday, 18 December will be delivered on or before Wednesday 25 January 2017.

MISSING ITEMS

Claims must be addressed with OfficeMax no later than 7 days after you have received your goods. Please note that missing items will be sent directly to you via Australia Post. If a product is unavailable at the time of packing your order, the product may be substituted with a similar product of the same or greater value.

BACK ORDERED ITEMS

If a product is unavailable and cannot be substituted the product will be placed on back order. Back ordered items will be sent to the address of your initial order free of charge when OfficeMax receives the product from the supplier. OfficeMax will notify customers on the status of items on backorder.

QUESTIONS?

For questions regarding your order and delivery, please contact Officemax Schools on **1800 004 427**.

3. SECOND-HAND TEXTBOOKS – ‘SWAP MEET’

The market for second-hand books for 2017 has been significantly reduced due to the use of iPads at Years 7, 8, 9, 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 2nd December between 5pm-7pm**. Families can buy and sell textbooks that will be used in 2017.

Guidelines for Selling:

1. Attached is a list of books for each Year level which details those books that are carrying over into 2017. This includes:
 - The 2017 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.

4. SALE OF SECOND-HAND UNIFORMS

EMMAUS COLLEGE SECOND HAND UNIFORM SHOP Vermont South Campus

Families are able to buy and sell uniform items through the Emmaus College Second Hand Uniform Shop.

The Emmaus College Second Hand Uniform Shop is open regularly during each school term. Please refer to the College Website and Newsletter for opening times.

BUYING UNIFORMS

- There is no refund or exchange on Second Hand Uniform items purchased.
- We accept EFTPOS, Cash and Cheque.

SELLING UNIFORMS

- Uniforms are sold on a commission basis.
- All items will be priced by the Emmaus College Second Hand Uniform Shop according to their condition.
- The Emmaus College Second Hand Uniform Shop reserves the right not to accept items they consider do not meet the College uniform regulations.
- All items must be clean and in saleable condition ie no tears, stains, holes, fading, missing buttons or broken zips.
- Blazers must be dry-cleaned with the dry-cleaning tag attached.

A Second Hand Uniform Item For Sale form needs to be completed with your details and included with items for sale.

Items can be left at the College office during business hours 8am - 4pm Monday to Friday. All enquiries to uniformshop@emmaus.vic.edu.au

5. 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	\$75.00
Sports Bag (Optional)	\$11.00
All prices include GST.	

6. TRANSPORT ARRANGEMENTS

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/Mitcham, Vermont, 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 annually 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.

The 2017 charter bus service will cost \$960.00 annually.

The 2017 cost of travel one way will be \$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 for 2017 will be \$540.00 annually. The cost of travel one way will be \$270 annually. One way arrangements will only be made if places are available.

7. CALENDAR

Each family will receive a Calendar containing dates of all College activities for 2017. 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 2017 school year. The College website also includes a calendar with important dates.

8. CLOSURE OF SCHOOL OFFICE

The College Office will close on Tuesday 20th December, 2016 at 12.00pm and re-open on Monday, 23rd January, 2017.

Note: The Office at both Campuses will be closed on Thursday 26th and Friday 27th January (Public Holiday). On Monday 30th January the office at both Campuses will be closed until 11.30 am due to a staff conference.

9. 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 18th November
 - Year 10 loans are to be returned by Thursday 17th November
 - Year 11 loans are to be returned by Thursday 17th November
- * Years 7-11 students are to retain their lock from this year for 2017
- * 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 available online Monday, 19th December 2016.

Year 10 Students

November 10 th	Examinations commence
November 23 rd -2 nd Dec	Returning VCE students are required to attend the Year 11, 2017 Headstart Program

On Monday 28th November Reports will be available online. **If a student finds that they have not met subject requirement/s, an appointment is to be made to see Careers Counsellor Mr Merrick.**

Reports for students undertaking VCAL in 2016 will be available online Monday 28th November.

Year 11 Students

Year 11 Reports will be available online Monday 28th November to all returning students. Returning students are required to attend the Year 12, 2016 Headstart Program to be conducted from 23rd November until 2nd December.

10. DISTRIBUTION OF COLLEGE ANNUAL 2017

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 2017.

11. TERM DATES FOR 2017

Term 1	
Staff Conference	30 & 31 January
Students	
Year 7	1 February
Year 7 - 12 Full Program	2 February
Term ends – classes finish 3.15pm	30 March
Term 2	
Students commence	18 April
Report Writing Days Years 7-12	16 (Classes conclude 12.45pm) & 19 June (no classes)
Term ends	30 June
Term 3	
Students Commence	17 July
Term ends	22 September
Term 4	
Staff Conference (no classes) (Year 7-11)	9 October
Students commence (Year 7 – 11)	10 October
Year 7 Orientation	22 November
Term ends – Years 7 & 8 final day	8 December
Teaching staff complete duties	15 December
Office Closes 12.00pm	20 December
Term 1 – 2018	
To Be Confirmed	
Staff Conference	26 & 29 January
Yr 7 Orientation	30 January
Year 7 -12 Full Program	31 January