



EMMAUS COLLEGE

TRANSITION **INTO 2020**

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1. ORIENTATION PROGRAM, 2020

To promote a smooth beginning of the 2020 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 Tuesday 28th January 2019 until 10.00am and Wednesday 29th January until 11.00am due to a staff conference.

| | | |
|--|---|-------------------------|
| STAFF CONFERENCE TUESDAY 28th & WEDNESDAY 29th JANUARY 2020 | | |
| VERMONT SOUTH CAMPUS | | |
| Year 7 | Thursday 30th January | 8.35am to 3.15pm |
| VERMONT SOUTH & BURWOOD CAMPUSES | | |
| All Year 7-9 students are required for classes Friday 31st January 2020 | | |
| All Year 10-12 students are required for classes Monday 3rd February 2020 | | |

- * **All Year 7 Students are required to attend the Orientation Day 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 and lunch on Thursday 30th January, 2020.
- * The Vermont South and Burwood Campus Canteen will be open at recess and lunch from Friday 31st January 2020.
- * The full Year 7-9 Timetable will operate from **Friday 31st January, 2020.**
The full Year 7-12 Timetable will operate from **Monday 3rd February 2020.**

2. YEAR 12 RETREAT

The Year 12 Retreat will be held from Wednesday 29th January – Friday 31st January.

3. BOOKS, E-BOOKS & STATIONERY

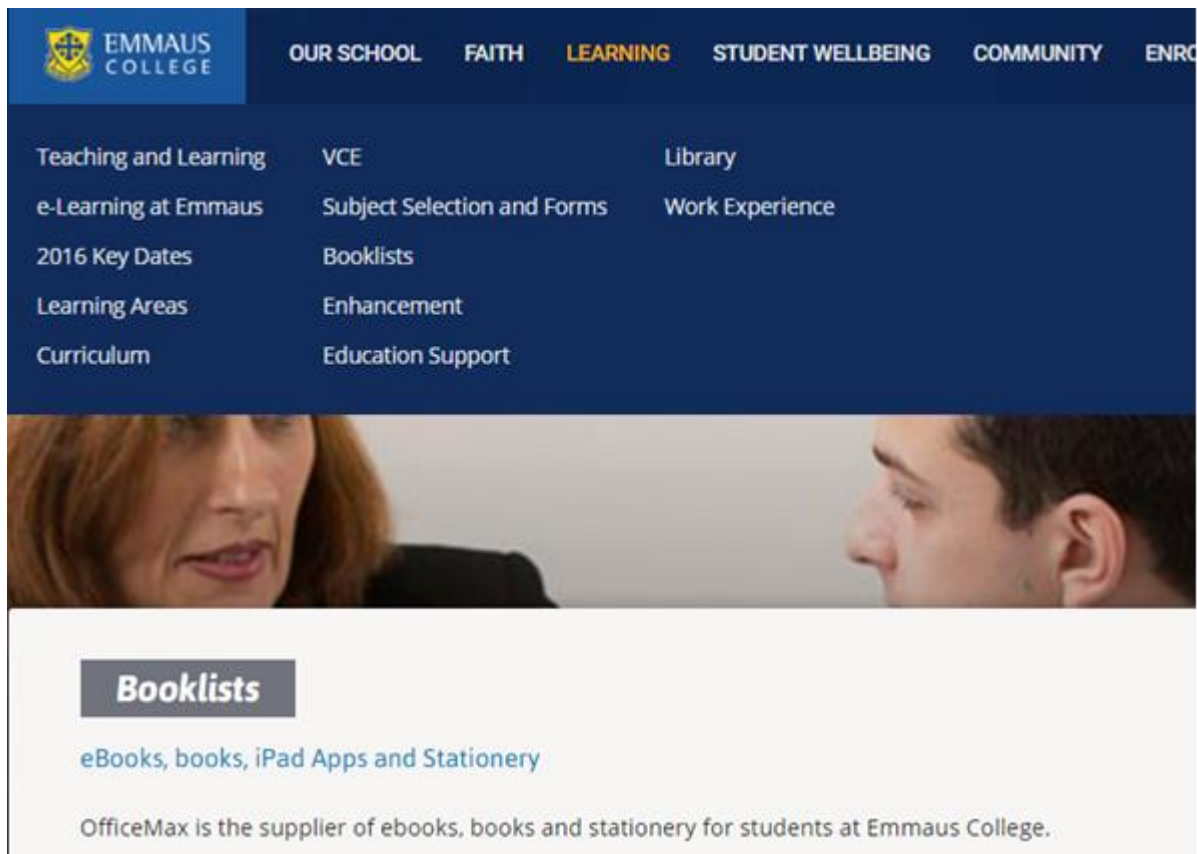
School Booklists for 2020

Please read the instructions below carefully.

OfficeMax is the official supplier of books, e-books and other resources for Emmaus College.

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

Go to the Learning Tab, select "Booklists" and follow the instructions



The image shows a screenshot of the Emmaus College website. At the top, there is a dark blue navigation bar with the Emmaus College logo on the left and several menu items: OUR SCHOOL, FAITH, LEARNING (highlighted in orange), STUDENT WELLBEING, COMMUNITY, and ENRICHMENT. Below the navigation bar is a grid of menu items. The 'LEARNING' section includes: Teaching and Learning, e-Learning at Emmaus, 2016 Key Dates, Learning Areas, Curriculum, VCE, Subject Selection and Forms, Booklists, Enhancement, and Education Support. The 'Library' section includes Library and Work Experience. Below the navigation menu is a photograph of a woman and a man looking at a laptop. Underneath the photograph is a white box with a dark blue header that says 'Booklists'. Below the header, the text reads: 'eBooks, books, iPad Apps and Stationery' and '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.

FIND YOUR SCHOOL LIST

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.

Go ▶

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 2020, and then select the subjects that will be undertaken in 2020. Scroll down the page and select:

View Requirements List ▶

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.

- 1 +

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

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.

Continue Shopping

+ Add Another Student

↻ Update Order

Checkout ▶

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 Sunday 8th December 2019, will be delivered FREE of charge.

Orders placed after Sunday 8th December 2019, will incur a delivery fee of **\$9.95**.

DELIVERY GUARANTEE

Orders placed after Tuesday 31st December 2019, will incur a delivery fee of **\$9.95** and cannot be guaranteed to arrive before the start of Term 1, 2020.

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**.

4. SECOND-HAND TEXTBOOKS

The market for second-hand books for 2020 will be significantly reduced due to:

- a) The introduction in recent years of the Australian Curriculum and the need for new textbooks in Math's, English, Science and History to comply with the national standards;
- b) Use of Laptops at Years 7 to 12 and the use of eBooks; and
- c) The availability of a Facebook page to purchase second-hand textbooks (Emmaus Community Buy, Swap, Sell, Give away!)

Please see the link below for the Facebook page which you can request to join. Please note all transactions made via Facebook are conducted through parents and the College does not participate in anyway.

https://www.facebook.com/groups/271265310082699/?ref=group_header

Guidelines for Selling:

- a) The 2020 Booklist will be available via the Emmaus College website in Term 4 and will include a list of those books for Units 3 & 4 that are carrying over into 2020. Also included will be:
 - The 2020 Recommended Retail Price;
 - Good Condition resale price - based on 66% of the RRP; and
 - Fair Condition resale price - based on 50% of the RRP.
- b) 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.)
- c) Some books also have an e-Book component. Price consideration should be taken into account if this option is not being sold with the book.

5. 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. Items considered unsaleable will be disposed of without notice.
- 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.
- Items not sold after two years will become the property of the College.

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

6. PURCHASING COLLEGE BAG

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

| | |
|-------------------------|---------|
| Chiropractic Back Pack | \$85.00 |
| Sports Bag (Optional) | \$11.00 |
| All prices include GST. | |

7. TRANSPORT ARRANGEMENTS

Emmaus College is well served by a public transport infrastructure including buses, trains and trams. In addition, Emmaus College in conjunction with Crown Coaches, charters a number of buses which service the North Blackburn, Mitcham, Vermont, Burwood, Rowville, Scoresby, Wantirna, Knoxfield and Boronia areas.

A daily bus also operates between the Vermont South and Year 9 Burwood Campus.

CHARTER BUS SERVICE

Cost at time of printing

Vermont South Campus

\$980.00 per annum return trip

\$490.00 per annum one-way trip

Between Campuses for Year 9

\$560.00 per annum return trip

\$280.00 per annum one-way trip

PLEASE NOTE: Prices are subject to annual review

Any queries please call 9845 3211 between 8.00am and 4.00pm.

8. CALENDAR

Each family will receive a Calendar containing dates of all major College activities for 2020. This Calendar will enable parents to be informed of all College activities and assist in planning personal and family commitments accordingly. The Calendar will be distributed early in the 2020 school year. The College website also includes a calendar with important dates.

9. CLOSURE OF SCHOOL OFFICE

The College Office will close on Wednesday 18th December, 2019 at 12.00pm and re-open on Wednesday, 22nd January, 2020.

Note: The Office at both Campuses will be closed on Monday 27th January 2020 (Public Holiday). On Tuesday 28th January the Office at both Campuses will be closed until 10.00 am and Wednesday 29th January until 11.00am due to a staff conference.

10. SECOND SEMESTER 2019 RESULTS/REPORTS

Years 7-9 Students

Reports for Years 7-9 students will be available online Monday, 16th December 2019.

Year 10 Students

6th November

20th - 29th November

Examinations commence

Returning VCE students are required to attend the Year 11 2020 Headstart Program

On Monday 25th November Year 10 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 Simmons.**

Reports for students who undertook VCAL in 2019 will be available online Monday 25th November.

Year 11 Students

Year 11 Reports will be available online Monday 25th November to all students.

Returning students are required to attend the Year 12, 2020 Headstart Program to be conducted from 20th November until 29th November.

11. DISTRIBUTION OF COLLEGE ANNUAL 2019

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 2020.

12. TERM DATES FOR 2020

Term 1

| | |
|--|--------------------------------|
| Staff Conference | 28 & 29 January |
| Year 12 Retreat | 29 January – 31 January |
| Students commence: | |
| Year 7 Orientation | 30 January |
| Year 7 – 9 Full Program | 31 January |
| Year 7 - 12 Full Program | 3 February |
| End of Term – classes finish 3.15pm | 27 March |

Term 2

| | |
|---------------------------------------|--|
| Students commence | 14 April |
| Report Writing Days Years 7-11 | 12 June (Classes conclude 2.45pm) |
| | 15 June (no classes) |
| End of Term | 26 June |

Term 3

| | |
|----------------------------|---------------------------------|
| Students Commence | 14 July |
| End of Term | 18 September |
| Year 12 Trial Exams | 28 September – 2 October |

Term 4

| | |
|--|--------------------|
| Staff Conference (no classes) | 5 October |
| Students commence | 6 October |
| Year 7 2021 Orientation | 17 November |
| End of Term – Years 7 & 8 final day | 8 December |
| Teaching staff complete duties | 15 December |
| Office Closes 12.00pm | 18 December |

Term 1 – 2021 (dates yet to be confirmed)

| | |
|-------------------------------|----------------------------|
| Staff Conference | 27 & 28 January |
| Year 7 Orientation | 29 January |
| Year 7-12 Full Program | 1 February |

****Please note the above dates may be subject to change throughout the year.***