

Moving in to Year 7 2021

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EMMAUS
COLLEGE

Address all correspondence to
503 SPRINGVALE ROAD, VERMONT SOUTH, VIC. 3133

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285 Warrigal Rd
Burwood, 3125
Vermont South
503 Springvale Rd,
Vermont South, 3133
Tel: (03) 9845 3211
Fax: (03) 9803 9912

Dear Parent/Guardian,

Welcome to Emmaus College and the "Emmaus Journey" that your child now commences. An Emmaus education is a prized possession which only comes with mutual commitment to Catholic and Emmaus ideals. It calls for active student and parent/guardian participation.

In taking up an Emmaus education for your child, you are accepting an ethos and a set of guidelines which underpin that ethos. Expecting a safe and disciplined environment on the one hand but with the "exception" of my child having to obey this or that rule simply will not work. Consistency between home and the chosen school is everything.

Emmaus emphasizes the importance of being at school – absent only when genuinely sick and needing to be away, wherever possible scheduling medical and other appointments outside school commitments.

Parents need to select a school which will closely match their own values and expectations. I hope that in accepting an Emmaus education, you have recognized these elements:

CATHOLIC: the school is supported by our Regional and Priority Parishes and importance is attached to prayer, religious education classes, sacrament, service, teachings of the Church and participation in parish life.

CARE: Emmaus is committed to the growth of the whole person including one's self esteem, relationships with others and self-discipline.

CURRICULUM: each student is to aim and settle for nothing less than their personal best, whatever the grades eventually achieved. Attention to schooling, including priority for home studies, is required.

CO-CURRICULAR: from the concern for the whole person and in the Emmaus tradition is an expectation on all students to take an appropriately active part in our co-curricular provisions – Christian service and spirituality, community and leadership, cultural and educational, sport and outdoor.

The next six years will pass very quickly and there will be enormous changes as your child moves through to adolescence, and even adulthood. Our partnership and working together will be crucial. Never hesitate to communicate your concerns, successes and hopes to myself or other appropriate people in the College.

Yours sincerely,

Karen Jebb
2021 Principal

SECTION 1 UNIFORM REQUIREMENTS, RESOURCES & SCHOOL BAGS

REGULATION UNIFORM

<p>Boys, Summer</p> <ul style="list-style-type: none"> White shirt, short sleeves with College Crest on pocket <p>Either</p> <ul style="list-style-type: none"> Grey trousers – College style Grey crew socks, black leather lace up shoes (boots not permitted) <p>or</p> <ul style="list-style-type: none"> Grey shorts – tailored – tab side Grey crew socks, black leather lace up shoes (boots not permitted). 	<ul style="list-style-type: none"> Royal blue pullover, V-neck Royal blue blazer with College Crest Navy blue cap (purchased from the College) Plain black belt
<p>Boys, Winter</p> <ul style="list-style-type: none"> White shirt, long sleeves with Emmaus collar <p>Either</p> <ul style="list-style-type: none"> Grey trousers – College style Grey crew socks, black leather lace up shoes (boots not permitted) <p>or</p> <ul style="list-style-type: none"> Grey Shorts – tailored – tab side Grey crew socks, black leather lace up shoes (boots not permitted) 	<ul style="list-style-type: none"> Royal blue pullover, V-neck Royal blue blazer with College Crest Plain black belt College tie Emmaus College scarf (optional purchased from the College) College waterproof jacket (can only be worn over blazer if raining)
<p>Boys, Sport</p> <ul style="list-style-type: none"> College waterproof jacket Ink tracksuit pants Ink shorts Royal blue/yellow polo top House polo top 	<ul style="list-style-type: none"> Sport shoes Navy blue Emmaus cap (purchased from the College) EISM white sport socks (available from official suppliers) Emmaus College rugby top (purchased from the College)
<p>Girls, Summer</p> <ul style="list-style-type: none"> Royal blue check polyester/cotton dress (knee length) Black leather lace-up shoes (see details of prescribed shoes) Royal blue knee-high socks or anklet socks 	<ul style="list-style-type: none"> Royal blue pullover, V-neck Royal blue blazer with College Crest Navy blue cap (purchased from the College) Royal blue ribbon or headband (optional)
<p>Girls, Winter</p> <ul style="list-style-type: none"> White shirt with Emmaus collar Blue check skirt (knee length) or navy blue slacks Black leather lace up shoes (see details of prescribed shoes) Ink navy tights or royal blue knee-high socks 	<ul style="list-style-type: none"> Royal blue pullover, v-neck Royal blue blazer with College Crest College tie Emmaus College scarf (optional purchased from the College) College waterproof jacket (can only be worn over blazer if raining) Royal blue ribbon or headband (optional)
<p>Girls, Sport</p> <ul style="list-style-type: none"> College waterproof jacket Ink tracksuit pants Ink shorts Royal blue/yellow polo top House polo top 	<ul style="list-style-type: none"> Sport shoes Navy blue Emmaus cap (purchased from the College) EISM white sport socks (available from official suppliers) Emmaus College rugby top (purchased from the College)

NOTES ON WEARING UNIFORM

Correct, properly fitted, tidy and well-maintained uniforms should always be worn by students at every level. Where uniforms are poor fitting or in obvious need of replacement, House Leaders will inform students and parents. Parents are required to make the appropriate alterations or purchase replacement items.

When in doubt about appropriate appearance, correct shoes and uniform items, check with the College before, not after undertaking the expense.

Students in breach of uniform, make-up, jewellery or code of appearance requirements may be, at the discretion of the Principal, required to remain at home until the matter is rectified.

Summer Uniform

It is not permitted to wear the Pullover as an external garment when travelling to and from the College. All students are expected to wear the regulation Blazer, or a short-sleeved Shirt with College Crest, or Dress. The white shirt may be worn out, if of an appropriate fit. T-shirts, if worn, are NOT to be visible.

Winter Uniform

It is not permissible to wear the Pullover as an external garment when travelling to and from the College. T-shirts, if worn, are NOT to be visible above the shirt collar. All students are expected to wear the regulation Blazer. College waterproof jackets may be worn as part of the winter uniform over the blazer and in wet weather as part of the summer uniform. These jackets may not be worn in place of the College blazer. The jackets may be worn to and from school – **but are not to be worn in class.**

All students are expected to wear the College tie. Parents should ensure that the collars of Shirts/Blouses are always sufficiently large as to provide comfortable wear with the top button fastened. **Shirts/Blouses must always be tucked in.** The tie is always expected to be worn, when in formal school uniform.

Bicycle Riders may wear high visibility vests/coats.

Physical Education Uniform

Students are required to have the correct Physical Education Uniform for Physical Education classes and sport, including appropriate headwear during Terms 1 and 4. Students are permitted to wear PE uniform to and from school on sport days and days where practical PE is timetabled. Incorrect wearing of the uniform will result in this privilege being withdrawn.

All inter-school sports teams are required to take to the field/court in correct uniform for that sport. Teams are penalised, or forfeit, for incorrect uniform.

Drama/Dance

Students taking Drama/Dance (Years 9-12) are required to wear ink tracksuit pants together with the Rugby Top and sports shirt when required to change for practical activities. Girls may choose to wear 3/4 ink leggings rather than the tracksuit pants (only during class time).

Prescribed Shoes

Plain, black leather (not suede) lace up school shoes (not black runners) are the prescribed uniform shoe for both boys and girls. Contact the College, prior to purchase, if uncertain about a particular style. All students must have proper athletic runners for PE classes and sport. No casual shoes are permitted.

Headwear

Students are encouraged to wear a College cap during recess and lunch breaks during Terms 1 and 4. On days when the UV index is extreme, students must either wear the College cap or remain in the shade.

The College cap is required for Physical Education and Sport classes during Terms 1 and 4 and may also be mandated for camps and excursions.

Casual Dress Days

Occasionally students are permitted to wear casual dress to school, either for excursions or fundraising days. On such occasions, students are expected to dress appropriately and modestly.

As a guide the following are not permitted:

- Offensive language/designs on clothing
- Shirts/tops that expose the midriff
- Low cut shirts/tops
- Inappropriate mini skirts or shorts
- For health and safety reasons, enclosed footwear must be worn for practical subjects.

Thongs and similar footwear are not permitted at any time.

House Leaders or the Director of Y9@E will determine if clothing/footwear is suitable. If students are dressed inappropriately, they will be asked to remedy the situation immediately. If this is not possible, inappropriately dressed students could be sent home.

OFFICIAL COLLEGE UNIFORM SUPPLIER

EMMAUS COLLEGE

16103



Emmaus College
503 SPRINGVALE ROAD, SOUTH VERMONT

UNIFORM PRICE LIST

Girls Summer Uniform

DRESS:	COLLEGE DESIGN & FABRIC		\$73.95
SHORTS:	SHORTS WITH LOGO		\$49.95
BLOUSE:	WHITE SHORT SLEEVE BLOUSE WITH LOGO		\$44.95
BLAZER:	ROYAL BLUE WITH COLLEGE LOGO		\$205.95
PULLOVER:	ROYAL BLUE V-NECK	From	\$74.95
SOCKS:	DELIGHT ROYAL BLUE		\$5.95
SOCKS:	RYL COOL RIBBED KNEE HI WITH CUFF		\$8.95
CAP:	NAVY CAP WITH SCHOOL LOGO		\$14.95

Girls Winter Uniform

SKIRT:	REGULATION BLUE CHECK		\$75.95
TIE:	COLLEGE REGULATION DESIGN		\$25.95
PULLOVER:	ROYAL BLUE V-NECK	From	\$74.95
BLAZER:	ROYAL BLUE WITH COLLEGE CREST		\$205.95
TIGHTS:	NAVY - 70 DENIER		\$9.95
SLACKS:	NAVY COLLEGE - TAILORED		\$64.95
SHIRT:	L/S WHITE - LOGO ON COLLAR	From	\$45.95
SOCKS:	RYL BLUE COOL RIBBED KNEE HI WITH CUFF		\$8.95

Boys Summer Uniform

SHIRT:	WHITE S/S OVERSHIRT - LOGO	From	\$41.95
SHORTS:	GREY - TAILORED - TAB SIDES	From	\$45.95
SOCKS:	GREY ANKLE STYLE		\$5.95
PULLOVER:	ROYAL BLUE V-NECK	From	\$74.95
BLAZER:	ROYAL BLUE WITH COLLEGE LOGO		\$205.95
TROUSERS:	DARK GREY COLLEGE STYLE		\$59.95

Boys Winter Uniform

SHIRT:	L/S WHITE - LOGO ON COLLAR	From	\$45.95
TIE:	COLLEGE REGULATION DESIGN		\$25.95
PULLOVER:	ROYAL BLUE V-NECK	From	\$74.95
BLAZER:	ROYAL BLUE WITH COLLEGE LOGO		\$205.95
SOCKS:	GREY ANKLE STYLE		\$5.95
TROUSERS:	DARK GREY COLLEGE STYLE		\$59.95

Sports Uniform

POLO:	ROYAL/YELLOW S/S - EMB LOGO		\$47.95
SHORTS:	INK MICROFIBRE - LOGO		\$39.95
ZIP JACKET:	NAVY WATERPROOF - LOGO		\$98.95
TRACKPANTS:	INK MICROFIBRE - LOGO		\$69.95
SOCKS:	ROYAL WITH SCHOOL COLOURS		\$12.95
HOUSE POLO:	SUBLIMATED RED, BLUE, YELL, GREEN		\$41.95
RUGBY TOP:	RUGBY TOP WITH LOGO		\$79.95
CAP:	NAVY CAP WITH SCHOOL LOGO		\$14.95

ALL PRICES ARE SUBJECT TO ALTERATION

Westfield Knox

Shop 1001a, 425 Little Burwood Highway, VIC 3152
(03) 98003611

Please shop instore at



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www.lowesschoolwear.com.au



WITH YOUR LOWES ZERO CARD YOU WILL RECEIVE 5% DISCOUNT ON EVERY PURCHASE, RECEIVE 5% IN REWARDS POINTS TO REDEEM, PLUS GREAT FEATURES AND BENEFITS.

For more information please contact Ezy-Way on 1300 156 937 or zero@lowes.com.au



EMMAUS
COLLEGE

503 Springvale Road, Vermont South VIC 3133

UNIFORM PRICE LIST

Lowes Knox Ozone

Shop 1001A Knox Ozone S/C, Wantirna South, Vic, 3032 PH: 03 9800 3611

UNIFORMS AVAILABLE ON LINE @ www.lowes.com.au

Save \$35.95 when you order your Emmaus College Blazer from Lowes Knox Ozone

Normally \$205.95

NOW \$170

All orders must be placed in store before 20th November 2020 to receive the special \$170 "Early Bird" price.

LOWES will pay a commission to the school on every item of school uniform sold in our local store. Please shop at LOWES, home of

BEARE & LEY

Store Brochure Number: 17101

SUPPORTING LEARNING @ EMMAUS

Year 7 Laptops

In 2021, Windows 10 laptops will be the ICT learning device for Year 7 students. The laptop has been selected by the College with significant benefits for student learning.

The benefits include;

- One standard ICT device for collaboration, critical thinking, communication & creativity makes learning consistent as well as encouraging student group exploration of the many functions available.
- Secondary education requires students to complete more complex and longer tasks. Software functionality needs to be able to deal with the complexities involved.
- File management and organisational skills in using laptops is important. Students need to understand how to set up directories and establish consistent file naming procedures.
- Wi-Fi connectivity, fast processor and hard drive will facilitate anywhere, anytime learning.
- Connectivity will enable students to access online apps, Web 2.0 activities and interactive content, making learning engaging as well as catering for different learning styles.
- Multimedia functionality with inbuilt microphone & camera will enable creative presentations using images, videos & sound.
- A touchscreen and tablet function will ensure that students have the benefit of taking notes in any classroom. From complex mathematical formulas to touch sensitive drawing capabilities, the laptop will be able to cope with a variety of learning activities.
- An 8-hour battery life will ensure that the laptop can be used throughout the school day.
- The laptop will be light and portable for ease of carrying to and from school as well as different classes throughout the school day.
- The College website has a comprehensive section on eLearning. Procedures for the use of ICT devices at home are provided with many useful tips for establishing limits within the family.

The College's ICT Acceptable User Policies can also be downloaded from the website.

RESOURCE LIST (formerly known as the booklist)

The use of laptops has changed the way students use resources, in particular, textbooks. Students will be purchasing a combination of textbooks and digital resources in 2021.

COLLEGE BAG

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

Chiropractic Back Pack	\$95.00
Sports Bag (Optional)	\$11.00
All prices include GST.	

SECOND HAND UNIFORMS

SECOND HAND UNIFORMS

Families can 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 UNIFORM

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

SELLING UNIFORM

- 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 Shop Seller's 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

SECTION 2 CONDITIONS OF ENROLMENT

Introduction

Catholic Education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

Enrolment

During the enrolment process parents are required to provide information about his / her / their child both at the application stage and if the school offers the child a place. The lodgement of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, the College may not be able to enrol the child.

To meet school and government requirements parents will need to provide the school with a completed enrolment form including, among other things, the information listed below;

- evidence of your child's date of birth
- religious denomination
- names and addresses of the child and parents / guardians, telephone numbers (home, work, mobile) of parents / guardians
- names of emergency contacts and their details
- specific residence arrangements
- information about the language(s) your child speaks and or hears at home
- nationality and or citizenship including the visa subclass granted upon entry to Australia (period to citizenship being granted) where applicable
- doctor's name and telephone number
- information on additional learning needs (for example, whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum etc.)
- parenting agreements or court orders, including any guardianship orders

After lodgement of this form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that noted on the enrolment form. In addition, it is often useful for parents / guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs the child may have. An interpreter may be organised, if required.

Notice of Withdrawal

In line with standard practice in most other Catholic secondary schools, parents or guardians are required to give one full Term's notice (in writing to the Principal) of cancellation of enrolment or withdrawal of a student from the College. If the required notice is not given, a fee of up to one full Term's fees will be charged.

This change of practice is effective from the commencement of the 2020 school year.

Child Safe Environment

Catholic schools have a moral, legal and mission driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.

Every person involved in Catholic Education including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.

Our school's child safety policies and procedures are readily available and accessible.

Further details on the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:

a. [Catholic Education Commission of Victoria Child Safety page](#)

b. [Catholic Education Melbourne's Child Safety page](#)

Terms of Enrolment Regarding Acceptable Behaviour

1. **Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth.** The school community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
2. **Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:**
 - a. promote the values of honesty, fairness and respect for others
 - b. acknowledge the worth of all members of the community and their right to work and learn in a positive environment
 - c. maintain good order and harmony
 - d. affirm cooperation as well as responsible independence in learning.
 - e. foster self-discipline and develop responsibility for one's own behaviour.
3. **The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body.** As a Term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.
4. **Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or Termination of the child's enrolment.**

Terms of enrolment regarding conformity with principles of the Catholic faith

As a provider of Catholic education, the Principal will consider the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our school. However, the school reserves the right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

Terms of enrolment regarding provision of accurate information

1. It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
2. Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
3. Where, during a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a Term of the child's continuing enrolment that such information is provided to the school promptly.
4. The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the Terms of enrolment.

Enrolment for children with additional needs

The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:

1. The nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma)
2. The nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)
3. The individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals
4. Any limitations on the school's ability to provide the additional assistance requested.
5. The process for enrolling students with additional needs is otherwise the same as for enrolling any student.
6. As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:
 - a. the additional assistance remains necessary and/or appropriate to the child's needs
 - b. the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
 - c. it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

Assessment and updates

Various opportunities are provided to keep parents up to date with their child's progress. They will receive regular comprehensive reports on their child's progress via our continuous reporting program, and there are at least two parent teacher interviews arranged during the year where parents can discuss their child's development with their teacher. In addition, parents can always contact the school to arrange a meeting if they have any concerns or wish to receive an update on progress.

Disclaimer: *Personal information will be held, used and disclosed in accordance with the school's [Privacy Collection Notice](#) and [Privacy Policy](#) available on its website.*

Other Relevant Documents (see school website)

School Fees and Charges

Parent Agreement Form

Parent Code of Conduct

Review

This document has been reviewed and approved by the Education Committee in July 2019. It will be reviewed as required and no more than two years after approval.

THE ENROLMENT PROCESS

1. Enrolment at Emmaus College is conditional upon the Principal being satisfied that the applicant has met the College requirements for admission.
2. If enrolment cannot be offered at the time of application, an applicant's name will be placed on a waiting list for the appropriate enrolment category on request. When a vacancy becomes available in the appropriate category, the applicant at the top of the list will be immediately advised.

COLLEGE FEES AND CHARGES

Emmaus College is committed to providing a quality education for young men and women in the Catholic tradition. The College has a reliance on parent(s) and guardian(s) to fulfil their financial obligations to enable the College to provide high quality teaching and learning experiences.

Despite the College being a recipient of Australian and Victorian Government grants, the financial contribution of parent(s)/guardian(s) is still a necessity to reduce the expenditure gap of educating a child not supported by Government grants. To enable parents to clearly recognise the full extent of their financial commitment and obligation, the following guidelines are provided.

Commitment

The College seeks a positive and co-operative relationship with parent(s)/guardian(s) and by accepting an offer of a place at the College, the parent(s)/guardian(s) are consciously making a commitment to honour their annual financial obligations to the College.

The College Board has a responsibility to ensure that all parent(s)/guardian(s) share equitably the education costs of the students at the College.

Aim

The aim of College Fees & Charges guideline is to ensure the collection of fees are equitable and transparent with the expectation that the financial viability of the College is sustainable.

Fees

The setting of all fees is endorsed by the Emmaus College Board after taking into consideration any shortfall of Commonwealth and Victorian Governments grants provided to non-Government schools.

Compulsory charges include tuition, composite and camp fees and mandatory College provided laptop at Year 7 and 10.

Other non-compulsory or extra-curricular charges which are charged and itemised separately include music tuition, charter bus, VET/VCAL, overseas and interstate trips, etc.

All fees must be paid for the enrolment to continue at the College. The College has the discretion to allow or not allow a child to participate in optional extracurricular College events while fees remain due and payable.

Fee Collection

- By agreeing to the terms and conditions of enrolment, parent(s)/guardian(s) also declare their responsibility for all fees and charges when signing student enrolment forms.
- School fee packs containing available payment plan options are emailed to all families with the expectation that one of the two payment options detailed below is chosen.
- All fees must be paid by the end of November of each school year, unless an approved agreement is in place.

For more information, see the College Fees and Charges on the College website ([click here for details](#)).

Application & Enrolment Fees

An application fee of \$50 is to accompany the standard Application for Enrolment form. This fee must be paid for an application to be processed. Please note that an application for enrolment does not constitute an offer of a place. This fee is non-transferable and non-refundable.

Upon acceptance of an offer of place at Emmaus College for the first time, an enrolment fee of \$800 is payable. This payment reserves the student's place and confirms the acceptance of an offer of enrolment at the College. The fee is non-transferable and will be deducted from the following year's total fees. Should the application be withdrawn after acceptance \$450 will be withheld.

In subsequent years, a re-enrolment fee of \$500 is payable at the same time as the intention for re-enrolment process. The fee is non-transferable or non-refundable and will be deducted from the following year's total fees.

Discounts

An **early payment discount** per student will be granted when all fees are paid in full by mid February of the school year.

Sibling discounts, on tuition fees only, are granted for second and third students with the fourth and subsequent students attracting no charge. The discount is applicable to siblings enrolled at the same time at Emmaus College only.

Payment Options

The College offers two options for paying fees to reduce any financial burden and to assist in financial planning. [Fee Payment Options](#) available ([click here for details](#));

- Payment in full by mid February to receive a one-off discount; or
- Direct Debit arrangement – fortnightly, quarterly or monthly

Fee receipts and Statements

- Receipts for payment will only be issued by request.
- Statements will be issued at the end of each Term.

Finalising Fee account by the end of November

It is an expectation of the College that all family accounts are to be paid in full by the end of November to ensure that the College is able to meet its financial obligations.

Notice of Withdrawal – One Full Term

In line with other Catholic secondary schools, it is a requirement that parents or guardians are to give one full Term's notice, in writing to the Principal, of cancellation of enrolment or withdrawal of a student from the College. If the required notice is not given, a fee of one full Term's fees will be charged.

The rationale for this fee is the College budget takes into consideration re-enrolment applications when planning for staff expenditure. An enrolment withdrawal impacts the school as salaries remain a committed fixed cost for the whole year.

Family Assistance / Fee Remission

Emmaus College has a commitment to assist families in meeting the costs of secondary education. This includes assistance to those families whose circumstances prevent them from meeting the full cost of fees. In the interests of equity and fairness to full fee-paying families, assistance is means tested.

As a matter of fairness and equity the College Board has adopted a policy of not allowing recipients of concessions to undertake non-compulsory or extra-curricular activities including music tuition, overseas and interstate trips, etc.

Families experiencing difficulties in meeting their fee obligation are required to contact either the Finance Manager or Family Liaison, Accounts via accounts@emmaus.vic.edu.au or 03 9845 3211 as soon as possible to discuss the Terms and conditions of such arrangements.

Camps, Sports and Excursions Fund (CSEF)

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A CSEF amount of \$225 per student per annum will be paid directly to Emmaus College and automatically allocated to expenses relating to camps, excursions or sporting activities for the benefit of your child.

For more information regarding CSEF including an information flyer and application, please visit [CSEF website](#).

Change of Family Circumstances

In the event of a separation or change in family circumstances, it is a requirement that the enrolment signees advise the College immediately. The payment of the tuition fee account does not automatically become the responsibility of one person as all parties have signed the student enrolment form agreeing that all parties are 'jointly and severally liable' for meeting all College fees and charges.

All parties to the enrolment are required to complete and sign an amended enrolment agreement form which outlines the change in family circumstances and agreed split of fees. This agreement is only superseded by a valid Court Order.

The College reserves the right to automatically split the fee account 50/50 should an agreement not be reached between the signing parties within 14 days of notification.

Overdue Fees:

As Emmaus College is not fully funded by the Commonwealth and State Governments, the College is dependent on family fees to be paid. Parent(s)/Guardian(s) acknowledge their obligation to honour their payment of all fees and charges that are applicable when they sign the Acceptance Agreement on enrolment.

Should an account be in arrears, the Family Liaison, Accounts will contact the fee payer by email and/or telephone to remind the family of their obligation to pay the College Fees in full by November each year.

Should a family account be in arrears when future enrolment confirmations are being sent to families, the College reserves the right to review a further sibling enrolment prior to any offer being sent.

As a matter of justice and fairness, where any account remains in arrears and all avenues to have the family recognise and action their fee responsibilities have been exhausted, the next step would be to seek approval to engage a debt collection agency and/or prompt legal action.

The College reserves the right to commence litigation and if a court order (judgment) is obtained, the parent(s)/guardian(s) credit rating will be affected as well as being liable for any costs associated with the collection of overdue fees.

Review

This School Fees & Charges Guideline was approved in September 2019 and updated in August 2020. It will be reviewed as required but no later than two years from the date of inception.

STANDARD COLLECTION NOTICE

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. This may be in writing or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the College, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet their educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the school.
2. Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students (which includes information about any disability as defined by the Disability Discrimination Act 1992) is sensitive information within the Terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. The School may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by the College is not provided, this may affect the College's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the School.
6. The College may disclose personal and sensitive information for **educational, administrative and support** purposes. This may include to:
 - school service providers such as the CECV, Catholic Education Offices, school governing bodies and other dioceses.
 - third party service providers that provide online educational and assessment support services or

applications (apps) such as Operoo, which may include email and instant messaging.

- school systems, including the integrate Catholic Online Network (ICON), Google's 'G Suite' including Gmail (limited use at Emmaus), School Box and Microsoft 365. Limited personal information (including personal learning plans) may be collected and processed or stored by these providers in connection with these services.
 - CECV and Catholic Education Offices to discharge its responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students.
 - CECV to support the training of selected staff in the use of school systems, such as ICON.
 - another school to facilitate the transfer of a student.
 - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes.
 - health service providers and people providing educational support and health services to the school, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools.
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
 - people providing administrative and financial services to the School
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.
7. The College is required by the Federal Australian Education Regulation (2013) and the Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
 8. Personal information collected from pupils is regularly disclosed to their parents or guardians.
 9. The College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These services may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.
 10. The College makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third-party services and will endeavour to ensure it will be located in countries with substantially similar protections such as the APPs.
 11. The College's Privacy Policy, accessible on the College's website, sets out how parents or pupils may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
 12. The College's Privacy Policy also sets out how parents and pupils can make a complaint if they believe that the College has interfered with their privacy and how the complaint will be handled.
 13. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.

14. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in College Newsletters and magazines, on our intranet [and on our website]. This may include photographs and videos of pupil activities such as sporting events, College camps and College excursions. The College will obtain permissions [annually] from the pupil's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the Internet. We may include pupils' and pupils' parents' contact details in a class list and College directory.
15. If you provide the College with the personal information of others, such as doctors or emergency contacts we encourage you to inform them that you are disclosing that information to the College and why.

Student Photographs & Performance

The regular College Newsletter is published on the College website and only shows low resolution photographs of students. Where shots of students are used for promotional purposes by Emmaus College permission will be obtained and no names will be attached to the photographs. Photos of students may also be requested by the Eastern Independent Schools Melbourne (EISM), Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria (CECV). In such circumstances, names will not be used, and there is an understanding that such material is made free of charge to the relevant organisation. Every effort will be made to contact parents in such circumstances.

If students wish to participate in the College Production they must be agreeable to their voice or image being used for general media purposes. Images of the cast are also likely to be displayed for promotional purposes.

Parent Consent Form

The Emmaus College Board protocols require that photographs of students not be included on the College website or in printed promotional literature without the consent of the student and parents concerned. Where photographs are used in the public domain **NAMES WILL NOT BE INCLUDED**.

Please access the online consent form using the link below

[Parent Consent Form](#)

COLLEGE RULES

STUDENT RESPONSIBILITIES

A *right* can only be enjoyed when it is upheld and supported by the *responsibility* of the rest of the group. At Emmaus College, these responsibilities have been expressed in the form of expectations in the following documents, available to any member of the College on the website. These documents include; Discipline and Welfare, Uniform Requirements, Classroom Protocols, dealing with Harassment – A Fair Go for All, Homework and Home Study Policy, Drug Education and Support Policy and Bus and other Transport protocols.

All students and parents should ensure that they read and understand our internet safety policies which can be found on our website and include Cyber Safety Policy, Information Communication Technology Policy, Mobile Phone (Student Use of) Policy and the Social Media Policy.

Students are required to co-operate with their teachers in the conduct of all teaching-learning activities and co-curricular programs. Any behaviour which contravenes any legitimate directions of staff or which interferes with the learning process of other students will be dealt with under the "Working Together" policy of the College.

It is necessary for students and staff to understand that actions which are contrary to behavioural expectations will have certain *consequences*. These consequences will be logically related to the broken rule and applied across the whole school. These consequences are regularly reviewed. A copy of the *Guidelines for Failing to Meet Behavioural Expectations* is available on request.

Students and families are reminded of their signed acceptance of the College Rules as part of the annual re-enrolment process.

1. **Correct Behaviour**

- 1.1 Correct behaviour is always expected of all students and so a breach of customary standards of courtesy, decency, commonsense or consideration for the welfare of others is a breach of College Rules.

2. **Wearing of the Uniform**

- 2.1 Each student must wear the correct College Uniform when going to and from the College and on other occasions as directed.
- 2.2 All students must wear the currently approved uniform for Physical Education classes, games and matches as well as for specified Drama classes. Approved protective clothing for practical classes must be worn.
- 2.3 All articles of clothing worn to or at the College are to be clearly marked with the owner's name. When articles are misplaced students must check with the General Office/Student Services.
- 2.4 Each student must possess and use the approved College bag. If not maintained in good condition, free of stickers and graffiti, the College bag must be replaced.

3. **College Grounds**

- 3.1 After arrival at school, no student is to leave the College grounds without official permission. Leaving the College grounds without the express written permission of the House Leader is an unexcused absence. Such absence is a breach of trust and is regarded as a serious matter.

4. **Attendance**

- 4.1 All students are expected to be punctual and regular in their attendance. Parents are requested to ring the College office by 9.30 am if their son/daughter will be absent.
- 4.2 Appropriate action will be taken when a student is repeatedly unpunctual or is absent from school without an acceptable reason.
- 4.3 Students absent from school are responsible for all work missed and should discuss this matter with subject teachers immediately on return after absence.
- 4.4 To ensure satisfactory completion of courses students are required to maintain a minimum 90% attendance rate at school **and at all classes** for which they are enrolled during the Semester.

5. Lateness

- 5.1 Any student who arrives after the Morning Pastoral warning bell must report to Student Services before going to class.
- 5.2 A message from parents is normally required to explain a late arrival to the College.

6. Permission to Leave

- 6.1 If it is necessary for a student to leave the College during College hours, a written request must be presented to the House Leader or Pastoral Teacher or have verification by telephone. Students in Years 7 - 10 given formal permission by their parent to leave the College must be collected from Student Services.

7. Absence from College

- 7.1 Prior to a known and extended absence from the College, parents are required to advise the Principal in writing.
- 7.2 On return from an absence, parents/guardians are required to communicate with the College to indicate the reason for such absence unless there has been prior communication with the College.

8. Legal and Illegal Substances

Whilst students are at the College or travelling to and from the College, attending any College function, or wearing the College Uniform, they are:

- 8.1 Not permitted to have or use any tobacco products.
- 8.2 Not permitted to use, possess, sell, or be under the influence of alcoholic beverages, mind altering substances or other illegal substances.

9. Make-up and Jewellery

- 9.1 Students are not to wear make-up of any kind, or coloured nail polish.
- 9.2 Students may wear in each ear one small discreet silver/gold/diamante stud or gold/silver sleeper. Students will be asked to remove extra jewellery and will receive a Uniform Infringement.

No other form of body piercing is permitted.

(See "Notes on Wearing Uniform"). *Jewellery may be confiscated at the discretion of the House Leader; if confiscated, a receipt will be issued and the jewellery secured.*

- 9.3 Students' hair must be clean and well clear of eyes at all times. Extremes of hairstyles (in terms of style and colour), as judged by the College Principal, are not permitted. In the interest of health and safety, hair below shoulder length must be tied back at all times.
- 9.4 Students are to be clean shaven at all times.

10. Transport

- 10.1 **Bicycles:** It is permitted for students to ride bicycles to the College. Although every precaution is being taken, the College can bear no responsibility for such bikes. Students are required to use the bike shed for storage of bicycles and helmets.
- 10.2 It is a legal requirement that students riding bicycles to and from College wear an approved safety helmet. Not doing so may result in students incurring a heavy fine.
- 10.3 **Students' Cars:** Licensed students who wish to drive vehicles to/from school are required to submit a Permission to Drive form to the Assistant Principal – Students. The make, colour and registration number of the vehicle must be stated on the Permission to Drive form.

Students are not permitted to drive vehicles onto, or park within either the Vermont South or Burwood Campus without written permission from the Assistant Principal – Students, nor are they permitted to transport other students without written permission from the parents of the student.

The College bears no responsibility for the safety or security of vehicles driven to school by students.

- 10.4 Students travelling on buses/trams are expected to adhere to the College's Bus and other Transport protocols.

11. Use of Classrooms and Buildings

- 11.1 No student is to be unsupervised in any classroom without special permission.
- 11.2 No student is to be inside any building at recess and lunch time without staff supervision or at the written direction of a member of staff.

12. La Strada

- 12.1 A well-stocked cafe, La Strada, which sells hot foods, is available for use by students at morning/recess/lunch times. Students are required to form orderly queues in the waiting areas and to place their orders with the normal courtesy.

13. Lockers, Money and Valuables/Mobile Phones

- 13.1 Money or valuables should be left at the General Office/Student Services or with House Leaders for safekeeping during the day, as needed.

The College will not accept responsibility for the security of any possessions or valuables not deposited with the General Office/Student Services.

Each student is allocated a locker for the year and is expected to keep the locker secured and tidy at all times. Any student who damages a locker will be required to pay for repairs and the use of the locker may be withdrawn. Any school padlock or key which is misplaced or lost will need to be paid for.

- 13.2 **Use of Mobile Phones:** While Emmaus College recognizes that mobile phones are an important communication tool the following must be noted in relation to the school environment.

The College accepts no responsibility for the security of mobile phones unless they are left at the General Office/Student Services or with a House Leader.

Mobile phones are not to be used during normal school hours. Mobile phones used during this time will be confiscated and a detention will be incurred. Mobile phones will be collected at the end of the day.

- 13.4 As a privilege of being responsible Years 10 - 12 students, mobile phones (or similar devices) are permitted to be used in designated areas for senior studies outside normal class time.

14. Damages and Breakages

- 14.1 Students are required to take care of College equipment and property. Any loss of equipment, damage to property or breakage must be reported to the House Leader or Pastoral Teacher. The financial responsibility for replacement/repair of such property or equipment rests with the student or group concerned.

15. Substances NOT to be used

The following substances are banned from all College buildings, grounds and vehicles:

Chewing Gum;

Liquid Paper, White-out, or other similar substance;

Permanent markers/textas; and

Laser Pointers.

As many students are asthmatic and suffer various allergies, aerosol spray deodorants should not be used. Stick and roll-on deodorants are appropriate.

SECTION 3 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 also charts 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 Campus and the Year 9 Burwood Campus.

CHARTER BUS SERVICE

Cost at time of publication

Vermont South Campus

\$1,000.00 per annum return trip

\$500.00 per annum one-way trip

Between Campuses for Year 9

\$580.00 per annum return trip

\$290.00 per annum one-way trip

PLEASE NOTE: Prices are subject to annual review

Details of bus routes and a Charter Bus Request Form will be included in the September Information Pack.

SECTION 4 DATES FOR 2020 - TERM 1 2021

CLOSURE OF SCHOOL OFFICE

The College Office will close on Friday 18 December 2020 at 12.00pm and re open on Wednesday 20 January 2021.

Note: The General Office at both Campuses will be closed Monday 25 January for Australia Day Public Holiday/Weekend.

ORIENTATION PROGRAM 2020 – 2021

- Year 7 Orientation Morning: TBA due to COVID-19.
- STAFF CONFERENCE DAYS: Wednesday 27 January and Thursday 28 January 2021. Note: The General Office at both Campuses will be closed until 11.00am on Wednesday 27 January.

- Year 7 Students will commence on Friday 29 January 2021 8.35 a.m. to 3.15 p.m.

Year 7 students are to be in full summer uniform and bring their school bag and books

- Year 8 to 12 students will commence Monday 1 February 2021 8.35 a.m. to 3.15 p.m.
- To promote a smooth beginning for 2021 the College will continue to conduct an Orientation Day for Year 7 students during the first week of the College Year. This has proved very successful in the past.
- Normal charter buses will be available to transport students to and from school to meet the above times.
- The Vermont South Canteen **WILL** be open at recess and lunch on Friday 29 January 2021.

The Burwood and Vermont South Canteens WILL be open at recess and lunch from Monday 1 February 2021.

CALENDAR

Each family will receive a Calendar containing dates of all College activities for 2021. 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 2021 school year. The College website (www.emmaus.vic.edu.au) also includes a calendar with important dates as does EmmLink.

TERM 1 DATES FOR 2021

Wednesday/Thursday	27 & 28 January	Staff Conference
Friday	29 January	Year 7 Orientation 8.35 a.m. to 3.15 p.m.
Monday	1 February	Year 7-12 Full Program
Thursday	1 April	End of Term 1

SECTION 5 LEARNING PROGRAMS FOR 2021

YEAR 7 CURRICULUM OUTLINE

RELIGIOUS EDUCATION ENGLISH MATHEMATICS SCIENCE HUMANITIES	LANGUAGES (two of) <ul style="list-style-type: none"> • Indonesian • Italian • German HEALTH & PHYSICAL EDUCATION	THE ARTS <ul style="list-style-type: none"> • Art • Music • Drama TECHNOLOGY <ul style="list-style-type: none"> • Design Technology Food • Digital Technology SPORT
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The curriculum at Years 7 and 8 is made up of a Common Course for all students. The curriculum objectives at Years 7 and 8 include providing students with the foundation and exposure to those subjects offered at higher levels of secondary education.

At Year 7, students study two languages, each for one Semester. All students will undertake one Semester of Indonesian and have the choice of either Italian or German for the other Semester. This will enable students to make a choice of one language to continue in Year 8, based on a significant experience in Year 7.

In each subject area there is ongoing assessment and at the end of each Semester, formal examinations are held in core subjects.

YEAR 7 PROGRAM

Key Learning areas	Semester Allocation
Religious Education	2
English	2
Mathematics	2
Science	2
Humanities	2
Languages	
Choice of one Italian)	1
German)	1
Indonesian - Compulsory	1
Health & Physical Education	2
The Arts	
Art, Music, Drama	1
Design Technology Food	1
Digital Technology	1
Sport	1

Details of the learning program can be found on the College website at:

<https://www.emmaus.vic.edu.au/learning/curriculum/>

Sport – In addition to the College Inter-house competitions, students will have an opportunity to participate in a series of Interschool competitions in Swimming, Athletics, Cross Country and Summer/Winter sports. Recreational activities will be provided for those students not competing in Summer or Winter sports.

MEETING SPECIAL NEEDS OF STUDENTS IN MATHEMATICS AND/OR ENGLISH

Provision has been made to meet specific needs of a number of students who require specialised programs, either to allow them to proceed at a slower rate or to extend talents and aptitudes identified in various situations.

Parents will be advised of these special programs in English and Maths, and their permission requested for students to be allocated to appropriate groups.

Additional Language Support classes are to be offered as an alternative to Languages to provide further assistance to cater for special needs.

ENHANCEMENT

Emmaus College caters for the cognitive, emotional, physical and affective development of capable students through a variety of extension and enrichment opportunities. To establish a firm base for future learning, across all subjects, in Years 7-9 units of work are differentiated so that high achieving students are individually engaged and extended. Excellence in achievement is acknowledged and celebrated through certificates and Award ceremonies.

In Years 10-12, students who have shown themselves to benefit from academic challenge, are offered opportunities to accelerate their learning by completing VCE units one year ahead of their peers. Building on research skills that students begin to explore in the Year 9 unit Investigation, the subject Individual Investigation is available to students who wish to investigate a topic of interest to them. Along similar lines is the VCE subject Extended Investigation which is available in Years 11 and 12 to students who want to challenge themselves academically.

Enrichment experiences that develop knowledge application, problem-solving and creative thinking skills are offered in extra-curriculum provisions. These include intra and inter-school competitions for example Debating, Public Speaking, Tournament of Minds, Robotics and The Australian Maths Competition. The College is renowned for its excellent music and drama productions and students regularly participate at a high level in a variety of sports.

EMMLINK: LEARNING MANAGEMENT SYSTEM, INTRANET & PORTAL

EmmLink is our online learning management system (LMS) and portal which provides the tools to effectively enhance communication, collaboration and learning. Using technology as a tool, students will enjoy the interactive nature of EmmLink and the variety of creative learning activities which can be accessed anywhere, anytime.

Access to EmmLink is via a unique username & password, with students and parents given their own access. With their logon credentials, parents will be able to view their son's/daughter's timetable, College news, activities taking place in classes, assessment tasks and results.

ASSESSMENT AND REPORTING AT EMMAUS

Using EmmLink as the gateway, reporting at Emmaus College is, what is sometimes referred to, as *continuous reporting*. Marks, grades and comments for College Assessment Tasks are published on the EmmLink LMS. What this means is that, rather than waiting until the end of the semester, parents can see the result and read what feedback students have been given about their accomplishments and advice about how to improve their work.

At the end of the semester there is a summary statement of results which is also available on EmmLink. Because comments about achievement and specific advice about improvement are available throughout the semester, summary reports do not contain comments.

Along with the marks and comments for Assessment Tasks, you can also find:

Progression Points for students in Years 7-10 are also recorded toward the end of each semester in EmmLink using a rubric.

Student Work Habits are reported using a rubric and are reported towards the end of Terms 1 and 3.

PROGRESSION POINTS

At Years 7-10 Progression points are reported in Emmlink via a rubric at the end of each semester. The message about progress is via the actual descriptor and you are encouraged to read this.

Achievement for English, Health and Physical Education, and Mathematics are displayed at the strand level. All other curriculum areas are displayed at the curriculum area level.

Progress is described in the following ways:

Working below the expected level.	Having difficulty working at the expected level.	Generally working at the expected level.	Consistently working at the expected level.	Working beyond the expected level.	Working well beyond the expected level.
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STUDENT WORK HABITS

Student work habits are reported in the Terms 1 and 3 via Emmlink using a rubric. No comment is required. As described below there are four Indicators of Work Habits and assigning a value to these will result in a 'score' which is then used to determine the Effort Commendations for each semester.

Work Habits Indicators:

Takes responsibility for own learning

This Indicator is linked to students focusing on the success criteria they have been shown. Students scoring a Very High in this Indicator will be students who stick at the learning and do more than the minimum, becoming independent learners.

Works collaboratively with others

This Indicator takes in a range of ways of working with other students in the class. While formal group work is obviously one of the activities considered here it is not the only one. Students might work as team mates or practical work partners or they might just be working together in class. Working co-operatively with others can also include being engaged in class activities generally.

Completes set work on time

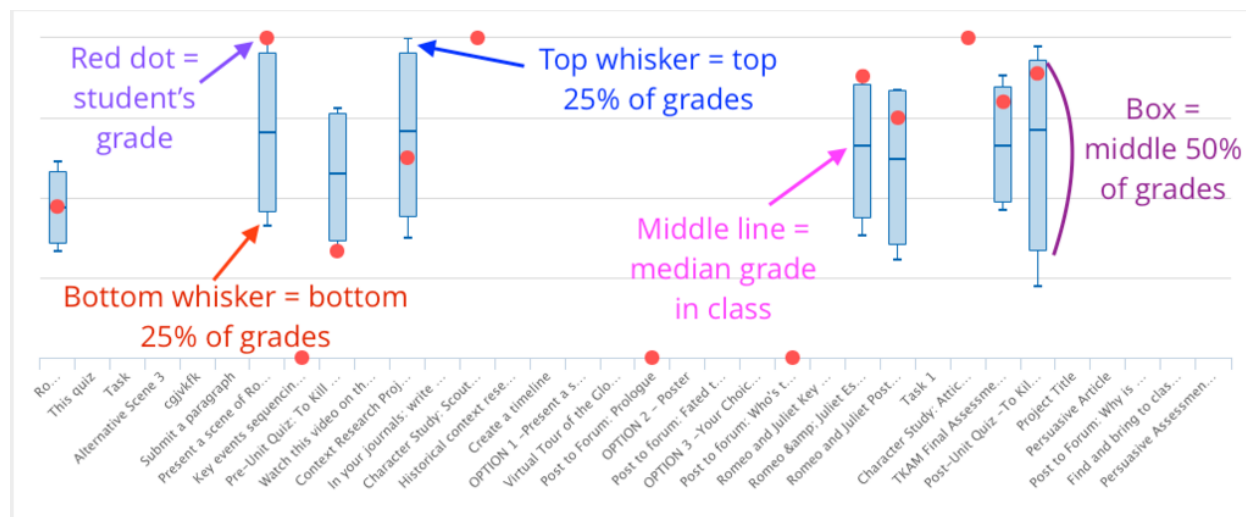
This Indicator takes into account the full range of student work such as homework and assessments.

Responds to feedback

This Indicator is all about improvement. The key point about this Indicator is the extent to which students respond to feedback. While feedback on assessments are important, teachers will provide a whole range of feedback written, verbal and through rubrics.

BOX AND WHISKER PLOTS

The box and whisker plot shows a student's achievement per assessment task, in relation to other students in his/her class. The top whisker represents the top 25% of results in the class, while the bottom whisker represents the bottom 25% of results. The box is the middle 50% (from 25% to 75%) and the thick line is the median or middle line. Finally, the red dot is the individual result. Hovering over the red dot provides more information about the student's grade and any feedback that was given for that task. The box and whisker plot provides useful comparative data for students, teachers, and parents to see where the student sits for each assessment against their classmates.



ORIENTATION CAMP

To help settle into life at Emmaus College all Year 7 students are taken on an Orientation Camp to Rawson during February. The dates for each House are:

Chavoin & More House: Monday 8 February – Wednesday 10 February

Colin & Rice House Wednesday 10 February – Friday 12 February

The students will stay at Rawson Village with most of their activities shared between Rawson and the historic township of Walhalla. The activities include exploring the township of Walhalla, canoeing on the Thomson River, 4WD Tour, walks, games, swimming at the local pool and other supervised learning activities. As the prime purpose of the Orientation Camp is to bond as a House group, the students will live as a community for the three days with their classmates and teachers. Year 10 Peer Support Leaders will help and will continue to work with their classes upon their return to school. Meals are fully catered but students will be required to assist where necessary. Students will sleep in bunk room accommodation.

Details such as what to pack, departure and arrival times etc will be sent home early next year. It is advisable to purchase or arrange to borrow a weatherproof coat and a sleeping bag.

The approximate cost of the camp is \$325 per student. This amount will be included on the annual tuition fee account in 2021.

All students look back on their camp as a great experience. It is the ideal way to make new friends and become part of the Emmaus family.

MUSIC EDUCATION AT EMMAUS

Music plays an important role in the College Curriculum as a Core subject at Year 7 and 8 and in the elective program at Years 9 and 10. It continues through theoretical and practical studies as Music Performance within the Victorian Certificate of Education (VCE).

Instrumental Music Program @ Emmaus:

Individual or Group music tuition is available across a wide range of instruments from Years 7 to 12 with students enrolling for **A SEMESTER** at a time. Instrumental music tuition lessons are normally held during the school day, with lessons being timetabled on a rotational basis over each Semester.

A formal agreement is drawn up at the commencement of the year ensuring a continuity of a student's instrument tuition over the Semester and outlining the specific conditions applying to such tuition. Parents should note that group tuition is possible with most, but not all of the instruments.

The costs involved in the **Instrumental music program** for 2021 are:

1 Semester Tuition - Individual	30 Mins	\$663.00 (Solo student)
1 Semester Tuition - Individual	45 Mins	\$986.00 (Solo student)
1 Semester Tuition – Group		\$442.00 (2-3 students)
Instrument Hire, per Semester		\$120.00 (if applicable)

Music Workshops and Masterclasses:

These days are run by the College's instrumental music tutors and College music staff and will feature guest performers and clinicians. The workshop days are held once per semester – the cost of which is included in the Instrumental Music tuition fees (workshops will be counted as 1 x lesson).

Instrumental Music Ensemble Participation:

At Emmaus College, our focus is on ensemble music making. This is reflected in our Year 7 and Year 8 concert band classroom program, the recent implementation of a variety of new College ensembles and the success of our existing ensembles.

Students enrolling in Instrumental music lessons are strongly encouraged to join an extra-curricular College ensemble. Students select their preferred ensemble when completing the Instrumental Music enrolment form. All instruments (including voice) may elect to join/participate in any ensemble, however there are often appropriate instruments for each ensemble. Below is a list of College ensembles students may choose to join:

- | | |
|------------------------------|-----------------------|
| - Year 7 and 8 Training Band | - Percussion Ensemble |
| - Vocal Ensemble | - Guitar Ensemble |
| - Concert Band | - Senior Soul Band |
| - Junior Soul Band | - Senior Rock band |
| - Junior Rock Band | - Piano Ensemble |
| - String Ensemble | - Show Band |
| - Year 9 Soul Band | - Year 9 Rock Band |

All applications for music tuition must be submitted to the Director of Music (Mr John Collins, Phone: 9845 3310) by Friday 13 November 2020.

SECTION 6 PSYCHOLOGY & COUNSELLING SERVICE (PCS)

The Psychology and Counselling Service (PCS) possess a wealth of psychological and educational knowledge and expertise to support students to achieve academic success, psychological health, and social and emotional wellbeing. Our team comprises three registered psychologists with specialist training in areas such as educational and developmental psychology and clinical psychology, alongside a trained counsellor.

The main services provided include confidential psychological counselling, cognitive and learning assessment, small-group workshops, and the implementation of school-wide wellbeing activities.

Examples of the areas in which the PCS provide care and assistance include:

- | | |
|-------------------------|-------------------------|
| • Social Development | • Depression |
| • Self Esteem | • Learning Difficulties |
| • Grief | • Motivation |
| • Cognitive Development | • Anxiety |

Students can be referred for short-term counselling or assessment through members of the College's Student Wellbeing Team. Additionally, students are able to self-refer for individual counselling by completing a self-referral form, which is available electronically in the Self-Referral tile on our EmmLink page. We also acknowledge that some matters are best supported through families seeking external support.

If parents are concerned for their child's wellbeing and would like to explore what supports might be appropriate within the school, they are asked to contact their child's House Leader who can then discuss these concerns with the Student Wellbeing Team.

STUDENT MEDICAL INFORMATION

In Term 4, 2020, parents will receive an email inviting them to join Operoo (formally known as CareMonkey) to create a profile of their child and share it with the school.