Wednesday, 21 January 2015

Dear College Families,

Having just returned from a four week holiday with my family in South-East Asia, I start the 2015 school year both refreshed and with an overwhelming sense of the significance of Education. Families in these countries typically value education extraordinarily highly, having a deep appreciation of its significance because they see the effect an education can have on the lives of those who are privileged enough to have one and on the lives of those who are not.

We are truly blessed in this country that the vast majority of our children have access to a high quality education by world standards. Certainly our goal for 2015 is to continue to improve the already high quality of education our students receive and enhance the opportunities we are able to present to them to explore their talents and discover their purpose. All of this will take place in an environment where Jesus takes His rightful place in our community; as Lord of all.

Celebration Morning Tea

It is because we as a community also value education highly that we celebrate each child's start at the ELC, or Kindergarten, or their start at their new school – it is the first step on a very exciting journey. So on the third day of school, after you have waved goodbye and your child has moved to their classroom please join with other parents for our annual Celebration Morning Tea. This event will provide you with an opportunity to meet other families in the College or catch up with familiar faces. Current parents are also invited to be part of the welcoming party.

Year 12 Achievements

At the end of 2014 the College farewelled a wonderful cohort of students that happened to include my twin daughters who, along with many of their classmates have now gained access to the university courses of their choice. We are very pleased with this cohort’s achievements in the HSC and wish them all the very best in their chosen studies and vocations. I commend the ELC, Primary and Secondary staff who taught them and those that serve here now, ensuring that the next generation of students achieve the same success and have the same options available to them.

A Growing College

I am very excited to announce that by comparison with last year we expect to start 2015 with a substantially larger Early Learning Centre and a total of 37 more students in our Primary and Secondary Years. To accommodate this growth we have opened an additional three Primary classes and spent the last few months preparing three new Primary classrooms. This growth is the result of the wonderful effort of College staff and the glowing things that parents have been saying about the College. I know the staff intend to keep up their wonderful work and I ask you to do the same.

New Staff

The new academic year and the growth that we are experiencing have brought new staff, some of who were announced at the end of last year:

Ms Elianne Traynor (Early Childhood Educator) 
Ms Rebecca Shaw (Teacher - Kindergarten) 
Ms Bethany Grose (Teacher - Stage 1) 
Ms Emily Elton (Teacher - Stage 1) 
Mr Craig Hutchinson (Teacher - Stage 3) 
Ms Catherine Ma (Teacher - Secondary Mathematics) 
Ms Jennifer Murray (Teacher - Secondary HSIE/English)

God has yet again blessed us with a group of highly qualified educators who clearly stood out from the many other applicants. The process of selection involved an assessment of their qualifications, an interview, and an observation of their teaching practice in a lesson setting with one of our classes. We are excited by their appointment and thankful for the personal and professional qualities they will bring to our community and trust that they will enhance the College academically, socially and spiritually. Please peruse the Staff page of the College website to read their profiles.
Online Information Guide

The College's website was very well received in 2014. Parents and students have found it to be a very useful and engaging, especially when coupled with the email/online version of our newsletter, Directions. They are both a source of encouragement and an invaluable resource. The key pages in this regard have been the NWCC Parents page and the NWCC Students page, connecting current parents and students to all the resources they need, including the PDF version of the College Information Guide, which provides answers to the majority of questions they have about how the College operates. We will soon finalise the transition of this Information Guide to web form. Even now, a click on the Information Guide tile on one of these pages of the website will lead to an alphabetical tile page that will progressively, over the next few weeks link to all the information previously contained in the PDF Information Guide and more. On this page the 2014 Information Guide will still be available until this process is complete.

Edumate

The start of 2015 has seen an update to the Edumate parent portal, accessible from the NWCC Parents page and the NWCC Students page of the website. While the look is quite different it still contains all of the information current parents are used to under the title ‘Carer Portal’, including awards and disciplines, as well as attendance, sick bay and administration records, and for Secondary students, their upcoming assessment tasks and recent task results. The Dashboard continues to be a place where parents can obtain excursion information and give their child permission to attend. The upgrade has introduced a ‘Diary’ function that fully integrates event and timetable information for all users, and the ‘Debtor Portal’ (regrettable title) contains comprehensive information regarding your fee account. Existing families will be able to continue to use their established username and password, while families new to the College who have not yet received theirs should contact the College Office. A Quickstart Guide to the new version of Edumate can be found under the Online Guides tile also on the NWCC Parents and NWCC Students pages of the website.

Annual Family Information Update

At the start of each year we ask you to ensure that all information we hold regarding your family is correct. This year we ask you to do this by logging in to Edumate and clicking on the ‘Home’ button and then the ‘Change My Details’ option. Please check the information on this screen with special attention to items hidden behind the various ‘Show/Hide Other Items’ statements. Please also ensure that your current email address is correct since this is the channel through which the majority of College communications will flow. Once checked, even if you make no changes, scroll to the bottom of the page and click the ‘Confirm Details’ or ‘Send Changes’ button to confirm that we have the correct details. Please contact the College if you have difficulty performing this task.

Technology Information Seminar

The effective use of both Edumate and the College website are crucial for full parent and student engagement in College life. An orientation to both of these resources, along with a range of other functions are the subject of the upcoming Technology Information Seminar. All parents are encouraged to attend.

Know Your Norwest

Finally, I sincerely welcome families who are new to the College and look forward to getting to know each and every one of you over the coming years. Our first opportunity may be the upcoming Know Your Norwest evening on which the College Parents and Friends Association will provide all attendees with a complimentary meal and families will have ample opportunity for social interaction. Please RSVP by Friday, 30 January via the Parents page on the College website.

Upcoming Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Celebration Morning Tea</td>
<td>Thursday 29 January</td>
<td>9:15am to 10:00am</td>
<td>College Auditorium</td>
</tr>
<tr>
<td>Know Your Norwest</td>
<td>Tuesday 3 February</td>
<td>5:00pm-8:00pm</td>
<td>College Auditorium</td>
</tr>
<tr>
<td>Technology Information Seminar</td>
<td>Wednesday 18 February</td>
<td>7:00pm-9:00pm</td>
<td>College Auditorium</td>
</tr>
</tbody>
</table>

Salutation

I trust that you have had an enjoyable Christmas break and wish every College family a wonderful year of learning.

Yours Sincerely

Ian Maynard
Principal

PS - please take the time to read through the information sheet attached as far as it relates to your family.
2015 Term 1 Information
All Families

Uniform Shop - Term Time
The College Uniform Shop is typically open during term time on a drop-in basis during the following hours:

- Monday 8:15am-11:15am, and
- Thursday 1:15pm – 3:30pm.

Orders can also be made by email to uniform@nwcc.nsw.edu.au and items can then be collected from the College office by parents or at the Uniform Shop by students.

Uniform Shop - Start of 2015
At the start of the 2015 school year College Uniform Shop orders can be made by email to uniform@nwcc.nsw.edu.au and items can then collected from the College office. The shop will be open between the following times, and preference will be given to those with an appointment:

- Tuesday, 27 January 8:30am – 11:00am
- Wednesday, 28 January 8:30am – 11:00am

Please contact the College office on 8889 4600 to make your appointment.

Uniform
It is important to the College community that students wear the correct uniform with pride at all times, including College hat, bag, socks and enclosed, leather formal-style school shoes. Full winter uniform is to be worn between Mothers' Day and Fathers' Day. Full summer uniform is to be worn outside these dates.

The standards for uniform, including hair, make-up and jewellery, can be found in the Uniform section of the College website. Please be familiar with these standards and reinforce them with your child as necessary. Of course, from time to time issues and mishaps occur with uniform and in these instances, a note should be provided to the classroom teacher (ELC and Primary) or your child's Mentor (Secondary Years).

Where a Primary or Secondary student arrives to school with uniform that is unacceptable, a replacement item may be issued from the Uniform Shop and parents will assume the cost of the replacement item. Parents will be contacted where repeated issues with uniform exist and consequences including after-school services and withdrawal from playground may be issued to students. In some circumstances, a student may not be permitted to return to school until uniform infringements (including hair) are corrected.

Meetings
Early childhood educators, Primary classroom teachers and Secondary mentors welcome the opportunity to meet with you to discuss your child's learning or any other day-to-day issues that may arise. Communication between home and school is of great importance and we value your contribution at all times. The school day is generally very full and, in addition, meetings and professional development courses are scheduled outside classroom hours, including before school. Please refrain from unscheduled meetings with teachers before or after school. Where there is an urgent matter, contact the Director ELC/OSHC, the relevant Stage Coordinator or Head of Years via the College office.

Canteen
The College's canteen utilises Munch Monitor for all recess and lunch orders. Families can set up an online account, and can also set parameters for each child's over-the-counter purchases when they debit from this account. All lunch items must be pre-ordered for ELC and Primary students. Pre-ordering is also preferred for Secondary students to avoid queues. Treats and recess items can be purchased directly from the canteen for Primary and Secondary students.

Parent Participation
We value the time and talents of our parent and wider community greatly as they contribute to the lives of our students. There are often opportunities for parents to support learning in the classroom and in extra-curricular events throughout the year. This is known as our Parent Participation Program.
There are many ways to contribute to the College with your time and talents. In the Primary Years, volunteers check Boomerang Folders, change home readers, and spend time in classrooms in literacy/numeracy programs. Across the College, opportunities exist in helping at sport and carnival days, on excursions and camps, in the Library Resource Centre (including taking small jobs home), and participating in the P&F Association, to name a few. Teachers are able to let you know of the needs that they have. Any assistance is greatly appreciated by them and students.

To participate in the Parent Participation Program volunteers must have completed one of the College's Parent Participation Workshops held periodically throughout the year. These are advertised in Directions. For more information or to register for an upcoming workshop please visit the College website>NWCC Parents>Information Guide>Parent Participation.

Medication Approval

A Permission to Administer Medication form should be completed and submitted to authorise College staff to administer medications to your child. Where written consent is not provided medication will not be administered without verbal consent unless our trained first aid officer believes the conditions is life-threatening.

Student Progress Meetings

Student Progress Meetings (SPMs) are an important part of the home-school partnership. Parents are asked to attend with their child to discuss student's academic strengths and weaknesses, and plan for improvement. The College will again be using the Schools Online Booking System to book SPMs. To access the online booking system, please follow the link on the College website under 'Online Access'. A guide to the online booking system is also located in this section.

Important Dates

The 2015 calendar is now available through Edumate with your parent login. Some Key dates for Term 1 are as follows:

**January**
- Tuesday 27: First Day for all students in Kindergarten (staggered), Years 1-7, 11 and 12
- Wednesday 28: First day for students in Years 8, 9 and 10
- Thursday 29: Celebration Morning Tea for parents

**February**
- Tuesday 3: Know Your Norwest Evening - ELC, Primary and Secondary Years
- Monday 16: Years 3-12 College Swimming Carnival
- Wednesday 18: Technology Information Seminar
- Wednesday 25: ELC Meet and Greet BBQ
- Saturday 28: 2016 Scholarship Testing

**March**
- Tuesday 3: Secondary Years Student Progress Meetings (SPM)
- Thursday 5: Open Day
- Mon 9 - Fri 13: Year 10 Work Experience – Week 1
- Wed 11 – Fri 13: Years 3-9, 11, and 12 Camp
- Friday 13: Infants Swim Fun Day
- Friday 27: Grandparents Day
- Tues 24 – Wed 25: ELC and Primary Years Student Progress Meetings (SPM)
The first point of contact in the Early Learning Centre (ELC) is the class teacher who is available most mornings or afternoons for brief discussions about your child’s day.

**Coming and Going**

A [Drop Off and Collection Routine](#) form must be completed and submitted to the Director of ELC. Please list all people who may be responsible for the collection of your child as they will not be released to anyone you have not listed. The first time a listed person collects your child they will be asked for photo identification to verify their identity. If a person arrives to collect your child and you have not listed them as a nominated person the College will contact you to verify their identity.

**First Day**

The ELC has been open since 12 January and has already welcomed a number of new families. If your child is starting when school resumes please bring them directly to the ELC where they will be greeted by our warm and friendly educators. Please allow at least 20 minutes for drop off on the first day so that we can explain the drop off and collection procedure.
2015 Term 1 Information
Primary and Secondary Years

Stationery
Stationery and equipment requirement lists are available on the College website>NWCC Parents>Information Guide>Communication.

Please ensure that your child has all of the required items and that stocks are replenished throughout the year. This saves valuable learning time in the classroom.

BYOT (Bring Your Own Technology)

The College's BYOT program requires students from Year 3 onwards to bring a device to school with a minimum screen size of 7 inches. To facilitate this program the College has partnered with JB Education to provide a recommended range of devices at discounted prices. More information can be found on the College website>NWCC Parents>Bring Your Own Technology (BYOT)

Camps

2015 Camps will be held as follows:

- Years 3: Thursday 12 to Friday 13 March
- Years 4-9, 11 and 12: Wednesday 11 to Friday 13 March
- Year 10 (Ski Camp): Dates to be advised

Supervision

Supervision before school begins at 8:15am and classes begin at 8:40am. Parents are asked not to drop off their child/ren prior to this time under any circumstances. In the afternoons, supervision ceases at 3:05pm, except for those students who utilise bus services. Primary Years' students on the premises outside these supervised times will be accompanied to the OSHC facility and billed for the services they use. If you are unable to make a pick-up, please telephone the College office so that arrangements for the supervision of your child/ren can be made.

Attendance

Regular attendance at school is not only best for learning, but is also a legal requirement. The College is compelled to report students at risk of not receiving a satisfactory education due to absences, even where this is due to regular late arrival to school. Please ensure that absences are for legitimate reasons such as illness, and that your child/ren arrive at school by no later than 8:40am. In the Secondary Years, student absences may also mean that students do not meet the mandatory minimum hours for a course of study, putting them at risk of non-completion of a subject.

Late to School / Early Departures

Students who are late to school must be accompanied by a parent/guardian (Primary) or make their own way (Secondary) to the Student Counter in the Office to sign in; otherwise College records will show an absence for the whole day. Students who are required to leave school early for any reason are to be signed out by a parent/guardian at the College office. In the Primary Years, class teachers should be notified by email or in the Boomerang Folder. If another adult is to collect your child, please indicate this in your note also – they may be required to show identification. Year 12 students may accrue special privileges for late arrival/early departure with the approval of the Head of Secondary Years.

Absences

All student absences must be accounted for. Where your child is absent for a day, the College will send you an SMS indicating the absence. Please reply ‘Yes’ to indicate your receipt of the SMS – this also acts as an official ‘note’ from you covering the absence, otherwise a paper version of a note explaining the absence is required on the next day of attendance. In the case of extended leave or sickness, please notify the College office.

Extended periods of planned student absence (of more than one week), must be approved by the Principal as a requirement of the NSW Minister of Education. Application forms are available on the website and should be submitted to the College office with a minimum of four weeks notice. Specific consideration must be given of the effect of the
absence on the child's education, particularly in the Secondary Years. Please note that for an application to be successful it must meet the criteria set by the Minister.

**Girls' Uniform**

Two new items have been added to the uniform requirements for both Primary and Secondary girls. The standard cream short formal socks will now have a thin band of rust and eucalyptus added. Girls will also have charcoal tights available to wear as an addition to the Winter uniform. For 2015 both the old socks and the new will be accepted.

**Sport/PE**

Students are to wear their sports uniform on their designated days. In the Primary Years this is Wednesday and Friday. In the Secondary Years it is worn on Tuesday and during designated PE lessons, but not to and from school. Please refer to the College website for the uniform requirements for these days. Students must not wear canvas or high-top shoes as sports shoes, and will not be permitted to participate in activities should these be worn.

**ICAS**

The International Competitions and Assessments for Schools (ICAS) are independent skills-based assessments with a competition element. ICAS is unique, being the most comprehensive generally available suite of academic assessments and school tests for primary and secondary school students. Students from Years 3-12 may participate in the suite of papers, at a cost to parents. The assessments provide useful feedback to families based upon set criteria. Participation in these competitions will contribute to your child's Norwest Challenge. Information about dates and assessments will be emailed to families as the assessment period approaches. A copy of the most recent communication is available [here](#).
In the Primary Years, your first point of contact remains your child’s class teacher for all learning and pastoral care matters. Mrs Tara Waller, the Head of Primary Years works closely with classroom teachers and is available by contacting the College office.

The College uses Stage-based classes in the Primary Years, which we have found afford students greater opportunities for learning that best meets their needs, and opportunities for socialisation with other peer groups. Curriculum in NSW is written in a two-year cycle, and in many Key Learning Areas there is flexibility in sequencing learning within these cycles. Please note that classes are not streamed, and movement between classes for subjects including spelling, reading and mathematics will occur in Stage 2 and Stage 3 classes.

This year, we have three new classes in the Primary Years, with three new teachers. The College is blessed with a professional and dedicated Primary Years staff. For 2015, the class and teacher allocations are as follows:

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>Mrs Rosie Harriott</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Ms Irene Amiradaki</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>Mrs Rebecca Shaw</td>
</tr>
<tr>
<td>Stage 1 (Year 1)</td>
<td>Ms Bethany Grose</td>
</tr>
<tr>
<td>Stage 1 (Years 1 and 2)</td>
<td>Mrs Rebecca Bates</td>
</tr>
<tr>
<td>Stage 1 (Year 2)</td>
<td>Mrs Emily Elton</td>
</tr>
<tr>
<td>Stage 2 (Years 3 and 4)</td>
<td>Mrs Leanne Ditton</td>
</tr>
<tr>
<td>Stage 2 (Years 3 and 4)</td>
<td>Mr Evan Moore</td>
</tr>
<tr>
<td>Stage 3 (Years 5 and 6)</td>
<td>Mrs Rachel Li</td>
</tr>
<tr>
<td>Stage 3 (Years 5 and 6)</td>
<td>Mrs Carol Gray</td>
</tr>
<tr>
<td>Stage 3 (Years 5 and 6)</td>
<td>Mr Craig Hutchinson</td>
</tr>
<tr>
<td>Music</td>
<td>Mr Peter Christie</td>
</tr>
<tr>
<td>Mandarin</td>
<td>Ms Vivian Huang</td>
</tr>
<tr>
<td>Biblical Studies</td>
<td>Mr Steven Deuble</td>
</tr>
<tr>
<td>RFF</td>
<td>Mrs Bronwyn Davies</td>
</tr>
<tr>
<td>RFF</td>
<td>Mrs Nicole Goudie</td>
</tr>
<tr>
<td>Education Support</td>
<td>Mrs Janine Wilkinson, Mrs Maya Jackson, Mrs Cami Leva and Mrs Shanelle Raukema</td>
</tr>
</tbody>
</table>

2015 Priorities

Teachers in the Primary Years continue to develop curriculum to meet the learning needs of our students and implement proven methods for delivering quality educational programs in our classrooms. Priorities for 2015 include the development of:

- targeted learning programs in literacy and numeracy;
- planning for the Australian Curriculum in core subjects;
- the College Performing Arts programs
- the College Music Instrumental Program for students in Stages 2 and 3;
- Biblical Studies programs; and
- student leadership and training.

First Day

We will welcome Primary students from Year 1 to Year 6 to the College on Tuesday, 27 January in the Auditorium with a short assembly, commencing at 8.40am. Parents are welcome to attend. We will pray for the year ahead and students will meet their teachers and be allocated to their classes and classrooms. All Kindergarten students will have received a separate communication regarding their start time on Tuesday, 27 January 2015 to assist with a smooth transition to the early Kindergarten days.

All new students to the College are asked to remain with their parents in the allocated section until the completion of the assembly. Students in Years 1 to 6 will sit in their class groups as for Chapel in 2014.
**Kindergarten – Optional school times**

This will be a big ‘first week’ for many of our Kindergarten students! As such, the routine for our Kindergarten students has been modified to allow for shorter attendance on each day as follows. If you wish to pick up your child early, please sign your child out from the Office before collecting them from the Kindergarten rooms. Of course, we understand that this schedule may not be suitable for all of our families and classes will continue for the remaining students until 3:00pm to cater for this.

**Week 1**
- Tuesday, individual start times - finish at 3:00pm
- Wednesday to Friday — 8:40am to 1:00pm

**Weeks 2–5**
- Wednesday — 8:40am to 1:00pm

**Primary Assembly**

Assemblies will be held Monday fortnightly at 2.20pm in the Auditorium. Dates will be forwarded to you via the Boomerang Folder or Communication note at the beginning of each term. Families are welcome to attend and will be notified when their child/ren will be receiving special awards.

**Fruit and Sip, Lunch and Recess**

At all times, we encourage students to bring healthy, nutritious food and drinks to the College. Sugar-laden food and drink such as lollies and cordials are strongly discouraged.

Students have three main break times being Recess, 'Fruit and Sip' and Lunch. The Fruit and Sip break is held in the classroom at a regular time each day. All students will need to have a piece of fresh fruit or vegetable and bottle of water for this time. Tinned, packaged or similar fruits are unsuitable, including fruit strips.

**Pick-up Routines**

A Primary Years Afternoon Student Collection Routine form must be completed and returned to the College Office on or before Day 1 so that teachers are aware of afternoon schedules of students in Primary Years.

In general, students who walk home will be dismissed by the class teacher and leave from the McCulloch Street gate. Students who catch buses will wait in the designated areas. Those who are picked up from the campus will wait in classrooms with their teacher until their parent/carer collects them. Students who attend After School Care will wait outside the Head of Primary Years office for an OSHC staff member to supervise them. Please remember that it is important to notify the class teacher or College office if someone other than a regular parent/carer is to collect your child from campus.

**Daily Communication**

The main form of communication is through Boomerang Folders for Infants classes and through email for all classes. The Boomerang folders will contain notes about weekly routines. Many of these notes are now emailed through to families instead of being included in the Boomerang folder. It is best to email confidential notes to your child's teacher or make a time to speak with the teacher as required. If you need to notify your class teacher about an issue urgently, please make this known to staff in the College office and we will be sure to pass on the message as required. A fortnightly Communication note will also be emailed to your nominated email address, which will contain important information for your child/ren's class.

**Music**

This year, all students in Stage 2 will receive a violin as an extension of our music program. This is a very exciting addition to the primary music program. Students in Stage 3 will still receive a band instrument as part of the Year 5 and Year 6 band program. Mr Peter Christie will now be at the College three days a week for 2015. All students in the Primary School will be involved in the College musical this year, which will be Walt Disney's 'Peter Pan Jr'. The musical will be held on Thursday 10 September and Friday 11 September.

**Book Covers**

Primary Years students will be provided with workbooks for the year. Paper book covers will again be provided for you to cover your child/ren's books. Colour coding books makes classroom routines much easier. Please cover each book with the labelled paper book covers and then with clear plastic, clear book covers or adhesive coverings as soon as possible. Students in Kindergarten and Year 1 will be provided with all pencils, erasers and scissors. For those wishing to use clear book covers, please note below the book sizes and numbers needed for each Stage/Grade:
<table>
<thead>
<tr>
<th>Year/Stage</th>
<th>Book type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Scrapbook</td>
<td>4</td>
</tr>
<tr>
<td>Year 1</td>
<td>Scrapbook</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Exercise book</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>A4 size (free choice cover)</td>
<td>1</td>
</tr>
<tr>
<td>Year 2</td>
<td>Exercise book</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>A4 size</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>A4 size (free choice cover)</td>
<td>1</td>
</tr>
<tr>
<td>Stage 2</td>
<td>Exercise book</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Exercise book (free choice cover)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>A4 size</td>
<td>2</td>
</tr>
<tr>
<td>Stage 3</td>
<td>A4 size</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>A4 size (free choice cover)</td>
<td>1</td>
</tr>
</tbody>
</table>
First Days
The Secondary Years will welcome its students over two days as mentioned previously. 2014 students will be able to access their timetables on Edumate prior to the commencement of the year, and should come prepared for lessons on their first day from Period 2 onwards. New students should bring four exercise books, unlabelled, along with basic equipment for the day.

Tuesday, 27 January
Year 7  
Student leaders will meet you in the main quadrangle to escort you to the Performance Space by 8:40am. Parents/guardians are invited to attend a short welcome assembly and farewell their child from here. Students should wear their formal summer uniform.

Years 11 & 12  
Meet in the LRC at 8:40am for a stage meeting. Students should wear their formal summer uniform.

Wednesday, 28 January
Years 8, 9 & 10  
Meet in the Performance Space at 8:40am for assembly.
New students in 2015 will meet their mentors in the LRC, at the front of the big building, at 8:30am.

Years 7, 11 & 12  
Meet in the Performance Space at 8:40am for assembly.

Priorities
Teachers in the Secondary Years set priorities each year to drive improvement in student outcomes academically, socially and spiritually. For 2015, teachers will plan and develop programs for the following priorities:

- learning programs in literacy and numeracy;
- continued academic improvement across all Key Learning Areas;
- the Norwest Futures Program - Careers and post-school options education;
- student leadership and training; and
- growth in extra-curricular opportunities.

Home Program and Mentors
Each day Secondary students will meet in Home Groups with a Teacher Mentor. These Home Groups are organised by Stage, and in Stages 4 and 5 they are single sex groups. These groups are intended to foster personal pastoral care relationships with peers and the Home Mentor. Your child's Mentor will be named on their timetable, and will be your first port of call for any well-being or learning related matters. This Mentor will also be the first person that your child will go to if they need advice or support in any way.

Home Group time will also be the time where students engage with our Wellbeing Program, attend Chapel services and assemblies, document their progress in the Norwest Challenge, and other College related matters.

Students and mentors are supported by Stage coordinators who develop Home Group and pastoral programs in the Secondary Years. The Stage coordinators for 2015 are as follows:

- Stage 4  Mr Luke Barnett
- Stage 5  Ms Krysten Lituri
- Stage 6  Mr Mark Longworth

Academic Year Rollover
Classes in the Secondary Years will again ‘rollover’ at the end of Term 3. For example, the 2015 Year 7 cohort becomes Year 8 in Term 4, and then begin their Year 8 courses of study. This means that final assessments are also completed in Term 3. For assessment dates and tasks students should refer to their Assessment Handbooks available on the College website>NWCC Students>Secondary Students.
**Edumate Diary**

With the new upgrade of Edumate comes increased functionality for students. Students will no longer use previous electronic diaries, but instead will use Edumate for their calendar, timetable, event, homework, and assessment planning. This will also mean that important dates set by teachers will automatically appear for each student. Students are encouraged to search ahead in their Edumate diary for information about important upcoming events and tasks. Parents will also be able to access their child’s diary via their own login.

**Textbooks**

The College will continue to provide the majority of its textbooks in Years 7-10 in an online format. JacPlus texts can be accessed both from the College and home via individual logins. These texts feature up to date content and interactive tasks to support student learning. Students will log in via the NWCC Student tab on the website and enter their College email account. Students will then create their own personal bookshelf of texts and resources at the request of their teachers. New students will be shown how to access their online textbooks in class.

Stage 6 students are required to purchase their own textbooks as per the 2014/2015 HSC Text Requirements.

**Homework Assistance Program - Mathematics**

The Secondary Homework Assistance Program will continue this year on Thursday afternoons in the LRC. Please contact your child’s Mentor if you believe that assistance in other subjects is required. Students should be directed to meet in the LRC at 3:15pm and will be dismissed at 4:15pm from the LRC also. Senior Student Leaders will also run academic support sessions at lunchtimes to assist younger students with assessment tasks and general classroom learning.

**After-School Service Program**

The After-School Service Program is designed to allow students to repair their relationship with the College where their behaviour or actions have breached the College Student Code of Conduct, or is deemed warranted by the Head of Secondary Years. Accumulated occurrences of behaviours such as uniform breaches (including jewellery and make-up), incomplete homework, disrupting the learning environment, playground behaviour or lack of application to studies could lead to this consequence.

After-School services are held on a Thursday afternoon, and parents will be notified in writing by email should your child/ren be required to attend. Your support in these matters is essential as we strive to engender in our students a sense of community responsibility for their learning and behaviour. We encourage you to discuss the Student Code of Conduct found on the website with your child so that they are clear about College expectations. Please note that the College reserves the right to exclude students from the College where their obligation to attend a scheduled after school service has not been met.

**Vaccinations**

Vaccination dates for 2015 are as follows for both boys and girls in Years 7, 11 and 12. Please ensure that documentation is returned to student services promptly once issued.

<table>
<thead>
<tr>
<th>Date</th>
<th>Year</th>
<th>Vaccine Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 March</td>
<td>Year 7</td>
<td>1st dose of HPV and dTpa</td>
</tr>
<tr>
<td>18 June</td>
<td>Year 7</td>
<td>2nd dose of HPV</td>
</tr>
<tr>
<td>18 June</td>
<td>Year 11</td>
<td>1st dose MMR</td>
</tr>
<tr>
<td>18 June</td>
<td>Year 12</td>
<td>1st dose MMR</td>
</tr>
<tr>
<td>8 October</td>
<td>Year 7</td>
<td>3rd dose of HPV</td>
</tr>
<tr>
<td>8 October</td>
<td>Year 7</td>
<td>Varicella</td>
</tr>
</tbody>
</table>

**Lockers – Secondary**

The College has lockers available for Secondary students to assist them in the organisation of their school books/resources, formal uniform, and sports uniform. Please complete a 2015 Secondary Years Locker Lease Application if you would like to arrange a locker.
Year 10 Work Experience will this year take place over two weeks. The first week is scheduled to coincide with the camps of the other year groups; that is Monday 9 to Friday 13 March. The second week is scheduled for Tuesday 6 October – Friday, 9 October (four days).

It is the responsibility of each student to seek an approved employer for work experience during this week as regular classes are not scheduled as an alternative. Information was issued to students last year and forms are now due. All enquiries about this program should be directed to Mr Mark Longworth at careers@nwcc.nsw.edu.au.