Collingwood College

Looking Forward to 2012
Dear Families;

What an exciting year 2012 is going to be.

We welcome many new families to the College – particularly those who have joined us in Prep and Year Seven, and those families who have joined us from Footscray. We look forward to starting the journey with these new families whilst we continue to build on the relationships with our existing community members.

The school year in 2012 starts on varying days – please take note of the dates below to ensure that students can start on the correct days;

- **Thursday 2nd February** – All students in years 1 – 10 start
- **Friday 3rd February** - All year 11 and 12 students start
- **Monday 6th February** – All Prep students start

Please note also that booklist items can be collected from the library between 8 and 12 on **Thursday 2nd February** (Years 6-12)

We would also love to see all members of our community at the Welcome Picnic on the evening of **Friday 10th February**. This is an ideal opportunity to meet other College parents, students, friends and staff.

For your convenience, we've included some of our most requested information in the following pages.

Have a wonderful holiday and we look forward to seeing you in the new year!

Keir Jasper
Assistant Principal, Primary
Parent’s Association

The Parent’s Association is made up of parents representing each class. There is no limit to the number of parents from each class who can attend meetings and participate in Parent’s Association activities. The main role of the Parent’s Association is to build a community of parents from the Mainstream, Steiner, and Reggio Emilia inspired streams, who co-ordinate fundraising and social events, and provide a forum to discuss and share information and ideas, help solve problems and feed back to the broader school community.

Thursday Market

Each Thursday during term, classes from the Primary school hold a small market after school. Every week two classes provide homemade cakes, pancakes, lemonade and ice cream for sale and there’s always a race from the classrooms to see what’s on offer. It’s a lovely time for parents to get together and for the children to have some extended playtime with their friends. The Thursday Market is co-ordinated by the Parent’s Association and all of the money raised goes directly to the classes holding the stalls.

Fundraising

Throughout the year we host four or five cake stalls and sausage sizzles at local hardware stores and farmers markets. These fundraising events are co-ordinated by the Parents Association and the money raised goes to a variety of causes with the main two being to help student’s afford camps, especially those travelling overseas and to raise money for our library.

The three dates for the Collingwood Children’s Farm are:

- **Saturday 12th May**
- **Saturday 11th August**
- **Saturday 8th December**

Donations of baked goodies are needed as well as volunteers to sell them on the day.

Spring Fair & Open Day

Spring Fair is our main fundraising event for the year. Usually held in the second week of term 4, it’s also an opportunity for prospective students and their parents to visit the school.

Management of the Fair is based on the idea of a whole school project in which the entire school community participates. Students use their skills developed in class, making preserves to sell and signage for the school grounds, and there are four music stages hosting student performances. Parents manage the logistics, seek donations, sell raffle tickets, make preserves, cakes, handcrafted toys and clothing to sell. Teachers co-ordinate student involvement, cook sausages and pizza, sell tickets, and perform in music recitals and dance performances alongside students.

Each class is allocated a stall and work starts at the beginning of term two when the Spring Fair committee is formed with two parent volunteers coordinating the work of students, parents and teachers.

After the Fair, classes and groups within the school are encouraged to apply for funding for projects and equipment to be paid for with the profits raised.

In 2012, the Spring Fair will be held on:

**Sunday 21st October**

Open Day is our main marketing event for the year - where prospective families come to see the school at work.

The whole school comes together to help prepare the school buildings, classrooms and grounds to look their very best for the day. Current parents are encouraged to attend as community representatives - to offer their thoughts and experiences to prospective families.

In 2012, the Open Day will be held on:

**Thursday 3rd May**

The Open Evening will be held on:

**Thursday 10th May**
School Council

All government schools in Victoria have a School Council which is responsible for the governance of the school - setting key directions, overseeing financial decisions and policy development and review. Collingwood College School Council is made up of staff, parents, community members and other co-opted members. It meets the last Thursday of each month at 5.30pm, starting with a Council dinner.

School Council is supported by the following committees:

Finance Committee

The Finance Committee considers the financial operation of the school and ensures that appropriate reports and recommendations are prepared for School Council. It is responsible for the overall financial position of the school, and sets and monitors the School's annual budget.

It meets the third Friday of every month, at 7.30am.

Education Policy Committee

The Education Policy Committee is responsible for developing and reviewing school policies. Developing the educational policy for school council includes camps and excursions, student welfare, student leadership and professional development. It may also involve developing school wide policies such as occupational health and safety, anti-discrimination and integration policies; possibly monitoring the implementation of the strategic plan; reviewing school data such as AIM assessment, school level data.

It meets the first Monday of each month, at 6.00pm.

Building, Grounds and School Environment Committee

The Building & Grounds Committee is responsible for planning and developing the school’s facilities such as improvements to its buildings and grounds; organising working bees and other actions to maintain or improve the appearance of the school and providing advice to school council on external groups who may be using the school’s facilities. It also has a growing focus on environmental sustainability within the school.

It meets the first or second Wednesday of every month at 7:30am.

Marketing Committee

The Marketing Committee looks at marketing, communication and community engagement for the whole School.

It meets the Second Friday of every month at 7:30am.

Being Involved

If you have particular skills (such as accounting, marketing, design or editing) or if you have a general interest in the school and how it is going, you might be interested in joining School Council or one of the Committees.

School Council Elections are held throughout March with the new council meeting for the first time on Thursday 29th March.

For more information on school governance, please visit:

Assessment

As students develop, and move through the school, so too do the expectations grow about individual assessment.

In June each year, all students in Years 9-12 undertake some form of formal examinations. This exam period is repeated in late October-November. For the Year 12 students, it is an external examination. For Year 9-11, teachers set and mark the exams, using it as a tool for individual assessment and improvement. Whilst it is a stressful period it is essential in preparing our students to be resourceful, well organised and resilient so they can, for each exam, show the best of themselves.

In 2012, the exam periods are as follows:

- **VCE June exams**: 12th to 15th June
- **GAT**: Thursday June 14th
- **Year 11 Exams**: 12th to 16th November
- **VCE Final Exams**: Thursday 1st to 22nd November

Year 7 Information Evening

Early in Term 1 there will be an information evening for all families with students in Year 7. This evening will be an in—depth discussion about curriculum, learning expectations and the laptop program. Look out for more details and the date in the enews.

Parent/Teacher/Student Interviews

P/T/S Interviews are held at key points in the school year. Staff will be available to discuss student progress at all parent/teacher interviews. Teachers meet with parents to share information relating to their child’s well-being and to celebrate the learning journey of the child.

In 2012, P/T/S Interviews will be held on:

- **Wednesday 21st March** (Prep-VCE)
- **Tuesday 4th September** (Prep-Yr 10)

**All Students are dismissed at 12:40 on these days.**

VCE P/T/S Mid-Year Interviews will be held on the 24th and 25th of July.

After School Homework Club

A homework program operates in the library after school Monday to Thursday.

This is a supervised free service available from 3:05 to 5:00pm.

Our goal is to work to build a homework program that best meets the needs of all concerned—so that homework gets done, and that children learn in the process.

School Diary

The school diary planner is an educational tool for the purpose of helping students with time management and organisation. Dates of work requirements will be recorded in their planner, which can also be used for communication between teachers and parents.

Work Experience

The year 10 students at Collingwood College undertake a placement in the last week of term 2 (June 25th to 29th). We encourage students to begin the process of finding their placement as soon as possible.

Open Days

Most institutions run open days in late July and August. Open Days are for students to visit an institution to gather information about courses. It is an opportunity to talk with academics and current students about what certain courses are like. Students in Years 10, 11 and 12 are encouraged to go along to open days.

To make the open day informative,

- Write a list of questions to ask about particular courses.
- Don’t just collect printed material use the opportunity to speak directly with people who work there.
- Walk around the campus and see what facilities and services the institution offers.
It’s easy and rewarding to be a Class Carer. Sign Up.

The Class Carer position is designed to support the teacher in the classroom and to foster and support the class community. It is advantageous for the class carer to have regular meetings with the class teacher to facilitate the support needed by the teacher. Talk to your class teacher about how you can help.

Please note that the class carer role can be shared between two or even three people.

The class carer(s) does not have to DO all of the tasks below, but rather be responsible for overseeing, delegating and sharing the jobs within the class group. Mainly their role is to make sure the tasks are done by someone and ideally coordinate sharing the load among the class community.

Tasks for which the class carer needs to be responsible:

- At the start of the year, collect the class families’ contact information and collate it into a list to be circulated to all families in the class. (This would usually be done in conjunction with the teacher.)
- Organise a way of communicating with all of the families in the class – by e-mail, text, or phone. Setting up an e-mail group with phone buddies for those that do not have e-mail is one way that works well.
- Maintain the class contact list, distributing a new one when any changes occur.
- Communicate messages to the class parents as required by the teacher.
- Communicate messages to the class parents that come through the class carer network.
- Attend one or two meetings per term with the other class carers to support the class carer network and bring any matters of concern to the group.
- Organise a roster for all tasks that the teacher requires regularly in the classroom (e.g. the provision of flowers, the provision of fruit, volunteer jobs (such as supporting with reading or cooking and class washing.)
- Coordinate parents to support the teacher in specific requests that the teacher has such as making items for the class (cushions or smocks or crayon pouches or chair bags etc.) or sourcing particular materials needed for the class or supporting a particular activity in with the children.
- Support the organisation of events for which the class is responsible (e.g. Spring Fair – please note that this does not mean the Class Carer is responsible for organising the class stall, but that the carer helps to ensure that someone does coordinate the stall and assists with communication.)

Tasks that the class carer may wish to include:

- Organise social events for the class community e.g.: Class picnics, parent dinners, day trips (weekend), family camps (weekend camps for all families in the class to attend).
- Organise gifts for people in the class including the teacher, specialist teachers, visiting people who contribute something special to the class community.
- Organise gifts or support for families in the class community when appropriate (e.g. new baby, injured parent or other difficult circumstances)
- Organise the collection of a class kitty (maybe $10 per family) at the start of the year (to provide funds for the above gifts) and transparently manage all transactions to do with this kitty.
**Tune In. Subscribe to the Email Newsletter.**

**Enews...**

Keep on top of all the wonderful things happening in and around Collingwood College. Make sure you are subscribed to the enews.

(Keep your email details up to date with your class carer or subscribe through our website.)

The enews is:

- **Energy Efficient** - No paper, no printing, no recycling, no rubbish.
- **Translatable** - The online version can be read in over 30 different languages.
- **Easy to Share** - You can easily share the enews by forwarding it to family and friends.
- **Student Work** - In 2012, students (especially your Year 10s) will have a large role in reporting to the school’s blog.

**www.collingwood.vic.edu.au/news/**

Our school website is a rich source of information for College news. You can browse the school’s blog for current and previous entries and you can share school news with family and friends via Facebook, Twitter, Vimeo or Flickr. You can also download digital versions of the Reflections Magazines as well as the Calendar.

*Please help keep the school in the loop by submitting news and details of other community events here: collingwood.vic.edu.au/news/submit-news/*

**Notice Boards**

The notice boards in the canteen and corridors are for notices, posters and community events. There is a board dedicated to the school calendar and the term events. Please check this for what’s coming up and for any date changes.

Feel welcome to contribute to keeping these boards up to date and rich with community information. Posters for class events welcome!

**Front Office**

If you run into trouble accessing your email at any time - don’t panic! - you can access a ‘hard-copy’ (printed) version of every issue of the enews in the foyer of the front office after it has been sent out.

There is also an archive of all previous issues of the enews, the Reflections Magazine and the SRC Report in the foyer. Take a browse.
Collingwood College policies are a guide to how our College should work in the best interests of the students’ learning and the well being of the school community.

The basic principles of the College may be summed up as follows:

As members of a learning community students have a set of rights and responsibilities as follows:

- Everyone has the right to learn and to do as much work as possible
- Everyone has a responsibility to learn and to support the learning of others
- Everyone has the right to learn in a safe and secure environment.
- Everyone has the responsibility to ensure that a safe environment is maintained at all times.

When we look closer there are many areas to delineate but here in summary are a few important policy or legal and safety concerns to which we would like to draw your immediate attention.

### Attendance and Lateness

Attendance and punctuality are fundamental to success at school. Absences and lateness are strong factors in low levels of achievement and a lack of connectedness to school. Of course, State Government legislation requires young people under the age of 17 to attend school and students who have reached the age of 17 but who are enrolled at our College, are expected by Victorian Curriculum and Assessment Authority (VCAA) requirements for VCE, to attend regularly. This is expressed as a 90 per cent minimum attendance policy.

The only exceptions are:

- illness or injury
- a medical or dental appointment which could not be made out of school hours; or
- the Assistant Principal /Home Group teacher is provided with a special or exceptional reason in writing for an absence.

Note: all other absences are unapproved.

When a student is absent, the College requires a written explanation from a parent or carer upon returning to school. A medical certificate is required for absences in excess of three school days.

Attendance at excursions, sporting teams, performances, instrumental music and other College activities, is expected. It is the responsibility of all students to consult with the teachers of any classes missed to ensure they catch up with set work.

Extended family holidays are initially regarded as unapproved absences and are therefore not encouraged. However, the Assistant Principal has the authority to grant approval where there are extenuating circumstances. The Assistant Principal should receive a request in writing prior to finalising planning for a holiday during College time. If possible, catch up work should be set and completed.

Lateness to school or classes is unacceptable. We insist upon all students arriving on time to all classes.

- Late passes will be issued, when necessary, for lateness. And repeated lateness will involve contact with parents or carers in a consultation with the College to overcome the problem.
- Any student arriving more than a few minutes late for timetabled classes without an acceptable reason will be recorded as late.
Students who are persistent in their lateness will have sanctions put in place to overcome this lateness.

- Where an unacceptable pattern of absence and/or lateness continues and negotiated action plans have not been fulfilled, the student’s enrolment at the College will be reviewed.
- Students should arrive no later than 8:40 in the morning.

### Mobile Devices and Internet Use

These devices and the web are a part of modern life but there are important constraints to use and usage in the College. We cannot be responsible for the safe-keeping of mobile devices and we do not approve of students accessing the internet except with the permission of the College and the Home Group or classroom teacher. We expect that if mobile phones are brought to school that students will keep them secure at all times and that they will not have them switched on in class. Tweeting and other forms of communication are not approved except where permission is given in the context of a class lesson where access to information is necessary and communication is sanctioned for the purposes of shared learning.

The College reserves the right to confiscate any mobile devices for storage and to return them at an appropriate time, if and when such devices are used inappropriately or appear to have been misused, or used in such a way as to interfere with learning or their use may lead to the discomfort or unease of students or teachers in the classroom or the school.

### Riding and Walking to and from College

Whilst parents or carers are responsible for students riding bicycles to and from school secure storage for bicycles and helmets is provided at the College. However, generally, children under the age of twelve do not have the neuro-physiological and psychological development to cope with complex traffic situations on their own. Road safety authorities recommend that before the age of nine or ten years children should not ride a bicycle in traffic without adult supervision. Depending on their cycling skills and experience, some children over this age may still require supervision.

Children under the age of twelve may ride on footpaths as may a supervising adult. They are required to give way to pedestrians and to wheel their bicycles over pedestrian and children’s crossings. Children aged twelve years or older are required by law to ride on the road.

### Helmets

The law requires that all cyclists wear an approved bicycle helmet. Approved helmets have the Australian Standards Mark (AS/NZS 2063) and will be marked as suitable for cycling. The school expects all students who bring skateboards and scooters to school to also wear an approved helmet.

### Sun Smart Schools

To protect skin and eyes from ultraviolet (UV) radiation, Cancer Council Victoria recommends hats that protect the face, back of the neck, eyes and ears. School policy requires all students to follow this recommendation during Terms 1 & 4.

Broad brimmed and bucket hats provide the best sun protection for the face, head, ears and neck. Legionnaire hats also provide good UV protection. Baseball caps do not protect the face, head, ears and neck.

For further details and to view the archive of school reports and policies, please visit the website at:

**Things to know, 2012...**

**Leadership Team**

**Dale Perichon**  
*Principal*  
Phone: 9412 7701  
Email: perichon.dale.d@edumail.vic.gov.au

**Keir Jasper**  
*Primary School Assistant Principal, Years Prep to 6*  
Phone: 9412 7714  
Email: jasper.keir.n@edumail.vic.gov.au

**Chrysanthe Polack**  
*Secondary School Assistant Principal, Years 7 to 12*  
Phone: 9412 7728  
Email: polack.chrysanthe.a@edumail.vic.gov.au

**Liria Stratus**  
*Senior School Manager, Years 7 and 8*  
Phone: 9412 7746  
Email: stratus.liria.l@edumail.vic.gov.au

**Michael Polack**  
*Senior School Manager, Years 9 to 12*  
Phone: 9412 7726  
Email: polack.michael.j@edumail.vic.gov.au

**Tim Arundell**  
*Director of The Arts*  
Phone: 9412 7712  
Email: arundell.timothy.t@edumail.vic.gov.au
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Vilis Padoms</td>
<td>Facilities Manager</td>
<td>9412 7704</td>
<td><a href="mailto:padoms.vilis.r@edumail.vic.gov.au">padoms.vilis.r@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Gareth Rego</td>
<td>Student Welfare</td>
<td>9412 7766</td>
<td><a href="mailto:rego.gareth.f@edumail.vic.gov.au">rego.gareth.f@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Lucy Wang</td>
<td>International Student Coordinator</td>
<td>9412 7729</td>
<td><a href="mailto:wang.qingke.l@edumail.vic.gov.au">wang.qingke.l@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Alina Allery</td>
<td>Librarian</td>
<td>9412 7719</td>
<td><a href="mailto:allery.alina.a@edumail.vic.gov.au">allery.alina.a@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Margaret Whiteside</td>
<td>Reception (Tuesday-Thursday)</td>
<td>9417 6681</td>
<td><a href="mailto:whiteside.margaret.e@edumail.vic.gov.au">whiteside.margaret.e@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Michelle Garvey</td>
<td>Office Manager</td>
<td>9412 7703</td>
<td><a href="mailto:garvey.michelle.l@edumail.vic.gov.au">garvey.michelle.l@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Margaret Chigros</td>
<td>School Nurse</td>
<td>9412 7795</td>
<td><a href="mailto:chigros.margaret.t@edumail.vic.gov.au">chigros.margaret.t@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Desley Insall</td>
<td>Kitchen Garden Coordinator</td>
<td>9412 7716</td>
<td><a href="mailto:insall.desley.d@edumail.vic.gov.au">insall.desley.d@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Sapphira Butler</td>
<td>Communications Coordinator</td>
<td>0430 498 103</td>
<td><a href="mailto:butler.sapphira.a@edumail.vic.gov.au">butler.sapphira.a@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Anna McKie</td>
<td>Class Carer Coordinator</td>
<td>0449 808 710</td>
<td><a href="mailto:aimckie@westnet.com.au">aimckie@westnet.com.au</a></td>
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<tr>
<td>Reggio Emilia Inspired Playgroup</td>
<td></td>
<td></td>
<td>Brett Hennig  - <a href="mailto:bhennig@riseup.net">bhennig@riseup.net</a></td>
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<tr>
<td>Collingwood Steiner Playgroup</td>
<td></td>
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<td><a href="mailto:collingwoodplaygroup@gmail.com">collingwoodplaygroup@gmail.com</a></td>
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## Collingwood College

Cnr McCutcheon Way & Cromwell St, Collingwood Private Bag 63, Abbotsford Victoria Australia 3067 Phone (+61 3) 9417 6681 Fax (+61 3) 9416 1279 Email : collingwood.co@edumail.vic.gov.au Web : www.collingwood.vic.edu.au

### February to July 2012

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### Important Dates
- **Daylight Savings**: Begins in September and ends in March.
- **Autumn Holidays**: Start on the first Monday in September and end on the last Monday in October.
- **Winter Holidays**: Start on the last Monday in December and end on the last Monday in January.
- **NAIDOC Week**: Second week of July.
- **VCE Info Evening**: For Year 10 students and families.
- **Naplan**: This week in May.
- **RMIT Advice Day**: For Year 12 students.
- **Easter Festival**: 7:30am on the first Friday of April.
- **Easter Monday**: First Monday in April.
- **Good Friday**: Second Friday in April.
- **Anzac Day**: Public holiday.
- **World Environment Day**: Second Thursday in June.
- **Queen’s Birthday**: Second Monday in June.
- **World Refugee Day**: Second Thursday in June.
- **World Water Day**: First Monday in July.
- **Queen’s Birthday**: Second Monday in July.
- **Earth Hour**: 8:30 - 9:30pm on the last Saturday in March.