



Manor Lakes College

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Website: www.manorlakesp12.vic.edu.au

Before & After School Care: Quantin Binnah 9742-5040
Uniforms: Rushfords/Noone's 9741-3211
College Shop Hours: Tuesday 8.30am-10.30am & Thursday 2pm-4pm

newsletter

No. 2, Week Ending Friday 19th October

SUPERVISION IN THE YARD BEGINS AT 8:35 AM AND ENDS AT 3:15 PM

The Week Ahead

EVENT DATE	DESCRIPTION	PAYMENT DUE
Friday 19 th October	Collingwood Children's Farm, 9:00am – 3:00pm	19 th Oct
Monday 22 nd October	Year 7/8 Boys Cricket, 9:00am – 3:00pm (Galvin Park Reserve)	19 th Oct
Wednesday 24 th October	Year 10 Mount Macedon Bush Hike	17 th Oct

We're in the home straight and there's still so many things to happen! **Our Year 12s** will be finishing formal classes on Tuesday the 23rd of October, with a special Pajama Day and Celebration Day coming up for them shortly. We'll still see them around the college – with many students making up attendance hours, studying or seeing our VCE team for support. Please don't hesitate to contact VCE Leader Tara Hyatt, or Year 12 Year Level Coordinator Romana Dagleish with any queries your family has.

Our Year 10s will have the pleasure of watching a performance of Shakespeare's *Romeo and Juliet* this Thursday. Shakespeare has been a big part of our English curriculum this year, and we hope that families will discuss this at home.

Work is continuing on our **Secondary grounds**, with four more table tennis tables to go in next week, as well as a gaga-pit (dodgeball). It has been so wonderful to see students using all of our new fields and we know they're already eagerly awaiting the new additions.

A reminder that **Japanese class** is available Monday after school in Eyre 3 for Year 7 and 8s. If your child is interested in joining these classes, please email Peter Osboldstone through Compass. The classes run from 3:10pm-4:00pm. **Homework Club** is also still running in the library on Wednesday's from 3:00pm-4:30pm.

Please take your time to read the articles about our students' great achievements below.

Renee Liprino
Secondary Principal 7-12

Curriculum Day

We will be having a Curriculum Day on Monday 5th November (Melbourne Cup Week)
There will be NO CLASSES on this day for all students.

Dates to Remember

EVENT DATE	DESCRIPTION	PAYMENT DUE
Tuesdays	Rushford's Uniform Shop, 8:30am – 10:30am (Argyle Office)	
Thursdays	School Banking, 8:30am – 9:30am (Burley Griffin Office)	
	Rushford's Uniform Shop, 2:00pm – 4:00pm (Argyle Office)	
Monday 29 th October	Primary State Athletics Championships, 9:00am - 5:00pm (Lakeside Stadium, Albert Park)	26th Oct
Thursday 1 st November	Year 8 Boys Basketball, 9:00am – 3:00pm (Altona Stadium)	31st Oct
Monday 5 th November	Curriculum Day- NO SCHOOL TODAY	N/A
Thursday 8 th November	Year 7 Boys Volleyball Finals, 9:00am – 3:00pm (Leisuretime, Norlane)	6th Nov
	Year 7/8 Baseball Regional Finals, 8:30am – 3:00pm (Stead Park, Corio)	5th Nov
	Year 4 Deakin Incursion, 9:00am – 3:00pm (On Campus)	N/A
Wednesday 21 st November	Ecolinc Adaptions Incursion, 10:00am – 3:00pm (On Campus)	16th Nov
	Year 10 Surfing Day, 9:00am – 3:00pm (Torquay)	N/A
Tuesday 27 th November	Year 12 Valedictory Dinner, 6:30pm – 10:00pm (Sheldon Receptions, Sunshine West)	8th Oct
Thursday 6 th – Friday 7 th Dec	Year 2 Sleepover, 5:30pm (Amadeus)	30th Nov
Friday 7 th December	Year 1 Disco, 4:00pm – 6:00pm (Amadeus Hall)	30th Nov
Monday 10 th December	Grade 6 Celebration Student dinner: Raffael's Café Werribee - 5:30pm Presentation: Wyndham Cultural Centre - 7:30pm	19th Nov
Friday 14 th December	Year 8 Celebration Day, 9:00am – 3:00pm (Luna Park)	N/A
Friday 21 st December	Last day for 2018 – Students will be dismissed at 1:30pm	N/A

Primary Class Placements 2019

During the next month staff will be working on placement of students for next year. A number of factors are considered in the placement of students including but not limited to, a mix of the individual academic and social learning and gender balance.

If you wish to share insight or information with us that may assist in this decision-making process please complete a student placement form, which is available from the Burley Griffin administration office. The college placement form will be the only information accepted by us.

Parent requests must be submitted using the student's placement form to the Burley Griffin college office or emailed via Compass by **Friday October 26th. No requests will be accepted after this date.**

Submitting a request is an opportunity for parents who are concerned about their child's placement and who believe that they have information to share that may influence the decision we make.

We take all parent requests into consideration alongside the recommendations of our qualified teachers and leadership staff.

Kimberley McCabe
Primary Principal

Penelope Owens
Assistant Principal

Chelsey Marks
Acting Assistant Principal

Grievance Procedure for Parents/Carers

- Step 1:** Make an appointment to meet with your child's teacher
- Step 2:** If the issue is unresolved, make an appointment with either the Primary School or Secondary School Assistant Principal.
- Step 3:** To reach final resolution you may need to meet with the Assistant Principal on more than one occasion.
- Step 4:** Make an appointment with the Principal.
- Step 5:** If you are still dissatisfied phone or write to the Principal.
- Step 6:** After steps 1-5, if the matter is not resolved, then the issue can be raised with the Regional Office on 9291- 650

Curriculum Days in 2019

The Department of Education and Training requires schools to hold four curriculum days each year. Curriculum days are pupil free days which are used for professional development, school planning and administration, curriculum development, and student assessment and reporting.

Additionally, DET has negotiated that all teachers are to be provided a day per term to focus on the improved delivery of teaching and learning.

The timing and focus of each day for each teacher will be nominated by the teacher and be agreed in consultation with the principal.

I am aware of the frustration that curriculum days cause many parents with the need to organise care arrangements mid-term. At Manor Lakes College, in consultation with the School Council, the curriculum days are organised on Mondays, Fridays, or immediately before or after public holidays. This is done in the belief it may be easier for parents to organise care arrangements for their children. The school also organises the Qauntin Binnah Out of School Hours Care program to operate. (I am happy to be given feedback on this arrangement and suggestions for alternatives – warner.stephen.r@edumail.vic.gov.au)

The curriculum days for 2019 have been planned and I am providing the dates as early as practicable to assist parents with their planning for 2019. I have also included term dates and start of the year arrangements.

2019

Term 1

Tuesday 29th January – Teachers resume school, (students do not attend). This is a day for teachers to organise the start of the school year.

Wednesday 30th January – Year 1-12 students begin

Thursday 31st January – Preps begin 8.50am – 1.00pm

Monday 4th February – Curriculum Day, (students do not attend). Steve Dinham and Misty Adoniou are presenting to staff – Education priorities and literacy.

Friday 5th April – Last day of term 1. School finishes at 1.30pm

Term 2

Tuesday 23rd April – First day of term 2

Friday 3rd May – Greg Mitchell. Behaviour Management. (A parent information session will be conducted by Greg on Thursday 2nd May)

Friday 28th June – Last day of term 2, 1.30pm finish.

Term 3

Monday 15th July – First day of term 3

Monday 5th August – Michelle Hutchison – SMART Spelling and Dyslexia

Friday 20th September – Last day of term 3, 1.30pm finish

Term 4

Monday 7th October – First day of term 4.

Monday 4th November – All staff on a Professional Practice Day, students do not attend

Friday 20th December – Last day for all students for 2019 school year. 1.30pm finish

Parents will be very welcome to attend curriculum days with Dinham/Adoniou, Greg Mitchell and Michelle Hutchison. Further information will be provided closer to the dates.

Personal Property Policy

I have been informed of a student who has misplaced a personal item. I understand this is distressing, however, the Department of Education is clear that personal property is not covered at school, (staff and students), and the Department or school will not reimburse for damage to, or loss of property.

Personal belongings:

REMINDER – the Department (which includes our school) does not have accident insurance. Items of personal property that are lost, stolen or damaged at school is not the responsibility of Example School or the Department. Staff and students are reminded not to bring items of value to school.

Purpose

- To explain Manor Lakes P-12 College's policy in relation to personal property and to ensure that special or valuable items of personal property are not brought to school.

Scope

- This policy applies to all school activities, including camps and excursions.

Policy

- Manor Lakes P-12 College understands that staff and/or students may sometimes like to bring items of personal property to school.
- The Department of Education and Training does not have insurance for personal property of staff, students and visitors. Manor Lakes P-12 College does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities. Damage to personal property brought to school is the responsibility of the owner of that property.
- Manor Lakes P-12 College encourages staff and students not to bring items of value to school, or if they do, to obtain appropriate insurance for such items.

Review Cycle

- This policy was last updated on February 2018 and is scheduled for review in February 2021

Working Bee

Our next working bee is scheduled for Saturday 27th October, from 9.00am until 12.00pm. Any parents able to assist with planting, weeding, and simple construction tasks, (no high level skills required), are asked to let me know so that catering can be arranged and I can ensure tools and tasks are available.

At 12.00pm, the working bee stops for snacks and refreshments.

Work to be done:

- Planting seedlings along the Manor Lakes Boulevard fence-line.
- Planting trees outside Echo and Dove buildings.
- Creating a rock edged garden bed around the rear of the Mackay building.
- Planting in this garden bed.
- Bolting outside table tennis tables to the new concrete pad between Mackay and George, (hammer drill, masonry bits and shifter needed).
- Installing seating – digging a 400mm deep hole, mixing rapid set, assembling prefab aluminium seat, putting feet of the seat in the rapid set and setting a level, (shovel, crow-bar, wheelbarrow, spirit level needed)
- Continuing the rock sweep around the primary playground. Putting the collected rocks into gabions.

Works Around the School

A number of projects have recently been completed or begun:

- Garmpung playground – opened today
- Climbing Walls on Dove and Corangamite – about to begin
- Secondary gaga pit – a fortnight or less from opening
- Secondary table tennis area – will be open after the working bee
- Secondary cricket nets – marked out today, will begin next week
- Primary mini soccer field – to begin in the next few weeks.
- Irrigation, top soil and seeding of primary sports field, installation of soccer goals and football goals, work to commence this term and to be ready for use beginning of 2019 school year.
- Argyle offices converted into a teaching space

Media Reports About Confidential Data Released To A Student

Many parents and community members will have read, heard or been told of media reports that began on Friday about a secondary student at Manor Lakes P-12 College accessing confidential information about other secondary students.

I wish to reiterate my sincere apology and extend further wellbeing support to families affected by this incident. If you would like to arrange an appointment with school wellbeing staff, please contact the school office on 9741 4202. I am also happy to speak directly to affected students or parents, (my mobile number is below).

Context:

Each fortnight the senior leadership summarize issues affecting students. This information could be about medical issues, ongoing misbehaviour, learning needs, and emotional difficulties. The information is provided to team leaders who then distribute to relevant teachers to ensure they are aware of student needs and do what they can to optimize student learning and wellbeing. Much of the information is sensitive and safeguards were put in place to prevent the information being public. The document is a google document, password protected and accessible only to invited staff.

Issue:

Just before the recent school holidays a secondary student reported to a home group teacher the document was on the student's iPad. This was immediately followed up as the incident was considered serious. I was suspicious the document had been 'hacked' as this seemed the only logical way the document was on a student iPad. To confuse the issue however, this did not fit the student's behaviour by reporting the issue. After a day of trying to determine how the breach occurred it was identified the student had borrowed a staff member's device to do class work, had logged into their own google account, returned the device, and when the teacher logged on that night to access the document in question, the document 'synched' to the student's account. This occurred in May and was found by the student in September when old data was being cleared.

I wish to stress neither the student nor teacher did anything wrong or acted other than in good faith. Once this was identified, I apologized to the student and family for initially doubting the student's actions. The regional office and the central privacy unit also assisted the school to respond to the issue. The school is proud of the student's actions to speak up when they noticed something wrong.

Parents of all students named in the document were contacted over the school holidays to explain what had occurred and offered support at that time.

The parents of the student have subsequently chosen to contact the media about this privacy breach. The decision to do this is highly disappointing to me. I was embarrassed the document confidentiality was breached in the first place, however, the decision to publicize it through the media obviously increases the breach of confidentiality and risk to the wellbeing of students.

Follow Up:

Staff were instructed before the holidays they are under no circumstance to loan their device to students in future. Further training will be provided to all staff about privacy and what further action we can take to minimize privacy breaches.

Any student or family who are concerned about their information being public are asked to contact me to identify what supports can be offered.

I ask that school community members let me know if they have any concerns or further information about this incident.

Steve Warner
Principal
Manor Lakes P-12 College
Email: warner.stephen.r@edumail.vic.gov.au
Mobile: 0425 729 304

Career News

FOCUS ON VET PATHWAYS

Vocational education and training (VET) includes **traineeships**, **apprenticeships** and **TAFE** study.

4 out of 5 parents report that they would prefer their child to go to university than study VET, <http://bit.ly/2vPBkPF> but it is crucial that both parents and students take the time to understand the VET sector, and that a preference for just university study may in some cases limit a young person's potential.

Between 20 – 30% of young people in Australia drop out of or change their university course within the first year. Many young people don't even consider studying VET due to incorrect perceptions or through lack of understanding of the sector.

It's no secret that employers love job applicants who have TAFE qualifications, including those who graduate from a university degree with a VET qualification.

VET graduates are considered to have 'job ready' skills and in the future labour market in Australia with 1 in every 2 young people expected to complete a Bachelor degree, it is more important than ever to have diverse skills, industry experience and more than one qualification (e.g., a Bachelor of Engineering with a TAFE Diploma in Project Management).

Did you know that 9/10 occupations predicted to have the most jobs growth by 2022 are in vocational training areas and in the industries with the most growth (e.g., health and community services, construction, and accommodation and food services)? Source: <http://bit.ly/1mab7j7>

Specific occupations with the biggest growth prediction include sales assistants, aged care workers, disability workers, enrolled nurses, electricians, chefs, and early childhood education workers etc.

Current skills shortages are in occupations such as automotive trades, food trades, construction trades, and building professionals.

A report, titled: 'Perceptions Are Not Reality: myths, realities & the critical role of vocational education & training in Australia', was released by Skilling Australia Foundation last year, <http://bit.ly/2vPBkPF>

It revealed the following:

- VET graduates earn wages comparable to, if not exceeding, that of university graduates.
- VET graduates have a higher employment rate than university undergraduates. More than 78% of VET graduates are employed after training.
- VET courses have adapted more readily to changing workforce needs.

There are some occupations that require a university degree (e.g., medicine, social work, law).

It is advisable that students consider undertaking VET study during their gap year (e.g., gap year traineeship or TAFE course) and concurrently with their university studies (if time permits).

Other benefits of TAFE courses include:

- Higher level courses (e.g., Diploma) can provide a direct pathway into university courses with credit
- Can give you the opportunity to trial an industry or career area before you commit to university study
- Can give you a qualification you can use to gain part time work whilst undertaking university study.

Do you know you can study a huge range of vocational courses at TAFE? TAFE provides students with the opportunity to:

- Undertake applied learning
- Gain 'industry ready' experience
- Learn about industries and careers
- Obtain a qualification in a relatively short time frame.

The following are example courses you could consider:

Jane knows she loves working with people, has excellent written and verbal communication skills, is creative, loves thinking outside the box, is highly organised and enjoys solving problems. She explores the following TAFE courses:

- Public Relations
- Marketing
- Advertising
- Professional Writing and Editing
- Broadcast Journalism
- Liberal Arts
- Library and Information Services

Sheridan loves sciences and health and is considering working in rehabilitation, medical sciences or allied health in the future. She explores the following courses:

- Dental Technology
- Nursing
- Massage and Myotherapy
- Allied Health Assistance
- Laboratory Technology
- Pathology Collection

Paul knows he loves helping people and that he would like to work in counselling, case management, or human services in the future. He explores the following courses:

- Community Services
- Youth Work
- Disability Services
- Mental Health
- Alcohol and other Drugs
- Aged Care

To search for TAFE courses, use the following websites:

- Victorian Skills Gateway website - <http://bit.ly/2cPZDUF>
- <https://www.vta.vic.edu.au>
- Free TAFE for Priority Courses - Victorian Government
- MySkills (Australia wide) - <http://bit.ly/2gWp25g>
- Private Colleges Australia, <http://bit.ly/2fd3Moe>

It's important to note that many courses have optional or compulsory information sessions that run between now and the end of the year. You will need to ensure that you attend these sessions and also fulfil any portfolio or selection task requirements.

Key VET websites include:

- 'Get VET', <https://bit.ly/2CKD9Va>
- 'VET. It's right now', <https://bit.ly/2yhKLdT>
- Skills Road, <https://bit.ly/2P2YazQ>
- Australian Apprenticeship Pathways, www.aapathways.com.au/
- SkillsOne, www.skillsone.com.au/
- Myfuture, <https://myfuture.edu.au/>

FREE TAFE COURSES - VICTORIA

If you live or work in Victoria, you may be eligible for a fully subsidised course at a Victorian TAFE Institute starting next year.

The following are eligible courses:

Non-apprenticeship courses

- Accounting and Bookkeeping (Certificate IV)
- Accounting (Diploma, Advanced Diploma)
- Alcohol and Other Drugs (Certificate IV)
- Ageing Support (Certificate IV)
- Agriculture (Certificate II, III, IV)
- Agriculture (Dairy Production) (Certificate III)
- Allied Health Assistance (Certificate II, III)
- Building & Construction (Building) (Certificate IV, Diploma)
- Building & Surveying (Advanced Diploma)
- Child, Youth & Family Intervention (Certificate IV)
- Civil Construction (Certificate III)
- Civil Construction Supervision (Certificate IV)
- Commercial Cookery (Certificate III)
- Community Services (Certificate III, IV, Diploma)
- Concreting (Certificate III)
- Construction Waterproofing (Certificate III)
- Cyber Security (Certificate IV)
- Dental Assisting (Certificate III, IV)
- Disability (Certificate IV)
- Education Support (Certificate III, IV)
- Engineering (Certificate IV)
- Horticulture (Certificate III)
- Hospitality (Certificate III)
- Individual Support (Certificate III)
- Justice (Diploma)
- Mental Health (Certificate IV)
- Nursing (Diploma)
- Plumbing & Service (Certificate IV)
- Rail Infrastructure (Certificate III)
- Tourism (Certificate III)
- Youth Work (Certificate III)

Apprenticeship pathway courses

The following courses are all Certificate II level

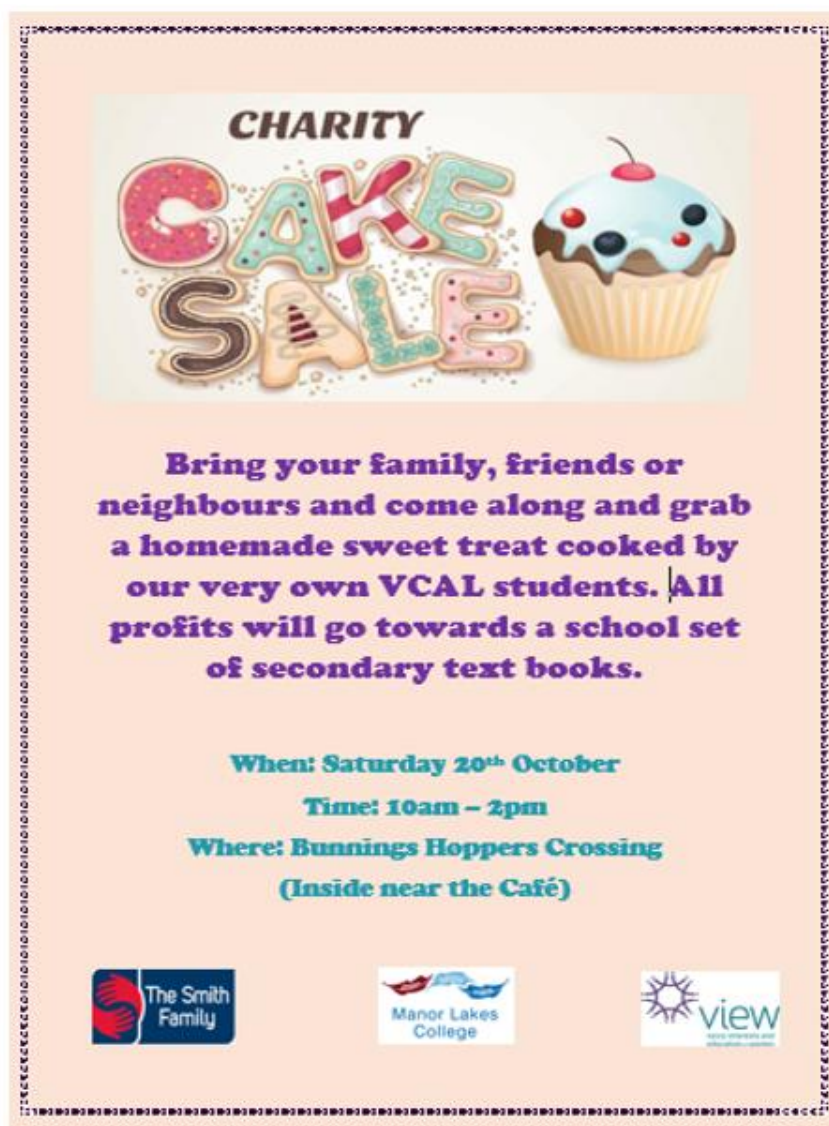
- Automotive: Air Conditioning, Body Repair Technology, Servicing Technology, Vocational Preparation
- Baking
- Building & Construction
- Construction Pathways
- Electrotechnology: Studies (Pre Vocational), Career Start
- Engineering: Pathways, Studies
- Furniture Making
- Glass and Glazing
- Horticulture
- Meat Processing (Food Services)
- Plumbing (Pre Apprenticeship)
- Printing and Graphic Arts
- Production Nursery
- Salon Assistant
- Signage and Graphics

To check your eligibility and to search for TAFE courses and providers, use the websites:

- Victorian Skills Gateway, <https://bit.ly/2yG6vzc>
- Victorian Government, <https://bit.ly/2QKwsVK>

Tracie Moore – Careers and Pathways Leading Teacher

Community News





**Tell your friends, family and neighbours,
to drop into the Bunnings Sausage Sizzle
and support our school. All profits will be
used to assist in purchasing sets of school
text books.**

When: Saturday 27 October

Where: Bunnings Hoppers Crossing

**If you are available on the day for an hour or
two we are seeking volunteers to help out at
the sausage sizzle.**

Please email faces@manorlakesp12.vic.edu.au

