

# LAVALLA CATHOLIC COLLEGE

## IMPORTANT NEWS FOR PARENTS

February 4, 2005

### CONTENTS

ENROLMENTS .....	2
CONDOLENCES .....	2
2004 VCE NINETIES CLUB .....	2
UNIFORM.....	3
BLAZERS.....	3
MOBILE PHONES .....	3
ENROLMENT DATA REQUIRED.....	3
TSUNAMI APPEAL .....	3
COLLEGE PLANNER .....	4
TIMETABLE .....	4
SECOND HAND BOOK SALE.....	4
URGENT:- THE KILDARE AND ST PAUL'S CANTEENS .....	4
BULLYING ADVICE FOR PARENTS.....	5
INSURANCE .....	5
AMBULANCE COVER.....	5
ATTENDANCE.....	6
BUILDING AND MAINTENANCE PROJECTS OVER THE HOLIDAYS.....	6
THE BUILDING FUND.....	6
PARENT SUPPORT AUXILIARIES .....	7
SUMMER .....	7
SWIMMING CARNIVAL .....	6
YEAR 12 RETREATS AND YEAR 7 CAMPS.....	7
BUS TRAVELLERS .....	8
TAMBORITHA COMMITTEE.....	8
MUSIC SUPPORT GROUP .....	8
EDUCATION FORUM FOR PARENTS.....	8
STAFF NEWS .....	9
FEE ACCOUNTS.....	9
NEWSLETTER.....	9
COLLEGE STUDENT LEADERS .....	10
DRAFT ENSEMBLE REHEARSAL TIMETABLE 2005 .....	10
SMOKING.....	10
PARKING OF STUDENT CARS.....	11
COMMISSIONING MASS MARCH 3.....	10
EDUCATION MAINTENANCE ALLOWANCE .....	11
BISHOP'S FAMILY FOUNDATION .....	11
CALENDAR .....	12

Dear Parents,

I welcome you to the 2005 school year and I hope that it will be a fruitful and peaceful time. For those parents who are new to the College, I offer a special welcome and I am sure the staff will look forward to meeting with you and helping to settle your son and daughter into Lavalla Catholic College.

There are now 1040 families with 1470 students who attend the College. You can do your own calculation about how much a "mail-out" costs us and this Newsletter carries with it a number of important reminders. I urge you to check through it. There is also a calendar of events for Term 1 and this will prove a helpful document for you

***Br Julian Casey***  
***Principal***

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### ENROLMENTS February 1, 2005

#### St Paul's Campus

Year 7	206	
Year 8	217	
Year 9	211	634

#### Presentation Campus

Year 7	56	
Year 8	56	
Year 9	51	163

#### Kildare Campus

Year 10	255	
Year 11	219	
Year 12	201	675

**Grand Total:-** 1,472

### CONDOLENCES

During the Holidays a number of staff and former staff suffered bereavements:- Reg Marsh, the father of staff member Jo O'Brien, Antonio Montano the father of Nina, Don Jones, the father of long serving former staff member, Helen Van Berkel and Mary Clarke, the mother of Gerry. We offer our condolences to these families.

### 2004 VCE NINETIES CLUB

At the Year 12 Assembly we welcomed students from last year's VCE who gained an ENTER Score of more than 90. There were 8 students in all and they spoke to the students about their experience of completing the VCE successfully. The Dux of the College for 2004 was **Giselle Waanders**. We offer our congratulations to Giselle and to those students who have joined the "Nineties Club".

## **UNIFORM**

A reminder to parents that all students must wear the regulation uniform. I would not have noticed anyone obviously out of uniform these last few days. But the jewellery guidelines are being ignored by some girls and even by some boys!! Chunky bangles and necklaces, coloured beads and bands need to be removed.

## **BLAZERS**

Blazers are a compulsory part of the Uniform for Years 10 – 12 for the beginning of Term 2 and arrangements should be made for students in Year 10 to be measured at our official uniform supplier, Riggalls, Traralgon Store. There may well be some good quality second hand blazers available at the Uniform shop located at the St Paul's Campus.

Clearly we don't expect and certainly cannot have students or parents actively resisting the uniform regulations. It is not our intention to embarrass students or families and we have provide a number of reminders to parents about the blazers.

The Blazer is important for the comfort and warmth of students. It has a nice style and provides a clear sign of the College identity and promotes a better image of a student of Lavalla Catholic College. All students benefit from that and from the positive recognition that comes from students presenting well.

So we look forward to a group of students who will represent the College Community in a way which all associated with the College will be proud.

## **MOBILE PHONES**

Mobile phones are becoming more common and unauthorized use of such phones will result in the phones being confiscated by staff members. Phones are not to be visible or used for any purpose in class. Using them for photographs or recording will result in a summary and immediate suspension for the student concerned.

## **ENROLMENT DATA REQUIRED**

The Federal Government requires family information from all students enrolled at all primary and secondary schools. We duly sent out the forms (green) with a stamped address envelope at the end of last year. We have received 710 responses and we still have 304 enrolment data sheets outstanding. I ask those who have not returned this information to attend to this matter immediately. If a Green Form is included in this envelope, it means we have not received your data and we would appreciate a quick return of this.

## **TSUNAMI APPEAL**

The Marist Brothers have schools in Sri Lanka and one of these is in Kalatura with a Campus at Paiyagala. This Campus was completely destroyed along with the surrounding villages. Br Michael Sexton who was a member of our staff for six months last year, is working in the area and trying to respond to the immense crisis. One of the Brothers working there, reports that the people are still in shock.

He wrote that

*“In just a few minutes, so many people lost their lives, children, houses, and their hopes and dreams. Talking to the people and listening to their stories is a sad thing. Many of the survivors seem to have lost their will to live. I heard some people saying to the media that if they see another wave coming at them they will not run again.”*

Throughout this College we will be having a special appeal for the people in this area.

## COLLEGE PLANNER

I simply remind all that the Planner is a compulsory purchase. It has some significant information and dates in it. Some students are careless in the use of the Planner and we are disappointed in this. However we still insist that all students have the Planner and will expect it to be produced on demand.

### TIMETABLE

Students should now have their timetable. Please note the following times:-

#### St Paul's Campus and Kildare Campus

##### Monday, Tuesday, Wednesday and Friday)

**Homeroom** commences at 8.50am.  
**Recess** is from 10.45 am to 11.05am  
**Lunch** is from 12.55pm to 1.45pm  
**Dismissal** is at 3.25pm

##### Thursday

**Homeroom** commences at 8.50am.  
**Recess** is from 10.30 am to 10.55am  
**Lunch** is from 1.10pm to 1.55pm  
**Dismissal** is at 3.25pm

A 5 minute movement time has been allowed, so that there will be no excuse for lateness to classes.

#### Presentation Campus

##### Monday, Tuesday, Wednesday and Friday)

**Homeroom** commences at 8.50 am.  
**Recess** is from 10.40 am to 11.00am  
**Lunch** is from 12.40 pm to 1.35pm  
**Dismissal** is at 3.10 pm

##### Thursday

**Homeroom** commences at 8.50am.  
**Recess** is from 10.30 am to 10.50am  
**Lunch** is from 1.10pm to 1.55pm  
**Dismissal** is at 3.10 pm

### SECOND HAND BOOK SALE

Many thanks to the Parent Support Auxiliaries for supporting parents through the organization of used text books and uniforms both in Traralgon and Newborough. . Special Thanks to Maryanne Taylor, Maree Debono and Carol Wilson who have given so much service to parents and saved many families significant monies on purchases. This is an outstanding service and one for which we are most grateful.

### URGENT:- THE KILDARE AND ST PAUL'S CANTEENS

We are trying to maintain these Canteens through the use of volunteer parents and the canteens on these Campuses are absolutely desperate for helpers. Numbers of volunteers have dropped and we are unfortunately considering the possibility of cutting back on what we offer. We simply cannot go ahead with our present number of helpers. Please ring the respective canteen if you can help. If your son or daughter is discouraging you from volunteering, you would be welcome on the other Campus. The Canteen is not only a convenience for parents and students, but also a source of significant income for College equipment and projects.

## **BULLYING ADVICE FOR PARENTS**

Lavalla Catholic College has anti bullying policies and processes. The College works with parents and students to diminish bullying. Sometimes a simple intervention or caution is enough. Even though it happens that sometimes a punishment is required, we seek to educate students towards better behaviour and relationships. We do this via a process called “Restorative Justice” where all parties have a chance to be heard and to hear each other’s perspectives. This encourages students to think carefully about their interactions; not just behave well towards each other when an adult is present!

But we have found that there is not always a “quick-fix” solution to a problem, particularly when it has evolved over a long period. Often there are spill-over problems from unsupervised weekend activities and other situations, such as text messaging which are outside of school and outside of our control. Sometimes there are deeply entrenched personality traits both in the person being bullied or the person doing the bullying. We cannot “bullet-proof” students from each other and not every bullying problem can be solved quickly. Students, like adults have different interpretations of an incident and differing sensitivities. “I’m not going to be with you today. Go away” may be shrugged off by one, but deeply embarrassing for another.

The process of investigation of bullying complaints can be difficult when there is conflict. Inevitably we come across the charge, “he/she started it” and sometimes parents who make the complaint find it hard to accept that their son or daughter was not so innocent after all. The process of investigation requires training and we are working to train our staff to investigate incidents in a fair and just way.

### Parents help the situation

- If they report incidents of bullying with names, days, location
- If they encourage their children to report bullying of themselves or others
- If they give time for the College to investigate the situation
- If they have realistic expectations of what the College can do
- If they recognize that sometimes their son or daughter might actually have started or instigated the bullying
- If they help their son or daughter to resist and deal with bullying behaviour

### Parents sometimes don’t help the situation

- If they encourage “if he hits you, you hit him” approach
- If they threaten or bully Co-ordinators or Heads of Campus with such phrases as “if something doesn’t happen.....” or “if this happens again....”
- If they simply demand immediate punishment on the other student
- If they dwell on the negatives of the school day with their son or daughter, rather than help identify the positives.

## **INSURANCE**

As a part of our efforts to keep this down, we have arranged to fund a special cover for each student while he/she is at school or going to or from. This is called the **CCI School Care Cover** and an enrolment at Lavalla Catholic College means that each student is automatically insured. Information is available from each Campus Office.

## **AMBULANCE COVER**

It is wise to consider Ambulance Cover. Our procedures require us to call an ambulance in certain situations such as back injury. Hence I cannot underestimate the importance of having this cover.

Students who enrol in Outdoor Education classes, must have ambulance cover before taking part in excursions.

## **ATTENDANCE**

Attendance at classes is a requirement for all students and we expect students to be present and punctual for all classes. All students need to maintain regular attendance to maximise their learning opportunities.

One of the responsibilities of parents is to ensure that students attend school. Please remember that absent students miss out on learning opportunities and this can lead to poor performance. Our experience shows that students who are often absent perform less well

The College has an attendance system that tracks the attendance of students in each class and alerts us of any late arrivals which do not have an explanation from parents.

We ask parents to ring or write to the College if the student is to be absent. Absence is accepted only where a sufficient reason, such as genuine illness, exists. Birthdays, shopping trips, and child-minding are not regarded as legitimate excuses. Sometimes the excuse of “not feeling well” looks dubious. Illness needs to be defined, not only to assure us, but also to alert teachers to be aware of this.

Students who are absent are expected to ascertain from teachers what work has been missed and to undertake that work.

## **BUILDING AND MAINTENANCE PROJECTS OVER THE HOLIDAYS**

The following projects were commenced or completed during the holiday period

- Principal’s Conference Room and Kitchen Renovation Kildare Campus
- Painting programme at St Paul’s Campus and Kildare Campus
- Completion of Garden Areas St Paul’s Campus
- General cleaning of all Campuses
- Asphalt repairs at Presentation Campus
- Planning for Kildare Traffic arrangements

Our special thanks to our Maintenance Staff.

## **THE BUILDING FUND**

We have just emerged from a major refurbishment of the Stoddart Block at the St Paul’s Campus and we are preparing for the next major project. This year we are planning for some refurbishment of the Science Laboratories and the Lecture Theatre at the St Paul’s Campus. Having a Building Fund enables us to undertake these projects with confidence and assure our bankers that we are well able to repay loans and interest.

Hence I recommend the Building Fund to you. It is a “**Tax Deductible**” Fund and is a very important source of finance for our buildings. The Catholic Community over the years since the commencement of the Catholic Secondary Education has done much to provide the facilities. It is now the turn of this generation of parents to shoulder the responsibility. Since 1994 \$456,740 has been donated to the Fund. It makes a significant difference to the development of our buildings

## **SWIMMING CARNIVAL**

I am allowing Swimming Carnivals to take place on the understanding that that there is evidence of student interest and participation. Staff members work hard to prepare for the Swimming Carnival and the Carnivals are seen by most students as a natural part of the school year that most look forward to. They help build up House spirit and Student involvement. Hence I am naturally keen to see good attendance.

## PARENT SUPPORT AUXILIARIES

### Thank You

The Auxiliary would like to acknowledge Australian Paper for its generous donation of \$200 towards the cost of brown paper bags for book packaging (total cost was over \$400). Also a big thank you to the small band of tireless workers who donated many hours to processing secondhand books prior to the big day and also for their help on the day of selling books, which is the normal meeting day. For the St Paul's Campus Group, the meeting is on the 3<sup>rd</sup> Thursday of the month at 1.30pm.

**A reminder** that the **Secondhand Uniform Shop** will be opened on **Thursday 3 February** between 3.30 and 4.30pm for **uniform sales** and **collection of any unsold books** that have not been picked up. As usual we will still be opening the uniform shop on Thursday 17 February.

The Presentation Campus Parent Support Group meets every 3<sup>rd</sup> Tuesday of the month in the Presentation Campus Staff room at 7:00pm. All parents are welcome to attend. The group provides support to the Campus in a variety of ways:- Fund Raising/Secondhand Book Sales/ Trivia Nights and Social Occasions/ Catering at Socials and Information evenings.

## SUMMER

Although I am writing this during some very unseasonably cold weather, I know that inevitably there will be some hot and very hot days in the future.

### Very Hot Days

- It is important that parents are aware that we make allowances for students when temperatures rise. Please remember that maximum temperatures are usually in the mid or late afternoon and that school can usually operate in the mornings unimpeded.
- The use of bottled water in the classroom has been allowed on these days, as are more frequent or longer breaks for some classes.
- The PE programme is re-shaped or organized to take account of the weather.
- If the weather is forecast to be extreme or if there is fire-danger in the area, notification of alternative arrangements will be provided as soon as possible and on the 3TR and ABC morning programmes.
- All students are strongly recommended to wear head protection and sunscreen when outside the buildings during recess and lunch breaks.
- Hot weather is not an acceptable excuse for absence.

## YEAR 12 RETREATS AND YEAR 7 CAMPS

These retreats are conducted early in the year to ensure that the year gets off to a great start. The Year 12 Retreat and Year 7 Camps are most important activities and we expect students to attend. Those who are unable to attend generally come to regret their absence from these events. We are in contact with the Department of Sustainability and Environment in order to ensure that the sites are known to be safe. Co-ordinators will provide any further information required.

## **BUS TRAVELLERS**

All bus travellers must carry their bus passes and present them to the driver or supervising teacher. Students are only to travel on the bus allocated to them and they should have a valid pass for that bus. We are in the process of putting bus information onto student swipe cards which will then be able to be shown to drivers.

On rare occasions some students using a “country bus” invite a friend to come on the bus to travel to their home. This is not allowed by law. Only registered bus travellers can use the service. Notes from their parents are not acceptable.

## **TAMBORITHA COMMITTEE**

The Tamboritha Camp Site beyond Licola will be used by all Year 9 Students at Presentation Campus and St Paul’s Campus. The Camp site is looked after by a number of men who volunteer their valuable services. The next meeting of this Group will be held on February 22<sup>nd</sup> the 4<sup>th</sup> Tuesday of the month at the Kildare Campus. Fathers of students at the College are most welcome to join this group.

## **MUSIC SUPPORT GROUP**

Much of the success of the College Music can be traced to the quality of support that this Parent Group has offered to the Music staff and students. As well this Group has raised funds for musical instruments and has done much to help organize the various performances. Like the other groups, this group stands in need of some support. Everyone, particularly those new to the College, will be made most welcome.

## **EDUCATION FORUM FOR PARENTS (PARENTS AND FRIENDS ASSOCIATION)**

An invitation is extended to all parents of students attending Lavalla Catholic College to our first meeting for 2005. We would encourage any new parents to come along.

The purpose of this Group is –

- To provide personal support to the principal and staff
- To receive a report from the principal on the current issues and operation of the college.
- To provide means whereby the principal can initiate some discussion about a particular matter.
- To provide to parents, guest speakers from the key learning or support areas of the college.
- To provide some support for representative teams who travel to competitions and functions.
- To discuss with the principal an appropriate project for the association to support.
- To liaise with other support groups associated with the college.

**Meeting: Monday 21<sup>st</sup> February**  
**Venue : St Paul’s Campus Resource Centre ( Library)**  
**Time : 7.30pm till around 9.00pm**

Everyone most welcome!

*Norma Bellerby, Chairperson*  
*51341677 BH or 51221908 AH*

## STAFF NEWS

### Staff on Long Service Leave

- Joe Palma
- John Crawford
- Jenny Johnston

### New Staff Members

A special welcome to new staff members who have been appointed to the staff either as permanent or replacement staff. Some are full time; others are part time.

### Teaching Staff

Shane Reid (Director of Music)  
Peter O'Sullivan (Presentation Campus)  
Josephine O'Donnell (Presentation Campus)  
Sallie Davis (Presentation Campus)  
David Harslett (St Paul's Campus)  
Kevin Allen (St Paul's Campus)  
Arkadiusz Waloszek (St Paul's Campus)  
Antje Kuzeff (St Paul's Campus)

### Welcome back to

Maureen McIntosh (St Paul's Campus)  
Jacqui Milroy (St Paul's Campus)  
Karen Joyce  
Gabrielle Jenkins

### School Officers

Cheryl Hunter (Teacher Aide)  
Sheena Jones (Teacher's Aide)  
Judy Van Beek (Integration Aide)

### School Services Officer

Ray O'Shannon (Cleaning)

### Br Bill Dillon

Br Bill Dillon is a retired Brother who has volunteered a couple of days to work with students who need additional attention. From 1963 to 1965, he was a member of the staff at St Paul's College and was Sports Master. In those days, he was known by his monastic name, Br Stanislaus. A number of people associated with the St Paul's College during those days will remember him well. He is a very welcome addition to the Marist community in Traralgon.

## FEE ACCOUNTS

Fee Accounts will be forwarded at the end of February. These can be paid at each Campus. However EFTPOS facilities are available ONLY at Marcellin House and can ONLY be used for Tuition Fees and Charges. All other payments must be made through the Campus. Please find enclosed our 2005 Brochure for Fees and Charges.

## NEWSLETTER

The College Newsletter will continue to be distributed on a Friday. It is a bright yellow colour to enable it to be easily identified. The Newsletter is one way in which parents can keep in contact with what is going on. The Newsletter is also on the College Website and I urge parents to make use of this. Often in the senior years, it is "censored" by students who discard it and this means parents can sometimes miss out on important information.

**The web address for the College is ([www.lavalla.vic.edu.au](http://www.lavalla.vic.edu.au))**

## COLLEGE STUDENT LEADERS

We warmly congratulate and welcome the College Leaders for 2005.

College Captains:- Caitlin Mitchell  
Michael Waanders

College Vice Captains:- Julia Auciello  
Michael Teychenne

Presentation Campus Leaders  
Rita Chandra  
Michael Gauci

St Paul's Campus Leaders:  
Kosta Pizzi  
Chloe Poole  
Kyle Grass (VC)  
Phoebe Trinidad. (VC)

## COMMISSIONING MASS MARCH 3

All students and staff of Lavalla Catholic College will be present for the first Mass of the School Year, which is the Commissioning Mass for Student Leaders. Parents who are free are welcome to attend. The Mass is on Thursday March 3<sup>rd</sup> at the Champagnat Centre, commencing at 9.30am

## DRAFT ENSEMBLE REHEARSAL TIMETABLE 2005

Commencing February 7

<b>Monday</b>	<b>Senior Wind Ensemble</b> <i>Conducted by Matthew Harris</i> Kildare Campus	<b>Junior Concert Band*</b> <b>Conducted by Alison Teychenne</b> St. Paul's Campus
<b>Tuesday</b>	<b>Senior Jazz Ensemble</b> <b>Conducted by Shane Reid</b> Kildare Campus	<b>Training Concert Band</b> <b>Conducted by Matthew Harris</b> St. Paul's Campus
<b>Wednesday</b>	<b>Intermediate Concert Band</b> <b>Conducted by Matthew Harris</b> Kildare Campus	
<b>Thursday</b>	<b>Senior Choir</b> <b>Conducted by Shane Reid</b> Kildare Campus	<b>Junior Choir</b> <b>Conducted by Candice Huang</b> St. Paul's Campus
<b>Friday</b>	<b>Senior Wind Ensemble</b> <i>Conducted by Matthew Harris</i> Kildare Campus	<b>Intermediate Jazz Ensemble</b> <b>Conducted by Shane Reid</b> St. Paul's Campus

**\* Day to be confirmed Junior Concert Band conducted by Alison Teychenne.**

## SMOKING

The College is officially a smoke-free area. Students, staff and parents are not permitted to smoke on College Grounds. This has been explained to students and staff.

## **PARKING OF STUDENT CARS**

The College parking area is not available for student parking and students are not permitted to park in the College parking areas, which are reserved for visitors, parents and staff. If students really need to bring their motor vehicles to school, then they must park in Kosciuszko Street. The College, on the advice of the College Council, cannot afford to carry the legal liability and responsibility incurred when students use official College car parking spaces.

## **EDUCATION MAINTENANCE ALLOWANCE**

The Education Maintenance Allowance (EMA) is provided to assist eligible families with the costs associated with the education of their children. To be eligible for receipt of the EMA you must:

- Be either a parent or guardian of a primary or secondary school student up to the age of sixteen; **and**
- Be an eligible beneficiary of a Centrelink pension, allowance or benefit within the meaning of the State Concessions Act 1986 **or** be a Veterans Affairs (TPI) pensioner **or** be a foster parents.

The eligibility criteria must be met as at the first day of Term 1 (**25 January 2005** which is the first day for teaching staff)

The EMA application form must be submitted to the school by **25 February 2005** for the first payment

The EMA provides an annual amount of \$200 for primary students and \$400 for secondary students and is paid in two instalments.

**Parents with continuing eligibility**, who are paid the first instalment of 2005 through this school, **will not be required to complete a new application for the second instalment.**

Application forms are to be completed at the College Administration Office, Marcellin House. It is imperative that the school sights the validity period of the Health Card, as cards issued after the above dates do not allow parents to claim.

## **BISHOP'S FAMILY FOUNDATION**

### **Sports Memorabilia Auction**

The Bishop's Family Foundation in conjunction with Legends and Heroes is holding a Sports Memorabilia Auction on Friday 11 February at Pakenham Racecourse at 7pm. Guest personality will be Tony Shaw. Tickets are \$25 (supper included) and can be obtained from the Catholic Development Fund's office in Sale.

## CALENDAR DATES FOR TERM 1, 2005

### February

Monday 7	Year 12 Retreat
Tuesday 8	Shrove Tuesday Year 12 Retreat
Wednesday 9	Launch of Project Compassion Ash Wednesday Year 12 Retreat
Friday 11	Presentation Campus Swimming Carnival
Monday 14	7.1 and 7.2 Orientation Camp at Wilson's Promontory commences
Tuesday 15	Parents of Year 9 (St Paul's) – Welcome Night
Wednesday 16	7.3 and 7.4 Orientation Camp at Wilson's Promontory commences
Thursday 17	Parents of Year 8 (St Paul's) – Welcome Night
Sunday 20	Senior Band Camp commences – Rawson Village
Monday 21	VCE (Unit 3-4) Information Night for Parents and Students - 7.30pm 7.5 and 7.6 Orientation Camp at Wilson's Promontory commences
Wednesday 23	Open Evening (7.30pm- 9.00pm Presentation Campus) 7.7 and 7.8 Orientation Camp at Wilson's Promontory commences
Friday 25	Discover Embarkation – MacAlister River
Monday 28	St Paul's Campus Swimming Carnival

### March

Tuesday 1	Kildare Campus Swimming Carnival Orchestra Victoria MOVE!
Wednesday 2	Orchestra Victoria Workshop MOVE!
Thursday 3	Commissioning Mass, Champagnat Centre – 9.30am
Friday 4	Cricket semi-finals completed Small Bore Rifle Shooting Competition (College Team)
Wednesday 9	Regional Tennis – Traralgon Presentation Year 7 Camp commences – Wilson's Prom.
Monday 14	Labour Day Holiday
Tuesday 15	Year 10 Work Experience period commences First Year 11 Retreat commences
Thursday 17	Enhancement Music Workshop Second Year 11 Retreat commences
Monday 21	Third Year 11 Retreat commences
Wednesday 23	Fourth Year 11 Retreat commences
Thursday 24	Tennis Championship, Melbourne Year 10 Work Experience period concludes
Friday 25	Good Friday
Monday 28	Easter Monday
Tuesday 29	Diocesan Religious Education Inservice Pupil Free Day
Thursday 31	Parent Teacher Interviews: 4.00 – 8.00pm

### April

Friday 1	Timetabled Classes conclude at 3.25pm (please note)
Tuesday 19	Students return for Term 2