29th November 2012

Dear Families,

I am writing to inform you about a number of arrangements which will ensure a smooth end to the year and a smooth start to 2013. Below please find a list of dates and information that you may need to note.

**CORRECTION DAY**
Friday December 7th – is a correction day and students are not expected at school.

**TRANSITION PROGRAM FOR YEARS 7, 8 & 9**
All years 7, 8 and 9 students intending to return in 2013, and all new enrolments for years 8, 9 and 10 2013, are expected to participate in this transition program. The program starts on 10th December and concludes on 17th December. The purpose of the program is to prepare students for 2013 and assess the suitability of some students for promotion. The Luna Park Excursion for years 7, 8 and 9 is on Friday, 14th December.

**PROMOTION TO NEXT YEAR LEVEL**
The school’s Promotion Policy is outlined in the student planner. There will be a number of parents notified of the need to attend an interview concerning their child’s promotion to the next year level in 2012. This process will be conducted between Monday 17th December and Thursday 20th December.

**UNIFORM 2012-2013**
The Academy Uniform Shop is open Wednesday lunchtimes 1.09pm-1.53pm. The last day that the Uniform Shop will be open for 2012 will be Wednesday 12th December. Next year the Academy shop will be open on Friday 25th January from 8am-10am and after that the Uniform Shop will be open every Wednesday at lunchtime 1.09pm-1.53pm during the normal school term.

Parents are encouraged to purchase uniform directly from Academy Uniforms P/L at 238 Wolseley Place, Thomastown 3074. They are open business hours Monday to Friday 9am – 5pm and Saturday 9am – 12pm. Their phone number is 9460 8011.

The last day that the SECOND-HAND UNIFORM SHOP [opposite General Office] will be open for 2012 is Tuesday 11th December 8am-10am. Next year the shop will be open on Friday 25th January from 9am-11am and after that the shop will be open every Monday 3pm-4pm during the normal school term.

**BOOKS 2013**
Booklists need to be returned to the School by Friday 14th December for pick up at the School Gym on Friday 25th January 2013.

Pickup by Surname: **A-K 9.30am-12.00pm** and **L-Z 12.00pm-2.30pm**
STUDENT BOOK EXCHANGE
We will give students the opportunity to sell their books between themselves in the Kaye Coghlan on Wednesday 5th December at the following times: Lunchtime 1.15pm –2pm & afterschool 3.15pm–4pm. Note that the school accepts no responsibility for sales, money or anything else concerned with this process and is only providing a venue for the student exchange. We will have lists around the school indicating all books that can be sold with the original cost price [new] beside them. These lists can be found at the General office and the year 7, 8 & 9/10 noticeboards. We suggest that if books are in good condition they sell for ½ price and fair condition ¼ of the original cost. However, this is only a guide. Please note the student exchange will be CASH only.

SELLING SECOND-HAND BOOKS
Students will be called by form group to the VCE Centre to leave their used books for Atlas Educational to sell at the school on THURSDAY 6th DECEMBER ONLY between 9.30am-12.30pm. Note that textbooks will be sold on a consignment basis meaning that textbooks not sold will be returned to the student. Books will only be accepted for sale if they are in good condition. Books that include a CD must have the original CD attached to the book. Only textbooks that are on the 2013 secondhand list will be accepted for sale. A voucher will be supplied, once books are sold, which can be used to purchase second hand or new books through Atlas.

BUYING SECOND-HAND BOOKS
Second-hand book sales will be run by Atlas Educational and will take place at the school on TUESDAY 11th DECEMBER ONLY between 9.30am and 12.30pm

Please note: ONLY CREDIT VOUCHERS, CASH OR EMA may be used to purchase second-hand books. Parents must apply for EMA 2013 before the book sales if they intend to use EMA to pay for their books.

PLEASE NOTE: THERE WILL BE NO SECOND-HAND BOOK SALES IN JANUARY.

LAST DAY, AWARDS AND DISTRIBUTION OF REPORTS
The last day of school for Years 7- 9 is Monday 17th December. Parents are welcome to attend the Awards Assembly on Monday 17th December at 12.15pm in the Gym. Reports will be handed out to all year 7-9 students at the end of the Awards Assembly and students will be dismissed at 1pm.

YEAR 12 GRADUATION & WHOLE SCHOOL AWARDS EVENING
This Awards Evening will be held at the Ivanhoe Centre on Wednesday 19th December at 7pm. Students who need to attend will be notified earlier, but all students and their parents are welcome. A reminder that all students who attend must be in complete school uniform.

FIRST DAY 2013
The first day of term one is:
• Wednesday 30th January for year 7 and year 12 students
• Thursday 31st January for year 8-11 students.

Finally, I wish all students and parents a safe and enjoyable holiday and look forward to working with you in 2013.

Yours sincerely,

Peter Egeberg
Principal