



VICTORIAN COLLEGE
OF THE ARTS

SECONDARY SCHOOL

INFORMATION FOR PARENTS

2009

Please keep this document in a handy place

CONTENTS OF THIS DOCUMENT:

- Communication
- Who do I contact?
 - Councillors
 - VCA Secondary School Staff
- Documents available for your information
- How parents can support their student
- Who students should see if they have problems
- Concerns and how they should be raised

COMMUNICATION:

The newsletter is our main means of communication within our school community. Please be sure that you receive your copy as it contains a great deal of important information. This newsletter is available most weeks on **THURSDAY**. There are three pick up zones around the school. Please ask your child to collect a newsletter.

The newsletter is also accessible through our website.

The newsletter is also available as a PDF file in an email or 'eNewsletter'. It is our preference to move towards the great majority of families receiving their newsletter this way.

A subscription is available by emailing newsletter@vcass.vic.edu.au

<http://www.vcass.vic.edu.au/newsletter/>

SHARE POINT

We have a Share Point on our web page where important and useful information and files are placed for you. This is updated each week. Please visit regularly.

<http://www.vcass.vic.edu.au/sharepoint/>

The school will be moving to 57 Miles Street, Southbank 3006

WHO DO I CONTACT?

GENERAL ENQUIRIES – UNTIL JUNE

All general enquiries should be directed to the General Office at:

Victorian College of the Arts Secondary School

234 St Kilda Road

Southbank, 3006

Telephone 03 9685 9320

Facsimile 03 9685 9463

Email victorianarts.ss@edumail.vic.gov.au

Principal Mr. Colin Simpson

From the Principal

Victoria's government schools are there for all children. They offer opportunity, choice, cultural diversity, life skills and a great education.

State government schools are supported by a strong and solid system. At the same time, each school has the flexibility to tailor its programs to meet the individual needs of students and the local community. Government schools are definitely not part of a one-size-fits-all system and VCASS is an important part of the system because it meets the education and training needs of talented young dancers, musicians and sportspeople.

In our system are small and large schools, some with primary and secondary students in the same location, special schools for children with disabilities and schools that teach English to students who have recently arrived in Australia. Many of these schools provide students to our school as do Catholic and Independent schools.

Government schools across Victoria are an important part of their local community. Our community is broader but sets up wonderful arts connections to build upon as career pathways unfold. We are proud to be a leading state government school.

Communication is the key

As a school community it is important that we have active and positive communication. At times you will have questions that you would like to have answered or issues dealt with relating to life here in the school. We encourage you to address these issues or concerns in the following way.

Parents: If you have issues regarding your child:

1. Your first port of call should always be your child's Year Level Coordinator as outlined in the table below.
2. If that person is not immediately available and you need a quick response, ask for the Head of Student Services and Counsellor, Neil Adam.

If you believe that your son/daughter would benefit from special assistance of some sort, or you think the confidential opportunity to discuss your child would be helpful, appointments can be made with Neil Adam. These meetings are strictly confidential.

Students can ask to speak to him at any time. I am also available to both parents and students. Appointments can be made to see me through the General Office.

For any matter relating to the Dance or Music programs it is of course most appropriate for you to contact the Head of Dance, Tim Storey or the Head of Music, Michael Sargeant or the Head of the ABS training program, Leigh Rowles. For VIG matters it is best to speak to your child's trainer.

For wider concerns, relating to School Policy or Organisation or for issues unresolved through the already mentioned channels, please do not hesitate to contact me.

In an emergency situation it is best to call directly to our General Office.

In this age of rapid communication because of mobile telecommunications it is important that the school is kept informed. For obvious reasons we do not want parents and students making arrangements during the day with no reference to the adults who have duty of care for that child. Leave to go home due to illness, for example, needs to be made with a Student Services staff member.

Other matters during the day need also to be managed by the school, and parents who may receive a concerned phone call from their child need to speak to one of us rather than try and resolve matters themselves.

I welcome your feedback and communication. Community members can ring me on 03 9685 9320 or email me directly: principal@vcass.vic.edu.au

Colin Simpson
Principal

Leadership

Principal	Colin Simpson
Assistant Principal	Hilary Bland
Head of Student Services	Neil Adam
Head of Academic	Paul Nucci
Head of Dance	Tim Storey
Head of Music	Michael Sargeant

The VCA Secondary School Leadership Team manages the Mission, Vision and Guiding Principles of the school as well as school development and event planning.

Administration and Teaching Support

Business Manager	Maureen Roberts
Marketing and Development Officer	Jenny Purcell
Reception/Admin Support	Ema Yandall
Administration Support	Lana Mokdsi
Teaching Support	Jeff Goodwin
Music Administration	Kim Beissel
Laboratory Technician	Helen McCormick
Dance Administration	Stacy Mitchell
Secondary Teaching Assistant	Maria Wasilewski

Our administration team can assist with general enquires, enrolments, audition material and financial matters. Enquiries about school contributions, dance and music levies, Educational Maintenance Allowance and Conveyance can be made to Maureen Roberts.

Core Teaching staff (to be revised early in 2009)

The Arts Faculty	Chris Button, Hilary Bland, Katina Kondos, Alistair Gunn and Isobel Baynes.
English, French, Humanities Faculties	Nancie Robinson, Rosina Gannon, Donatella, Mannolini, Anne Stewart, Chris Doig, Katina Kondos, Judith Gardiner, Rosemary Richards, Heather Leviston, Ludi Servadei and Neil Adam
Maths and Science Faculty	Marina Marinias, Theo Buskes, Heather Leviston, Layne Naug, Robert Erwin, Nicole Demasi and Jacqueline Cullie
Head of Library	Roy Fitzgerald
Dance Program	Tim Storey (Head of Dance), Stephen McTaggart, Maggie Lorraine, Robert Ray, Janne Blanch, Tim Harbour, Jenny Purcell, Barbara Warren Smith, Isabelle Ryan, Megan Ellis and Sela Kiek
Music Program	Michael Sargeant (Head of Music), Mary Jo Kelly (Assistant Head), Jenny Gillan, Claire Preston (Head of Choral Studies), Jodie Lockyer and Anne Lewitzka
Physiotherapist	Zara Gomes

Extension Activities Coordinators

Royal Academy of Dance	Steven McTaggart
Cecchetti	Anne Butler

Individual staff teacher areas described here are indicative only.

Student Services

Head of Student Services	Neil Adam
Year 7/8 Coordinator	Ludi Servadei
Year 9 Support Teacher	Heather Leviston
Year 9 Support Teacher	Chris Doig
Year 9 Support Teacher	Rosina Gannon
Year 10 Coordinator	Roy Fitzgerald
Year 11 Coordinator	Chris Button
Year 12 Coordinator	Jacqueline Cullie
Student Welfare and Well being	Neil Adam
VCAA Coordinator	Jacqueline Cullie
VCASS Support	Jeff Goodwin
ABS, VIG and Tennis Australia Students	Neil Adam
Overseas Students Coordinator	Ludi Servadei

Faculty of the Victorian College of the Arts and Music key staff

Acting Dean	Su Baker
General Manager	Dr Anthony Grigg
Head of VCA Dance	Associate Professor Jenny Kinder
Acting Head of VCA Music	Mark Pollard

Australian Ballet School key staff

Director, Australian Ballet School	Marilyn Rowe AO
Head of Training	Leigh Rowles
Head of Student Health and Welfare	Lucinda Sharp

The Australian Ballet School works in close consultation with the VCA Secondary School on the education of the ballet students in our school. The provision of VCE and other education is completed by secondary school staff within the guidelines set by the Australian Ballet School.

Gymnastics Victoria key staff

Director	Jane Farrance
Boys' Gym	Greg Corsiglia

Students travel between the campus of the VCA Secondary School and training facilities in Prahran.

How you can support your child

Absence for any reason

Please ring the general office (9685 9320) in the morning if you know your child will be absent. You can also email if that is more convenient at victorianarts.ss@edumail.vic.gov.au

If a student is absent for more than 3 days, we must have written confirmation of the reason.

Books & Equipment

It is essential that students attend school with ALL of the books and equipment necessary for their studies. As you are aware students spend half of the amount of time of other students in the state to complete all of their academic studies. It is therefore of particular importance that no time is wasted through lack of essential materials.

Concern about your child

Please do not hesitate to contact any person in the school. First calls should generally be made to a classroom teacher for classroom issues. More general concerns should be raised with Neil Adam or a Year Level Coordinator.

Homework/Home study

It is essential that students be provided with a suitable space in which to study at home. This should include a desk, chair, and a good light and be noise free. Recommendations regarding the amount of time to be spent on home-study are contained in the students Work Planner. Your support in helping your student to manage their time well and to keep up to date with their studies is essential to their success in our school.

Illness before school

If your child is ill in the morning please do not send him/her to school, as we do not have the resources to enable us to look after them adequately for long periods of time.

Illness during the school day

We will contact you to seek your advice as to whether you will pick up your child or would like him/her to be sent home. Please be assured that we will do our best, within our limited resources, to care for them in the meantime.

Late arrival at school

Ensure that your child signs in at the general office.

Leaving school early

If you are picking up your child please ensure that you speak to the general office and that they are signed out. If the student is going home alone they must bring a note that they take to their Year Level Coordinator before signing out at the general office. We also expect students to let us know when they have arrived home safely.

Financial Assistance

Contact the Principal or Business Manager on 03 9685 9320.

The VCA Secondary School asks all parents and guardians of students to work cooperatively with the school in upholding the school policies and procedures. Such cooperation is the most effective way to maximise your child's ability to take advantage of the opportunities offered at this specialist school.

Quick contact guide until June 2009

School Address	Victorian College of the Arts Secondary School 234 St Kilda Road Southbank 3006
Telephone and Internet	Telephone 03 9685 9320 Facsimile 03 9685 9463 Email victorianarts.ss@edumail.vic.gov.au Web http://www.vcass.vic.edu.au
Absence	General Office 03 9685 9320
ABS issues	Head of Level
Accident	General Office 03 9685 9320
Booklists	Roy Fitzgerald 03 9685 9448
Camp enquires	Chris Button 03 9685 9320
Career Advice	This is the role of the Student Services Team through the Managed Individual Pathways process. Students should know their key contact, but parents can contact Neil Adam for referral 03 9685 9329
Dance issues	Head of Secondary School Dance 03 9685 9320
Financial Assistance	Principal 03 9685 9320
Illness	General Office 03 9685 9320
Late arrival at school	General Office 03 9685 9320
Leaving Early	For students: Year Level Coordinator then General Office For parents: General Office 03 9685 9320
Lockers	Assistant Principal 03 9685 9320
Lost Property	For students: Library, Staff Room then General Office For parents: General Office 03 9685 9320
Music issues	Head of Secondary School Music 03 9685 9320
Paying Money	Business Manager 03 9685 9320
Conveyance	General Office 03 9685 9320
VIG issues	Your Coach
Community Share Point	http://www.vcass.vic.edu.au/sharepoint/
New school information From February 2009	http://www.vcass.vic.edu.au/newschool/