



From the Principal

John M Freeman



This will be our last Newsletter this term. I wish everyone a safe and refreshing break.

Farewell Peter Flahavin

I would like to congratulate Mr Peter Flahavin on his retirement at the end of this term and thank him for all his years of dedicated service to providing quality education and in particular Catholic education to the young people of the Latrobe Valley. Peter taught across a variety of areas in the College and during my time was a key contributor to our very successful VCAL program. Peter is a person of principle and passion. His contribution to staff wellbeing throughout his time as a union representative is highly regarded. Peter undertook this role with a combination of a strong sense of justice and a desire to find outcomes that wherever possible resulted in a win-win for all parties involved. Peter's other significant contribution at Lavalla Catholic College is in the sporting sphere, in particular Marist Cricket. His enthusiasm for this event is legendary and his contribution to the success of the two carnivals we have hosted was invaluable.

Those who know Peter will understand that his work over the years is driven by his strong sense of everyone being given a "fair-go" and a desire to see all he encounters achieve their best. Thank you!

Netball

Congratulations to our Netball team who placed fifth out of eighteen teams in the National Marist Netball Competition held at Marist Sion College, Warragul this week.

The coach is Ms Fiona Morrow and the Team Manager is Ms Nikki Schroeter. I know Fiona is very proud of the girls' effort all week, as are all of us. I also acknowledge the success of the following students in the squad for their achievements: Players of the day: Isla McRae (Monday), Georgia Hutchinson (Tuesday), Lauryn King-Church (Wednesday); and Georgia Hutchison, Isla McRae & Chelsea Livingstone. on their selection into the All Australian Netball Team.



From the Principal cont...

Retreats

This week saw another successful Year 12 Retreat program take place. Because of the size of our Year 12 group we split the cohort and conducted two retreats at the Philip Island Adventure Resort. I am particularly grateful to Monica Justin for her leadership and organisation of the retreats and also to Alex Rathbone who supported her all week.

Thank you to all the staff who attended in support of the program and our students. Also thanks to Chris Roga, Tamsin McCormack, Sarah Brown, Sarah Wilhelm and Nicole Denovan for their work as well.

New Policies

Attached to this Newsletter you will find two new policies: School Attendance and Whereabouts Unknown (Everyday Counts). They can also be located on our website.

Both contain important information and have been developed so that we can meet legislated requirements by the Victorian Government. Please take the time to read them.

Building Program to Commence

In 2014 we developed a Master Plan for the College. Following that process, we have worked hard to ensure that we were in a sound financial position to undertake a building program that will meet the needs of the school. Accordingly, we have now reached the point where we can now physically commence the first stage during the school break.

Therefore, over the next 12 months you will see a new Library and Administration Centre being built on the area at south west end of the St Paul's Campus (corner of Grey Street and Grubb Avenue). The new library will provide a modern flexible learning space as well as two classrooms. The Administration section of the building will become the operational centre of the whole College with the staff of both the St Paul's reception area and Marcellin House being located there.

Our architects are Clarke Hopkins Clarke and as you will see in the accompanying images, they have designed a facility that will serve us well into the future.

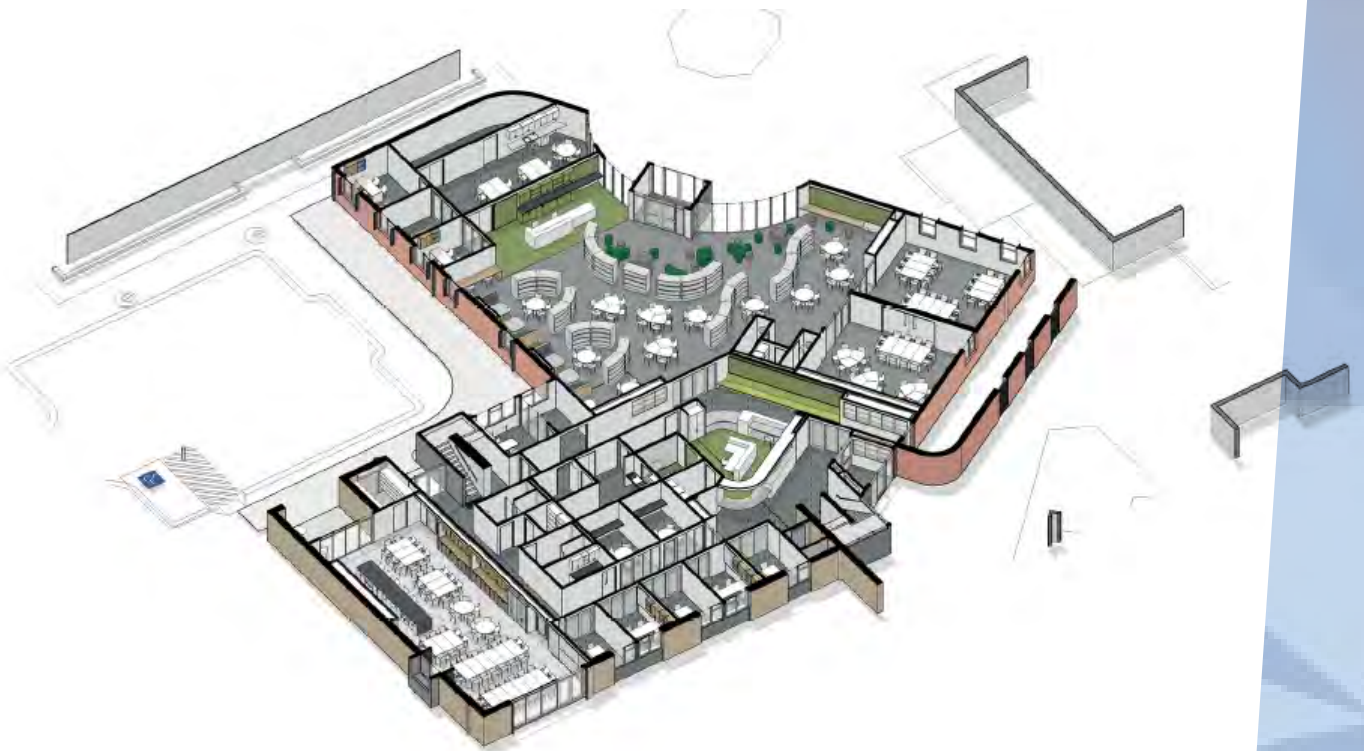
Our builders are melbcon Pty Ltd. They are highly skilled and experienced in the construction of facilities for educational enterprises. They recently completed the Sale Specialist School and are currently working on a major building project at Catholic College Sale. The company was also contracted to build the new Port of Sale facility. Therefore, over the last three years they have established very strong relationships with local sub-contractors. For our project there will be at least 80% of sub-contractors from Gippsland.

This is an exciting new phase for the College and I look forward to updating you on the progress of this facility.



View from Grey Street

GROUND FLOOR



SECOND FLOOR



Student Achievements

Congratulation to Sienna Nobile, Maliat Monir and Jacob Pianta who have been accepted into the Monash Scholars Program.

The Monash Scholars is a prestigious program for high achieving secondary school students to give potential students a unique head start into university life. It will provide opportunities for personal and academic development, give students the knowledge, skills and confidence to make the right study choices and enable them to build a network of peers, academic, and employment contacts.

We also say well done to Madeleine Whiting who was recently awarded a financial grant from the Latrobe City Council, acting for the Latrobe City Trust, recognising her high standard and commitment to her music studies. Maddy is a much valued member of all three of our senior College ensembles – the Senior Concert Band, Senior Choir and Senior Jazz Ensemble, she is also a member of the Traralgon City Brass Band and the Latrobe Francis Community Orchestras.

Well done to our Cross Country Athletes on their successes and I wish all those who have qualified for the State Finals the best of success. Full details are in our Sports Report.

Uniform Update

Girls pants are available from Lowes from the 2nd July.

Girls choosing to wear this item of clothing need to be aware that as with any student wearing pants, grey socks are required to be worn.

Term 3 Updates

Term 3 will resume for students and staff on Monday July 16. We will begin the term on a Week 1 timetable.

New timetables will be emailed to students at the end of the holidays. Please ask your child to check their emails over the last weekend of the break.

Congratulations

Congratulations to Alice Nelson on her recent engagement to Nicholas Borch.

Congratulations to Lee Jarvie and her husband, Dylan on the recent birth of the baby – Hazel Catherine.

Condolences

Finally, can I please ask that you remember in your prayers the family of Oscar Webb, who passed away recently.

Oscar is Katie Lee's nephew. His parents are Chelsea (former student) and Tyson. He was born on 26 May 2018 and passed away on 7 June 2018.



Eternal rest grant unto him, O Lord, and let perpetual light shine upon him. May the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

Faith & Ministry Matters



Chris Roga

'A Life that Matters' Year 12 Retreat, 2018

As part of the learning journey, the three-day Year 12 Retreat at Philip Island provides a pivotal opportunity for each of our young people to take a step back, reflect on life and relationships, and re-focus on a way forward into adulthood. The Retreats are still in progress for MacKillop and Delaney Houses.

A more complete report will be done in Term 3, but it is right to comment on Champagnat and Delaney retreats that have just finished.

The Retreat surpassed expectations. The planning is thorough as always, but the willingness of our students to engage with the big questions, their perceptive responses and their openness to enter into prayer astonished me many times. It is evident that this group of young people is truly good. They want to live worthwhile lives. They want to make a difference. They are open to faith and spirituality. They are prepared to follow good models. And they are prepared to work for a just world for others as well.

Sam Clear shared his experience of walking around the world. He shared the deeper motivation, faith perspective, conditions for good communication, faith and perseverance. The Retreat and Small group Leaders kept the momentum, and the young people, as I said amazed me. I am just grateful that we have them at the college.



With Every Breath

With every breath I take today,
I vow to be awake;
And every step I take,
I vow to take with a grateful heart--
So I may see with eyes of love
into the hearts of all I meet,
To ease their burden when I can
And touch them with a smile of peace.
Amen





Shane Lebbe

Throughout this Semester Amber Leyshan, Hollie Gooding, Harriet Williams and Georgia Williams have taken part in the BrainSTEM Innovation Challenge as a form of academic enhancement under the guidance of Lisa Williams. This 12 week program matches teams of students with University based researchers in Melbourne as mentors, granting our students the opportunity to work in a research environment and participate in the journey of scientific discovery as they seek to identify and address a problem through STEM related fields.

The problem our students sought to address was diabetes and the health and mental wellbeing issues surrounding the topic. This led the team to planning and developing an app titled LIVE4LONGER which would connect individuals with the wider community so they can be better supported with their day to day needs in managing their condition. A link to the students' presentation is below and will soon be available on the College website:

https://drive.google.com/file/d/1X-AbgWPdM5_IqIRHMkQG1ZYRuIskOqMr/view?ths=true

A key component in measuring the success of this program is the active learning process that the student engage in. Below are some of the things that the students have taken away from this program:

"This challenge has allowed me to explore different research skills and learn new concepts such as coding and software development. I have been able to work more productively in a team and have gained confidence when sharing my ideas with others.

"We have been able to identify issues in our local area and found suitable solutions that we could do to help our community". Amber Leyshan (Yr 10)

"The program allowed me to develop my teamwork skills and work towards a challenging goal that was ultimately achievable due to our clear communication and how well we worked as a team.

The program also opened pathways for my career interests, as I am now more interested in careers with STEM and especially in technology". Georgia Williams (Yr 10)

On Wednesday the 13th of June our students attended the presentation evening where they, along with seven other Gippsland schools, presented their video detailing the problem that they have identified and their innovative solution for addressing this through the integrated use of STEM. Our students presentation was particularly well prepared, demonstrating a real maturity and thoughtfulness in their process and approach to the topic, each taking real pride in both their final product and the rich learning experiences they have taken away from the program.

Congratulations to all of these for students for their outstanding achievement and thank you to Lisa Williams and John Wilkie for their guidance and support throughout the program.



Sports Enrichment



Karen Joyce

On Friday June 22nd, we were lucky enough to have Rebecca Bryce (Melbourne Park) and our own Robert Sapkin (Moe), come and talk to our year 7 – 10 Sports Enrichment athletes about their passion to try and reduce the number of injuries young athletes have through fixing running technique, managing training loads and the use of recovery.

Rebecca has a Bachelor of Exercise Science, a Graduate Diploma of Clinical Exercise Prescription and a Masters in High Performance Sports. She specialises in running gate analysis, running technique, as well as general biomechanical correction for improved movement quality. While Robert (Sappy), is a very well renowned sports trainer and running analysis/coach in the local area, who many of our athletes already see. They spoke to the students about what a good running technique should look like and the common running errors and injuries these incorrect techniques can lead to. The students got to look at the biomechanical analysis of a few runners in terms of foot impact, stride length, the contact time with the ground and the evenness of the athlete's weight distribution. They spoke about the importance of posture and that the body needs to move and too much sitting down is not good for it. As well as the importance of recovery and why weight bearing recovery has become the new norm. At the end of each session, the students were able to ask questions and get some information about current and past injuries.

The main things we took out of the session were:

- Your running technique is very important.
- Know your own body. If something does not feel right, get it checked out.
- Ask questions about your injuries – what exactly is it? How has it occurred? Why has it occurred? Why am I doing these recovery activities?
- The body is designed to move, don't sit down for too long.
- Your body builds its systems and strengths up to the age of 21 – don't waste your building block time. All you do now will make you stronger in the future.



Year 10 Geography – Amazing Race



Stephen Erdley

Last Thursday, the Year 10 Geography classes combined their navigational skills with their physical strength and talents to compete in the bi annual Amazing Race around the Central Business District of Traralgon. With over 30 participants split into teams of 3 or 4 students, the challenge was to accurately complete as many different activities within the allocated time frame and then cross the finish line back at school as quickly as possible. Faced with sporting challenges, cryptic clues as well as visiting a range of local businesses, all teams enjoyed soaking up the warmth of a perfect winter's day as well as doing their best to win the event and become the 2018 Semester 1 champion team.

In a closely contested event, the winning team were Emma Stenfors, Xavier Bell and Sam Pugliese. 2nd place went to Kierra Cameron, Molly McFarlane, Robert Jewkes and Jared Quail whilst 3rd place was taken out by Arkie Feehan, Ally Balcombe, Julia Harriman and Damian Hough. Congratulations to all students on the manner in which you participated in the event. A special thank you to my Year 11 students for running the challenges and also to Ms Kim Widrich and Ms Laura Mainella for assisting me in running the afternoon.



Marist Netball Carnival



Lavalla Catholic College has finished with a 5th place finish overall in the Marist Schools Australia netball carnival held in Warragul this past week.

Hosted by Marist Sion College Warragul, Lavalla took on some very strong teams from across Australia and fell marginally short of reaching the top four out of 18 competing teams.

Lavalla displayed some great passages of competitive netball throughout the three day carnival to cement their status as a feared competitor at the National carnival.

After a slight hiccup against Sacred Heart College Adelaide in their opening match of the carnival, Lavalla posted a strong win over Notre Dame Shepparton before clicking up win after win during day 1 of competition.

The girls finished with a 7-1 record going into day 2 where they had qualified for the Championship Division.

Lavalla opened strongly on day 2 with two early wins before a narrow 16-18 loss to neighbouring rival, Catholic College Sale. From this point forward Lavalla needed to be at their best to avoid elimination from the top four.

The girls encountered their heaviest loss of the carnival to eventual winners, Woodlawn, in a 13-26 defeat. Things didn't get much better for Lavalla after Lily Van Berkel suffered a carnival-ending ankle injury in a 5-16 loss to Notre Dame Shepparton to slightly dampen the hopes of a top four finish.

An 11-16 defeat against Sacred Heart Adelaide eliminated the chances of the girls qualifying for the semi-finals but the girls finished the Carnival with a third victory over Trinity Catholic College Lismore to finish 5th overall.

Congratulations to coach Fiona Morrow for her efforts in preparing the girls for a solid carnival and also to Nikki Schroeter for her behind the scene efforts to ensure all things went smoothly.

A big congratulation to captain Georgia Hutchison, Chelsea Livingstone and Isla McRae who earned All-Australian selection to the Marist Carnival team. A fabulous achievement by the three girls and a great reward for their effort throughout the three days!

Next year Lavalla will travel to the red centre and compete at Alice Springs at the conclusion of term 2.



Cross Country

Lucy Traill, Miles Verschuur, Ella Buckley, Julian Colantuono, Monique Lapenta, Riley Evans, Colby Morley, Tyler Morley, Rico Faurie and Archie Grant have performed extremely well at the SSV Regional Championships of cross country to earn qualification for the State Championships.

Competing at Lardner Park Warragul, Lavalla had 27 student athletes attend the event and to have just under half of those athletes qualify for the State Championships is a fantastic result.

Riley Evans, Colby Morley, Tyler Morley, Rico Faurie and Archie Grant managed to finish in first place as a team in the 17-20 boys. These five students have managed to perform at this level for much of their years at the College and it is an excellent result to still be performing and competing at such a high standard from a group of senior students!

12-13 Female

6th	Lucy Traill	11:38.5
13th	Eliza Dunbar	12:08.6
36th	Samantha Sbaglia	13:26.8
37th	Mia Guarascio	13:28.8

12-13 Male

6th	Miles Verschuur	11:38.5
27th	Joshua Hamilton	12:26.5
38th	Makhai Maaka	12:59.2

14 Female

6th	Ella Buckley	12:32.2
22nd	Charlotte Kanavan	13:49.8
29th	Eliza Dunbar	14:22.4

12-13 Male

4th	Julian Colantuono	10:18.5
10th	Joel Scholtes	10:54.7
12th	Ryan Bosch	11:00.9
14th	Harvey Howe	11:04.3
31st	Sam Hallyburton	11:48.3
37th	Mark Pistrin	12:12.3

15 Female

1st	Monique Lapenta	11:13.7
2nd	Annaliese Gafa	14:42.0

15 Male

26th	Ben Gafa	11:34.1
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17-20 Male

1st	Riley Evans	10:54.7
4th	Colby Morley	11:00.9
5th	Tyler Morley	16:42.0
9th	Rico Faurie	17:22.7
15th	Archie Grant	18:56.7



Important Dates

JULY

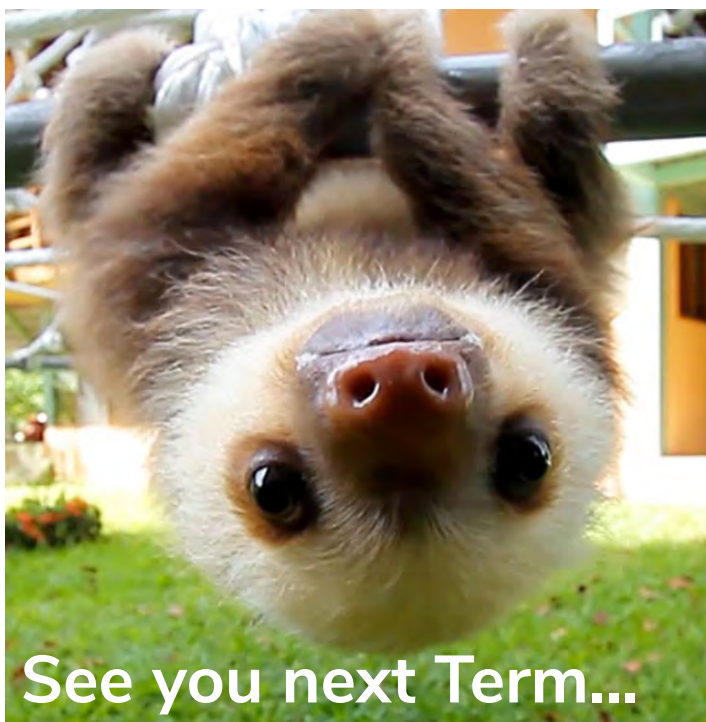
Mon 16th	-	TERM 3 COMMENCES
Tue 17th	-	VTAC Student & Parent Information Session
Thu 19th	-	SSV Cross Country State
Fri 20th	-	Victorian Schools Netball Championship
Mon 23rd	-	LA Interviews - Mon - Fri
	-	SSV Basketball Yr 9 - 12
Tue 24th	-	STUDENT FREE DAY
Thu 26th	-	Parent Teacher Interviews - Kildare 4-7pm

Keep updated at the Lavalla Catholic College website:

<https://www.lavalla.vic.edu.au/news/college-calendar>

Second-Hand
Uniform Shop
Open 3.30pm - 6.00pm
St Paul's Campus,
Grey Street

19th July
2nd August
16th August



The older you get,
the more quiet you
become. Life humbles
you so deeply as
you age. You realize
how much nonsense
you've wasted
time on.



School Attendance Policy



Source of Obligation

The Victorian Registration Standards (sch 2 cl 10) (CECV Guidelines ref 4.8) require that we must make provision to:

- monitor the daily attendance of each student enrolled at the College;
- identify any absences of a student from College including classes;
- follow up any unexplained absences of a student from the College or classes;
- notify any parent or guardian regarding a student's unsatisfactory College or class attendance; and
- record information regarding a student's unsatisfactory attendance at College or classes on their student file.

The Victorian Registration Standards (sch 2 cl 11) (CECV Guidelines ref 4.9) require that we must maintain a student attendance register in which the attendance at the College of any child of compulsory school age is noted at least twice a day, and any reason given or apparent for the absence of the child from the College is noted.

Diocese of Sale Catholic Education Ltd (DOSCEL) Policy

In accordance with the Education Training and Reform Act 2006 (Vic.) (the Act) and the Education and Training Reform Regulations 2017 (Vic.), school attendance is compulsory for children and young people aged from 6 to 17 years unless an exemption from attendance has been granted.

Whilst ensuring student attendance at school is a legal obligation of parents/guardians, supporting students to attend school each day is the shared responsibility of all parents, students, the school and the wider community.

School attendance is important as it maximises life opportunities for children and young people by providing them with education and support networks.

Purpose

To ensure active support for full student attendance and retention until the completion of Year 12 or its equivalent and respond to individual student circumstances when regular attendance is not consistent.

School within Diocese of Sale Catholic Education Ltd (DOSCEL) maintain attendance records, identify and follow up unexplained absences and develop procedures to support and maintain student attendance.

Definitions

<i>Attendance</i>	A student is considered to be in attendance at school when onsite and/or involved in an offsite curriculum program or other activity organised by the school (for example an excursion or camp). A student is also considered to be in attendance when the student is engaged in a re-engagement program or another school part time to make up full time attendance and the schools or settings have agreed the time fractions, allocation of Student Resource Package (or other funding) and the educational plan for the student.
<i>Parent/guardian</i>	Includes “a guardian and every person who has parental responsibility for the child including parental responsibilities under the Family Law Act 1975 (Cwth) and any person with whom a child normally or regularly resides”.
<i>School Attendance Officers</i>	In the context of attendance, School Attendance Officers are empowered through the Act to issue School Attendance Notices, School Enrolment Notices and Infringement Notices.
<i>School Attendance Support Team</i>	This team is comprised of the College’s relevant Wellbeing Team.

Responsibilities

<i>Parent/guardian</i>	<p>Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends at all times when the school is open for instruction, unless exemption from attendance has been granted.</p> <p>For absences where there is no exemption in place, the parent/guardian must promptly provide an explanation on each occasion to the school.</p>
<i>Students</i>	Students are expected to attend the school in which they are enrolled during normal school hours every day of term, unless there is an approved exemption from school attendance for the student, or the student is registered for home schooling and has partial enrolment.
<i>Principal</i>	<p>The Principal must ensure the following:</p> <ul style="list-style-type: none">• Daily attendance of each student enrolled at the school is recorded at least twice a day in primary schools and for every class in secondary schools.• Any absences of a student from school including classes, are identified.• Reasons for each student’s absence are provided and recorded in writing.• Explanations for absences that are provided, are a reasonable excuse for the purposes of their responsibilities under the Act.• Follow up any unexplained absences of a student by contacting the parent/guardian of the student as soon as practicable on the same day.• Parents/guardians are notified promptly regarding a student’s unsatisfactory school or class attendance. If, upon being notified of their child’s absence or

contacted to seek an explanation, a parent reports that the child was not living with them on that day, the school should ensure they notify another parent who was responsible for ensuring the child attended school on the relevant day(s).

- If contact cannot be made with the parent, contact should be made with the emergency contact/s nominated on the student's file held by the school.
- Information regarding a student's unsatisfactory attendance at school or classes is recorded on their student file.
- Parents/guardians are informed of their responsibilities around attendance and initiatives aimed at promoting parental awareness of the importance of children attending school every day are implemented.
- Attendance improvement strategies, interventions and levels of adjustment are implemented where the absence is having a significant impact on a student's educational achievement and development, including an Attendance Student Support Group, Personalised Learning Plan, Student Absence Learning Plan and Return to School Plan.
- Strategies for supporting attendance of students in out-of-home care, experiencing homelessness, Aboriginal and Torres Strait Islander (ATSI) families, overseas students, students with disabilities, students with cultural and linguistically diverse backgrounds and newly arrived families are implemented.
- DOSCEL is advised where a referral to a School Attendance Officers is required because the student has been absent from school on at least five full days in the previous 12 months without reasonable excuse for absences.
- Referral processes are implemented to Child FIRST or Child Protections, DOSCEL and the School Attendance Officer where required **at least five full days** in the previous 12 months without reasonable excuse for absences.
- Referral processes are implemented to Child FIRST or Child Protection, DOSCEL and the School Attendance Officer where required.
- Ensure Schools within DOSCEL maintain attendance records, identify and follow up unexplained absences and develop procedures to support and maintain attendance in accordance with Education Training and Reform Act 2006 (Vic.) and the Education and Training Reform Regulations 2017 (Vic.).
- The Deputy Director Catholic Identity, Leadership, Learning and Teaching in conjunction with the school principal may authorise an exemption and provide written approval for student attendance or attendance and enrolment to be exempt or reduced to less than full time.

Expected Outcomes

- Schools within DOSCEL actively support student attendance and retention.
- Schools within DOSCEL maintain attendance records, identify and follow up unexplained absences, and develop procedures to support and maintain attendance.

Lavalla Catholic College's Procedures

Daily Attendance Register

Lavalla Catholic College keeps a register of the daily attendance of all students at the College through SIMON student management software which is also stored within the College's SYNERGETIC database. The register of daily attendance records the following information for each student:

- daily attendance;
- absences;

- class passes for exemption from class for a limited period of time;
- reason for absence; and
- documentation to substantiate reason for absence.

Attendance is checked regularly throughout the day, as follows:

- during every period that a student has been assigned; and
- at the beginning and arranged interval times on excursions/activities.

Monitoring Daily Attendance

Lavalla Catholic College has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from College or class:

- Parents are responsible for ensuring that they notify the College to explain the absence of their children on any particular school day. Notification may be provided via email or by telephoning the College and should be made prior to the start of College.
- Class teachers take the class roll promptly at the commencement of Homeroom/LA as well as each assigned lesson.
- All absences are recorded absences using SIMON student management software which then cross checks against the absentee notifications that have been provided to the College that day.

Following Up Unexplained Student Absences

Lavalla Catholic College has implemented the following systems and procedures in order to follow up unexplained absences from College:

- Where an absence has not been explained by 10am, an SMS Text message is forwarded to the student's parent/guardian notifying them of the absence and requesting that they immediately contact student services.
- If the parent/guardian does not respond by 11am, student services will make contact via telephone with any of the contacts listed.
- If no verbal verification has taken place with any contact, a voice message will be left with one of the contacts.
- Where the absence remains unexplained the matter will be reported to the head of house for investigation and follow up.
- All information in relation to unsatisfactory attendance is recorded on students' SIMON files and information with respect to attendance is provided in each student's school report via the school portal/SIMON PAM.

Notification of Parents & Guardians of Unsatisfactory Attendance

Lavalla Catholic College has implemented the following systems and procedures in order to notify parents and guardians of unsatisfactory attendance:

- Where a student is unsatisfactorily absent from College, the College will contact the parents directly to seek an explanation and to remind parents of their child's obligation to attend school.
- Where parents repeatedly fail to inform the College of absences the head of house will contact them directly seeking an explanation and to remind them of their obligation to report absences.

Records of the Register of Daily Attendance The register is retained indefinitely and copies of information in the register are stored off-site at regular intervals. The register is kept for each Calendar year, and shows the attendance checks and any reasons for absence.

Lavalla Catholic College also uses the support tools and guidance provided by **Every Day Counts** to promote full time school attendance.

Implementation Lavalla Catholic College has set up a series of compliance tasks on our **Assurance System**, to ensure that key obligations under the Victorian Registration Standards and CECV Guidelines are managed effectively.

Whereabouts Unknown (Everyday Counts) Policy



The Hazard – Whereabouts Unknown

A student is considered whereabouts unknown if:

- they have been absent for 10 consecutive school days
- multiple attempts to contact their parent/guardian/family have failed
- no alternative education destination can be identified for them

Common reasons for persistent absences from school of a school aged student include boredom at College, embarrassment and frustration at poor performance, fear of bullying or harassment, drug dependence, family stress or conflict, homelessness and defiance of authority.

Frequent absences can compound the problems of students who are already behind in class as a result of behavioural, emotional or learning difficulties. They gradually fall further behind in their studies and jeopardise their chances of completing their education.

This increases the risk of students dropping out of College, becoming involved in delinquency and criminal activity and ultimately, reducing their adult employment prospects.

Every Day Counts

Every Day Counts emphasises the importance of children and young people attending school everyday and provides schools and families with tools they can use to promote full time school attendance.

Lavalla Catholic College's Procedures

In line with our legal obligations, Lavalla Catholic College has developed detailed policies and procedures to manage our obligations relating to Enrolment and Attendance of Students. Refer to our *Student Enrolment Policy* and *School Attendance Policy*.

This policy has been developed specifically to manage issues relating to frequent student absences.

Lavalla Catholic College's Policy

Lavalla Catholic College is committed to the management of regular College attendance and providing a safe and positive learning environment which promotes engagement and participation.

It is our policy that:

- All unauthorised absences from College are unacceptable;
- High expectations of attendance will be made known to all students;
- Processes for unexplained student absences are implemented to reduce absenteeism and ensure the safety of students;
- Strategies to improve a student's attendance are developed and implemented with the College community considering the needs of students; and
- Early intervention strategies and family support programs will be provided.

Management of Non-Attendance – Immediate

College absenteeism is monitored closely.

Parents/guardians are required to contact the College prior to College commencement time to explain their child's absence, late arrival or request for early leave.

All teachers are required to take a roll call in every class. Any student absences are recorded by the class teacher.

Where a student is absent, Student Services reviews absentee notifications to identify any students who are absent where no notification of absence has been received from a parent/guardian.

Where a student is absent without explanation and cannot be located by 10am parents/guardians are forwarded a text message to their mobile phones in the following terms:

Lavalla Catholic College records indicate that your child [*insert name*] is absent from College without explanation. Please contact us as a matter of urgency.

If the student's parents/guardians do not contact the College within one hour of sending the text message, attempts will be made to call the parents/guardians and confirm the location of the student.

If this is not successful, student services will make contact via telephone with any of the contacts listed. If no verbal verification has taken place with any contact, a voice message will be left with one of the contacts. Where the absence remains unexplained, the matter will be reported to the head of house for investigation and follow up.

If a student who is marked present is then found to be absent after 10am, their parent/guardian will be called and informed. Student services will make contact via telephone with any of the contacts listed. If no verbal verification has taken place with any contact, a voice message will be left with one of the contacts. Where the absence remains unexplained, the matter will be reported to the head of house for investigation and follow up.

Management of Non-Attendance – Parental Notifications

Where parents repeatedly fail to notify the College of legitimate absences, the College will write a letter to parents requesting that they comply with the College's notification procedures.

In cases of serious non-compliance, the College may request that the parents/guardians attend a meeting with the Principal or delegate to discuss the importance of parental notifications in ensuring the safety of all students.

Persistent Non-Attendance

Where absences are recurrent the College will investigate the student's absences having regard to factors such as the day of the week, the class, subject or year level and particular social group that may affect their attendance.

Parents/guardians will be contacted to discuss issues which may be related to unexplained absences. Where appropriate, the College will work with the parents/guardians and the student to develop an Attendance Improvement Plan.

When students meet the criteria of whereabouts unknown the principal will:

- Consult with relevant CEOSale staff and their Education Consultant prior to making a referral to the Department of Education and Training (DE&T) School Attendance Officer as per the agreed Attendance processes.
- Make a referral to the School Attendance Officer (Department of Education and Training, regional Director) for further investigation.
- Fill out the Whereabouts Unknown Referral Form and send this to the relevant School Attendance Officer. This form can be found on the CEVN website under *Curriculum & Student Support/Student Services/Student Wellbeing/School Attendance – Everyday Counts. Implementing Reforms to Attendance and Enrolment*.

Employees' Responsibility

All employees are responsible to ensure that:

- Students are made aware of the importance of regular attendance and notification of absences;
- Accurate records of student attendance are maintained; and
- Where they have suspicions relating to possible truant behaviour they arise this with their homeroom/LA teacher and/or head of house/wellbeing leader via email.

Implementation

This policy is implemented through a combination of:

- Staff training;
- Development and implementation of a whole College strategy to encourage regular attendance and to reduce student absences;
- Implement strategies to address specific needs of each individual student, according to their reasons for non-attendance;
- Development and promotion of positive relationships within the College by implementing programs that develop social and emotional skills, peer tutoring, mentoring and anti-bullying strategies;

- Establishing positive home-College relationships to assist parents/guardians to support their child's attendance at College;
- Effective incident notification procedures;
- Effective communication procedures;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.



LAVALLA
CATHOLIC COLLEGE

STRONG MINDS COMPASSIONATE HEARTS

Course & Careers Expo

Friday 10th August

Kildare Campus
Kosciuszko Street

12:00pm to 5:00pm

VCE, VET and VCAL are part of our holistic education program at Lavalla Catholic College.

Families already connected to the College and those considering enrolment, will have an opportunity to see 2018 subject offerings.

Meet Universities, Further Education Providers and possible future employers while you explore career pathways.

For all enrolment enquiries, please contact College Registrar on 5174 7355 or email registrar@lavalla.vic.edu.au

www.lavalla.vic.edu.au



Helping you help your teenager

ReachOut Parents Coaching

It's easy to get started:
ReachOut.com/Parents/Coaching



Helping you help your teenager

ReachOut Parents Coaching

'I highly recommend coaching – it's helped strengthen our bond and our trust.' Kirsten, mum of 14 year old, New South Wales.

Struggling to know how to support your teenager with tricky issues like bullying, anxiety and relationships? Whatever the issue, you're not alone. Thousands of parents across Australia are wondering how to support their teenager through tough times.

The good news is our qualified coaches are on hand to help you plan your next steps. Our coaches will chat online and by phone about what could work for you. They'll provide you with professional online tools to help you build your own action plan to try out at your own pace.

And you won't even need to travel – take part from home or on your lunch break.

- ▶ Free
- ▶ Confidential
- ▶ Accessible – online and by phone
- ▶ Flexible – take part in one or up to four sessions
- ▶ Professional – qualified coaches from The Benevolent Society

It's easy to get started:

ReachOut.com/Parents/Coaching

ReachOut Parents is part of ReachOut Australia – a trusted online mental health and wellbeing service for young people and their parents. Free and accessible 24/7, ReachOut Parents provides practical tips, tools and strategies to help you support your teenager through everyday issues and tough times.



Coaches provided by The Benevolent Society.

Lavalla Parents & Friends Debutante Ball Committee



email address: lavalladebball@gmail.com

ABN: 92929851133

The 2019 Lavalla Parents and Friends Debutante Balls will be held at Premier Function Centre (PFC)

April 10th, 11th and 12th 2019

The balls are hosted during school holidays

A Deb information session will be held at **St Pauls lecture theatre on Wednesday 10th October starting promptly at 7pm** At this information session you will be told how to register your intention to participate. Both the prospective debutante and a parent or a representative need to attend.

Our registration evening where paper work and full payment are required is **Wednesday October 24th at the Kildare Hall starting at 7pm**

Please note that we require 15 couples per evening to be able to host a ball and evenings will be capped.

To be eligible to register Debutantes need to be enrolled in Year 11 at Lavalla Catholic College in 2019 and be a current student right up to the Deb ball.

Dance Training is held every Wednesday in term 1, at the Kildare Hall from 3.30-5.30pm, with 2 Sunday rehearsals, one held at the Kildare hall and the other held at PFC. The Sunday rehearsals are split rehearsals according to your ball night. These sessions are from 1-2.30, 2.30-4.00, 4.00 to 5.30

We are also looking for people to join the 2019 deb ball committee. All volunteers are required to hold a current WWCC.

If you would like to join this committee please email your intention to

lavalladebball@gmail.com by 5pm Friday June 29th

Our AGM will be hosted on Monday July 16th at 7pm