



Sunday 28 November

Dear parents and carers,

Congratulations to all students, and all parents and carers who support them, for finishing the 2021 academic year. It has been an incredible year and everyone should feel proud of their efforts. For all students in years 7-11 Step Up commences on Tuesday 30 November. A reminder that Monday 29 November is a report writing day and students are not required at school. Once Step Up commences, we look forward to strong attendance from all students. Staff have been working hard to planning for this program and will be commencing 2022 work in all classes.

State-wide Transition Day

Students who are currently in Year 8 and completing Year 9 Step Up will not be required at school on Tuesday 7 December as part of the state-wide transition program. This will enable us to run an effective program for our incoming students and we thank parents and carers for their support.

Visitors On-site

Parents, carers and other adult visitors who enter school buildings must have had two doses of COVID-19 vaccine by 29 November 2021 or have a valid medical exception. If they have not, there are some limited exceptions in which they can enter school buildings:

- when attending to administer medical treatment to their own child when the treatment cannot be administered by the school
- when attending to collect their child who is unwell and cannot leave the school building unaccompanied by their parent/carer.
- when attending briefly and not involving any sustained contact with staff or students, for example, to collect a completed art project or similar.
- Attending school for drop-off and pick-up and not enter school buildings

Parents, carers and other adult visitors not performing work need to show evidence of vaccination when entering a school building. This includes for the purpose of activities such as school tours and kindergarten transition programs.

Parents, carers and other adult visitors attending a gathering at school, whether indoors or outdoors, need to show evidence of vaccination on arrival.

When parents and carers do not meet vaccination requirements, we will hold meetings and other discussions (such as Student Support Group meetings) virtually.

The Front Office has a process in place to collect this information and we appreciate your cooperation in following these measures to keep everyone safe at the college.

Uniform Sale

Beleza School Uniforms in Castlemaine has a 20 % off sale on school uniform running until Saturday 4 December. This is a great opportunity to get any items of clothing you need for 2022. I have attached a flyer for you with further information.

Lost Property 2021

All lost property from every precinct will be out for collection on the large amphitheatre steps of the Engineers Precinct at recess on Tuesday 30th November. Please ask your children to have a look for those long-lost jumpers or lunchboxes. After this time, we will be donating items to charity.

2022 Step-Up Subject Changes

Appointments for subject changes during the 2022 Step-Up Program will be available at recess and lunchtime, from Monday 6 until Friday 10 December. Students can make an appointment at the College's Reception. Students are required to bring a completed subject change form to their appointment, which must be signed by their parent and their mentor teacher. Students are reminded that they must attend lessons according to their XUNO timetable. XUNO updates are completed every day at 4pm, which will reflect changes that have been made.

I will continue to provide updates when there is information which needs to be shared with you all.

Take care of yourselves and each other.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Simon Wood', written in a cursive style.

Simon Wood
Acting Principal – Castlemaine Secondary College