



Parent Information

2013

CONTENTS

Contacts and Attendance Times	Contact, Details	3
	Term Dates	3
	Bell Times	4
Staff Roles	Teaching / Non Teaching	5 / 6
Curriculum	Victorian Essential Learning Standards	7
	Early Years Prep-4	8
	Middle Years 5-9	9
	Later Years 10-12	12
Administration	Entrance Requirements	13
	School Dress	13
	Booklists and Levies	14
	Assistance Available	14
	Transport	14
	Attendance	15
	Canteen	15
	Library	15
	Excursions	15
Communication and Parent Involvement	News Sheet	16
	Information Notices	16
	College Web Page	16
	Assemblies	17
	Magazine	17
	Council	17
	Parents and Friends	17
Health and Safety at School	Medical Management Plan	18
	Asthma Management	18
	Allergies Management	18
	Illness and Injuries	18
	Immunisations	19
	Head Lice	19
	School Nursing Program	20
	Special Services	20
	Emergency Management	20
Strategic Planning	Strategic Plan, Annual Implementation Plan, Annual Report	21

CONTACTS AND ATTENDANCE

Welcome to Apollo Bay P-12 College.

This booklet contains a range of information about the College. Please contact us if you wish to visit or to ask any questions that may arise.

Principal Graeme Holmes

Assistant Principal Brian Humphries
Later Years Debra Aird
Middle Years Darren Gill
Early Years Ingrid Band

APOLLO BAY P-12 COLLEGE
No. 6203
Pengilley Avenue
Apollo Bay, 3233

Telephone: (03) 5237 6483
Facsimile: (03) 5237 6065
Email : apollo.bay.p12@edumail.vic.gov.au
Website www.apollobayp12.vic.edu.au
Moodle <http://moodle.apollobayp12.vic.edu.au>

Other Publications Strategic Plan 2013-2016
Annual Implementation Plan 2013
Annual Report 2012

Term Dates - 2013

Term 1 29/01/2013 - 28/03/2013
Term 2 15/04/2013 - 28/06/2013
Term 3 15/07/2013 - 20/09/2013
Term 4 07/10/2013 - 20/12/2013

Bell Times

School Day	8.55 am
Homegroups	9.00am
Period 1	9.05am
Period 2	9.53am
Morning Recess	10.41am
Period 3	11.01am
Period 4	11.49am
Lunch	12.37pm
Period 6	1.34pm
Period 7	2.22pm
Homegroup	3.10pm
Dismiss	3.20pm

Parents should consider providing a fairly substantial morning recess snack to offset the late lunch-time bell. Please provide lunches for eating at school as lunchtime is a valuable social contact time.

STAFF ROLES (2013)

Principal	Graeme Holmes
Assistant Principal	Brian Humphries

Sub-School Leaders

Later Years	Debra Aird
Middle Years	Darren Gill
Early Years	Ingrid Band

Parents first point of contact is the Homegroup Teacher. If the Homegroup Teacher is unable to resolve an issue they will refer you to the Sub-School Leader or Assistant Principal.

Homegroup Teachers

Year 12	Debra Aird
Year 11	Gareth Williams
Year 10	Gareth Williams
Year 9	Darren Gill
Year 8	David Tardif
Year 7	Bobby Bedson
Year 5-6	Jenny Bryant / Glenda Whelan
Year 3-4	Chris Hansen / Matthew Hoey
P-1-2	Ingrid Band / Belinda Conning / Katie Monaghan
P-1-2 Reading Recovery	Faith Morrissy
Library	Robyn Tidball

Other Teaching Staff

Elizabeth Hanger
Marg Lugg
Matt Orchard
Peter Geekie
David Nelson
David Tardif
John Britton
Vinni Melzak
Nicola Philp
Andrew Nicholas
Dennis Sharples
Sandra Gay
Peter Allan

Non Teaching Staff

Teacher Aides	Linda Briffa, Carmel Permezel, Ngaira Smith
ICT Technician	Angus McLachlan / Jon Varney
College Business Manager	Judith deCarteret
Administration	Richy Schrederis
College Nurse	Loren Jenkins
College Chaplain	Marni Briffa
Instrumental Music	Marion Bakker, Matt Orchard, Marg Lugg. Mary Fitzgerald
Maintenance	Wayne Burke
Cleaners	Peter Murnane, Carmel Permezel
Groundsman	Wayne Burke
Laboratory Assistant	Carmel Permezel
Canteen Co ordinator	Carmel Permezel
Stephanie Alexander Kitchen Garden	Holly Mundy
Parents and Friends	Bettina Terry / Jenny Rippon

Useful Contacts

Sport	Sandra Gay, Peter Allan
Careers VET VCAL	Debra Aird
Buses	Brian Humphries
Sustainability	Jenny Bryant
Community Garden	David Nelson
Library	Robyn Tidball

CURRICULUM

VELS

Our curriculum is based on the Victorian Essential Learning Standards. The Standards provide an approach to curriculum from Prep to Year 10. They outline what is important for students to learn. As a student progresses from Prep to Year 10 they will develop their knowledge and understanding of the standards. The following is a summary of the VELS framework:

Physical, Personal and Social Learning

- Health and Physical Education
- Interpersonal Development
- Personal Learning
- Civics and Citizenship

Discipline based Learning

- The Arts
- English
- LOTE - Languages Other Than English
- Mathematics
- Science
- Humanities

Interdisciplinary Learning

- Communication
- Design Creativity and Technology
- Information Communications Technology
- Thinking

Reporting

Our reporting system is based on the state-wide standards. The reports include comments on achievement in relation to the standards on a five-point scale A to E.

A “C” indicates that a child is on track and are at the expected level. An “A” indicates that the student is well above expected level. The reports also contain a section to be completed by students.

Reports are distributed at the end of terms 2 and 4. Year 5-12 students will also receive interim reports at the end of terms 1 and 3. Parent, teacher and student interviews will be held at the end of terms 1 and 3.

For more information regarding the Standards and Reporting go to www.education.vic.gov.au.

Students in year 3,5,7,9 participate in national testing of literacy and numeracy – NAPLAN. These results are mailed in September.

Early Years : Year Prep-4

Over the past few years our teachers have undertaken extra training in early years Literacy and Numeracy programs. These programs are designed to ensure that all students have the best opportunity to achieve success during the fundamental years of schooling. There are four essential elements: a classroom program, extra help for students who need it, professional development for teachers and opportunities for parent participation.

Students spend the first three years in multi-age P-1-2 classes. In 2013 there will be three P-1-2 classes. The multi-age grouping structure has been found to be advantageous to student learning as it fosters confidence and responsibility amongst students and a positive learning environment. Teachers meet regularly to plan their curriculum and group activities.

In P-1-2 Literacy and Numeracy is done until lunch time. Numeracy is covered in year levels. In the afternoons students complete an Integrated Studies program as well as a number of specialist subjects such as Art, LOTE, Library, Computer and PE. A three year rotation of themes is in place for the P-1-2 classes. Reading Recovery is a literacy acceleration program offered to selected students in year 1.

A transition program occurs with the Apollo Bay Preschool during terms 3 and 4. This involves establishing buddies, orientation to the school buildings and getting to know students and teachers and samples of the program. An information night is held in November for preschool parents. As part of the transition process preps are not required at school on Wednesdays for the first six weeks in term 1. The first Wednesday that preps will attend is the 13th March 2013.

Students in Years 3 and 4 also work together in multi-age groups. Literacy is taught for the first two periods of the day and Numeracy occurs during the third period with students grouped in year levels. For the remainder of the day the students complete an Integrated Studies Program as well as a number of specialist subjects such as Art, LOTE, Library and PE. The Year 3-4 classes work on a 2 year rotation of themes and programs.

Detailed information will be given out at the Parent Information evenings which, are held at the start of each year. At these meetings parents will meet the teacher and receive more detailed information of interest to parents. Parents are always welcome at school to discuss their child's program. An appointment should be made at the office.

Camps and Excursions 2011

There will be one camp for each year level. Students will also participate in a number of excursions throughout the year for example Scienceworks, Werribee Zoo, COPAC performances.

Year 2	Sleepover
Year 3	Tents Camp on School Oval
Year 4	Kangaroobie

Middle Years : Year 5-9

A recent study on the middle years of schooling by *Flinders Institute for the Study of Teaching* found the case for reform in the middle years is generally based on the need:

- To reinvigorate the middle years curriculum in response to the changing nature of adolescence
- To offer a school organisation that overcomes the problems associated with transition between primary and secondary education
- To offer a process in which good teaching and learning practice can be developed into the middle years of schooling.

Year 5-8

In years 5-8 the focus is on setting learning and behaviour goals and supporting students to achieve them by monitoring them at school and actively engaging parents in the educational journey. Students will be engaged in a variety of learning styles and environments including:

- Explicit teaching in year level groups
- Multi discipline enquiry based learning
- Multi age groups
- Applied learning on and off campus

Activities

All students in years 5-8 participate in a weekly program for two periods per week. Students select from a range of games, sports and activities such as photography, bushwalking and surfing.

Mentore Program

In years 7 - 8 during terms 2 and 3 the students are involved in a mentoring program with adults from the community, this involves students meeting every Friday for one and a half hours to complete an activity. In 2012 the culmination of these sessions was a "bilycart" race and an art show. In 2013 the Mentoring program will be leading up to a whole school production.

Maths and English

In English, we will begin the transition towards the new National Literacy Curriculum. Our program addresses the core skills whilst allowing enough flexibility to challenge all students. Classes are organized into core groups for this work. There are two year 5-6 classes and two year 7-8 classes. Once a week all students in years 5-8 meet for Literature Circles which involves students dividing into small groups and reading a common text of their own choosing. We will also have a 5-8 special project once a term.

There are four Maths classes in year level groups. The year 5-8 vertical blocking structure provides flexibility and allows for movement between groups. Common units will be taught in approximately 4 week units based on VELs and National Curriculum domains.

Ping Music

Ping is a social networking site that makes learning music fun, simple and accessible, and provides creative musical opportunities for students. This year yr 5-6 students begin the next phase of tutorials in guitar and drum lessons while continuing to develop the composition elements.

The Other Learning Domains

Students in year 7-8 complete studies in humanities, science, PE, and rotate through a variety of number of technology, art and ICT options. Yr 7 students participate in a music program focusing on the guitar and keyboard while Yr 8 students complete personal learning.

There are two Yr 5-6 classes. Each class completes studies in English, Maths, Integrated Studies, Art, LOTE, Ping Music, PE and a rotation through Agriculture/ Horticulture, Technology Studies and ICT.

The following table maps the year 5-8 curriculum structure. A variety of student groupings have been constructed to ensure that students develop a set of knowledge skills and behaviours across the breadth of the VELs framework. (Number of periods is per fortnight)

Camps and Excursions 2011

There will be one camp for each year level. Students will also participate in a number of excursions throughout the year for example Scienceworks, Werribee Zoo, COPAC performances.

Year 5	Sovereign Hill
Year 6-7	Two year rotation: Canberra (Yr 6 & 7) / Yr 6 Bimbi Park & Yr 7 Grampians
Year 8	Glenelg River

Year 9

The curriculum maintains a focus on developing essential literacy and numeracy skills. There is an emphasis on personal development and growth through a comprehensive camps and co-curricula program. During the year students will develop a comprehensive Managed individual Pathway plan which will be updated in each subsequent year and support students in planning their further education, training and employment.

The key focus of the Year 9 program is on assisting students to understand themselves and their value to the groups and communities to which they belong. This is done within a curriculum context where students assume responsibility for designing and managing their learning

All students undertake core studies in English and Maths. Year 9 and 10 English operates concurrently to facilitate the mixing of students and advancement of students based on VELS levels. The Inquiry Based Learning program (IBL) incorporates the areas of Science, Humanities and Personal Learning. This approach models real world experiences and allows students to participate in richer tasks that make school work more interesting. The Homegroup teacher is responsible for the coordination of the IBL program. Students also complete Arts, Technology and PE units. Students have some choice in the selection of these units.

Year 9 students may opt to participate in Surf Life Saving Cadets which is offered to Year 9 and 10 students as part of the PE program.

Each term students participate in a camp experience. Over the past 2 years we have developed a strong relationship with Bright P-12 College. This relationship will continue in 2011.

Term 1 : Bright P-12 College students billeted for one week.

Term 2 : Melbourne City Experience

Term 3 : Bright Ski Camp – students billeted with Bright P-12 College students

Term 4 : Otways Camp.

Term 4 : Onsite Bronze Cadets Camp

Later Years : Year 10-12

The inclusion of year 10 as part of the senior sub-school reflects current practise across the state and recognises the maturity of year 10 students.

Year 10 students complete studies in English, Maths, Humanities, Science, Technology/Arts and Health and PE. Year 10 is the beginning of VCE or VCAL and we encourage all students to begin their VCE or VCAL by undertaking a year 11 VET or VCE subject. Students will be supported through a personal learning program which focuses on the refinement and further development of their individually Managed Individual Pathways plan.

The College offeres a wide range of VCE, VET and VCAL courses for students in the Later Years of their schooling. In 2013, to further broaden student options we will be providing access to additional VET subjects in Colac. More detailed descriptions of our Later Years offerings can be found in our Later Years Handbook.

Work experience

As part of their managed individual pathway year 10 and 11 students participate in a work experience program. Year 10 students are encouraged to find local work experience during holidays and the last week of the year. Year 11 students participate in a week long work experience camp in Melbourne during first semester.

ADMINISTRATION

Entrance Requirements

Students must be at least 5 years old on or before 30th April in the year in which they commence school. Evidence of birth is required, this may be either a Birth Certificate or Passport.

School Dress

The wearing of a school uniform is compulsory. Parent support in this area is highly desired. The school office takes uniform orders:

Prep-4	Green Polo Shirt with college logo Navy Fleecy Bomber Jacket with college logo Navy and Green Windcheater with college logo Navy Pants Navy Girls Bootleg Pants School Dress Navy Cargo Shorts and Skorts
Yr 5-12	Hooded Windcheater with college logo Navy fleece jacket Navy V neck wool jumper Navy or White Polo Tops with college logo School Tartan Skirt – navy / emerald School Dress Trousers or shorts, plain navy blue or black Year 12 top Specific exclusions include Track suit pants and leggings
Yr P-12	Shoes must cover the feet completely and offer support. Specific exclusions : Thongs, ugg boots, moccasins, high legged boots, gum boots. Appropriate footwear with non marking soles must be worn for PE. Jewellery must be kept to a minimum and must be safe. Make- up must be kept to a minimum. Hats with a peak or brim must be worn during terms 1 and 4. Hats bearing offensive symbols are not acceptable. Hats must not be worn in class. Excessive wearing of jewellery at school is seen to be both inappropriate and dangerous. Parents and students are requested to keep jewellery worn to school to a minimum.

Booklists & Levies

All parents will receive a Levy Sheet, in February, which will detail how the parent contributions are spent. Families receiving the Education Maintenance Allowance (EMA) can elect to sign this payment over to the College to deduct from the nett amount.

Booklists are distributed to all students by the end of the school year. All year levels return their booklists to the school office. Students can collect their books from the college at arranged dates, before school returns in January.

Assistance Available

There are several ways in which families may obtain financial assistance : -

- Family Allowance Supplement
- Education Maintenance Allowance (for holders of Health Care cards)
- State Schools Relief
- Aus Study (for senior students)

Application dates are advertised in the college News Sheet. Further information may be obtained from the office.

Transport

School Buses

All pupils who reside more than 4.8 kilometres from the school are eligible to travel on one of the school buses. Application forms for bus travel are available at the office.

The office requires notification of any changes to bus travel. The office must be notified if a student travels to school on the bus in the morning and is "off" the bus in the afternoon. Notification is also required if a student is "on" in the afternoon after travelling to school privately.

Parents are responsible for students while they wait at the bus stop in the morning. Parents should also be at the bus stop when the bus arrives in the afternoon. All P-6 students must be collected off the bus in the afternoon.

Bikes

The R.T.A. strongly advises that children should not ride in traffic without an adult, until they reach 10 years of age. This recommendation is on account of children's lack of lateral vision rather than their capacity to learn traffic rules. Students are required by law to wear helmets when riding.

Bikes should be housed in the bike racks by the tennis courts and should not be ridden in the school grounds. Students should enter at the Ramsden St gate. Students are not to ride in Pengilly Avenue before and after school.

Mini Buses

School Council owns 2 mini buses. School groups use buses for camps and excursions on a user-pays basis. There are no bus costs for local school excursions, between Skenes Creek and Marengo.

Attendance

An absence note is required for all absences and appointments. This note should contain the date, reason, student's name and parent's signature. Proforma notes are available from the office or may be downloaded from the College web site. Notes should be handed to the homegroup teacher in the morning.

Students who are late must sign in at the office and collect a late pass. Repeated latecomers will be given additional work at a suitable time and place. P-6 students must also report to their homegroup teachers. Parents picking up students early must do so through the office. Please be considerate of the times which you pick up your children as taking them out during class times is a distraction for the teacher and other students.

Year 7-12 students may be given a permanent lunchpass to go home. A note is required for occasional daily lunchpasses. P-6 students may not leave the school grounds at lunch unless collected by a parent.

Canteen

Limited canteen facilities are available at the school on Tuesday each week. Price lists are circulated each term. Orders are to be written on a brown paper bag and the correct money (if possible) placed in the bag. This is then placed in the homegroup tub, prior to school. The lunches are prepared and available at 12.25 pm. All food sold complies with the Victorian Schools Canteen Food Guide. We need parent helpers to keep the canteen running. Please contact the office if you can help out.

Library

P-10 students have weekly library classes and have access to the library during the lunch break. Further information relating to reading expectations will be discussed at parent information nights.

Books are on loan for 2 weeks. Students are to use the drop box to return books. Parents are asked to ensure books are returned on time. Replacement costs may be sought for lost or misplaced books.

Excursions

A permission note and medical form will be sent home if your student is involved in an excursion. This must be returned with full payment by the nominated date on the permission form. Permission notes are required for all excursions outside the local precinct. On enrolment parents will be asked to sign a form covering excursions within the local precinct.

COMMUNICATION AND PARENT INVOLVEMENT

A strong parent teacher partnership will improve your child's progress and learning outcomes. You can help by being involved and keeping yourself informed.

You can be involved by attending assemblies, information evenings, social activities, displays, music performances or joining College Council. You can assist by helping with classroom reading, excursions, PMP, fundraising, sports / swimming sports days, working bees or canteen duty.

If at any stage you feel the need to contact the school, you are most welcome to make an appointment with any teacher by contacting the office. Email may also be a communication strategy that will work for you. Please discuss this with your child's teacher.

The News Sheet and web site Calendar will keep you informed of all activities and important dates.

College News Sheet

A single page News Sheet is produced each fortnight. This is distributed to the youngest child in each family on Fridays. The complete version can be accessed on the website or via email. Please leave your email address with the office staff.

The News Sheet contains information and coming events, participation return slips, student work and reports. The News Sheet is a vital link between school and home. The publication deadline is Wednesday lunchtime.

Information Notices

Where possible we attempt to get notes out on Fridays. Please impress upon your child the necessity for notices reaching home as this is the main way parents can keep in touch with what is going on at school.

College Webpage

The Calendar, past News Sheets, College Council Minutes and other information can be accessed via the college webpage. www.apollobayp12.vic.edu.au

Assemblies

Whole school assemblies, P-4 and Yr 5-9 assemblies are held regularly. These assemblies focus on celebrating and showcasing student achievement during which time achievements can be praised and rewarded. These dates are listed on the website and in the News Sheet.

Magazine

The Magazine is published in term 1 of the following year. This provides a permanent record of student achievements and experiences. The Magazine is a booklisted item.

College Council

College Council is the overseeing body of the governance of the College and, as such, is responsible for all the policies of the school. A vigorous and involved Council is essential.

The Council is comprised of eight parent representatives, two coopted members (optional), four staff representatives and the Principal. Councillors are elected for a period of two years and elections occur in March of each year. For an accurate listing of councillors please check the website.

Council's specific responsibilities are reflected in the following sub-committees: Environment, Finance, Welfare and Policy. Each sub-committee has a parent representative from Council and staff reps.

Parents and Friends

A very active Parents and Friends Group exists, they currently meet once a month. Apart from raising funds for varying projects this group of parents are actively involved with many aspects of the College. To be involved keep an eye on the News Sheet or contact the office.

HEALTH AND SAFETY

Medical Management Plans

Students requiring medication or special care at school are required to have a current Medical Management Plan. Parents should contact the Secondary School Nurse who will assist with the update of these plans.

Asthma Management

The College is accredited with Asthma Victoria as an Asthma Friendly School. Parents are requested to provide the school with an Asthma Management Plan. It is recommended that asthma management is reviewed each year with your doctor. Students with asthma should bring their ventolin or other reliever puffer and spacer to school. The Secondary School Nurse will assist with the update of student Asthma Management Plans.

Allergy Management

Parents are required to provide the school with an Allergy Management Plan. Information about an allergy management plan can be obtained from the Secondary School Nurse.

We have a number of children who are allergic to nuts. Some have life threatening allergies. For this reason we request that students do not bring nut products to school or on excursions. This expectation will be strictly adhered to in particular classes to protect the needs of individual students. The college encourages a “nut free” environment.

Injuries and Illness at School or on Excursions

If your child is injured whilst playing or in class, we will treat the injury at school if it is of a minor nature. For serious injuries we will contact the parent or the given alternative contact and act according to the nature of the injury:

- contact the parent or alternative contact so that child may be collected
- take the child to the hospital emergency department
- ring an ambulance

Please note that parents are responsible for all medical, dental and ambulance costs incurred whilst at school or on excursions or camps. You are encouraged to have appropriate medical, dental and ambulance cover as the college is not responsible for the payment of any costs.

If your child is unwell they should not attend school. We try and keep students no longer than 50 minutes in sick bay. If your child has an infectious disease you should contact your doctor to determine the advised absence time.

The list below contains department instructions regarding exclusion times for some of the more common infectious diseases :

Chicken Pox	At least 5 days. Until fully recovered. Note - some remaining scabs are not an indication for continual exclusion.
Viral Hepatitis	Until a medical certificate of recovery is produced or on subsidence of symptoms but not before seven days after onset of jaundice.
Impetigo (School Sores)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces, such as scalp, hands and legs, are properly covered with occlusive dressing.
Measles	For at least seven days from the appearance of the rash or until a medical certificate of recovery is produced
Head Lice	Re-admit the day after appropriate treatment has commenced.
Ringworm	Until appropriate treatment has commenced, supported, when requested, by a medical certificate.
Rubella	Until fully recovered and at least 4 days from the onset of the rash.

Immunisations

Each year, the local Council organises a number of immunisations. Parents will be notified of dates. Parental permission is required and it is hoped that all parents will use this service.

Head Lice Management

Head lice is a common problem in most schools. Anyone can get head lice. Please check your child weekly and tie long hair back as a strategy to minimise the spread of head lice.

Please report headlice to the office. In line with health regulations students with head lice can return to school after appropriate treatment has taken place, this means a child could be treated for head lice one evening and return the next day.

The Secondary School Nurse can provide information and support with head lice. Information can also be obtained at the pharmacy and Otway Health and Community Services. Information provided at school on managing head lice is received from the Department of Human Services, for further information go to the website www.dhs.vic.gov.au/phd/headlice.

As part of the enrolment procedure we ask that parents give permission for their child to be checked if there is repeated incidents in a particular year level. These checks are conducted by qualified staff.

The School Nursing Program, Department of Justice

Primary School Nurse

This visiting service provides health assessments to all prep students (with parental consent), it is recommended that parents take advantage of this service that can enable early identification of health problems. As well parents, carers and teachers may request assistance from the Primary School Nurse as required through the year for any primary student health issue or in regard to a specific primary health issue at school.

Secondary School Nurse

The school is part of the Secondary School Nursing Program that has placed a registered nurse in the school two days each week to work collaboratively with the school on health issues. The role includes adolescent health promotion, supporting staff and parents address health issues and providing health promoting activities to the school.

Enquiries about the School Nurse Program can be made via the college office.

School Chaplain

Our college chaplain works 1-2 days per week and is available to work with students, staff and families in the school community in order to offer support, pastoral care and referral to appropriate services. The Chaplain is employed by ACCESS ministries with funding from the NCSWP (National Schools Chaplaincy and Welfare Program).

Enquires about the chaplaincy program can be made via the college office

Special Services

Psychologists and Speech Pathologists may be provided to help children who have problems affecting learning. Referrals may be made by teachers but they must initially have the consent of parents, unless they are 16 years old.

Emergency Management Procedures

The college has a detailed emergency management plan for an event such as fire or bushfire where it may be necessary to evacuate the college buildings. This can be accessed via the college website.

- The assembly point for onsite evacuation (eg fire inside college buildings) will be the college oval.
- The assembly point for offsite evacuation (eg encroaching bushfire) will be the beach and area around the Apollo Bay Surf Club.
- Students will be supervised at the emergency assembly points until students have been picked up or contact has been made with parents/guardians re alternative supervision.
- If a fire threatens the vicinity of a school bus route the buses will be notified not to pick up or drop off students. The college will endeavour to contact parents when a bus is not running.

- Parents are advised to be aware of fires burning in the area and to have their own emergency fire plans. Please add the following mobile contact numbers to your emergency contact list. Please try and use the General Office number, followed by the Assistant Principal number, as the Principal will be coordinating the college emergency response.

General Office : 5237 6483, 0407 376957

Principal : 0447 327951

Ass Principal : 0417 569776

STRATEGIC PLANNING

The College has a Strategic Plan which is written every four years. The Annual Implementation Plan executes the Strategic Plan, it is a year planner which describes the goals and implementation strategies for the year.

The Annual Report summaries the achievements for the year. The Annual Report for the preceding year is usually available in April.

In addition to the documents listed above the college has developed a number of policies which may be obtained from the website or by contacting the office.