Years 8 - 12, 2021

Mount Erin College

Parent Information Booklet

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STATEMENT OF COMMITMENT to CHILD SAFE STANDARDS

Mount Erin College is a Child Safe school. Our College is committed to the safety and wellbeing of all children and young people. We value all students as individuals and their diversity. This will be the primary focus of our care and decision making.
Mount Erin College is committed to providing a Child Safe environment where children and young people are valued and feel safe, and their voices are heard about decisions that affect their lives.

Our College takes a preventative, proactive and participatory approach to Child Safety to ensure that the safety of children is promoted, child abuse is prevented and allegations of child abuse are properly responded to. Mount Erin College has zero tolerance for child abuse. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Mount Erin College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make. *In its planning, decision-making and operations Mount Erin College will:*

- Value and empower children to participate in decisions which affect their lives
- Foster a culture of openness that supports all persons to safely disclose risks of harm to children
- Respect diversity in cultures and child rearing practices while keeping child safety paramount
- Provide written guidance on appropriate conduct and behaviour towards children
- Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development
- Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk and
- Value the input of and communicate regularly with families and carers

Mount Erin College is a Child Safe School

Parents can obtain further information regarding how Mount Erin College implements Child Safe Standards by checking our website www.mounterin.vic.edu.au

Our College website contains the following Policies and Procedures related to Child Safe:

- Statement of Commitment to Child Safe Standards
- Child Safe Policy
- Child Safe Code of Conduct
- Four Critical Actions for Schools
- Statement of Values and Philosophy
- Duty of Care Policy
- Student Engagement and Wellbeing Policy
- Bullying Prevention Policy
- Inclusion and Diversity Policy
- Camps and Excursions Policy
- Acceptable Use of Network (Internet) Laptops, Mobile Devices and Student Photos
- First Aid Policy
- Health Care Needs Policy
- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Respectful Relationships Policy
- Cooperative Classrooms Approach

SECONDARY SCHOOL PRIVACY NOTICE
INFORMATION ABOUT THE ENROLMENT FORM

Please Read This Notice Before Completing The Enrolment Form in the Enrolment Booklet. For Accuracy and Completeness, both the student seeking enrolment and a Parent/Carer Should Complete the Form.

The Confidential Enrolment Form asks for personal information about the student, family members and others that provide care for them. The main purpose for collecting this information is so that Mount Erin College can register the student and allocate staff and resources to provide for their educational and support needs.

Health information is collected so that staff at Mount Erin College can properly care for the student. This includes information about any medical condition or disability the student may have, medication they may rely on while at school, any known allergies and contact details of the student's doctor. Mount Erin College depends on all relevant health information being provided because withholding some health information may put the student's health at risk.

Mount Erin College requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to Mount Erin College. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Karen Lee, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts
These are people that Mount Erin College may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Mount Erin College. Where possible please provide two emergency contacts.

Student Background Information
This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that Mount Erin College receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth Government Agencies for monitoring, reporting, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

Visa status (if relevant)
This information is required to enable Mount Erin College to process the student's enrolment.

UPDATING YOUR SCHOOL RECORDS
Please let the Administration Office at Mount Erin College know if any information needs to be changed by sending updated information to the Office. Please contact the school on 03 5971 6000 or by email: mount.erin.sc@education.vic.gov.au to update your records. During the student's time with Mount Erin College we will also send home copies of enrolment information held by us. Please use this opportunity to let us know of any changes that are required.

ACCESS TO THE STUDENT RECORD HELD BY SCHOOL
If you have any concerns about the confidentiality of this information please contact the Principal. Mount Erin College can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. The Mount Erin College privacy policy is available on the Mount Erin College web site http://www.mounterin.vic.edu.au

Term Dates and Bell Times

2021 Term Dates

Term 1: 27th January: School teachers commence – Staff Professional Learning Day – Pupil Free Day*
28th January: Staff Professional Learning Day – Pupil Free Day
29th January: Years 7 and 12 students commence
1st February: Years 8 to 11 students commence
End of Term: 1st April 2021

Term 2: 19th April to 25th June

Term 3: 12th July to 17th September

Term 4: 4th October to 17th December

* The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The remaining three student-free days are determined by each individual school.

Bell times and Daily Organisation

Note: The College operates on a five period day with periods of 60 minutes duration.

Staff Briefing at 8:10am on Tuesday

2021 Bell Times

	NORMAL	2.30PM FINISH
Form Assembly	8.30 – 8.35	8.30 – 8.35
Period 1	8.35 – 9.35	8.35 – 9.33
Period 2	9.35 – 10.35	9.33 – 10.31
Recess	10.35 – 11.00 (25 mins)	10.31 – 10.56
Period 3	11.00 – 12.00	10.56 – 11.54
Period 4	12.00 – 1.00	11.54 – 12.52
Lunch	1.00 – 1.45 (45 mins)	12.52 – 1.32 (40 mins)
Period 5	1.45 – 2.45	1.32 – 2.30
Finish	2.45	2.30

Important Dates: VCE Examination Periods for 2021

The following examination periods for 2021 were approved by the VCAA Board:

- **General Achievement Test (GAT)**
  Wednesday 9th June 2021, 10.00am – 1.15pm

- **Performance and Languages oral examinations and Extended Investigation: Oral presentation**
  Monday 4th October 2021 – Sunday 31st October 2021

- **Written examinations**
  Wednesday 27 October 2021 – Wednesday 17th November 2021

Important Dates: Calendar 2020 / 2021

***** Refer to College Website for calendar of events/important dates – www.mounterin.vic.edu.au***

2020

4th December 2020	Final payment for 2021 Electives, VCAL course & VET
17th December 2020	**End of Term 4**

2021

29th January 2021	**Year 7 and 12 students commence**
1st February 2021	**Year 8 -11 students commence**
16th February 2021	School Photos
22nd February 2021	School Photos Catch Up Day
25th February 2021	Swimming Sports
8th March 2021	Labour Day
19th March 2021	Year 11 Presentation Ball
24th March 2021	Parent/Student/Teacher Interviews (TBC)
1st April 2021	**End of Term 1 – 2:30pm finish**
2nd April 2021	**Good Friday**
19th April 2021	**Term 2 commences**
25th April 2021	Anzac Day – Pupil Free Day
21st May 2021	Staff Professional Learning Day – Pupil Free Day
26th May 2021	National Sorry Day
9th June 2021	General Achievement Test (GAT)
14th June 2021	Queen's Birthday

15th June 2021	Semester 2 Commences
25th June 2021	**End of Term 2 - 2:30pm finish**
12th July 2021	**Term 3 Commences**
11th August 2021	Staff Professional Learning Day – Pupil Free Day
17th September 2021	**End of Term 3 – 2:30pm finish**
4th October 2021	**Term 4 Commences**
27th October 2021	VCAA Written Examinations – finish 17th November
1st November 2021	Staff Professional Learning Day – Pupil Free Day
2nd November 2021	Melbourne Cup Day
11th November 2021	Remembrance Day
1st December 2021	Awards Night at George Jenkins Theatre
17th December 2021	**End of Term 4**

Drop Off and Pick Up Zones / Car Parking

NO cars will be allowed to enter the Golf Links Road entry and exit. This is for pedestrian and bus traffic **ONLY.**

The Staff Car Park on Robinsons Road is for staff **ONLY** and will be gated to prevent access. The only exception to this will be for disabled members of our community.

ALL parent vehicles are to enter via the F Block gate where there will be both parking and a flow through area to pick up and drop off students. Exit from this area will be via the gate next to the Neville Rohan Centre.

It is essential that all students, staff and visitors to the College comply with the instructions about out of bounds areas, parking, etc. to ensure the safety of our community. Your help with this will ensure the safety of our students.

College Procedures

IF YOU ……..

ARE ABSENT FROM THE COLLEGE

The College Attendance Policy of 90% attendance requirement across the whole College reflects the VCAA attendance requirement for the Senior School students. There will be consequences if this is not achieved and students may be required to make up the time missed.

1. Ring the Absence Hotline on 5971 6000 and bring a note from your parent/guardian when you return to school.

ARE LATE TO COLLEGE

1. Bring a note from your parent/guardian stating the reasons why, and take this to the Attendance Officer. The Attendance Officer will record your late arrival onto Compass and you then go to class.
2. If you do not have a note you must report to the Attendance Officer to receive a Late Pass. A note of explanation must be brought in on the next College day.

3. Students in year levels 7 – 9 who are late to school or any class three times will receive an afterschool detention which will run in A12 from 2.50pm to 3.30pm on a Monday or Thursday night. Failure to attend the first assigned detention will transfer the student to 2 after school detentions. Failure to attend either of these detentions could result in 1 day suspension.

NEED TO LEAVE THE COLLEGE EARLY FOR ANY REASON

1. Bring a dated note from your parent/guardian stating clearly your name, the reason, the time you need to leave and your Form Group.
2. Show your note to the Classroom Teacher at the time of leaving
3. Take the note to the Attendance Officer in order to be signed out

ARE OUT OF UNIFORM

1. Bring a note from your parent/guardian stating the reason.
2. Take this note to your Home Group teacher before school to receive a Uniform Pass.
3. If you have no note, you must still obtain a Uniform Pass.
4. Detentions are given for non-compliance with these expectations.
5. **Students will not be given notes exceeding 2 weeks**. Parents will need to contact the relevant sub school in these circumstances

   Please Note: Permission notices are not given for hooded jumpers to replace school jumpers when out of uniform as per the uniform policy

HAVE TO LEAVE THE CLASSROOM DURING A LESSON

1. Ask your teacher for a pass – passes will only be given in exceptional circumstances. Out of Class passes are located in the Student Planner.
2. Go straight to your destination – return to class promptly.
3. All students must be signed out through the First Aid Office/General Office.

ARE FEELING SICK AT COLLEGE

1. Ask your teacher for a pass and report to the Attendance Office.
2. If you need to go home, the First Aid Attendant will telephone to have you collected from school. **Under NO circumstances should students contact their parents directly**.
3. All students must be signed out through the First Aid Office/General Office.

WISH TO EXIT FROM THE COLLEGE

Your parent/guardian is required to make an appointment with the appropriate Sub-School Leader/ Assistant Principal who will organise the appropriate paperwork and procedures.

ARE HAVING TROUBLE UNDERSTANDING YOUR WORK

1. Speak to your Home Group Teacher first, and of course, the Class Teacher involved.
2. Visit the Student Services Centre for extra assistance (see 'Where to Get Assistance' section)

ARE FOUND TO BE SMOKING

1. Smoking is totally banned anywhere on College property.
2. Students must not bring cigarettes, lighters or matches to school and must not be smoking while on any school sponsored activity, while travelling to and from school or in College uniform. Sanctions apply for those smoking, or in the company of others.

ARE HAVING PERSONAL DIFFICULTIES AT SCHOOL OR HOME

Talk to your Home Group Teacher, someone in the Student Welfare team, or to a trusted teacher or Mentor. (see 'Where to Get Assistance' section)

College Information

AWARDS
The College recognises and rewards students who demonstrate the College values of ASPIRE, endeavour, citizenship, sporting and academic achievements through the College Awards Scheme

BAGS
The College Board has selected a high quality ergonomically designed backpack, which is highly recommended. Students are **not to take their bags to classes** under any circumstances.

BANNED ITEMS
Students must NOT bring skate-boards, scooters, etc. to school. Aerosol cans, deodorant sprays, permanent textas and liquid paper are not to be brought to school under any circumstances – we have many students and staff who have allergic reactions to these products. Laser pointers, cigarettes, lighters, matches or weapons of any kind are strictly forbidden. Banned items will be immediately confiscated if brought to school.

BICYCLES
Students who ride their bicycles to school are expected to ride safely and observe all road laws (including the wearing of safety helmets). Bicycles cannot be ridden in the College grounds and must be left in the designated bike compound.

CANTEEN
The Canteen is open before school, at recess and lunchtime, every school day unless notified, and offers students a wide range of lunches, snacks and drinks at very reasonable prices. Lunch ordering facilities are available.
Students are not allowed to leave the College grounds without permission between 8.30am and 2.45pm

DAILY BULLETIN
The Daily Bulletin is read each morning during Home Group. It provides important information about daily and forthcoming events. These items are also available via Compass Newsfeed.

FIRST AID
Students should not be sent to the school unwell. Students who become sick or unwell during the school day should go to the Attendance Office, where contact will be made with home, if required. Students **MUST NOT** contact home prior to being assessed by First Aid staff. Medication **MUST** be left with First Aid staff for students self-administering.

FINANCIAL ASSISTANCE
The Student Services Team assists with applications to State Schools Relief for uniform and other items. The Business Manager is available at all times to assist with other financial concerns and applications for the Camps, Excursions and Sports Funding (CSEF).

LOCKERS
Lockers provided by the College are a privilege, not a right. Students are expected to maintain their lockers in good condition, keep them tidy and show consideration for others in locker areas. All students must provide their own good quality combination lock, obtainable through the College, for their lockers. **Keyed padlocks are not acceptable as keys are easily lost. Key locks will be cut off should the keys be lost or unavailable.** These are essential security for student notebooks and valuables.

COMBINATION LOCKS
All students are expected to have a correctly working **Mount Erin College approved** combination lock and use it to keep their lockers secure at all times. Combination Locks can be purchased from the General Office during office hours.

LOST PROPERTY

If you have lost a piece of property, first re-trace your steps then check with Lost Property (in the Student Support Services area). Unnamed clothing, books, etc. are held by the school for a term; as are valuables by the Administration Office. If you find someone's property please hand this in to the Administration Office.

NEWSLETTER

The College Newsletter is published regularly via Compass and is a major form of communication with parents. It is emailed home to parents. A hard copy may be collected from the General Office. The newsletter is also available via the College website.

NOTEBOOK COMPUTERS:

All students in Years 7 – 11 are recommended to have a College Notebook computer. This needs to be charged each night at home and be carried with the student to each class. When not in use, it needs to be stored in the student's locker using a secure combination lock. Students are required to comply with the conditions of their signed agreement.

OUT OF BOUNDS

The following areas are out of bounds to students at all times. Sanctions apply for those out of bounds.

- ALL Car parks.
- The bush area adjoining the oval.
- The 'Triangle' adjacent to the roundabout.
- The area around the Neville Rohan Centre and the front of the Administration building unless in transit.

PARENT CONTACT WITH THE COLLEGE

Parents are encouraged to contact the College with any concerns regarding their child. Enquiries should be directed initially to the appropriate Home Group Teacher.

PARENTS' ASSOCIATION

The Mount Erin College "Connects" consists of parents and staff members whose main interest is the support and welfare of the College Community as a whole. Interested parents and community members are warmly invited to join. Details available on the College website: www.mounterin.vic.edu.au

PAYMENT OF MONIES TO THE COLLEGE

If you need to pay money to the College (for excursions, levies, camps, charges, etc.) payment must be made at the student window of the Administration Office before school, at recess, or lunchtime.

REPORTS

Mount Erin College has moved to an ongoing assessment and reporting model. Students and Parents will receive feedback on a minimum of three Learning Tasks per subject per semester which will include goals for improvement. A Data report will be issued at the end of each term. All of this information will be available via Compass. All parents will be invited to at least one Parent/Teacher interview during the year with further interviews taking place by appointment.

RESOURCE CENTRE

The Resource Centre is fully automated and offers diverse resources via the use of Learning Technologies.

SPORT

Sport is actively encouraged and teachers and senior students give their time to coach a diverse number of teams. A wide range of intra and inter-school competitions are held each year. Students will need to listen to the Daily Bulletin to learn when to sign up for these teams. Year 11 and 12 students are limited to one sport per semester to minimise the disruption to their academic program.

STUDENT LEADERSHIP

Mount Erin College has an active and vibrant student leadership group with representatives from Years 7 – 12. The College promotes the active involvement of students in decision making with students participating in a wide variety of teams including the College Board. "MESEM" (Mount Erin Student Events Management) is a key representative body for our students and leads the Charity fundraising activities and events for students across the College including the running of Assemblies.

College Uniform

It is the policy of the College Board that ALL STUDENTS in Years Seven to Twelve should appropriately wear the correct uniform at all times during the College day. Students should arrive to college in uniform that is clean and in good order. Sanctions apply for non-compliance with uniform rules. Such a policy depends upon parent support and willingness to ensure that their children are correctly dressed. College uniform rules also apply whilst travelling to and from college. Beleza School Uniforms Shop is the only official supplier of the Mount Erin College uniform.

YEARS 7 – 12

SCHOOL SHOES:

Black polishable, lace-up, Oxford style **school** shoes **NO T-BARS, CANVAS SLIP-ON VOLLEYS, BALLET SHOES OR SKATE SHOES.**

SOCKS:

Navy, black or white ankle socks **NO LOGOS**
Navy long socks
Navy tights (girls - winter uniform only) **NO LEGGINGS**

UNIFORM (ALL):

School dress (girls)
Mount Erin check box pleated skirt (girls)
College tie (optional)
College blazer (optional)
Navy gabardine tailored shorts with College logo (girls)
Navy gabardine tailored pants with College logo (girls) **NO FACE-OFF PANTS ARE ALLOWED**

JUNIOR UNIFORM YEARS 7 – 9

Pale blue shirt with College logo (Years 7 – 9)
Navy gabardine, tailored or elastic waist shorts with College logo (boys Years 7 – 9)
Navy gabardine, tailored or elastic waist trousers with College logo (boys Years 7 – 9)
Navy V neck woollen jumper with college logo (Years 7 – 9)

SENIOR UNIFORM YEARS 10 – 12

Seniors V neck woollen jumper with College logo
Stone gabardine, tailored or elastic waist shorts with College logo (boys)
Stone gabardine, tailored or elastic waist trousers with College logo (boys)
Seniors white shirt with College logo
Year 12 only - College Board approved jacket

COAT:

College navy blue microfiber Spary Jacket with logo
College Blazer (optional)

COMPULSORY Phys. Ed/ Sport:
PE polo shirt with college logo
College logo navy shorts or
College logo navy blue tracksuit option
Non-marking runners
If ears are pierced, sleepers or studs should be removed to prevent injury
Mount Erin College leggings **ONLY** are permitted. No other sporting wear is permitted.

NOTE

COLLEGE BAGS: The College Board has selected a high quality ergonomically designed backpack, which is highly recommended. Students are **not to take their bags to classes** under any circumstances.

HATS: The College Board highly recommends all students wear a wide brim hat during terms 1 and 4. **No beanies at any time.** Hats are **not** to be worn inside.

SHOES: Only black, polishable, leather School shoes, lace up, Oxford style (low heel) are acceptable. Students who wear incorrect shoes or shoes that cannot be worn safely will be sent home. Shoes are expected to be cleaned and polished regularly.

JEWELLERY and BODY ART: A minimum of jewellery will be accepted. Only small sleepers or stud earrings are permitted (one on the lobe of each ear).

Facial piercings are **NOT** permitted. Students should not therefore have piercings done and then expect to be able to cover up with Band-Aids whilst this heals. Items of body art are to be **covered** at all times.

MAKE-UP: Only a minimum of 'non-obvious' make-up may be worn. **Only clear nail polish** will be accepted.

HAIR: Dyed hair should only be coloured in **natural** tones. Ribbons, headbands etc., must be pale blue, white or navy. Longer hair is required to be tied back and secured away from the face. Only natural hair styles will be accepted (i.e. no Mohawk type haircuts, shaved or partially shaved heads, dreadlocks, rat tails, etc.) Hair should be clean, neat and tidy at all times.

T-SHIRTS: Students in Years 7-9 may wear a pale blue t-shirt, Years 10-12 a white t-shirt, under their shirt for warmth.

SKIRTS and DRESSES: Are not allowed to be above knee length when standing.

SCARVES: Blue or white only **a**re allowed to be worn in winter months.

SHORTS: School shorts are not to be rolled up.

BANNED ITEMS OF CLOTHING: Hooded windcheaters are not allowed under any circumstances. Leggings are not allowed unless they are worn during a practical PE class and are the **Mount Erin College Leggings ONLY.**

On Free Dress days students are required to wear smart casual clothing, closed in shoes, no offensive logos and clothing will need to be sun smart (i.e. tops need to cover the shoulders, no bare midriffs, etc.). **Leggings or hooded windcheaters will not be permitted and students wearing these will be sent home.**

ASSISTANCE: Assistance can be sought from the Student Support Services Team for families experiencing financial difficulty. Donations of used uniform in good condition are always welcome.

Student Code of Performance and Accountability

The performance and accountability of students at Mount Erin College are described in the college values of **ASPIRE**.

At all times students are expected to
Demonstrate **ADAPTABILITY**
Show **SOCIAL AWARENESS**
Achieve their **PERSONAL BEST**
Act with **INTEGRITY**
Demonstrate **RESPONSIBILITY** and
seek **EXCELLENCE.**

The acrostic was created and selected by STUDENTS as a set of values they see as desirable in them. Students who perform according to these values make the very most of themselves and can be seen as roles models to others. Our college values drive all our expectations of student behaviours.

CO-OPERATIVE CLASSROOMS

Our Co-operative Classroom procedures are designed to ensure that our classrooms are productive and respectful places, and that all students have the opportunity to ASPIRE. Details are displayed in each room and all staff and students are expected to heed them.

These procedures involve a series of steps to guide students towards effective classroom performance.

Students who aren't working productively will be reminded of the expectation that they do so and asked if further assistance is required. Should any student ignore this opportunity they may be moved to another area of the classroom or learning space. Should they continue to be unproductive they will be sent out of class.

Students may be sent out of class *immediately* if their behaviour is deemed highly inappropriate. This may include behaviours such as: *using unacceptable language, putting down others, acting disrespectfully, challenging the authority of a teacher or posing a threat to the wellbeing of others.*

GETTING IT SORTED

Mount Erin College believes in the capacity of students to correct errors in their behaviour and classroom performance. Students sent from class must complete a *"Getting It Sorted"* sheet. They are expected to reflect on their behaviour and who was affected. They must also indicate the steps they will take to remedy their behaviour. Parents and Year Level Leaders are to sign the document and the student must return the sheet and discuss its content *prior* to the next class with that teacher. To this end students are seen to be acting *responsibly* and with *integrity.*

SUPPORTIVE RELATIONSHIPS POLICY

In line with our desire that students aim to be *socially aware* and *responsible* members of the college and wider community, the College's Supportive Relationships policy spells out the approach taken to bullying and the expectation that students report this behaviour. Additionally, it provides information about bullying and the forms that it can take. It is essential reading for all students, parents and teachers.

Bullying is not tolerated at Mount Erin College.

ATTENDANCE AND PUNCTUALITY

Students who do not regularly attend school cannot hope to achieve their *personal best.*

Students are expected to attend each day and arrive at school with ample time to collect materials for their first class. **IT IS NOT OKAY TO BE AWAY.**

Lateness without reasonable cause (medical appointments, delayed transport and the like) is unacceptable.

Any student who is absent from school more than two consecutive days is required to provide a valid medical certificate for this absence. Students may be required to formally make up for lost class time after school and/or at a Principal Class Detention. Frequent lateness may also result in withdrawal from regular classes.

Mount Erin College requires a 90% attendance rate as a minimum.

COMPLETION OF HOMEWORK AND MEETING DEADLINES

Students are expected to strive to achieve *excellence* and their *personal best.* This involves organisation and commitment. Homework must be completed and deadlines met. There may be times when this expectation cannot be reasonably met. In such cases extensions may be sought but this must be done prior to the due date. Senior students should consult their handbook for more detailed instructions.

Students who do not attend to overdue work may be required to attend classes after school and/or a Principal Class Detention on a Friday afternoon from 3-5pm. Details of this policy appear in the Student Planner and can be viewed online.

COLLEGE POLICIES AND PROCEDURES

The College Student Planner contains information essential to the day to day operation of the college. It includes everything from details of banned items to what to do if you need to leave early. All students are expected to make themselves familiar with these*. Ignorance will not and cannot be accepted as an excuse.*

Copies of policies mentioned in this document and others, such as the Mobile Communication Devices and Acceptable Use of College Computers policies can be found in the College Diary and online.

YOUR COLLEGE SUPPORTS YOU!

Mount Erin College aims to support all students in their learning and their journey with us. This support extends to former students who wish to seek assistance with course and career choices, or perhaps simply need support when things are tough.

In order to achieve our aim we need to hear from students.

YOU MUST NOT REMAIN SILENT WHEN YOU NEED ASSISTANCE.

COMPASS ONLINE COMPUTER SYSTEM

Compass is an online computer system that Mount Erin College has implemented to improve the communication between the school and parents. It has many features that will hopefully make communicating with the College a lot easier.

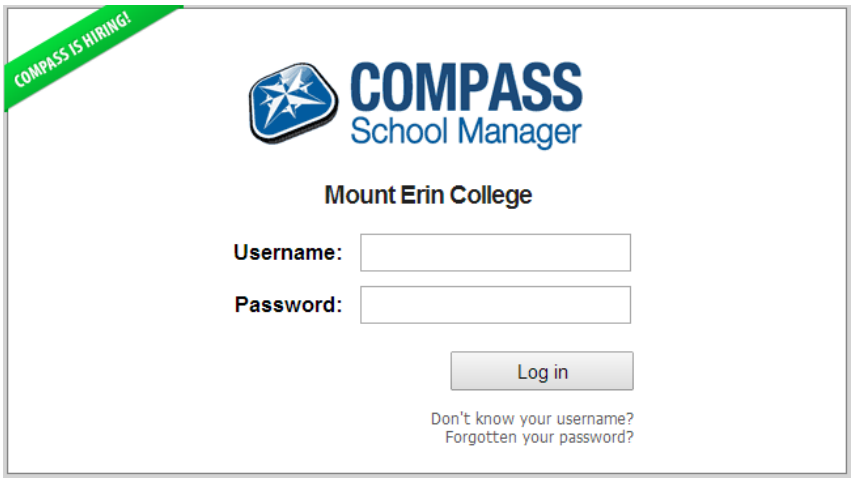
Some of these features include:

- Parents are able to check on student's attendance for every subject and approve absences online
- Students and Parents being able to see Teacher lesson plans for each class
- Parents can approve and pay for excursions online.
- Teachers and Parents being able to email each other through the Parent Portal
- School newsletters and bulletins being online and specifically tailored for Parents
- Parents will be able to update details directly
- Parents can access reports through the parent portal

We invite parents to access the parent portal by using the personal parental code provided by the IT Department and web address (which can also be found on our website).

How to log in:
First you need to go to the Compass login portal, which can be accessed in two ways.

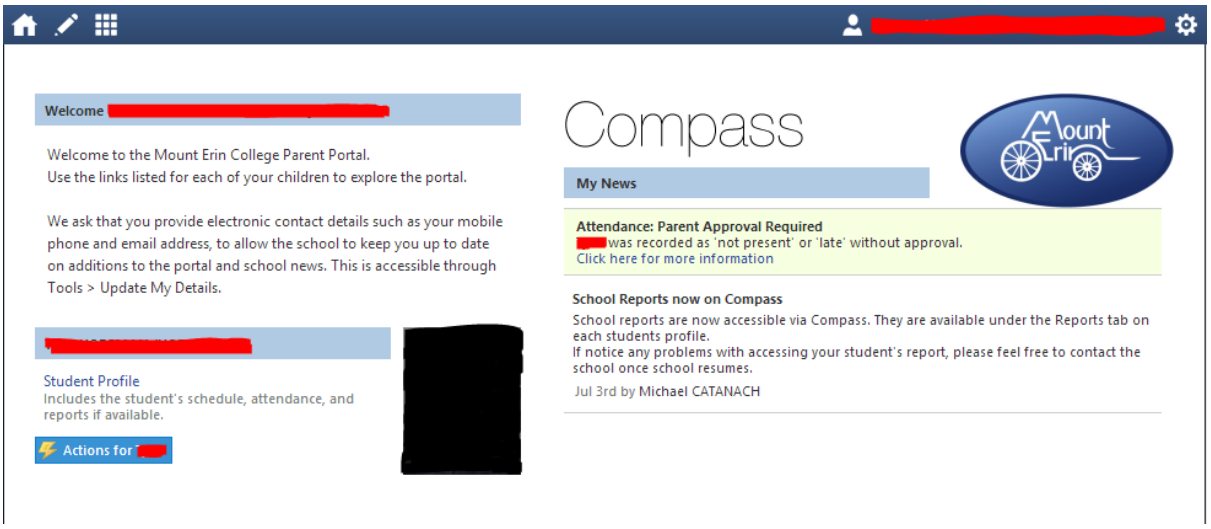
1. Type http://mounterin.vic.jdlf.com.au into your web browser.
2. Go to the college website (http://www.mounterin.vic.edu.au) and click the Compass icon on the side tabs.



Log in with the credentials given to you by the college - Username is in the format 3 letters and 4 numbers (i.e. AAA0000)

When you first login you will be asked to check and update your email address and phone numbers.
Note: The password will be 4-6 numbers. If you forget your password, there is a link that will take you through resetting it. If you experience difficulty feel free to contact the school.

Home page:



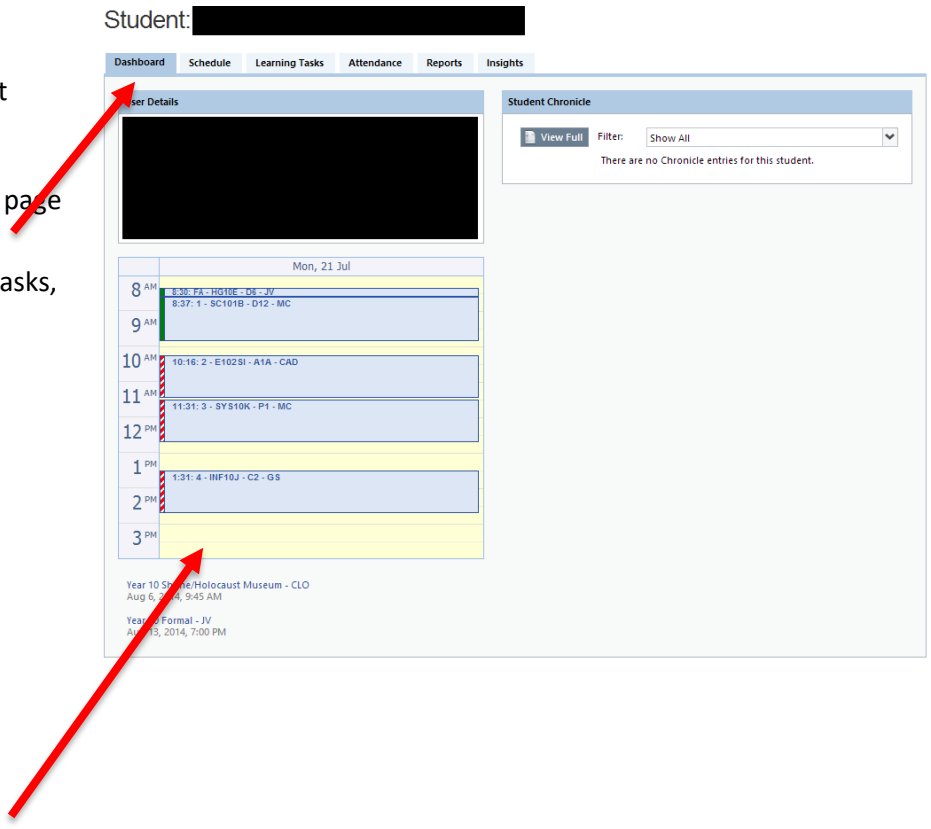
This is your home screen.
Here you can access each of your student's profiles and check your news feed.

News Feed:
The news feed contains information relevant to your student(s), as well as alerts for overdue work, unexplained absences, College excursions needing approval etc.

Student Profile:

This is what we call the 'Student Profile'

Using the tabs at the top of the page you can access the tabs headed dashboard, schedule, learning tasks, attendance and reports.



Class Profiles:

By clicking on one of the sessions you will be able to access the class profile. From here you can see the teacher, learning tasks and resources for that subject.

Icons

Home – This will take you back to the home screen

Teaching and Learning – Learning Tasks and School Resources.

- **Learning Tasks:** Homework, assignments and feedback
- **School Resources:** Uploaded resources and policies in one convenient place

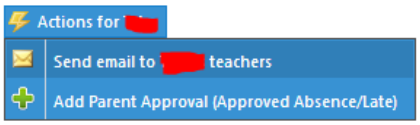
Organisation – Events and Course Confirmation/Payments

- **Events:** Pay and approve excursions and events online
- **Course Confirmation/Payments:** Setup payment plans and pay for electives easily online

Tools – My Payments, Change my Password and Update my Details

Actions for <Student>

This icon (with the Lightning bolt on the home screen) will allow you to send emails to your student(s) teachers or add Parent Approvals for absences.



1:1 Notebook Program

We live in a digital world. Information Communication Technology is the central component of almost every aspect of our lives and this phenomenon is only going to grow and expand into the future.

Embarking on a notebook program which is accessible to more students has required the College to rethink the learning environment. Computers on their own do not enhance learning, but the use of increased technology in the learning environment leads to positive changes in teaching practices, that enhance student learning.

School notebooks recommended by the college will be available online through Edunet. Information about the Notebook Program and purchasing through Edunet can be obtained through our ICT Department.

Students partake in the same curriculum as other students, but work in an online personalised learning environment, that will develop 21st Century fluencies to equip students for the future.

The College Board has adopted the policy of restricting software installed on notebook computers to that, which is related to the teaching and learning program. This will prevent students from installing games and other software without permission thus reducing the likelihood of viruses and malware infecting their machines.

Mount Erin College

Acceptable Use of Network (Internet), Laptops, Mobile Devices and Student Photos Agreement

Mount Erin College's Acceptable Use Agreement has been developed with the aim of protecting the safety, learning, privacy, rights and wellbeing of all students. It applies for the duration of the lesson and whilst at school as well as on Camps or School Activities.

Access to the Computer Network at Mount Erin College is provided to support and enhance student learning. This Agreement outlines the Guidelines for using the Network throughout the College. All students and a Parent/Guardian must read and sign the Agreement and return it to the College for use of the Network to be permitted and before a College approved laptop will be distributed to the student after purchase.

Students are responsible for any Mobile Devices brought to school. ***The school or staff are NOT responsible for any loss, theft or damage and does not insure Mobile Devices.*** Students who bring Mobile Devices to school do so at their own risk.

What is meant by Acceptable Use:

- Only use my laptop or other Mobile Device, such as mobile phones, for learning purposes and as instructed by their teacher
- act responsibly and not use the technology or device to find, create or send information that might be harmful, inappropriate or hurtful to themselves or anyone else
- I will not use the Internet to access, download or create unacceptable material
- I understand that that the sending or possession of offensive or inappropriate material, that is racist, sexually discriminatory, Cyber bullying or abusive is against College Policies and the law and agree that I will not transmit or possess such material
- not take their Mobile Device (s) to class, exams or assessment tasks or use ear phones in class, unless it is a requirement stated through the Compass Lesson Plan
- seek prior permission from individuals before taking photos, recording or videoing them (including teachers)
- access the Internet only when it is appropriate to do so, with permission from their teacher
- respect the privacy of others and never post private information about another person on websites, social media and chat sites or by using SMS messages
- only take photos and record sound or video when being supervised, and only as directed, by their teacher
- seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online site or forum
- respect others when they talk to and work with them online and never participate in online bullying
    - I understand that plagiarism (presenting someone else's work as my own) is unacceptable.
    - I will not reveal personal information about myself or others, including names, addresses, telephone numbers or credit card details via the College network.
- seek teacher permission before uploading any content to websites (e.g. blogs) or any form of Social Media
- I agree not to copy, print or download software, data or material protected by copyright

Acceptable Use of the College Network:

- I am responsible for all actions taken using my user account.
- I will not damage any computers or computer systems by abusing hardware or altering programs.
- I understand that my Network Account (user name and password) identifies me and that all communications (both internal and external) and my Network use on all devices is subject to monitoring by the school, including the installation of software for that purpose.
- I will not attempt to gain Administrator Access to any device that has access to the College Network without express prior permission from the Assistant Principal or IT Administrators.
- I understand that the College reserves the right to modify or erase any or all data/software that is contained on any device that accesses the College network.

Mount Erin College

Acceptable Use of Network (Internet), Laptop and Mobile Devices Agreement

I understand that student use of the College Network, any laptop or Mobile Device must adhere to College Rules, the Cooperative Classrooms Policy and Classroom Expectations.

I understand that violation of these terms may result in cancellation of Network access, school disciplinary action and/or appropriate legal action.

This could include their Mobile Device (eg phone or laptop) being confiscated if it is used inappropriately. If a Mobile Device (eg phone or laptop) is confiscated, the incident will be recorded and the item will be stored in the safe at the General Office and the following processes will apply:

- ***First Incident:***. The classroom teacher will issue a recess or lunchtime detention. The student can collect the device at the end of the day, and will need to sign their device out.
- ***Second Incident:***. The Year Level Leader will issue an After School Detention in this instance, providing notification to parent/guardians. The student can collect the device at the end of the day, and will need to sign their device out.
- ***Third and Subsequent Incidents:*** The parent/guardian will be contacted by a Year Level Leader or Principal and required to come to the Office to collect the item personally. The student will not be permitted to collect the device at this time.

Students and families are encouraged to discuss the use of Mobile Devices use together and to contact the College on 5971 6000 if they are have any questions regarding the acceptable use of these devices.

The signed Agreement will remain effective for the duration of the student's time at Mount Erin College. A copy of the Acceptable Use Agreement is located on the College website www.mounterin.vic.edu.au

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Use of a Student's Photo for Publicity and Promotional Purposes

There are occasions where Mount Erin College would like to use a photo(s) of a student in Aspire our College Magazine, on our website, in College Brochures, the Newsletter, local papers, advertising or in other situations where we wish to acknowledge the participation or achievements of particular individuals or groups.

Mount Erin College has a Privacy Policy, consistent with Education Department Guidelines, which is based on valuing and protecting the privacy of all members of our College community. Our Privacy Policy outlines how we collect and manages personal and health information consistent with Victorian Privacy Law.

One aspect of Mount Erin College's Privacy Policy is that we will not publish any photos of students without the prior signed consent of their parent / carer / guardian. Our College's Privacy Policy is available at **www.mounterin.vic.edu.au**

The Consent Form for Use of a Student's Photo for Publicity or Promotional Purposes is included in the Student Enrolment Book provided to all Year 7 students. This form needs to be completed by Parent/Carer/Guardian and will remain effective for the duration of the student's time at Mount Erin College.

ENHANCEMENT PROGRAMS

At Mount Erin College our curriculum and programs challenge and extend all students by offering them a wide range of educational experiences. We are committed to individual success for each and every student. We focus on developing students as resilient and responsible young adults destined for success in a constantly evolving world.
As a result of this philosophy, we have developed a number of Enhancement Programs to challenge and extend our students in areas of individual excellence.

SEAL

The Select Entry Accelerated Learning Program (SEAL) is a Department of Education initiative available in only a select number of nominated secondary schools. This comprehensive program is specifically designed to advance the academic, creative and leadership potential of highly able students.

The SEAL Curriculum

- Covers traditional subjects in a shorter time.
- Provides opportunities to reach more abstract, complex, and in-depth content within a subject area.
- Enables students to function independently to reach their academic potential.
- Enables students to interact with their intellectual peers.

Sports Academy (AEP)

The Mount Erin College Sports Academy is well established and facilitates progress in student achievements through health, sport and academic excellence, developing future leaders and positive role models in their chosen field. The College recognises a need to support students that are currently performing/playing sport at a National, State or representative level.

The Academy aims to maximize individual student's sporting potential. The teachers and facilitators involved in the program recognise the need for students to balance their sport and training commitments with their academic studies. Our partnerships with the Charlotte Hornets for our basketball players, and the *Stingrays* for our footballers will continue to support and develop the high level of talent, enthusiasm and dedication among many of our students.

Arts Academy

In 2013, Mount Erin College welcomed the Arts Academy to its enhancement studies. The program is aimed at students with a strong aptitude for, and commitment to, the arts. Offering students the opportunity to foster their passion for the visual and performing arts and pursue excellence in their chosen area of specialization the Arts Academy provides students with both the theoretical and practical components of the visual and performing arts.

It challenges students through mentorship and master classes with professional artists, provides access to a wide range of arts focused events, and support by providing a balance with academic studies. The Arts Academy aims to provide talented arts students with a range of meaningful pathways through their school years and beyond.

Deaf Education Centre

The Mount Erin College Deaf Education Centre (DEC) guides and supports students who have a hearing loss to achieve their educational goals and to prepare them for further studies or the general workforce.

Mount Erin College, which conducts the DEC for the Southern Metropolitan Region, has created an inclusive, accepting and well-supported environment for Deaf students.

The benefits for Deaf students attending the Mount Erin DEC includes:

- Extensive transition assistance from Grade 6 to Year 7, plus Deaf awareness instruction for all Year 7 students.
- Access to mainstream classes that have appropriate resources and staff to cater for individual needs.
- Inclusion in and identification with the main college.
- Access to specialist staff including the guidance officer, welfare officer, speech pathologist and Educational psychologist.
- Student Support Programs to monitor progress and learning goals.
- Support for parents to meet and share their experiences, plus opportunities for morning coffee talks where guest speakers provide information about resources available to them.

A proud History

Mount Erin DEC (formerly Mount Erin Deaf Facility) was established in 1998 after two years of lobbying by parents of Deaf and hearing impaired students, who needed a local secondary school option on completion of their primary schooling.

Mount Erin DEC began with five students. Over its years of operation it has assisted more than 50 students, who have achieved goals such as passing the Victorian Certificate of Education (VCE), going on to tertiary education, taking up apprenticeships, and full-time jobs.

Physical Education Program

As part of Mount Erin College's commitment to a balanced curriculum all Year Seven and Eight students are required to participate throughout the year in a number of physical activities, including a swimming program. These activities require coaches, instructors, hire of outside venues and buses. Students also participate in whole school activities such as the annual college swimming carnival, the college cross-country and school athletics.

- During Terms 1 – 3 students will have the option to participate in sport as part of the inter-school sports program.
- All PE classes will be involved in the School Swimming and Water Safety program to be held during the year

It will be necessary for your child to be appropriately equipped for every PE session. This means they must have:

- Mount Erin PE/Sport shirt (only available from Beleza Uniform Shop).
- PE polo shirt with college logo
- College logo navy shorts or
- College logo navy blue tracksuit option
- Non-marking runners
- If ears are pierced, sleepers or studs should be removed to prevent injury
- Mount Erin College leggings **ONLY** are permitted to be worn in practical classes.
- Wide-brimmed hat (highly recommended by the College for all outdoor activities).
- Sunscreen.
- Drink Bottle.

If you have any queries please do not hesitate to contact Mr Jarrod Main at the College.

Instrumental Music Program (Optional)

Mount Erin College offers a comprehensive instrumental program for students who already play or wish to learn a musical instrument. Lessons are provided on any of the following instruments:

- Flute
- Saxophone – (Alto, Tenor or Baritone)
- Trombone
- Clarinet
- Guitar/ Bass guitar
- French Horn
- Euphonium
- Tuba
- Voice
- Keyboard
- Violin
- Percussion (Drums or mallet percussion)
- Trumpet

Cost of Lessons: The cost applicable to these lessons is $200 per year. Woodwind and brass instruments only are available for loan from the College.

An application form is available on the College website www.mounterin.vic.edu.au . If your student wishes to participate in the Instrumental Music Program, you will need to complete this form and return to the College with your payment.

College Music Program Overview

Instrumental Music:

Students may elect to participate in a weekly 30 minute instrumental music lesson. This may be individual or small group based upon available times and student ability. These lessons run on a withdrawal basis at a regular time that is negotiated with the student on the basis of their current College timetable. Times may be renegotiated on a term basis. Students are expected to complete any class work missed during this time. Music lesson timetables are published on Compass. Classroom teachers are expected to release music students to attend lessons in line with College Policy on withdrawal programs.

It is a DET requirement that all instrumental students participate in at least one major college ensemble. At Mount Erin College woodwind, brass and percussion players must participate in the Woodwind ensemble/Concert Band. Guitar students must participate in the Guitar Ensemble/Bands. Instrumental students will be allocated to ensembles at the discretion of the Head of Music.

Choir rehearsals are conducted in the music room one lunch time per week.

A number of smaller instrument specific ensembles rehearse at lunch times during the week. Students are invited to participate in these ensembles based upon ability and commitment.

Performance opportunities include:

- **SEMR Singfest - combined schools massed choir workshop and performance**
- **SEMR Junior and Intermediate Band Festivals – combined schools band rehearsals and performance**
- **College events including Open Night, Assemblies, Awards Night**
- **College Music Concerts**
- **Village Baxter and Peninsula Health Monday afternoon concerts.**

Year 9 Music Electives:
Music composition / editing / sound recording and manipulation / film sound tracks / sound effects – students may use Garageband software.

Music in VCE:
Music Performance Units 1 – 4. These may be taken in Group or Solo contexts. Year 10 students may undertake:
Music Performance Units 1 and 2
Music Investigation Units 3 and 4
Students have the opportunity to select VET Music in their senior years.

CODE OF CONDUCT BETWEEN MOUNT ERIN COLLEGE AND PARENTS

PREAMBLE
The Mount Erin College Board is committed to offering quality education for secondary students and to prepare them for a post-secondary college or world of work. The objective of our school, principal and staff is to create a positive learning environment in which the mental, physical and social capacities of each student are fully developed.

This Code of Conduct is intended to assist Mount Erin College parents and guardians to identify and resolve issues of conduct that may arise at school. It is designed to guide parents and guardians in their dealings with other parents, the College and the wider community. The Code is written as a set of general principles rather than detailed prescriptions that are in line with the College values and expectations (see below). The Code stands beside but does not of course exclude or replace the rights and obligations of individuals under common law.

The College is a complex organisation comprising a diversity of populations that have different relationships to one another. It is essential in such a community that all members recognise and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the College itself.

As a parent/guardian, you play a formative role in the development of your child's sense of justice, equity, and worth of all members of the College community. You also act as one of the most influential role models within your child's life. As the onus for promoting and upholding these core values of the College community must fall on all those with the greatest capacity to reason and control their actions, **it is the expectation of the College that all parents/guardians model acceptable behaviour at all times within the College setting.**

College Values:
The Mount Erin College values are described by the acronym of **ASPIRE:**

ASPIRE: We are Adaptable and Socially Aware, seek our Personal best, show Integrity and Responsibility, and deliver Excellence.

The Mount Erin College community understands that it is together, in a strong family and school partnership, that we ACHIEVE successful outcomes in all processes and matters raised.

Mount Erin College will always try to establish an agreed plan of action and time – line for any matters of concern.

Rights and Responsibilities

With respect to the children, a parent and or guardian should:

- Support your child in all their educational endeavours by giving praise and showing interest in their College activities.
- Help your child to discover that it is often the process that is experienced rather than the end product that makes it all worthwhile
- Help your child to understand that giving of your very best is what matters rather than always comparing yourself against the capabilities of others.

- Demonstrate that both parents and teachers work together for their benefit
- Listen to your child as they tell you their version of events, but remember that a different version may possibly exist elsewhere.
- Under no circumstances approach another child whilst they are in the care of the College to discuss or chastise them because of their actions towards their own child. (Such an approach to the child may be seen to be an assault on the child and may have legal consequences.)
- Approach the class teacher or Principal Class to seek their intervention in bringing about an equitable and peaceful solution to the situation. An approach to the child's parent or guardian in conjunction with an approach to the College may also be appropriate in some circumstances.

With respect to their obligations to the College, a parent or guardian should:

- Be aware of the practice of Mount Erin College
- Adhere to the College's policies, and endeavour to support in the home, the work that is done in the College
- Co-operate where the child's behaviour has overstepped accepted College standards and follow specified protocol for communication with staff members
- Support the College in its efforts to maintain a positive teaching and learning environment
- With respect to their obligations to staff members, parents, and other individuals, a parent or guardian should:
    - Expect to be treated with respect and courtesy by other parents and staff.
    - Conduct themselves in a way that is in keeping with the values adopted by the College.
    - Endeavour to maintain a positive and co-operative attitude.
    - Endeavour to protect each other's good name, by attempting to resolve issues using calm and respectful dialogue directly with the individual concerned.
    - Be aware that events have many sides, be prepared to listen to them and seek to verify facts before stating a concern.
    - Respect the rights of Staff member's and other individuals.
    - If a conflict arises agree to follow the correct procedures.

With respect to the Colleges obligations to the parents, the parents can expect:

- An attitude of professionalism from all staff members
- To be listened to and clearly communicated with, in regard to their child's education
- That confidentiality over sensitive issues is respected by staff
- To be treated in a caring and polite manner
- To be respected by staff and students
- That their child will be educated in a secure environment in which care, courtesy and respect for the rights of others are expected

Communication Processes

Talking to Mount Erin College

Mount Erin College is at all times keen to acknowledge the concerns of parents and welcomes any questions parents may have. Our College is committed to responding promptly and helpfully to parent enquiries, concerns, complaints, suggestions and compliments.

Mount Erin College believes the relationship between the home and College plays a very important part in a child's education. Teachers are responsible for the formal aspects of student learning and successful teaching builds upon the home experiences of the child. We believe two -way communication is essential in the partnership between parents and Mount Erin College.

Things You May Wish to Talk About

Parents may have a number of matters they wish to talk about with our college. These may range from particular matters such as your child's progress at College and their attitude towards studies, or attendance and participation at College. As a parent you may have questions about how to arrange support services like speech therapy or special programs for students with learning disabilities or for music and sports programs. You may also wish to talk about your child's learning environment, quality of teaching, homework or the conduct of staff.

Ways in Which Mount Erin College Communicates With You

Mount Erin College will communicate with you as a parent through a number of different ways. Your child's progress at College will be communicated by the written student report at the end of each term. Mount Erin College has a College newsletter that goes home at least three times per term. We send reminder letters to parents about important upcoming events such as the College swimming sports day and uniform free days. Teachers will send parents notices home via your child to inform you of excursions and other events. Mount Erin College also holds a number of important assemblies and evening celebrations throughout the year to show parents the quality of our students work. Important information is also placed on the College website.

Information Available From Mount Erin College

Mount Erin College is able to make available Department of Education and Mount Erin College Council policies. These include our policies on homework, behaviour expectations, due dates for important VCE work requirements and College uniform. This information is, in the main, available in the College organizer that all students should use each day. Further information on Mount Erin College Council and Parents Association is sent home each year and is also on hand at the College general office.

What if You Have a Problem?

At Mount Erin College we all believe that dealing with a matter as early as possible is in the best interests for students, parents and teachers. If you have any questions of the classroom teacher about your child's work, the best way is to write your concerns to the teacher in your son's or daughter's College organizer. The teacher will then make contact with you. Another way is to contact the College office and make an appointment for a telephone conversation or meeting at College.

Dealing with the Problem

Mount Erin College believes the best way to deal with a problem is to deal with the issue early, before it can get worse or causes the student, parent or teacher unnecessary stress. Mount Erin College expects all students, parents and teachers to follow our College mission statement and associated values.

As a College community we **ASPIRE:**

We are **A**daptable and **S**ocially aware, seek our **P**ersonal best, show **I**ntegrity and **R**esponsibility, and deliver **E**xcellence. It is together that we ACHIEVE a successful outcome in the matter raised. **We will always try to get an agreed plan of action and time – line.**

We ask you to follow the process set out below:

- Try to **identify** the problem clearly before contacting the College.
- If there is more than one problem we ask that you **list** them to ensure the College becomes aware of the extent of the problem.
- We also ask you to **decide** if this problem is a **concern** or **complaint**.
- **Write** in the student **organizer** to the teacher; or if more urgent
- **Contact** the **College**
- **Make** an **appointment** to speak to the teacher though the College office
- If your **concern** is about a **staff member** contact the **Assistant Principal** or **Principal**
- **Stay Calm** – Being calm will help you get your concerns across more clearly than if you are angry or upset

Rude or abusive or threatening behaviour will not be tolerated. Any conversation where one person becomes rude, abusive or threatening will end immediately. Any behaviour that is thought to be rude, abusive or threatening will lead to action for trespass and/or intervention orders from the legal system.

If the problem cannot be solved at Mount Erin College we will help you to contact the Southern Metropolitan Region.

THE EDUCATION STATE

SCHOOLS

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW

The following is a summary of the main principles of the Parent Payments Policy:

FREE INSTRUCTION

- Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.

PARENT PAYMENT REQUESTS

- Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.
- Schools request payments from parents under three categories:

Essential Student Learning Items	Optional Items	Voluntary Contributions
○ Items and activities which the school deems essential for student learning. ○ Parents may choose to purchase essential items through the school or provide their own.	○ Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum. ○ These are provided to students on a user-pays basis.	○ Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose. ○ Students will not be disadvantaged in any way if parents do not make a contribution.

FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.

SCHOOL PROCESSES

- Schools obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.

VICTORIA State Government | Education and Training

Mount Erin Contact details

ABN 51 851 597 291

Postal address: 43 Robinsons Road, Frankston 3199

T: 5971 6000 F: 5971 1421

Email: mount.erin.sc@education.vic.gov.au

Website: www.mounterin.vic.edu.au

Principal: Mrs Karen Lee

Administration Office Hours: 8am – 4pm Monday to Friday