Information for Parents
2013
## 2013 TERM DATES

### TERM 1
- **Thursday 31 January**: Year 7 Orientation Day - 9.00am to 3.20pm
- **Friday 1 February**: Term 1 commences – 8.30am to 2.00pm - **compulsory day for all students**
- **Monday 4 February**: Term 1 classes commence
- **Monday 11 March**: **Labour Day** (ALL SECTORS OF THE SCHOOL ARE CLOSED)
- **Thursday 28 March**: Term 1 concludes
- **Friday 29 March**: Good Friday
- **Sunday 31 March**: Easter Sunday
- **Monday 1 April**: Easter Monday

### TERM 2
- **Monday 15 April**: Student Free Day
- **Tuesday 16 April**: Term 2 classes commence
- **Thursday 25 April**: **ANZAC Day** (ALL SECTORS OF THE SCHOOL ARE CLOSED)
- **Monday 10 June**: Queen's Birthday (ALL SECTORS OF THE SCHOOL ARE CLOSED)
- **Friday 21 June**: Term 2 concludes

### TERM 3
- **Monday 15 July**: Student Free Day
- **Tuesday 16 July**: Term 3 classes commence
- **Friday 16 August**: Mid-term break (ALL SECTORS OF THE SCHOOL ARE CLOSED)
- **Friday 20 September**: Term 3 concludes

### TERM 4
- **Monday 7 October**: Term 4 classes commence
- **Monday 4 November**: Mid-term break (ALL SECTORS OF THE SCHOOL ARE CLOSED)
- **Tuesday 5 November**: Melbourne Cup (ALL SECTORS OF THE SCHOOL ARE CLOSED)
- **Friday 6 December**: Term 4 concludes
WELCOME

We welcome all new and returning students and parents to Shelford for the 2013 school year.

For new parents, we trust that the information contained herein will assist you and your daughter in making a smooth transition to Shelford. Please do not hesitate to contact the School if you have any queries: telephone 9524 7333, facsimile 9524 7444, or the Registrar, Mrs Judy Ciolli – telephone 9524 7418 and email jciolli@shelford.vic.edu.au.

The following occasions have been organised to provide an opportunity for you to meet Staff and Shelford families. Please join us. Further activities will be organised during the year and you will be informed of these via the fortnightly Newsletter which is emailed to parents. The Newsletter is also accessible on the Shelford website, www.shelford.vic.edu.au. Please ensure that you read the Newsletter as soon as you receive it. Access to the Newsletter on the website is password protected so please make sure you take note of the code at the beginning of Term 1.

2013 PARENT INFORMATION EVENINGS

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday 6 February</td>
<td>7.30pm</td>
<td>Parent Information Evening Years 7 and 8</td>
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<tr>
<td>Thursday 7 February</td>
<td>7.30pm</td>
<td>Parent Information Evening Year 9 and 10</td>
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<tr>
<td>Monday 11 February</td>
<td>7.00pm</td>
<td>Junior School Parent Information Evening and Year 5/6 Camp Information Evening</td>
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<tr>
<td>Thursday 14 February</td>
<td>7.30pm</td>
<td>Parent Information Evening Years 11 and 12</td>
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2013 PARENT/TEACHER CONFERENCES AND PROGRESS INTERVIEWS

Junior School

Parent/Teacher Conferences
- Tuesday 19 February
- Wednesday 20 February

Portfolio Interviews
- Tuesday 11 June
- Wednesday 12 June - STUDENT FREE DAY
- Thursday 13 June

Senior School

Years 7 and 8
Progress Interviews
- Wednesday 27 March
- Wednesday 14 August

Years 9 and 10
Progress Interviews
- Wednesday 20 March
- Tuesday 6 August

Years 11 and 12
Progress Interviews
- Thursday 14 March
- Wednesday 1 August

These dates are also included in the Student Diary.
POSITIVE BEHAVIOURS and OTHER POLICY

Shelford’s Positive Behaviours Policy is based upon three principles:

1. To behave in a safe manner
2. To behave in a manner which enhances learning
3. To behave in a manner which encourages self respect and respect for others

For a more detailed explanation of the School’s Positive Behaviours Policy, Mobile Phone Policy, Internet and LOCAL Area Network User Agreement Policy, General Behaviour and the Junior School Friendly Schools Program, please see your daughter’s School diary. If you wish to discuss any of these policies please contact the Vice Principal, Ms Jules Aldous or Head of Junior, School Mrs Tania Whitehead.

TIMETABLE

Shelford operates on a 10-day cycle. Junior School commences at 8.25am and concludes at 3.20pm. Senior School commences at 8.30am and concludes at 3.15pm on Monday, Wednesday and Thursday, and at 3.40pm on Tuesday and Friday.

AFTER SCHOOL CARE (Junior School only)

Shelford provides an OSHC program operated by Extend - www.extendaustralia.com.au. After School Care is located in the Junior School and operates from 3.30pm to 6.00pm. Girls who have not been collected from the Junior School gates by 3.40pm will be taken to After School Care.

STATIONERY LISTS

Purchasing your daughter’s stationery is done through the Shelford Parents’ Association (SPA) website: www.shelfordparents.com.au or via a link from the main school website: www.shelford.vic.edu.au located under Upcoming Events. SPA called for tenders from a number of companies and has compiled competitively priced stationery lists. Purchasing stationery items through the School is of financial benefit to families and to the School.

A copy of the relevant year level list should be printed from the SPA website to assist with your online purchases.

To benefit from the ‘early bird discount’, orders submitted by Friday 23 November 2012 will automatically have 10% deducted from the total. ALL orders should be placed NO LATER THAN Monday 3 December 2012. Please note that we cannot guarantee supply of goods for orders placed after this date.

Your order may be collected from the School Hall at the following times:

- Wednesday 30 January 2013 5.30pm to 7.30pm
- Friday 31 January 2013 8.30am to 12.00noon

For all students entering Year 7 ONLY, an additional time –

- Wednesday 30 January 2013 3.30pm to 5.00pm

CAMPION BOOKS

With the introduction of the National Curriculum, a number of new text books will be required next year for use in Years 7 to 10 plus changes to some Year 11 and 12 subjects. With such significant changes the School will not be continuing with the current text book purchasing program. Text books will now need to be purchased by parents. Text book orders are placed online – www.campion.com.au, follow the parent portal links and select Shelford. The Campion link will be live as of 7 November 2012 and orders should be placed by 30 November 2012 for VCE students and 14 December 2012 for Years 7-10. Campions will endeavour to deliver VCE text books direct to parents prior to Christmas. Year 7 to10 text books will be delivered direct to parents from 18 January 2013.
TRAVEL INFORMATION

Information about Shelford’s charter buses is included in this package (for new students) or can be obtained from the General Office. Please contact Mrs Belinda Lacy (9524 7416) if you have any questions. All endeavours are made to accommodate routes to suit the requirements of students, especially our younger Junior School students.

CAMPS AND EXCURSIONS

Girls from Year 3 upwards attend a camp each year. Excursions are organised as part of the School curriculum. The cost of camps and excursions is included in the Consolidated Fees component of the School Fees.

SENIOR SCHOOL

2013 Years 7 and 8 Camps
Monday 25 February to Thursday 28 February
Friday 1 March is Recovery Day and attendance at School is not required.

2013 Years 11 and 12 Programs
Monday 25 February Years 11 and 12 Leadership Day
Tuesday 26 February to Friday 1 March Year 11 Tertiary Program
Tuesday 26 February to Friday 1 March Year 12 Conference

2013 Year 9 City Challenge
Monday 25 February to Friday 1 March

2013 Year 9 Camp
Monday 25 November to Friday 29 November

2013 Year 10 Program
Monday 25 February to Friday 1 March

JUNIOR SCHOOL

2013 Years 5 and 6 Camp
Tuesday 12 March to Friday 15 March
Monday 18 March Year 5/6 Recovery Day

2013 Years 3 and 4 Camp
Monday 11 November to Wednesday 13 November
Thursday 14 November Year 3/4 Camp at School Day
Friday 15 November Year 3/4 Recovery Day

More detailed information will be sent to you closer to the time of your daughter’s camp.
Diary
At the beginning of the year your daughter will receive a School Diary. It is to be used by students for recording homework, for absence notes from parents, and for other messages. We ask parents of all Junior School students to check their daughter’s diary daily. Students in Year 7, 8 and 9 are required to have their parents check and sign the diary each Thursday night. Information about School policies and expectations, important dates and uniform requirements are included in the diary.

Attendance
If your daughter is sick or has a medical appointment you are requested to advise the School before 8.30am. If your daughter is late she must sign the Late Book located at Reception/General Office. Please write a note in your daughter’s School Diary giving reason for lateness.

Students leaving school early are required to sign the Early Leavers Book located at Reception/General Office before departing. A note or entry in the School Diary should be handed in at morning Home Group if a student is required to leave before the end of the day. If a note is not handed in, a parent will be contacted to confirm the early departure before the student is permitted to leave the School.

Illness
If girls are unwell while at School they will be attended to in the Sick Bay. Parents will be notified where appropriate. Treatment is recorded. Students must not ring home direct, they must report to Sick Bay and parents will be contacted by a member of staff. Students must be signed out when leaving the school.

The Kitchen (School Canteen)
Students may order lunches and purchase snacks from The Kitchen.

LUNCH ORDERS: Junior School girls may order their lunch from the School canteen, The Kitchen. A menu and price list will be distributed in the first week of each term (it is also available on the website). Place your daughter’s name and order on the outside of a paper bag. Place money inside (it is best for young children if correct money is included). Your daughter will be shown where the lunch order box is located in her classroom.

General Office
The General Office is attended between 8.00am and 4.00pm daily. It is located at Reception and is accessed through the front door of Helenslea for parents and visitors, and through the back door of the building for students.

Information Resource Centre
The Information Resource Centre (IRC) is open from 8.00am to 4.30pm Monday to Friday during term time, and 9.00am to 4.00pm during term holidays.

Junior School students are not allowed to wait in the IRC for parents.
UNIFORM

Please contact the Uniform Shop Manager, Mrs Karina Short, on 9523 6402, 0448 886 120 or by email uniformshop@shelford.vic.edu.au. New and quality second hand uniform is available from the Uniform Shop, located in the Sports Pavilion. The appointments for new students to Shelford in 2013 will be made at half hour intervals and should be made no later than Thursday 13 December.

In preparation for the 2013 school year, the Uniform Shop will be open on the following days:

<table>
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<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Saturday 10, 17, and 24 November 2012</td>
<td>8.30am to 12.30pm</td>
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<tr>
<td>Saturday 1 and 8 December 2012</td>
<td>8.30am to 12.30pm</td>
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The Uniform Shop will also be open

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Every Tuesday up to and including 11 December</td>
<td>8.00am to 11.15am (except Melbourne Cup Day)</td>
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<tr>
<td>Every Thursday up to and including 13 December</td>
<td>12.00noon to 4.00pm</td>
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If these times do not suit please contact Karina for an alternative appointment time.

During the school year the Uniform Shop is open during term:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Tuesdays</td>
<td>8.00am to 11.15am</td>
</tr>
<tr>
<td>Thursday</td>
<td>12.00noon to 4.00pm</td>
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<tr>
<td>Saturdays</td>
<td>10am to 2.00pm AS ADVERTISED ONLY</td>
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UNIFORM REQUIREMENTS

SUMMER UNIFORM – to be worn Terms 1 & 4 or as advised by the Principal

- Shelford Summer Dress (dress length must be to the top of the knee)
- Shelford Blazer
- Shelford Jumper (Senior School only)
- Shelford Cardigan
- Shelford Straw Hat (optional in Terms 1 and 4)
- Shelford White Summer Uniform Anklet Socks (with navy stripes)
- Black lace-up shoes (no T–Bars). Prep to Year 2 students may wear ‘Mary Jane’ style shoes

WINTER UNIFORM – to be worn Terms 2 & 3 or as advised by the Principal

- Shelford Pinafore (Prep to Year 4) Year 4 students may purchase the Winter Skirt
- Shelford Winter Skirt (skirt length must be to the top of the knee)
- Shelford Blazer
- Shelford Shirt
- Shelford Jumper
- Shelford Cardigan
- Shelford Navy Tights (optional for Junior School)
- Shelford Navy Socks (Junior School only)
- Black lace-up shoes (no T-Bars). Prep to Year 2 students may wear ‘Mary Jane’ style shoes

SCHOOL BACKPACK/SCHOOL BAG

Junior School Backpack
Senior School Backpack

ACCESSORIES

School navy (winter) or white (summer) ribbons
Navy gloves
Navy Scarf
Art Smock (Junior School) purchased through Stationery list
Library bag (Junior School) purchased through Stationery list
Shelford Umbrella

SCHOOL UNIFORM GUIDELINES

1. Girls must wear full uniform when travelling to or from School
2. The blazer must be worn with the winter uniform outside the School grounds.
3. Jewellery must not be worn with the uniform except for a watch, School badges and a maximum of two sleepers or studs in the lobe of each ear.
4. Hair must be worn off the collar; colour must be appropriate.
5. Make-up is not permitted.
UNIFORM REQUIREMENTS (cont'd)

SPORTS UNIFORM REQUIREMENTS

**Years Prep to 12**
- Shelford Track Pants
- Shelford Spray Jacket *(optional Prep-Year 2)*
- Shelford Shorts
- Shelford Leggings *(optional Year 5-12)*
- Shelford Bike Shorts *(optional Year 5-12)*
- Shelford Polo Top
- Shelford Rugby Jumper
- Shelford Sport Socks
- Shelford Hockey Socks
- Shelford Senior Sports Bag
- Shelford Baseball Cap *(Senior School)*
- Shelford Bucket Hat *(Prep to Year 6)*
- Shelford Junior Sports bag

**ALL Junior School Swimming:-**
- Shelford royal blue bathers
- Blue Swimming Cap *(preferably light blue)*
- Goggles

SPORTS UNIFORM GUIDELINES

1. JDC to Year 4 – full sports uniform and tracksuit to be worn to and from school on sport/PE days.
2. Year 5 and 6 – full sports uniform and tracksuit to be worn to and from school on sport days
3. Shelford jumper or cardigan is not to be worn with the sports uniform.
4. In Senior School, sports uniform may only be worn home if a student has participated in after-school sports practice or an after-school match, outside school hours, and is travelling home after 5.00 pm. The School sports uniform **may not** be worn to School (unless otherwise directed).
5. When representing Shelford in inter-school matches, students must wear School shorts, shirt (and rugby top) in warm weather and track pans and rugby jumper/spray jacket in colder weather.
6. Swimming and water polo representatives must wear the Shelford bathers.
7. The Shelford baseball cap must always be worn for PE and sport.
8. Coloured House shirts may be worn for House sport, but are not to be worn for inter-school events.

We look forward to 2013 with anticipation.
We are sure that our students will benefit from the excellent curricular and co-curricular options we offer, and that your daughter will enjoy the multitude of experiences available at Shelford.