

CARRUM DOWNS SECONDARY COLLEGE

NEWSLETTER

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*“Welcome
back to the
2020 school
year”*



PRINCIPAL'S WELCOME

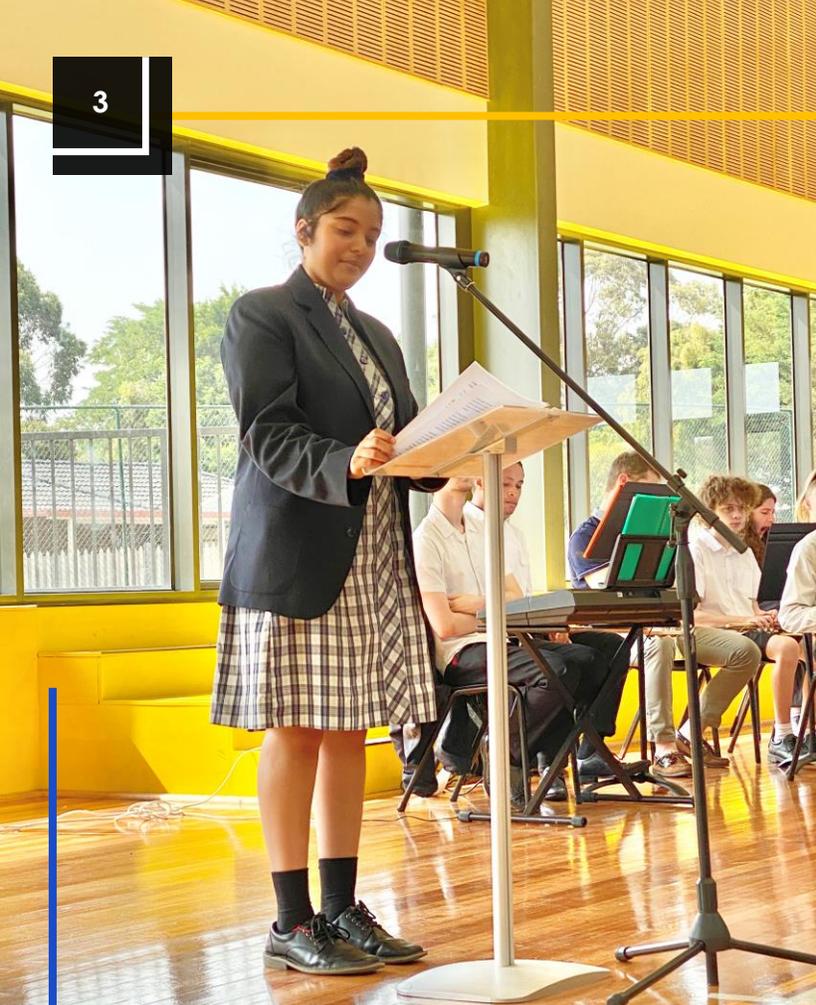
Welcome back to the 2020 school year. I hope that everybody has had a restful break and is ready to put in their best effort for the whole year. I spent the holidays reading a large number of English novels that our students will be engaging with in their classes this year. I hope all of our students have read their English novels so they are not playing catch up in class.

We have welcomed several new staff to the college this year and I look forward to them becoming part of the Carrum Downs community and making a positive contribution to the college.

A lot of work has gone on during the break including re-painting the exterior of the college, beginning construction of the new Flynn locker bay, laying artificial turf through a grant we received from our Federal member - Peta Murphy, continued tree assessment and clearing, building our new gym storeroom and weights and fitness room which will allow us to run our health and fitness programs out of our new gymnasium.

I look forward to this year and I am excited about the opportunities that we will create for our students to ensure they are not only learning but also becoming the happy and well-rounded individuals that we all aim for them to be.

*“I am excited
about the
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IMPORTANT DATES: TERM 1

School Photos

20th February

Student Free Day (Staff Professional Development)

21st February

Year 9 Morrisby (Careers) Testing

26th February

Year 7 Camp

26th – 28th February

Year 12 Photo

2nd March

Labour Day Public Holiday (Student Free Day)

9th March

College Open Night

11th March

Student / Parent / Teacher Interviews

18th March

Last Day of Term 1 Fun Run (Pink Dress Day) (2.40pm Dismissal)

27th March

***“We have launched
our whole school
acknowledgement
system – the STAR”***



SWPBS (School Wide Positive Behaviour Support)

School Wide Positive Behaviour Support is a framework for teaching appropriate and positive behaviours, through modelling and reinforcing positive behaviour. The implementation of the framework requires a school community to commit to a set of principles which includes; establishing a common philosophy, an expected set of behaviours, procedures for teaching these behaviours, a continuum of procedures to discourage inappropriate behaviours and procedures for record- keeping and decision making.

As part of this we have launched our whole school acknowledgement system – the STAR (Student Ticket of Acknowledgment for Reward) system. An acknowledgement system is a positive reward system used to teach and increase positive behaviours in a school environment. Our STAR system is a system whereby any staff member can formally recognize a student for displaying positive behaviour in line with our College values of Respect, Integrity and Effort. Students can collect these tickets and when they reach a target number of tickets they can exchange them for a prize. Please see the attached brochure for more information about SWPBS at CDSC.

BYOD (Bring Your Own Device)

2020 has seen the commencement of our compulsory BYOD program, and it has been fantastic that the majority of students have been bringing their computers to school. It is an expectation that computers are brought to class every lesson, and our teachers are now planning their lessons around students having access to their devices and the wealth of resources digital technology can provide.

Please note that the school is providing assistance to families who may be having difficulty in accessing a computer due to financial hardship. If you do require assistance please phone the college to make an appointment with our Business Manager, Ms Bev Boys.

The BYOD guidelines and policy are attached to this newsletter for you reference.

ATTENDANCE

At Carrum Downs Secondary College we have a strong focus on student attendance and arriving to school on time. Our attendance policy asks for **95% attendance or higher** from all students. Research tells us that days of schooling that are missed just simply can't be caught up and this impacts severely on a child's learning and development. Last year across our college we averaged **26 days of absence** for our students. This is simply too high and I am calling on all parents and guardians to support us in reducing this figure for 2020.

We would like it to be **zero** if possible. As it stands currently we have 542 students who have not missed a session at school this year, which means we have 400 who have already missed at least 1 session. Please ensure that your child leaves on time to get to school before class starts. Do not allow your child to miss school unless it is absolutely necessary. The message and culture around attendance must be delivered and developed in partnership with yourself and the college. As a parent and a college we all invest heavily in our children so making sure they are here every day is the first thing we must do.

We will support parents and students who are having difficulty coming to school and we need to have a culture that school cannot be missed under any circumstances as this is learning that will not be delivered to your child. I look forward to your support with this important program and we will be communicating through our House section of the college newsletter exactly how our attendance is tracking in each house and across the college so that we can all take ownership over improving and reaching our target goal.



NEW STAFF

CDSC would like to take this opportunity to welcome and introduce our new staff to our college community. We are really excited about the experience and diverse range of skills that these staff will be able to bring to the college and we look forward to working with them throughout this year and beyond.

Ms Sarah Ashdown – English Teacher

Ms Georgia Buchanan – PE Teacher

Ms Meg Campbell – ANZAC House Support Officer

Mr Leo Curro – IT Teacher

Mr Paul Dickeson – VCAL Teacher

Ms Erin Hall – English Teacher

Ms Brooke Hands – Science Teacher

Mr Douglas Haskett – Learning Specialist and History / Humanities Teacher

Ms Rebecca Iacobucci – VCAL Coordinator and Humanities Teacher

Ms Kellie Kirkwood – Integration Aide

Ms Julia Marziale – Food Technology Teacher

Mr Andrew McCrorey – Learning Specialist and English Teacher

Mr Jeremy Mestrov – English and Humanities Teacher

Ms Lyndall Stevens – Maths and Science Teacher

Ms Mai Trihn – Business Management and Humanities Teacher



**“Welcome
to our new
Staff”**



HOUSES

ANZAC HOUSE

Andrea Ross, House Leader

Simon Harry, Assistant House Leader

Ivan Oakes, Assistant House Leader

Meg Campbell, House Support Officer

The word "Anzac" has been a part of Australian thought, language, and life since 25 April 1915. Devised by a signaller in Egypt as a useful acronym for "Australian and New Zealand Army Corps", it quickly became a word with many uses and meanings. Here, at Carrum Downs Secondary College we are very proud to be able to use the name synonymous with the brave men and women of our country.



Flynn House

Vanessa Lakic, House Leader

Saray Bennett, Assistant House Leader

Jenny Drummond, Assistant House Leader

Louise Burley, House Support Officer

The Flynn House was named after John Flynn. During his study to become a minister, John Flynn remembered the tough life of the outback where he was raised. This led him to becoming the founder of the Australian Royal Flying Doctor Service. His kind personality and determination saved many people's lives and he should be recognized as one of Australia's greatest heroes.



Hollows House

Laura Walker, *House Leader*

Emma Geddis, *Assistant House Leader*

Biji Pillai, *Assistant House Leader*

Jo Resuggan, *House Support Officer*

The Hollows House is named in honour of Fred Hollows, who was known for his work in saving eyesight in Australia and many countries around the world. We continue to support this cause through community work and fund raising for the Fred Hollows Foundation.



If your child is absent, running late or is required to leave early, please ring the relevant House HSO and they will sign your child in/out:

ANZAC HOUSE – 9788 9156

FLYNN HOUSE – 9788 9150

HOLLOWS HOUSE – 9788 9126

GILMORE HOUSE – 9788 9149

Gilmore House

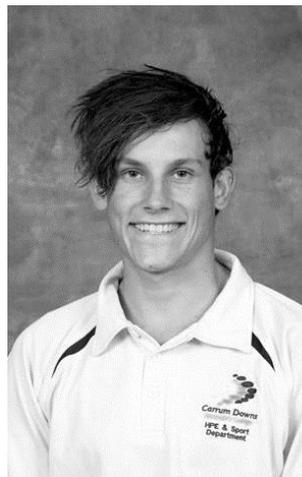
Dave Goble, *House Leader*

Naomi Watson, *Assistant House Leader*

Matthew Nicholson, *Assistant House Leader*

Ruth Coster, *House Support Officer*

The Gilmore House was named after Mary Gilmore, born near Goulburn, New South Wales. She became a teacher and a writer and was editor of the women's pages of the Australian Worker newspaper. Gilmore went to Paraguay in South America to join a group of Australians who planned to set up a new colony, where everyone would be equal and would work together. She spent the rest of her life writing, doing her editing work and fighting for people who needed help.





SWIMMING CARNIVAL

Tuesday 11th of February saw the Swimming Sports being held at Doveton Pool. The weather held out and it was fantastic to see so many students participating and celebrating their House by dressing up in costumes and House Colours.

It was also the first event for our inaugural House Cup – where the Houses accumulate points across the year towards an overall competition to determine by the end of the year which House will officially be crowned the Champions of 2020.

Congratulations to the winners FLYNN! Age champions are still being determined and will be announced shortly.

RESULTS

- 1st - Flynn with 400 House Cup Points
- 2nd - Gilmore with 300 House Cup Points
- 3rd - ANZAC with 200 House Cup Points
- 4th - Hollows with 100 House Cup Points

Bring Your Own Device (BYOD)

We live in a world that is technologically rich and the 21st century learning environment in our schools is developing so that we can actively prepare our students to be global citizens. The digital demands of our classrooms means that there is a need for our students to have 1-1 access to their own devices in order to support their learning at school and at home.

From 2020 all students must bring their own personal laptop device to all of their classes. Students will be able to connect their devices to the school wireless and students will be provided filtered internet access whilst at school. The College will grant access to the school's wireless network, internet, Office 365 and printing. Any use of the wireless network entails personal responsibility as well as compliance with the Carrum Downs Secondary College Acceptable Use Policies.

Some benefits of students having their own devices:

- Students can transport their learning everywhere – from school to home and anywhere else they are studying and learning
- We need our students to keep up with technological developments and be prepared for a technology rich workplace
- 21st Learning is personalised learning where students can access digital learning resources on demand
- Students can manage their own learning and use Compass to communicate with teachers and submit assessment
- Students can collaborate with others using tools such as Google Docs
- Access to online/digital resources (eg. Edrolo, Kahoot, textbooks etc)
- Reduce loss of class time caused by set up and collection of laptop trolleys
- Devices are owned by students and can be used to meet personal needs as well as learning needs

BYOD OPTIONS

Option 1:

Students bring an existing device from home that meets our specifications (as listed below)

Option 2:

Parent purchase or finance a new device from a supplier

Our Department of Education approved supplier Edunet (outlined below), handle the supply of devices for many schools and can provide advice about suitable laptops for school use. The College has no formal relationship with this vendor and receives no financial benefit if you choose to purchase from this vendor.

To access the Edunet portal go to: <https://cdsc.technologyportal.com.au/> (Access Code: CDSC)

Option 3 (Financial Assistance):

The college will provide assistance to families who may not have the capacity to purchase or lease their own computer. If you are having difficulty in acquiring a device please contact the front office and arrange an appointment with the Business Manager.

DEVICE REQUIREMENTS

We accept a broad range of devices so that families have the flexibility to use their existing devices. We are aware that there are several cheap options available through large retailer, however our recommendation is to spend a little more to get a device that is hardy and will last through the stresses of school life.

Device Requirements:

- The device must be a laptop computer with a keyboard
- Screen Size must be above 10 inches and no more than 16 inch.
- Laptop must be able to hold charge for the entire day (we will not support charging during school).
- Tablets are not considered suitable devices as they are limited in terms of their functionality
- Must have Antivirus software installed and up to date, software can be provided by the college or downloaded from the eduSTAR software catalogue
- **PC** must have Windows 8.1 or newer installed
- **MAC** Must have OSX/macOS version 10.12 or above installed

Further Recommendations:

- Protective cover and or carry case
- Covered by a warranty
- Accidental Damage Insurance - Laptop screens are the most commonly damaged component and are often more expensive to replace than the cost of the insurance
- Ensure lockers remain locked and devices are labelled or engraved with the students' name and details

HOW TO ACCESS BYOD AND OFFICE 365

Connecting to the college network and Office 365 can be done in a few simple steps:

To connect to the college network:

- Whilst at school students should click on the wireless network icon at the bottom of their screen
- They should connect to the EDUSTAR network
- Their username will be carrum-downs-sc\compass username
 - *Note that their compass username is their actual compass username – eg. ABC0001*
- Their password will just be their normal password they use for Compass

To connect download Office 365:

- Students must be at school and on the school network
- They should login to Compass and use the STAR menu to select Bring Your Own Device setup
- They should be able to follow the instructions from there

Note that due to the varied way different computers are setup there are sometimes technical issues with the Office 365 install. If students have any difficulty with this they can see our IT staff in the Library building who will be glad to assist them.

GUIDELINES FOR USE

Specific BYOD Guidelines:

- It is expected that the student brings their device to every class with the exception of Physical Education
- Use of all devices as a learning tool is at the discretion of the teacher
- Devices are to be used for education purposes only not be disruptive to others
- Charging of any devices is not permitted at school
- Students shall not distribute any information, pictures or video of students or staff without their written permission

Consequences for misuse of BYOD:

- The device may be removed from the student and kept at the House Office until collected by a Parent/Guardian and disciplinary action may be undertaken

Carrum Downs Secondary College will:

- Provide limited IT support and advice on student devices
- Provide access to digital technologies when they are experiencing technical issues with their devices
- Actively supervise locker areas and lock the locker bays to maintain security

Carrum Downs Secondary College will not be responsible for:

- Devices that are lost, broken, damaged or stolen whilst at school or during school – related activities
- Maintenance or upkeep of devices including charging, installing updates, upgrades or hardware issues

FORGOTTEN COMPUTERS OR COMPUTERS BEING REPAIRED

Student devices are compulsory in classes and students must bring them to every class, much the same way they would their textbooks and writing materials. If a student forgets their computer, or their computer is unavailable due to technical issues, then students will need to borrow a computer from the Resource Centre to use when the need arises in their classes. If a student repeatedly forgets their device then this will become a disciplinary issue that will be managed similarly to situations when students forget to bring other essential learning materials.

TEXTBOOKS

The college will still booklist hard copy text books as there are many benefits to having the hard copy version rather than solely relying on the digital versions of textbooks. In many cases there is very little cost difference between the hard copy textbook and online only books, and some of the benefits of hard copy books include:

- Handing down or resale opportunities
- Students can share, bookmark, tab, annotate textbooks more easily than online books
- Textbooks don't have technical difficulties
- Nearly all hard copy books come with digital versions allowing students access any time they are connected online

It is an expectation that students have access to their textbooks in all of their classes and the college encourages students to purchase the hard copy textbooks given the benefits of these over online versions. **Students are however be permitted to use online versions of textbooks in their classes, and families do have the option to purchase the online only versions of the textbooks if they feel this option better suits their needs.**

SAFE USE OF DIGITAL TECHNOLOGIES

Carrum Downs Secondary College takes our responsibility seriously of educating our students how to use digital technology safely and without causing harm to others. We run whole year level programs that encourage pro-social behaviour and these include cyber safety education. Our Student Engagement and Anti-Bullying and Harassment policies also outline expectations for appropriate conduct in digital spaces, and there are processes in place to help manage issues of misbehaviour when they arise.

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Example School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age. At Carrum Downs Secondary College we:

- Use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- Supervise and support students using digital technologies in the classroom
- Effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- Have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including Click Against Hate and Cyber Safety
- Educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- Actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- Have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- Use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- Provide a filtered internet service to block access to inappropriate content
- Refer suspected illegal online acts to the relevant law enforcement authority for investigation

QUESTIONS

If you have any questions about BYOD or access to digital technologies, please direct these to the school via our phone number, 9788 9100.

Introduction to School Wide Positive Behaviour Support (SWPBS)

Parent Guide

What is SWPBS?

School Wide Positive Behaviour Support is a framework for teaching appropriate and positive behaviours, through modelling and reinforcing positive behaviour.

The implementation of the framework requires a school community to commit to a set of principles which includes; establishing a common philosophy, an expected set of behaviours, procedures for teaching these behaviours, a continuum of procedures to discourage inappropriate behaviours and procedures for record-keeping and decision making.

What have we done so far at CDSC?

SWPBS is still in the initial implementation stages at CDSC. Thus far the College staff and leadership team have;

- Re-developed and refined our College Values
- Created both in and out of classroom behavior matrices, which are displayed around the College. These detail our expectations for behavior in all areas of the College (in line with our new values). Examples of these are shown in this document.
- Developed staff efficacy in engaging in positive conversations and behavior management of students
- Created an acknowledgement reward system which has been introduced to staff and students at the start of 2020. This is explained in detail on back page.

Why SWPBS?

For a long time, school-wide discipline has focused on reacting to misbehaviours through punishments and consequences. However research has shown that consequences and punishments without the presence of positive reinforcement, is largely ineffective in changing students behaviour.

The SWPBS framework recognizes that modelling, teaching and rewarding positive behaviours is a more effective approach to ensuring a school climate where positive behavior and interactions is the norm.

SWPBS and other Positive Behaviour Support initiatives alike are being adopted by thousands of schools around the world. When implemented well, schools and teachers have more time to focus on relationships and classroom instruction.

At Carrum Down Secondary College the aim of the SWPBS framework is to create a safe and positive learning environment for every student, to maximize learning and engagement/enjoyment while at school.

This is also an approach which is supported and encouraged by the Victorian Education Department.

What can parents do?

We encourage parents to positively reinforce and discuss the school's values and appropriate behavior matrix with your child at home. We would also highly recommend using positive language and praising your child at home, to reinforce what is happening at school.

Examples of praise at home using the school values

"Sounds like you gave your best *effort* at school today."

"I'm so proud of you for acting with *integrity* in that situation."

"Thank you for being so *respectful* to me."

Non-Classroom Spaces Matrix of expected behaviours

	Lockers	Canteen	Outdoor Spaces	Library, Study Centre, Wellbeing	Toilets	Community	At all times
Respect	<p>Be mindful of other people's privacy and property</p> <p>Wait your turn patiently</p> <p>Use body sprays away from locker bay areas</p>	<p>Wait your turn in the line patiently</p> <p>Use the canteen at appropriate times</p> <p>Cooperate with students and staff to ensure a free flow of the line</p>	<p>Be kind and cooperate with others</p> <p>Be mindful of everyone's safety</p> <p>Choose appropriate activities and games</p>	<p>Finish eating before entering the library</p> <p>Use quiet and encouraging language</p> <p>Use ICT and Social Media safely and responsibly</p>	<p>Keep the facilities free of vandalism</p> <p>Consider others and respect privacy</p>	<p>Obey school rules and the law</p> <p>Respect public spaces and property</p> <p>Visit the cafe only when making a purchase (Year 11&12 students only)</p>	<p>Wear school uniform with pride</p> <p>Use positive and polite language</p>
Integrity	<p>Use allocated locker only</p> <p>Keep your locker locked and combination private</p> <p>Keep your locker clean and tidy</p>	<p>Only visit the canteen when purchasing</p> <p>Own up to littering or spills and clean up after yourself</p>	<p>Show good sportsmanship when playing games</p> <p>Walk bikes and scooters when in school grounds</p> <p>Report any damage or dangerous items to the teacher on yard duty</p>	<p>Return any furniture and equipment to the correct place on time</p>	<p>Return to class promptly after using facilities</p> <p>Report damage to a teacher</p>	<p>Interact and cooperate politely with the community</p> <p>Represent the College with pride</p> <p>Be a positive role model</p>	<p>Use good manners</p> <p>Follow instructions first time, every time</p> <p>Report concerns to teachers</p> <p>Look after the environment around the school</p>
Effort	<p>Be observant of other people when opening your locker</p> <p>Have the correct equipment required for the double period</p> <p>Leave space as soon as you have your required equipment</p>	<p>Think and plan ahead about what to order</p> <p>Have money/card ready to pay the canteen staff</p> <p>Leave the canteen area promptly after purchasing</p>	<p>Play active games in active areas</p> <p>Take your bike or scooter straight to the bike shed</p>	<p>Use the agreed entry and exit areas in a calm manner</p> <p>Use the library equipment appropriately and safely</p>	<p>Use the facilities for appropriate use</p> <p>Demonstrate proper hygiene</p>	<p>Be punctual and arrive to school on time</p> <p>Take care of communal property</p>	<p>Use the rubbish bins provided</p> <p>Be mindful of others' personal space</p>

In-classroom Matrix of expected behaviours

	Beginning of the Lesson	Middle of the Lesson	End of the Lesson	At all times
Respect	<p>Line up in the designated area and wait patiently for your teacher</p> <p>Actively participate in the APK discussion</p> <p>Ensure your laptop is closed during instructions</p>	<p>Give others the space and freedom to learn</p> <p>Maintain an organised workbook for each subject</p> <p>Use your school diary and gain teacher permission before leaving the classroom</p>	<p>Ensure rubbish is placed in the bin</p> <p>Leave tables in an approved arrangement</p> <p>Push chairs in or up as required</p>	<p>Listen attentively to the teacher and peers and follow all reasonable instructions in a timely manner</p> <p>Maintain a clean and orderly classroom environment</p> <p>Use ICT safely and responsibly once instructed</p>
Integrity	<p>Arrive to class ready to learn</p> <p>Record learning goal and indicate honest effort and understanding ratings</p>	<p>Ask for assistance or clarification when needed</p> <p>Assist your peers where appropriate</p> <p>Don't be afraid to make mistakes and learn from the experience</p>	<p>Ensure your work is your own</p> <p>Reflect on your effort and understanding of the learning goal honestly</p>	<p>Wear correct school uniform with pride</p> <p>Remain seated in your chair unless otherwise instructed</p> <p>Move around the classroom safely by walking</p> <p>Look after and use borrowed equipment appropriately</p>
Effort	<p>Arrive to class on time</p> <p>Bring the correct equipment, including a pencil case, diary and laptop</p> <p>Enter the classroom and sit down quietly</p>	<p>Attempt all tasks and activities to the best of your ability</p> <p>Share the responsibility during collaborative learning</p> <p>Submit completed work on time</p>	<p>Know what is required of you for homework</p> <p>Exit the classroom quietly when dismissed by your teacher</p>	<p>Use good manners and polite, positive language</p> <p>Report concerns to classroom teacher</p> <p>Look for opportunities to be mindful and practice empathy and gratitude</p>

Acknowledgement System at CDSC (2020)

What is an Acknowledgement System?

An acknowledgement system is a positive reward system used to teach and increase positive behaviours in a school environment. Acknowledgement systems also aim to; focus staff and students attention on desired behaviours, foster a welcoming school climate, build and maintain positive and trusting student-teacher relationships and reduce the time spent correcting student misbehavior.

How will it work?

A student can be acknowledged or recognised by a teacher at any point during a school day including in class, recess and lunchtimes, excursions and/or during extra-curricular activities. They will be acknowledged for their behaviours which demonstrate any or all of the 3 College values; integrity, respect and effort.

They will earn a small card known as a STAR (Student Ticket of Acknowledgement for Reward) which they will take to their House office. Here, the card will be entered onto Compass (which parents will be able to view) and they will accumulate 1 point.

Every 10 points a student earns, they can choose to 'cash in' their STARS for a reward at our House Reward Stores, or they can wait and accumulate more, for a larger reward.

Rewards vary from stationary to snacks, experiences such as; lunch with teachers or opportunities to wear free dress.

Parents will be notified when a student chooses to receive a reward with their STARS.

In addition, at every House Assembly, a raffle will be drawn. One STAR will be pulled from the box and that student will get to select from one of the 'major' rewards. Every House Assembly the STAR box is emptied.

Top questions answered

Q: Shouldn't children at this age already know how to behave and what is expected of them?

A: Perhaps, however behavior which is acknowledged and reinforced is more likely to occur again and good behavior which is ignored is less likely to occur again.

Q: Praising students can feel phony and fake—will the students sense this?

A: The more praise we can give, the more natural and normal it will feel. If you are acknowledging positive behaviours which occurred naturally, there is nothing fake about it.

Q: Isn't giving rewards bribing and coercing students to do what you want them to do?

A: Bribing involves attempting to persuade someone to do a desired behavior (which hasn't happened yet) to receive a reward. This system of recognition only reinforces behaviours which have already happened. The purpose of praise is to increase the amount of positive behavior with a person's knowledge, as expectations and feedback is very clear.

Q: Won't students come to depend on tangible rewards, rather than being intrinsically motivated?

A: Tangible rewards are accompanied by social rewards such as positive adult attention. When feedback that recognises a student's effort as being positive is given with a reward, internal motivations are also strengthened. Expected behaviors should hopefully over time, become natural without requiring a reward.

Parent involvement

As your child reaches important milestones in relation to earning STARS, you will be contacted by the student's House team as an additional form of praise and recognition. Your child's name will also appear in House Newsletters/displays around the College.

We encourage you to reinforce and support your child's recognitions at school with praise and acknowledgement at home.