

## COMMUNICATION DIRECTORY

The Staff at Mount Ridley P – 12 College value open communication with parents/carers and are committed to supporting the learning needs of their students. The Communication directory is aimed at providing you with an outline of College personnel who are able to assist you.

Key roles and responsibilities are shared across the College so that matters can be attended to as directly as possible. Please take the time to acquaint yourself with this document. In addressing parent/carer enquiries, the College will ensure that they are undertaken in a timely manner. With respect to email communication, the following protocols apply:

- Staff will respond to enquiries within 2 school days of receiving an email (dependent on complexity of the matter);
- Staff reserve the right to refer a matter to the relevant Program Leader or Principal Class Officer where the matter requires this level of response. Staff will advise the sender accordingly;
- Emails are subject to the same requirements of courtesy and consideration as would apply to other forms of communication, such as a letter or face-to-face conversation;
- Emails are not private and must be written with the understanding that other College staff or departmental personnel may see them;
- There is no expectation of staff to respond to emails after hours – weekends or after 4:15pm on weekdays.



### **Help for non-English speakers**

If you require assistance with understanding this document, please do not hesitate to contact the College and someone will organise a multicultural aide or the relevant person to assist you.

***Mentor Teachers*** are the initial contact for classroom curriculum and student wellbeing matters.

<b>PREP A</b>	<b>Alessandra Davide</b>	<b>YEAR 3A</b>	<b>Marnie Copeland</b>
<b>PREP B</b>	<b>Melanie Karagalis</b>	<b>YEAR 3B</b>	<b>Megan Huynh</b>
<b>PREP C</b>	<b>Ryan McKinnon</b>	<b>YEAR 3C</b>	<b>Brett Harvey</b>
<b>Prep D</b>	<b>Sarah Volpe</b>	<b>YEAR 4A</b>	<b>Nichole Wates</b>
<b>Prep E</b>	<b>Kate Harvey</b>	<b>YEAR 4B</b>	<b>Emily Brown</b>
<b>YEAR 1A</b>	<b>Nena Ishow</b>	<b>YEAR 4C</b>	<b>Nicole Cromie</b>
<b>YEAR 1B</b>	<b>Rhiannon Roczniak</b>	<b>YEAR 3/4D</b>	<b>Naomi Toman</b>
<b>YEAR 1C</b>	<b>Nancy Hauth/ Megan Carnovale</b>	<b>YEAR 5A</b>	<b>Debra Carroll</b>
<b>YEAR 1D</b>	<b>Rebecca Cobolli</b>	<b>YEAR 5B</b>	<b>TBC</b>
<b>YEAR 1E</b>	<b>Vicki Katis</b>	<b>YEAR 5C</b>	<b>Niki Kazamides</b>
<b>YEAR 2A</b>	<b>Matthew Kennedy</b>	<b>YEAR 5D</b>	<b>Shane Gourley</b>
<b>YEAR 2B</b>	<b>Senay Mat</b>	<b>YEAR 6A</b>	<b>Simran Kaur</b>
<b>YEAR 2C</b>	<b>Tahlia Freckleton</b>	<b>YEAR 6B</b>	<b>Carmelina Calafiore</b>
<b>YEAR 2D</b>	<b>Rani Kamella</b>	<b>YEAR 6C</b>	<b>Leanne Kite</b>

<b>YEAR 6D</b>	<b>Sarah Kariofilis</b>	<b>YEAR 8N</b>	<b>Adriana Gauci</b>
<b>YEAR 5/6E</b>	<b>Lauren Bisiach</b>	<b>ESP 8S1</b>	<b>Joshua Cauchi</b>
YEAR 7A	Connie Diamantopoulos	YEAR 9A	Rabia Sonmez
YEAR 7B	Dhana Natasaran	YEAR 9B	Angela Parisi
ACED 7C	Anita Liu	ACED 9C	Alexandra Papadakis
YEAR 7D	Mukesh Soni	YEAR 9D	Fajer Humoud
YEAR 7E	Poonam Deswal	YEAR 9E	Kevin Chiu
YEAR 7F	Rajiv Parasher	YEAR 9F	Paminder Kaur
YEAR 7G	Navneet Kaur	YEAR 9G	James Kerr
YEAR 7H	Olivia Swain	YEAR 9H	Fuli Tuimaseve
YEAR 7I	Renee Rein	YEAR 9I	Preety Grewal
YEAR 7J	Steve Miyazawa	YEAR 9J	Ashley St Guillaume
YEAR 7K	Laura Salamone	YEAR 9K	Anju Parasher
YEAR 7L	Narelle McCaffrey	YEAR 9L	Shafina Anverdeen
YEAR 7M	Patrick Sinapi	YEAR 9M	Emily Stambanis
YEAR 7N	Manita Katoch	YEAR 9N	Daniel Hennequin
YEAR 7O	Kyleen Popovic	YEAR 9O	Raelyn Dela Rosa
ESP 7S1	Gillian Scarpini	YEAR 9P	Angela Lin
<b>YEAR 8A</b>	<b>Amar Porcic</b>	ESP 9S1	Anthony Wadwell
<b>YEAR 8B</b>	<b>Aden Fallon</b>	<b>YEAR 10A</b>	<b>Sukhwinder Kaur</b>
<b>ACED 8C</b>	<b>Anthony Cuthbert-Novak</b>	<b>YEAR 10B</b>	<b>Michael Wilton</b>
<b>YEAR 8D</b>	<b>Jiahui Xu</b>	<b>ACED 10C</b>	<b>Brendan Creaven</b>
<b>YEAR 8E</b>	<b>James Burrafato</b>	<b>YEAR 10D</b>	<b>TBC</b>
<b>YEAR 8F</b>	<b>Reena Jayanthraj</b>	<b>YEAR 10E</b>	<b>Geeta Kataria</b>
<b>YEAR 8G</b>	<b>Shaun Stewart</b>	<b>YEAR 10F</b>	<b>Thomas Baker</b>
<b>YEAR 8H</b>	<b>Shanuki Mudiyanalage</b>	<b>YEAR 10G</b>	<b>Giang Phan</b>
<b>YEAR 8I</b>	<b>Jennifer Markotsis</b>	<b>YEAR 10H</b>	<b>Chet Dhakal</b>
<b>YEAR 8J</b>	<b>Amal Hassan</b>	<b>YEAR 10I</b>	<b>TBC</b>
<b>YEAR 8K</b>	<b>Janet Chua</b>	<b>YEAR 10J</b>	<b>Seema Singh</b>
<b>YEAR 8L</b>	<b>TBC</b>	<b>Year 10K</b>	<b>Brittany Robinson</b>
<b>YEAR 8M</b>	<b>Anita Andersen</b>	<b>Year 10L</b>	<b>Rita Sharmin</b>
		<b>Year 10M</b>	<b>Paul Bugeja</b>

YEAR 10N	Rebecca Cooray	<b>YEAR 11M</b>	<b>Cem Onder</b>
YEAR 10O	Danielle Galante	<b>YEAR 11N</b>	<b>Nathaniel Shaw</b>
YEAR 10P	Jemma Cellante	<b>ESP 1S1</b>	<b>Matthew McGregor</b>
ESP OS1	Aaron Neal	YEAR 12A	Kat Duvnjak
<b>YEAR 11A</b>	<b>Daichi Harada</b>	YEAR 12B	Youssef Tadros
<b>YEAR 11B</b>	<b>Carlo Cosner</b>	YEAR 12C	Lucy Nguyen
<b>YEAR 11C</b>	<b>Bronwyn Hill</b>	YEAR 12D	Jalal Khoshaba
<b>YEAR 11D</b>	<b>Zaahirah Ali</b>	YEAR 12E	Eleanor Grech
<b>YEAR 11E</b>	<b>Niki Driss</b>	YEAR 12F	Esther Tsang
<b>YEAR 11F</b>	<b>Kirstie Wilson</b>	YEAR 12G	Jii Williams
<b>YEAR 11G</b>	<b>Samuel Davidson</b>	YEAR 12H	Mahesh Sarup
<b>YEAR 11H</b>	<b>Maria Triantafillou</b>	YEAR 12I	TBC
<b>YEAR 11I</b>	<b>Madeleine Khoury</b>	YEAR 12J	Sandy Aboo
<b>YEAR 11J</b>	<b>Ezgi Yalcin</b>	YEAR 12K	Nuwi Rodrigo Pulahinge
<b>YEAR 11K</b>	<b>Neven Tadros</b>	ESP 2S1	TBC
<b>YEAR 11L</b>	<b>Tyson Richardson</b>		

The College has four Mini Schools.

- Early Years Mini School (Prep to Year 4)
- Junior Years Mini School (Years 5 – 7)
- Middle Years Mini School (Years 8 and 9)
- Senior Years Mini School (Years 10 – 12)

**Team Leaders** are assigned to each Mini School and have overall day to day responsibility for student wellbeing and management in relation to their assigned student cohort.

<b>Early Years Mini School</b>	<b>Junior Years Mini School</b>
Prep – Melanie Karagaslis Years 1 and 2 – Senay Mat Years 3 and 4 – Emily Brown	Year 5 – Daniel Patrick Year 6 – Sarah Kariofilis Year 7 – Gabby Forrest and Gillian Scarpini
<b>Middle Years Mini School</b>	<b>Senior Years Mini School</b>
Year 8 –Carla Barilla and Chantelle Wepener Year 9 – Rebecca Foulds and Jessica LaFerlita	Year 10 – Luke Cherry and Nicolai Edwards Year 11 – Shahirah Alqadri and Paul Huisintveld Year 12 – Daniel Watson

**Our Student Managers** oversee student management practices in their respective Mini School.

<b>Early Years Mini School</b>	<b>Junior Years Mini School</b>	<b>Middle Years Mini School</b>	<b>Senior Years Mini School</b>
Vicki Katis	Leanne Kite (Years 5/6) Ashir Kerbatieh (Year 7)	Jana Jankovic (Year 8) Elika Tutagalevao (Year 9)	Maye Saad (Year 10) Kristy Carroll (Years 11/12)

**Our Directors of Student Management** have a focus on leading and supporting the development of student wellbeing and management practices in their assigned Mini School. The College has four Directors of Student Engagement and Wellbeing.

Early Years Mini School	Junior Years Mini School	Middle Years Mini School	Senior Years Mini School
Mark Koutroubas	Luisa Tuitupou	Morag Brennan (Year 8) Amar Porcic (Year 9)	Caitlin Butler

**Our Student Services** team is responsible for providing support and counselling to students with emotional and social needs. Nuwi Rodrigo is the Director of Student Services and is responsible for leading the team consisting of:

- Helen Cisternino      Mental Health Practitioner (Secondary)
- Ally Al Saimary      Student Wellbeing Officer
- Maddy Finey      Student Wellbeing Officer
- Lauren Hilton      Student Wellbeing Officer
- Alex Sarac      Student Wellbeing Officer
- Rebecca Cosentino      Speech Pathologist
- Megan Carnovale      Mental Health and Wellbeing Leader (Primary)
- Megan Chapman      Students with Disabilities Program Manager
- Sheree Sawyer      Administration Officer

This team also refers families to external support personnel and agencies when required.

**Our First Aid team** consists of our registered nurse, Megan Scott and our First Aid Officer, Libby Taylor. They are responsible for providing basic first Aid to our students. Megan Scott can assist parents with Medical Action Plans.

**Our Pathways Support Team** is responsible for creating and maintaining links with educational providers, managing student pathways, case management and careers counselling. Our Director of Student Pathways, Riley Davies, is ably assisted by Trish Gentile, our Careers and Pathways Counsellor and Alicia Fama our Pathways Administration Officer.

**The Learning Resource Centre (LRC) Manager** (Jo Daniele) provides a range of teaching and learning resources for staff and student use.

**Our Mini School Administration Officers** are responsible for the administration, attendance and general enquiries associated with their respective Mini School. The College has eight Mini School Officers.

Early Years Mini School	Junior Years Mini School	Middle Years Mini School	Senior Years Mini School
Emily Dakers Raman Kaur Libby Taylor	Kulvinder Kaur	Jaime Caton Laky Rathnasekara	Jayde O'Callaghan Janine Power Jodi Stanley

**Our Accounts Manager** (Nancy Wain) is responsible for all family accounts at the College including BPAY, Centrepay and CSEF applications. Ms Wain is available to discuss possible support options and payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

**Our Accounts Receivable Officer** (Melissa Winley) can assist families wishing to make a payment. Ms Winley can also provide you with your unique BPAY code. Ms Winley is also the person to contact when students exit the College.

**Our Student Enrolment and Transition Officer** (Norelle Chantry) provides administrative support associated with the enrolment of students into the College.

**Deputy Principals** assist the College Principal in the performance of his duties. The College has four Deputy Principals who are predominantly involved in educational leadership and the overall management of all school staff and students, as well as contributing to the establishment and maintenance of a supportive school environment and learning culture. The Deputy Principals and their specific portfolios are listed below:

Helen Casey	Curriculum
Kristina Heffernan	Student Engagement and Wellbeing
Con Stamatelatos	Accountability/College Partnerships
Cameron Woollard	College Operations/Communications

**Assistant Principals**: The College has six Assistant Principals with responsibilities for the effective oversight, leadership and use of resources of a defined area of the College's Operation. The Assistant Principals and their specific portfolios are listed below

Lainey Carr	Staff Professional Learning/Practice
Marika Convey	Student Enrolments/Pathways
Stacey Lawlor	Student Management (Years 8 – 12)
Peter Mitsis	Student Management (Prep – Year 7)
Gurjit Singh	Curriculum Programs (Years 7 – 12)
Belinda Tirant	Curriculum Programs (Years Prep – 6)

**Our Business Manager** (Libby Eaves) has the role of overseeing the Administrative, Financial, Human and Physical resources of the College.

**The College Principal's Executive Officer** (Kerry Saccuzzo) is responsible for providing executive assistance to the College Principal.

**College Principal** My role involves working with the Department of Education, North-Western Victoria Region, Local Government and the College community to ensure accountability and that resources (human, financial and physical) are provided to create the best learning opportunities for our students.

In addition to the personnel listed above, the College utilises the following systems as communication platforms:

**Compass** Mount Ridley College uses Compass School Manager to provide students and their parents with the ability to access regular, convenient and timely information. Major features of this communication system include: the ability to view student academic reports; make contact with your child's teachers; access to the newsletter; news updates and dates to remember sections; viewing and providing consent and payment for all upcoming events (incursion, excursions, sporting activities etc); booking parent/teacher interview times; monitoring student attendance and checking timetables.

**Mount Ridley College Newsletter** Our newsletter is a major means of communicating current events with students and their families. It is produced three times a term and is uploaded to our website and our Parent Portal, Compass.

**PRIVACY - REQUESTS FOR INFORMATION** Parents and carers seeking information that is not ordinarily provided to them are encouraged to apply for access through the Freedom of Information process, or, if the information is sought for use in court proceedings, by issuing a subpoena.

Freedom of Information requests should be directed to:

Manager – Freedom of Information Unit  
Department of Education and Training  
2 Treasury Place  
EAST MELBOURNE VIC 3002  
03 9637 3134  
[foi@education.vic.gov.au](mailto:foi@education.vic.gov.au)

For specific details please refer to the Department of Education's – School's Privacy Policy. A link can be found on our College website in the Policies section.

Kind Regards,

A handwritten signature in blue ink, appearing to read 'Lino Pagano', written in a cursive style.

Lino Pagano  
College Principal

Updated 28/03/2024