

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.

PREP A	Alessandra Davide	YEAR 3C	Nicole Cromie
PREP B	Rhiannon Rocznik	YEAR 3D	Marnie Copeland
PREP C	Ryan McKinnon	YEAR 4A	Emily Brown
YEAR 1A	Nena Ishow	YEAR 4B	Leanne Kite
YEAR 1B	Megan Huynh	YEAR 4C	Brett Harvey
YEAR 1C	Marly Nasra	YEAR 4D	Ravin Lal
YEAR 1D	Rebecca Cobolli	YEAR 5A	Debra Carroll
YEAR 1E	Rani Kamella	YEAR 5B	Cemre Sari
YEAR 2A	Matthew Kennedy	YEAR 5C	Niki Kazamides
YEAR 2B	Naomi Toman	YEAR 5D	Shane Gourley
YEAR 2C	Vicki Katis	YEAR 6A	Alex Adams
YEAR 2D	Shaiza Hussain	YEAR 6B	Carmelina Calafiore
YEAR 3A	Senay Mat	YEAR 6C	Mark Rohan
YEAR 3B	Sarah Volpe	YEAR 6D	Sarah Kariofilis

YEAR 6E	Lauren Bisiach	YEAR 8O	Shanuki Mudiyanalage
YEAR 7A	Helen Nervosa	YEAR 8S1	James Burrafato (ESP)
YEAR 7B	Vicki Randall	YEAR 9A	Debra Alaalatoa
YEAR 7C	Jordan Clark (ACED)	YEAR 9B	Seema Singh
YEAR 7D	TBC	YEAR 9C	Alexandra Papadakis (ACED)
YEAR 7E	Mehmet Bayram	YEAR 9D	Kanchan Kumar
YEAR 7F	Mustafa Ashkar	YEAR 9E	Lyndon Sedres
YEAR 7G	Narelle McCaffrey	YEAR 9F	Shaun Stewart
YEAR 7H	Navneet Kaur	YEAR 9G	Anita Andersen
YEAR 7I	Nik Edwards	YEAR 9H	Preety Grewal
YEAR 7J	Manita Katoch	YEAR 9I	Angela Lin
YEAR 7LI	Paminder Kaur (Punjabi Immersion)	YEAR 9J	Rabia Sonmez
YEAR 7M	Mukesh Soni	YEAR 9K	Dennis Sen
YEAR 7N	TBC	YEAR 9L	Paul Bugeja
YEAR 7O	Nikita Dev	YEAR 9M	Reena Jayanthraj
YEAR 7P	Anita Liu	YEAR 9N	Ashley St Guillaume
ESP 7S1	Gillian Scarpini (ESP)	YEAR 9S1	Joshua Cauchi (ESP)
YEAR 8A	Dhana Natarasan	YEAR 10A	Cindy Tran
YEAR 8B	Lizwe Mbiba	YEAR 10B	Chet Dhakal
ACED 8C	Laura Salamone (ACED)	YEAR 10C	Ben Taylor (ACED)
YEAR 8D	Kanwar Kaur	YEAR 10D	Jayani Perera Liyanage
YEAR 8E	Liam Watt	YEAR 10E	Sai Ramasubramanian
YEAR 8F	Annuska Robinson	YEAR 10F	Julie Powell
YEAR 8G	Leon Powell	YEAR 10G	Carlo Cosner
YEAR 8H	Jiahui Xu	YEAR 10H	Rebecca Cooray
YEAR 8I	Ravinesh Raj	YEAR 10I	Lucy Nguyen
YEAR 8J	Olivia Swain	YEAR 10J	Sukhwinder Kaur
YEAR 8K	Adriana Gauci	Year 10K	Anwar Al-Mera
YEAR 8L	Khanh Dao	Year 10L	Amal Hassan
YEAR 8M	Ghan Karki	Year 10M	James Kerr
YEAR 8N	Rita Sharmin	YEAR 10N	Nuwi Rodrigo
		YEAR 10O	Raelyn Dela Rosa

YEAR 10P	Geeta Kataria	YEAR 11N	Elika Tutagalevao
YEAR 10Q	Thomas Baker	YEAR 11O	Shammi Lata
YEAR 0S1	Aaron Neal (ESP)	YEAR 11P	Steven Miyazawa
YEAR 11A	Lelam Magan	YEAR 1S1	Jii Williams (ESP)
YEAR 11B	Gary Johnson	YEAR 12A	Daichi Harada
YEAR 11C	Brittany Robinson (ACED)	YEAR 12B	Janet Chua
YEAR 11D	Jalal Khoshaba (VCEVM)	YEAR 12C	Bronwyn Hill (ACED)
YEAR 11E	Niki Driss (VCEVM)	YEAR 12D	Zaahirah Ali (VCEVM)
YEAR 11F	Doris Zhang	YEAR 12E	Jana Jankovic
YEAR 11G	Murat Cetinkaya	YEAR 12F	Shafina Anverdeen
YEAR 11H	Aneil Eishoei	YEAR 12G	Ann Rodgers
YEAR 11I	Fuli Tuimaseve	YEAR 12H	Emily Stambanis
YEAR 11J	Emil Wasef	YEAR 12I	Madeleine Khoury
YEAR 11K	Divya Jogi	YEAR 12J	Matthew Mostacci
YEAR 11L	Youssef Tadros	YEAR 2S1	Matthew McGregor (ESP)
YEAR 11M	Cem Onder		

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.

Junior Years Mini School	Middle Years Mini School	Senior Years Mini School
Year 5: Niki Kazamides Year 6: Carmelina Calafiore Years 7A-7F: Nik Edwards Years 7G-7K: Patrick Sinapi Years 7M-7P, 7Li & 7S1 Gillian Scarpini	Years 8A-8H: Daniel Patrick Years 8I-8S1: Gabby Forrest Years 9A-9H: Jenni Markotsis Years 9I-9S1: Chantelle Wepener	Years 10A-10I: Paul Huisintveld Years 10J-10S1: Jessica LaFerlita Years 11A-11I: Melike Cetinkaya Years 11J-11S1: Aden Fallon Year 12: Shahirah Alqadri

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

Early Years Mini School	Junior Years Mini School	Middle Years Mini School	Senior Years Mini School
Peter Catsourakis (P-Yr 2) Emily Brown (Years 3/4)	Sarah Kariofilis (Years 5/6) Carla Barilla (Year 7)	Ashir Kerbatieh (Year 8) Rebecca Foulds (Year 9)	Maye Saad (Year 10) Jana Jankovic (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 Management.

Early Years Mini School	Junior Years Mini School	Middle Years Mini School	Senior Years Mini School
Leanne Kite	Kirstie Wilson	Mark Koutroubas	Jordan Geary

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

- Ally Al Saimary Mental Health Practitioner (Secondary)
- Emily Russo Student Wellbeing Officer (Early Years)
- Lauren Sutherland Student Wellbeing Officer (Junior Years)
- Lauren Hilton Student Wellbeing Officer (Middle Years)
- Alex Sarac Student Wellbeing Officer (Senior Years)
- Ashleigh Fife Speech Pathologist
- Megan Carnovale Mental Health and Wellbeing Leader (Primary)
- Megan Chapman Students with Disabilities Program Manager

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 and Rebecca Libreri, our Careers and Pathways Counsellors.

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
Kulvinder Kaur Libby Taylor	Jodi Stanley Sheree Sawyer	Laky Rathnasekara (Yr 8) Kasey Brundell (Yr 9)	Jayde O'Callaghan (Yr 10) Jan Byrne (Yr 11) Janine Power (Yr 12)

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.

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

Our Administration Officer (Raman Kaur) can assist you with general enquiries and is the person to contact when students exit 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 seven 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

Sebastian Naselli	Curriculum Program (Prep – Year 6)
Lainey Carr	Curriculum Programs (Years 7 – 12)
Belinda Tirant	Student Management (Prep – Year 7)
Stacey Lawlor	Student Management (Years 8 and 9)
Marika Convey	Student Management (Years 10 -12)
Peter Mitsis	Student Enrolments/Pathways
Gurjit Singh	Staff Professional Learning/Practice

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

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 03/04/2025