

## 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;
- 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 where this has been the response;
- 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 teachers, coordinators or wellbeing staff may see them;
- There is no expectation of staff to respond to emails after hours – weekends or after 4:15pm on weekdays.

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

PREP A	Nicole Cromie	YEAR 4A	Marnie Copeland
PREP B	Rhiannon Rocznik	YEAR 4B	Senay Mat
PREP C	Kate Harvey	YEAR 4C	Vicki Katis
Prep D	Sarah Volpe	YEAR 4D	Deana De La Cruz/Belinda Tirant
<b>YEAR 1A</b>	<b>Alessandra Davide</b>	<b>YEAR 5A</b>	<b>Casey Weston/ Belinda Tirant</b>
<b>YEAR 1B</b>	<b>Melanie Karagaslis</b>	<b>YEAR 5B</b>	<b>Kayla Russell</b>
<b>YEAR 1C</b>	<b>Rebecca Cobolli/Ashleigh Cosgriff</b>	<b>YEAR 5C</b>	<b>Sarah Kariofilis</b>
<b>YEAR 1D</b>	<b>Rani Kamella</b>	<b>YEAR 5D</b>	<b>Tahlia Steen</b>
YEAR 2A	Emily Brown	<b>YEAR 5E</b>	<b>Robert Tarzia</b>
YEAR 2B	Megan Huynh	YEAR 6A	Nichole Wates/Belinda Tirant
YEAR 2C	Nena Ishow	YEAR 6B	Carmelina Calafiore
YEAR 2D	Romina Fazzolari/Nancy Hauth	YEAR 6C	Tegan Ellison
YEAR 2E	Matthew Kennedy	YEAR 6D	Emily Leenaars
<b>YEAR 3A</b>	<b>Chloe Kaeding/ Ryan McKinnon</b>	YEAR 6E	Lauren Bisiach
<b>YEAR 3B</b>	<b>Richa Sharma</b>	<b>YEAR 7A</b>	<b>Rachelle Amor</b>
<b>YEAR 3C</b>	<b>Dhana Natarasan</b>	<b>YEAR 7B</b>	<b>Aaron Leeson</b>
<b>YEAR 3D</b>	<b>Shane Gourley</b>	<b>ACED 7C</b>	<b>Hamish Pearce</b>

<b>YEAR 7D</b>	<b>Charlotte Graham</b>	<b>YEAR 9D</b>	<b>David Morris</b>
<b>YEAR 7E</b>	<b>Eva Walsh</b>	<b>YEAR 9E</b>	<b>Thomas Rogers</b>
<b>YEAR 7F</b>	<b>Shilpa Vij</b>	<b>YEAR 9F</b>	<b>Anju Khurana</b>
<b>YEAR 7G</b>	<b>Gabby Forrest</b>	<b>YEAR 9G</b>	<b>Ashir Kerbatieh</b>
<b>YEAR 7H</b>	<b>Paminder Kaur</b>	<b>YEAR 9H</b>	<b>Nicole Kerr/Bianca Ellul</b>
<b>YEAR 7I</b>	<b>Daichi Harada</b>	<b>YEAR 9I</b>	<b>Jessica La Ferlita</b>
<b>YEAR 7J</b>	<b>Stephen Mathieson</b>	<b>YEAR 9J</b>	<b>Sarah Bouassi</b>
<b>YEAR 7K</b>	<b>Jordan Clark</b>	<b>YEAR 9K</b>	<b>Mukesh Chandra</b>
<b>YEAR 7L</b>	<b>Alexandra Papadakis</b>	<b>YEAR 9L</b>	<b>Monika Thakur</b>
<b>YEAR 7M</b>	<b>Zara Parlett</b>	<b>YEAR 9M</b>	<b>Stacey Lawlor</b>
<b>YEAR 7N</b>	<b>Peter Mitsis</b>	<b>ESP 9S1</b>	<b>Aaron Neal</b>
<b>YEAR 7O</b>	<b>Elley Abou-Eid</b>	<b>YEAR 10A</b>	<b>Elisabetta D'Amore</b>
<b>YEAR 7P</b>	<b>Erin Carter</b>	<b>YEAR 10B</b>	<b>Daniela Stojcevska</b>
<b>ESP 7S1</b>	<b>Mikaela Sewell</b>	<b>ACED 10C</b>	<b>Jessica Hill</b>
<b>YEAR 8A</b>	<b>Satinder Kaur</b>	<b>YEAR 10D</b>	<b>Anita Andersen</b>
<b>YEAR 8B</b>	<b>Reena Jayanthraj</b>	<b>YEAR 10E</b>	<b>Labrini Karatzikos</b>
<b>ACED 8C</b>	<b>Eric Goon</b>	<b>YEAR 10F</b>	<b>Joshua Cauchi</b>
<b>YEAR 8D</b>	<b>James Kerr</b>	<b>YEAR 10G</b>	<b>Helen Erskine-Behr</b>
<b>YEAR 8E</b>	<b>Eriol Backa</b>	<b>YEAR 10H</b>	<b>Alex Kavanagh</b>
<b>YEAR 8F</b>	<b>James Burrafato</b>	<b>YEAR 10I</b>	<b>Riley Davies</b>
<b>YEAR 8G</b>	<b>Kari Andringa</b>	<b>YEAR 10J</b>	<b>Aisha Ismail</b>
<b>YEAR 8H</b>	<b>Michael Pantano</b>	<b>Year 10K</b>	<b>Amar Porcic</b>
<b>YEAR 8I</b>	<b>Brynley Smyth</b>	<b>Year 10L</b>	<b>Gurjit Singh</b>
<b>YEAR 8J</b>	<b>Paige Hodgson</b>	<b>Year 10M</b>	<b>Lasantha Kalahe Arachige</b>
<b>YEAR 8K</b>	<b>Madeleine Gizycki</b>	<b>YEAR 10N</b>	<b>Esther Tsang</b>
<b>YEAR 8L</b>	<b>Brittany Robinson</b>	<b>YEAR 10O</b>	<b>Brittany Wright</b>
<b>YEAR 8M</b>	<b>Jason Thomson</b>	<b>ESP 10S1</b>	<b>Jonathan Brown</b>
<b>YEAR 8N</b>	<b>Angela Lin</b>	<b>VCAL 11A</b>	<b>Bianca Torrijos</b>
<b>ESP 8S1</b>	<b>Patrick Sinapi</b>	<b>VCAL 11B</b>	<b>Niki Driss</b>
<b>YEAR 9A</b>	<b>Seema Singh</b>	<b>YEAR 11C</b>	<b>Bronwyn Hill</b>
<b>YEAR 9B</b>	<b>Nikolai Edwards</b>	<b>YEAR 11D</b>	<b>Karl Presser</b>
<b>ACED 9C</b>	<b>Thin Naing</b>	<b>YEAR 11E</b>	<b>Shahirah Alqadri</b>

YEAR 11F	Tracey Phillips	YEAR 12C	Lorena Folino
YEAR 11G	Virginia Goodison	YEAR 12D	Shiny Sood
YEAR 11H	Christine Sonnleitner	YEAR 12E	Kelly Sidhu
YEAR 11I	Nathaniel Shaw	YEAR 12F	Lucy Nguyen
YEAR 11J	Thomas Baker	YEAR 12G	Katia Dell'Anna
YEAR 11K	Rebecca DiFalco	YEAR 12H	Nicholas Davern
YEAR 11L	Gautam Ahlawat	YEAR 12I	Carlo Cosner
YEAR 11M	Jii Williams	YEAR 12J	Simon Kowalyk
YEAR 11N	Renee Booth	YEAR 12K	Amber Stroh
ESP 11S1	Ryan Allan	ESP 12S1	Daniel Glasson
VCAL 12A	Kerry Norton		

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 – Kate Harvey Years 1 and 2 – Nena Ishow Years 3 and 4 – Senay Mat	Year 5 – Daniel Patrick Year 6 – Alyse Davies Year 7 – Jade Cassar and Mikaela Sewell
<b>Middle Years Mini School</b>	<b>Senior Years Mini School</b>
Year 8 – James Kerr and Carla Zanco Year 9 – Chloe Jones and Maye Saad	Year 10 – Arthur Elias and Nik Edwards Year 11 – Eleanor Grech and Damien Stingell Year 12 – Jordan Geary and Jana Jankovic

**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	Mark Koutroubas	Luisa Tuitupou	Kristy Carroll

**Our Directors of Student Engagement Strategies** 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.

<b>Early Years Mini School</b>	<b>Junior Years Mini School</b>	<b>Middle Years Mini School</b>	<b>Senior Years Mini School</b>
Romina Fazzolari	Aneil Eishoei	Andrei Alexandrescu	Kirstie Wilson

**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 - Psychologist
- Madeline Finey            Youth Worker
- Luke Lee Tet                Student Wellbeing Officer
- Alexandra Sarac            Student Wellbeing Officer
- Rebecca Cosentino        Speech Pathologist
- Megan Chapman            Students with Disabilities Program Manager
- Sheree Sawyer             Administration Officer

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

**The Directors of Teaching Practice and Curriculum Programs** have responsibility for leading and supporting the development of teaching and learning practices in their respective portfolios. The College has three Directors of Teaching Practice and Curriculum Programs.

<b>Prep – Year 6</b>	<b>Years 7 - 10</b>	<b>VCE/VCAL</b>	<b>Digital and Design Technologies (P – 12)</b>
Belinda Tirant	Anthony Wadwell	Gurjit Singh	Caitlin Butler

**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, Tammy Knippel, who is ably assisted by Nadia Teran, 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.

<b>Early Years Mini School</b>	<b>Junior Years Mini School</b>	<b>Middle Years Mini School</b>	<b>Senior Years Mini School</b>
Kulvinder Kaur Lynelle Spinks	Raman Kaur	Emily Dakers Jodi Stanley	Jayde O’Callaghan Janine Power Laky Rathnasekara

**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.

**Assistant Principals** have responsibility for specific operational functions across the College as follows:

Lainey Carr	Professional Learning/Practice
Helen Casey	Curriculum
Marika Convey	College Partnerships
Kristina Heffernan	Student Engagement and Wellbeing
Stacey Lawlor	Campus Registrar
Peter Mitsis	Student Support Enhancement Programs
Con Stamatelatos	Accountability/Student Enrolments
Cameron Woollard	College Operations/Information Systems

**Our Business Manager** (Linda Sawyer) 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 and Training, 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.

Kind Regards,



Lino Pagano  
College Principal