

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

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
YEAR 8A	Amar Porcic	ESP 9S1	Anthony Wadwell
YEAR 8B	Aden Fallon	YEAR 10A	Sukhwinder Kaur
ACED 8C	Anthony Cuthbert-Novak	YEAR 10B	Michael Wilton
YEAR 8D	Jiahui Xu	ACED 10C	Brendan Creaven
YEAR 8E	James Burrafato	YEAR 10D	Daniel Toomey
YEAR 8F	Reena Jayanthraj	YEAR 10E	Geeta Kataria
YEAR 8G	Shaun Stewart	YEAR 10F	Thomas Baker
YEAR 8H	Shanuki Mudiyanalage	YEAR 10G	Jason Thomson
YEAR 8I	Jennifer Markotsis	YEAR 10H	Chet Dhakal
YEAR 8J	Amal Hassan	YEAR 10I	Alyse Davies
YEAR 8K	Janet Chua	YEAR 10J	Seema Singh
YEAR 8L	Giang Thanh Phan	Year 10K	Brittany Robinson
YEAR 8M	Anita Andersen	Year 10L	Rita Sharmin
YEAR 8N	Adriana Gauci	Year 10M	Paul Bugeja
ESP 8S1	Joshua Cauchi	YEAR 10N	Lorena Folino
		YEAR 10O	Danielle Galante

YEAR 10P	Jemma Cellante	YEAR 11N	Nathaniel Shaw
ESP 0S1	Aaron Neal	ESP 1S1	Matthew McGregor
YEAR 11A	Daichi Harada	YEAR 12A	Kat Duvnjak
YEAR 11B	Carlo Cosner	YEAR 12B	Youssef Tadros
YEAR 11C	Bronwyn Hill	YEAR 12C	Lucy Nguyen
YEAR 11D	Zaahirah Ali	YEAR 12D	Jalal Khoshaba
YEAR 11E	Niki Driss	YEAR 12E	Eleanor Grech
YEAR 11F	Kirstie Wilson	YEAR 12F	Esther Tsang
YEAR 11G	Samuel Davidson	YEAR 12G	Jii Williams
YEAR 11H	Maria Triantafillou	YEAR 12H	Mahesh Sarup
YEAR 11I	Madeleine Khoury	YEAR 12I	Charlotte Dillon
YEAR 11J	Ezgi Yalcin	YEAR 12J	Sandy Aboo
YEAR 11K	Neven Tadros	YEAR 12K	Nuwi Rodrigo Pulahinge
YEAR 11L	Tyson Richardson	ESP 2S1	Daniel Wilson
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.

Early Years Mini School	Junior Years Mini School
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
Middle Years Mini School	Senior Years Mini School
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.

Early Years Mini School	Junior Years Mini School	Middle Years Mini School	Senior Years Mini School
Vicki Katis	Leanne Kite (Years 5/6) Ashir Kerbatieh (Year 7)	Jana Jankovic (Year 8) Elika Tutagalevao (Year 9)	Maye Saad

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
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Mark Koutroubas	Luisa Tuitupou	Morag Brennan	Caitlin Butler
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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 Directors of Student Pathways, Kristy Carroll and Lorena Folino, are 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.

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	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

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 25/01/2024