

## 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>Brett Harvey</b>	<b>YEAR 3D</b>	<b>Nicole Cromie</b>
<b>PREP B</b>	<b>Megan Huynh</b>	<b>YEAR 4A</b>	<b>Rhiannon Roczniak</b>
<b>PREP C</b>	<b>Marly Nasra</b>	<b>YEAR 4B</b>	<b>Leanne Kite/ Nichole Wates</b>
<b>PREP D</b>	<b>Marnie Copeland</b>	<b>YEAR 4C</b>	<b>Sarah Volpe</b>
<b>YEAR 1A</b>	<b>Roashan Syeda</b>	<b>YEAR 4D</b>	<b>Ravin Lal</b>
<b>YEAR 1B</b>	<b>Rani Kamella</b>	<b>YEAR 5A</b>	<b>Tegan Ellison</b>
<b>YEAR 1C</b>	<b>Senay Mat</b>	<b>YEAR 5B</b>	<b>Naomi Toman</b>
<b>YEAR 2A</b>	<b>Fatimah Zalzala / Kate Harvey</b>	<b>YEAR 5C</b>	<b>Shane Gourley</b>
<b>YEAR 2B</b>	<b>Cemre Sari</b>	<b>YEAR 5D</b>	<b>Niki Kazamides</b>
<b>YEAR 2C</b>	<b>Alessandra Davide</b>	<b>YEAR 6A</b>	<b>Alex Adams</b>
<b>YEAR 2D</b>	<b>Ryan McKinnon</b>	<b>YEAR 6B</b>	<b>Carmelina Calafiore</b>
<b>YEAR 3A</b>	<b>Vicki Katis</b>	<b>YEAR 6C</b>	<b>Sarah Kariofilis</b>
<b>YEAR 3B</b>	<b>Debra Carroll</b>	<b>YEAR 6D</b>	<b>Lauren Bisiach</b>
<b>YEAR 3C</b>	<b>Nena Ishow</b>	<b>YEAR 7A</b>	<b>Patricia Loyola</b>

YEAR 7B	Mehmet Bayram	YEAR 9C	Rocco Guerrero (ACED)
YEAR 7C	Laura Salamone (ACED)	YEAR 9D	Dennis Sen
YEAR 7D	Daniel McGrady	YEAR 9E	Rabia Sonmez
YEAR 7E	Mukesh Soni	YEAR 9F	Kim Kadurira
YEAR 7F	Joliana Bazi	YEAR 9G	Ravinesh Chand
YEAR 7G	Maddison Clarke	YEAR 9H	Stella Le
YEAR 7H	Nina Pang / Navneet Kaur	YEAR 9I	Reena Jayanthraj
YEAR 7I	Mustafa Ashkar	YEAR 9J	Cameron Croese
YEAR 7J	Liam Collins	YEAR 9K	Ghan Karki
YEAR 7K	Nikolai Edwards	YEAR 9L	Tommy Lo
YEAR 7LI	Paminder Kaur (Punjabi Immersion)	YEAR 9M	Kanchan Kumar
YEAR 7M	Anita Liu	YEAR 9N	Nuwi Rodrigo
ESP 7S1	Susie Saddington (ESP)	YEAR 9O	Brandon Skeparoski
YEAR 8A	Erika Disher	YEAR 9S1	James Burrafato (ESP)
YEAR 8B	Janet Chua	YEAR 10A	Luisa Tuitupou
ACED 8C	Thomas Baker (ACED)	YEAR 10B	Paul Bugeja
YEAR 8D	Sasha Metusela	YEAR 10C	Anthony Cuthbert-Novak (ACED)
YEAR 8E	Liam Watt	YEAR 10D	Rebecca Cooray
YEAR 8F	Jordan Skender	YEAR 10E	Fuli Tuimaseve
YEAR 8G	Dhana Natasaran	YEAR 10F	Mia Whiteside
YEAR 8H	Jiahui Xu	YEAR 10G	Khanh Dao
YEAR 8I	Bronwyn Hill	YEAR 10H	Sai Ramasubramanian
YEAR 8J	Bing Liu	YEAR 10I	Xinchen (Monica) Yang
YEAR 8K	Madeleine Khoury	YEAR 10J	Vicki Smith
YEAR 8LI	Sukhwinder Kaur (Punjabi Immersion)	Year 10K	Angela Lin
YEAR 8M	Shazzaduzzaman Sk	Year 10L	Lorena Folino
YEAR 8N	Michael Pantano	Year 10M	Seema Singh
YEAR 8O	Nikita Dev	YEAR 10N	Geeta Kataria
YEAR 8S1	Joshua Cauchi (ESP)	YEAR 0S1	Shaun Stewart (ESP)
YEAR 9A	Ashley St Guillaume	YEAR 11A	Doris Zhang
YEAR 9B	Kanwar Kaur	YEAR 11B	Partishtha
		YEAR 11C	Samantha White (ACED)

<b>YEAR 11D</b>	<b>Jalal Khoshaba (VCEVM)</b>	<b>YEAR 12A</b>	<b>Elika Tutagalevao</b>
<b>YEAR 11E</b>	<b>Narelle McCaffrey (VCEVM)</b>	<b>YEAR 12B</b>	<b>Ben Taylor</b>
<b>YEAR 11F</b>	<b>Niki Driss (VCEVM)</b>	<b>YEAR 12C</b>	<b>Brittany Robinson (ACED)</b>
<b>YEAR 11G</b>	<b>Lulu Zhao</b>	<b>YEAR 12D</b>	<b>Jana Jankovic (VCEVM)</b>
<b>YEAR 11H</b>	<b>Carlo Cosner</b>	<b>YEAR 12E</b>	<b>Zaahirah Ali (VCEVM)</b>
<b>YEAR 11I</b>	<b>Lucy Nguyen</b>	<b>YEAR 12F</b>	<b>Shanuki Mudiyanalage</b>
<b>YEAR 11J</b>	<b>Youssef Tadros</b>	<b>YEAR 12G</b>	<b>Cindy Nguyen</b>
<b>YEAR 11K</b>	<b>Chet Dhakal</b>	<b>YEAR 12H</b>	<b>Cindy Tran</b>
<b>YEAR 11L</b>	<b>Shamini Govindasamy</b>	<b>YEAR 12I</b>	<b>Adriana Gauci</b>
<b>YEAR 11M</b>	<b>Matthew Mostacci</b>	<b>YEAR 12J</b>	<b>Mary Aboo</b>
<b>YEAR 11N</b>	<b>Gary Johnson</b>	<b>YEAR 12K</b>	<b>Michelle De Vincentis</b>
<b>YEAR 11O</b>	<b>Ellenore Christidis</b>	<b>YEAR 12L</b>	<b>Daichi Harada</b>
<b>YEAR 11P</b>	<b>Beste Yurdusevdi</b>	<b>YEAR 12M</b>	<b>Nicholas Davern</b>
<b>YEAR 11Q</b>	<b>Cem Onder</b>	<b>YEAR 2S1</b>	<b>Aaron Neal (ESP)</b>
<b>YEAR 1S1</b>	<b>Jii Williams (ESP)</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, Student Managers and/or Student Engagement Managers** 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 – Year 2 Student Manager: Cemri Sari  Years 3 and 4 Student Manger: Debra Carroll	Junior Years Student Manager: Sarah Kariofilis Year 5 Team Leader: Jenni Markotsis Year 6 Team Leader: Carmelina Calafiore Year 7 Team Leaders: Nik Edwards (7A-7G) Year 7 Team Leader: Niki Kazamides (7H to 7S1)

<b>Middle Years Mini School</b>	<b>Senior Years Mini School</b>
Middle Years Student Manager: Daniel Patrick Year 8 Team Leader: Chantelle Wepener Year 9 Team Leader: Gillian Scarpini (9A-9H) Year 9 Team Leader Matthew McGregor (9I to 9S1)	Year 10 Student Engagement Manager: Kristy Carroll (10A-10H) Year 10 Student Engagement Manager: Paul Huisintveld (10I – 0S1) Year 11 Student Engagement Manager: Ezgi Yalcin (11A – 11I) Year 11 Student Engagement Manager: Renee Booth (11J – 1S1) Year 12 Student Engagement Manager: Melike Cetinkaya

**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	Carla Barilla	Maye Saad	Jessica La Ferlita

**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 School Nurse** is 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 Sabina Serrano, our Careers and Pathways Counsellors.

**The Learning Resource Centre (LRC) Managers** (Anthony Bergantino and Jo Daniele) provide 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
Laky Rathnasekara	Kasey Brundell	Sheree Sawyer and Jodi Stanley (Yr 8) Michele Deluca(Yr 9)	Kulvinder Kaur (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** (Raman Kaur) provides administrative support associated with the enrolment of students into the College.

**Our Administration/Enrolments Officer** (Norelle Chantry) 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 six 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:

Con Stamatelatos	Accountability/College Data/Staff Wellbeing
Cameron Woollard	College Operations/Communications
Helen Casey	Curriculum (Prep – Year 12)
Gurjit Singh	Student Advocacy/College Partnerships/Student Pathways
Kristina Heffernan	Student Disability and Inclusion/Student Wellbeing
Suzie Harrison	Student Engagement/Management

**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

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

**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', is positioned below the text 'Kind Regards,'.

Lino Pagano  
College Principal

Updated 29/01/2026