Dear families and friends,

The French flag has been flying at our school this week with the Australian and Aboriginal flags as the world has mourned the terrible events of last Friday night in Paris. It is easy at these times to only feel anger and fear and to only want revenge and a brutal form of justice. But it is these very reactions that have produced the lawless savagery of ISIL and which only diminish us as people. As people working with the young, teachers have a special responsibility to assist them to make sense of the world, especially at difficult times like this week. We can do that by reaffirming what is good and condemning evil but also by helping them to resist judgement and prejudice. We are so fortunate here at PCW Melbourne to have the diversity in our community that celebrates and promotes tolerance and understanding. These are the qualities that young people need as they move to adulthood and leadership in our society.

Many words have been written and spoken since last Friday about terrorism, peace and humanity and there is no doubt that the strong expressions of hope and unity from world leaders and the people of France have been inspiring and reassuring. However the most moving and enduring words, I think, are from St Francis of Assisi:

Lord, make me an instrument of thy peace.
Where there is hatred, let me sow love;
Where there is injury, pardon; where there is doubt, faith;
Where there is despair, hope; where there is darkness, light;
Where there is sadness, joy.

On Friday and Saturday nights, we will farewell groups of staff and students to Italy and Japan. I thank Sally Robertson for leading the trip to Italy along with Jill Allen and Jess Alger and Rowena Buncle as leader of the Japan trip along with Lori Galli and Brad Denny. I wish them happy and safe travels.

Today we welcomed our new Year 7s for 2016 – a new group of Presentation people, students and their families, taking up the continuing story of our school. The new principal, Ms Filina Virgato was here to welcome the students and their families. On the next page is what she said to them.

Good wishes

Leonie Keaney
Principal
Good morning students, staff, parents and invited guests.

My name is Filina Virgato and I have the great privilege of being appointed principal of PCW in 2016.

Year 7 2016 and before we know it, the class of 2021, welcome. To our families new to the College, welcome, and to our current families, welcome back. As I came in through the College gates this morning, I wondered if perhaps we would gather here together feeling the same mixture of emotions; excitement, hope, anticipation and to be honest a little nervous. I am so proud to be starting this journey together with you, we will experience many things together for the first time, there may be times when we need to seek help from others around us and there will be times when we will discover and learn new things about ourselves and the wider world which will fill us with wonder, excitement, hope and joy.

Of one thing today, I am very sure. That PCW is a wonderful school with a rich history of academic excellence. It is also a forward thinking school, providing a very wide range of contemporary learning programs and opportunities which both enliven and challenge our staff and students to be the very best we can be. You can be confident that it will continue to be so, and I feel so very fortunate to be part of PCW and the College community. I look forward to meeting you all and getting to know all your names and families, I have been made to feel very welcome in the short time I have spent here and know that today is the beginning of a new and exciting chapter in our lives together.

Thank you.
This Edition of the Lantern:

- Principal’s Message
- Prayer
- Upcoming Events
- Canteen Specials
- Enrolments
- Care Monkey
- Invitation: PCW Melbourne Alumnae Group “Women of Windsor”
- Christmas Carols on the Lawn
- The New Day Box Project
- Art Show Calendar & Card Sets
- Parents Dropping Off Students
- Career News
- Year 9 Leadership Training Day
- Year 9 News
- Art News
- 2015 Victorian All Schools Athletics Championships
- Dyslexia Support Group
- Internships
- Year 9 Eachtra Program
- Booklists for 2016
- Uniform Shop: Trading Hours 2015 / 2016
- Homework Club
Prayer: Prayer for Paris

Gathering

You are our light in the darkness, Lord have mercy  R/- Lord have mercy
You are our faith, hope and love, Christ have mercy  R/- Christ have mercy
You are our peace and our promise, Lord have mercy  R/- Lord have mercy

Reading: From Sunday’s Gospel (Mark 13: 24-32)

Jesus said to his disciples:
"In those days after that tribulation
the sun will be darkened,
and the moon will not give its light,
and the stars will be falling from the sky,
and the powers in the heavens will be shaken.

"And then they will see 'the Son of Man coming in the clouds'
with great power and glory,
and then he will send out the angels
and gather his elect from the four winds,
from the end of the earth to the end of the sky.

"Learn a lesson from the fig tree.
When its branch becomes tender and sprouts leaves,
you know that summer is near.
In the same way, when you see these things happening,
know that God is near, at the gates.
Amen, I say to you, this generation will not pass away
until all these things have taken place.
Heaven and earth will pass away, but my words will not pass away.
Prayer: Prayer for Paris (cont.)

Scaffold for Reflection

*Know that God is near ... at the gates ...*

What signs are there *that God is indeed near* in our hearts, homes, communities, nation and wider world that at this time of darkness ...

To what and whom are we prepared to open our gates ...

**Prayers of the People**

For all civic and church leaders, that we may act with calm wisdom, discernment and justice across these days, let us pray to the Lord ...

For the people of Paris, that they may be strengthened by our prayerful and practical support at this time, let us pray to the Lord ...

For those who have died, those injured and those who mourn in these Paris attacks, that they may find peace in this world and the next, let us pray to the Lord ...

For Parisian first responders, that they may be healed of the trauma of these November days, let us pray to the Lord ...

For our sisters and brothers killed in their hundreds in the Middle East and Afghanistan every day who are not mourned by Western people, that their deaths might be counted during this special month of remembering, let us pray to the Lord ...

For our school communities, that they may be places of harmony and hope, compassion and care, dialogue and discovery, let us pray to the Lord ...

**Sign of Peace**

Leader: Lord Jesus Christ – you said to your friends:

*Peace I leave you - My own peace I give you.*

*Look not on our sins and on the sins of our world but on the faith of your people* and grant us peace and unity in your kingdom here on earth where you live for ever and ever. **R/- Amen**
Prayer: Prayer for Paris (cont.)

Final Prayer

Lord, make me an instrument of thy peace.
Where there is hatred, let me sow love;
Where there is injury, pardon; where there is doubt, faith;
Where there is despair, hope; where there is darkness, light;
Where there is sadness, joy.

O divine Master, grant that I may not so much seek
To be consoled as to console - to be understood as to understand,
To be loved as to love;
For it is in giving that we receive - It is in pardoning that we are pardoned;
It is in dying to self that we are born to eternal life.

Mary, Star of the Sea pray for us
Prophet Mohammed pray for us
Nano Nagle pray for us
All holy women and men of all faiths pray for us
Upcoming Events

Week 8:
Monday 23rd November  
Year 9 Eachtra Program
Year 10 Exams
Leadership Training Day (Leaders 2016)

Tuesday 24th November  
PA Christmas Function (6.30 pm)
Year 9 Eachtra Program

Wednesday 25th November  
Year 9 Eachtra Program
Year 10 Exams

Week 9:
Monday 30th November  
Year 11, 2016 Orientation Day (Day 1)

Tuesday 1st December  
New Year 8—12 Orientation Day
Year 11, 2016 Orientation Day (Day 2)

Wednesday 2nd December  
New International Students Orientation Day
Year 9 End of Year Eucharist (Period 2)
Year 9 Students finish for end of year at 3.15 pm

Thursday 3rd December  
PCW / CBC / St Mary’s Christmas Carols (6.00 pm)
(See details in Lantern)

Friday 4th December  
Year 7 & 8 End of Year Eucharist (Period 1)
Year 7-9 Final Day

Canteen Specials

Week Commencing Monday, November 23
MUFFIN: Mars Bar
SALAD: Moroccan Couscous

Week Commencing Monday, November 30
MUFFIN: Chefs Choice
SALAD: Chefs Choice

Students can place LUNCH ORDERS before school and at recess. They can pick up their orders at the back door and avoid lining up with the crowds at lunchtime.

Breakfast
The Canteen is open for breakfast every morning from 7.45 am until 8.20 am

The following is available for $1.00:
2 x slices of toast—butter, jams, vegemite and juice
Cereal & Juice or Yoghurt & Juice
Ham Cheese Croissants $3.00
Plain Croissants $2.00
Cheese & Vegemite Scrolls $2.00

Please note that the Canteen will not be open on the last day of school—Friday 4th December, 2015.
Enrolments

EXP E R I E N C E  S U C C E S S

ENROLMENTS — APPLY NOW

PCWM Parents, Families & Friends
Do you have a daughter in Primary School looking to enrol?
APPLY NOW

YEAR 7 2016 – LIMITED PLACES AVAILABLE

YEAR 7 2017 – APPLY BEFORE DECEMBER 15 2015
TO SECURE YOUR PLACE IN 2017

CareMonkey

An app that manages your daughter’s medical information, permissions and emergency contact details from your smart phone, iPad or computer anywhere, anytime. Download the app for free today!

To eliminate the need to continually complete medical details at the start of each year, and to avoid some of the difficulties experienced at the start of this year, the College has engaged the services of CareMonkey.

It provides parents the opportunity to update medical information promptly and accurately while providing the College with instant access to the emergency information provided by you. Similarly, excursion letters and permission forms will be sent using CareMonkey to your email address from the start of 2016.

Parents with students currently enrolled in Year 7 – 11 will be sent a letter during the holidays. In the meantime, please visit www.caremonkey.com.au for more information, privacy and security details and instructions on downloading the free iPad or mobile phone app.

Antonella Rosati
Deputy Principal, Students
Invitation: PCW Melbourne Alumnae Group “Women of Windsor”

The Alumnae group are hosting an event “Women of Windsor” on Sunday November 22. All the details are below. It would be appreciated if you could pass this on to any past students you may know. Further details can be obtained by contacting Trish Chester on alumnae@pcw.vic.edu.au or 8517.2704

Please join us to celebrate the launch of the PCW Melbourne alumnae group

**Women of Windsor**

At our inaugural event our alumnae panel will consider ‘what it means to be a Woman of Windsor’.

**Panel Facilitator**

Anna Burke MHR (Class of 1983)

Anna is currently the Federal Member for Chisholm and in 2012 and 2013 was the Speaker of the House of Representatives.

**Panel Members**

Sister Mary Kavanagh (Class of 1939)

Sister Mary is an icon of the College and has been connected to PCW Melbourne as a student, sister, teacher, principal and boarding house head since 1961.

Judge Katherine Bourke (Class of 1978) and Judge Claire Quinn (Class of 1983)

Katherine and Claire are both judges of the County Court and are the first sisters to have been appointed judges in Australia.

Erin O’Brien and Vy Nguyen (Class of 2016)

Erin and Vy have recently been elected as leaders of the College in 2016 and will provide a contemporary take on what it means to be a Woman of Windsor.

Sunday 22
November, 2015
2.00 pm - 5.00 pm
At
PCW Melbourne
Panel discussion followed by afternoon tea and tours
Cost: $30 per head
Booking Form

**RSVP**

Trish Chester
alumnae@pcw.vic.edu.au
or
(03) 8517.2704
by: Friday 13 November, 2015

Whether you are a regular visitor to the school or returning for the first time since graduation to see what has changed, we are very excited to welcome you to the College for this event. Please pass this invitation on to other PCW Alumnae who may be interested in attending.
Christmas Carols on the Lawn

Friday, November 20, 2015

Christmas Carols on the Lawn

Thursday 3rd December, 2015
6.00 pm - 8.00 pm
PCW Melbourne Front Gardens
BYO Picnic or purchase food from BBQ
BYO Chairs & Rugs
All Welcome
The New Day Box Project

Families are invited to support the New Day Box Project. This project helps send a message of hope to woman in domestic violence crisis this Christmas. If you are able to help, please visit their website.

http://www.newdaybox.org

The beautiful PCW ART SHOW Calendar and Card Sets are still available for purchase. Each are priced at $10 and are available from Trish Chester on office@pcw.vic.edu.au

Limited stock!
Parents Dropping Off Students

Parents are asked to take extra care when dropping students off in the morning or picking them up after school. PCW Melbourne has enjoyed a very harmonious relationship with our neighbours in Hornby Street but some are concerned that parents are just stopping in the middle of the road to drop girls off. This practice is unsafe and illegal.

Dandenong Road is also a busy and often congested road and parents are advised to drop their daughters off or pick them up from further along the road to avoid dangerous situations with bikes and cars.

Students have been seen crossing Dandenong Road, putting themselves and drivers in danger. Students must always use the overpass that has been provided for their safety. Please have a word with your daughter about this.

Antonella Rosati
Deputy Principal, Students

Career News

Where to now for Year 12 Students?

Exams for all of our Year 12 students are nearly over and the wait for results released on Monday 14th of December is now upon them.

Just a reminder that students can register to receive their study scores and ATAR by SMS on the day that results are released. Follow the instructions on the VTAC website, in the VTAC Guide. Also, change of preference is temporarily closed to all but will open again on at 10am, Monday 23rd November. The main change of preference deadline before Round 1 offers in January is 12pm, on Monday 21st December for domestic students and the 16th of December for International VCE applicants. The main thing to remember with change of preference is that you put them in order of what you really want (regardless of ATAR) and that you have met all the selection criteria as outlined in the VTAC guide. Once results are released, either Sue Douglass or I will be available on the 14th to 15th of December for consultation should you need to discuss them and change of preference. If possible try and email or ring me for an appointment to avoid having to wait around.

Please keep checking your school email for information forwarded on from VTAC by me. Enjoy some well-deserved R and R after a busy year of hard work.

Megan Larritt
Careers Adviser
Year 9 Leadership Training Day

On Friday 13 November all Year 9 students participated in a Leadership Training day as a part of the Eachtra program and their transition into the senior school in 2016.

In small house based groups the students explored what it takes to be a good leader, service leadership, the challenges of group dynamics and overcoming these difficulties and had the opportunity to practice leading their group in an activity.

Towards the end of this session, students were asked to nominate themselves for leadership position for 2016.

In Year 10, students have the opportunity to be a Peer Support leader to the incoming Year 7 students or for the students at Stonnington Primary School on 3 lunchtimes a week.

Teresa Ciorciari
Head of House in charge of Student Leadership

Our leadership training session on Friday was very enjoyable. We worked in groups to create games and learnt how to manage a diverse group of people. I personally, gained a lot from this training. I had a newfound knowledge of resolving conflicts with discussion, I worked on my ability to work in a team and why it is important to do your job in team activities. We were also asked to define a good leader, what makes a good leader, and I think that everyone in my group that day left with a mutual understanding of why being a good role model is important and how much influence we have on younger children. This training was crucial in our transition to senior school and I'm glad that we had this opportunity.

Liza Kwan
Year 9
Year 8 News

Three Year 8 girls represented PCW Melbourne at the Prahran RSL Remembrance Day Ceremonial Service on Thursday November 11th. Joelle Kopa read the opening prayer, Sera Hasanoglu read the poem 'In Flanders Fields' and Lucy Hinchcliffe presented a beautiful wreath on behalf of the College. It was a moving ceremony and the RSL representatives were very appreciative of the sincere support displayed by the girls.

Jude Wright
Year 8 Coordinator
Art News

**FUSE at MUMA**

PCW Melbourne were delighted for our year 12 Art and Studio Arts students to have the wonderful opportunity to showcase highlights of their year's work in MUMA’s professional art space in a pop-up exhibition FUSE. It provided a rare opportunity for students to not only exhibit their work but to be involved in the curatorial process.

Each student installed his or her work in the show as well as writing an artist statement with accompanying image for the catalogue.

It has been a wonderful first year of PCW Melbourne’s partnership with MUMA and we are extremely grateful to Melissa Bedford and MUMA's director Charlotte Day for providing this opportunity.

PCW Melbourne looks forward to future opportunities to team with MUMA Education Programs.
Shortlisted for Top Arts

Camille Thomas from year 12 Art has been shortlisted for Top Arts with her quilt. To get this far is a real achievement from the 4000 entries received. We wish Camille the best of luck as the selection process continues.

MY BODY:

Textiles
Calico, cotton, embroidery
thread, dowel rod

“My quilt explores my own female experience through illustrations, poems, thoughts, and words that have been collated from past journals and diaries. These have been translated into textiles and embroidery as a way to highlight the distinction between “crafts” and “fine art”. The time-consuming nature of this piece challenges the pre-conceived notions that ‘women’s work’ is light and easy. Each of the images and texts represent things I have experienced as a young woman, including: “love”, relationships, grooming and sexualisation.

I believe it is very important for me to create honest artworks, and for that reason this quilt and all my art is very personal. My work holds both emotional and physical value for me. However I want to acknowledge that this is my individual interpretation of the experiences of being a woman. I do not wish to offend or exclude women of different cultures, races, religions or sexual orientation. In exploring this piece I want to celebrate the diversity of women and the common female experience that binds us together.”
Year 8 excursion

This term 8 Green and 8 Blue art students visited the NGV for a guided tour of some of the indigenous art collection as a very important part of their art education.
Art acquisitions

This year’s art acquisitions have been framed and will soon be hung in the boardroom for their first year on display at PCW. Congratulations to Pam and Sally.

Junior Sister Raymonde Taylor Award

Sally Lu
Into the Wild
Paper cut sculpture
Year 10 Art

Senior Sister Raymonde Taylor Award

Pam Jarmcharoen
Subconscious
Digital photograph
Year 12 Studio Arts
Catholic Art Show entries for 2016

Each year the Catholic Education Office holds an Art Show in March. This year we have entered Sally Lu’s beautiful paper cut sculpture and Pam Jarmcharoen’s Subconscious as well as Diana Ngandu’s year 8’s Sir Talksalot, a portrait of her cousin who she claims talks all the time; Salina Nguyen’s Vanitas and Pepper Leslie’s appropriation of McCubbin’s The Pioneers. We are currently waiting to see which works get selected for exhibition.

Diana Ngandu Sir Talksalot, iPad Art, year 8

Salina Nguyen
Vanitas

Pepper Leslie
The Pioneers
Oil painting
“I decided to do a modern day appropriation of the classic Australian triptych ‘The Pioneer’. My work aims to comment on the obsessive use of phones in everyday life. I used students from my art class and friends as models when they’ve been using their phones casually. I believe our generation are the ‘pioneers’ of the online age, having been born into a world with Internet and never experiencing a life without.”

Joy Mackey
Head of Art and Technology
2015 Victorian All Schools Athletics Championships

I represented PCW Melbourne at the Victorian All Schools Athletics Championships at Lakeside Stadium from Friday 6 November - Sunday 8 November. The competition was extremely competitive and a great experience as it was my first time competing at this competition. I competed Friday afternoon at 4pm in the Girls U14 High Jump - placed 17th with a jump of 1.35m just clipping 1:45. Saturday I competed in the Girls U14 Triple Jump, my first two attempts didn’t go to plan as I got two fouls then jumping 9.39m - placing 17th. Sunday was the last day and I competed in the Girls U14 Long Jump with a jump of 4.40m which placed me 16th. Although I didn’t break any PB’s or place for a medal it gave me great motivation to come back stronger next year.

Isabella Harper
7 Blue
Dyslexia: Support Group

DYSLEXIA
SUPPORT GROUP
WEST

VCE, VCAL, VCAA, VTAC, VWHAT??????????

A 2-hour presentation on school pathway options for your kids with SLD (including Dyslexia).

For many parents of students with SLD understanding the different pathways options their children can take can be confusing, confronting and completely overwhelming!

In this session Deborah will give an overview of the various pathways, information on Special Provisions (accommodations) and the Special Educational Access Scheme (SEAS) that are available to these young people in a simple, easy to understand way!

About Deborah Zang  Director, LD Network
Deborah, has worked in the Specific Learning Disorders (SLD) arena for over 10 years, is the co-founder and current Director of the LD Network.
Deborah has appeared on radio and in newspaper including 774 ABC Melbourne, Dr Sally Cockburn’s ‘Dr Feelgood Show’, Melbourne Times Weekly and The Age. She was also Guest Speaker for DEECDs International Day of People with a Disability event.

Her passion for supporting members of our community with SLD has led her to develop a range of initiatives including support groups for parents and young people affected by SLD, as well as a series of seminars, workshops and a short-course for educators, employers and parents.

Saturday 21st November 2015 From 1:30 – 4:00 pm
Venue – Wembley Primary School, 32 St Leonards Ave Yarraville 3013
RSVP – dyslexiasupportgroup-west@hotmail.com
Gold Coin Donation
Internships

Enable Development (www.enabledevelopment.com) and Akorn Educational Services (www.akorn.com.au) are looking for 2 interns over this summer to support our Melbourne based school program team.

The range of activities we need help with are:
- Marketing: Website development
- Management: Support our program manager on event management

You will gain a deep understanding of how a social enterprise tackles the global issues of disability and ageing. If you’re passionate about social enterprise, looking for practical work experience, and think you’ve got what it takes to make things happen, we want to hear from you.

Successful applicants will have flexible working times and have the option to work from home.

Send an email outlining your background and why you would like to be a part of our organisation to Georgene Bridgeman georgene.b@akorn.com.au.

Please note: Applications open until 30th November 2015 and you must be 16 years old and over.
**Year 9 Eachtra Program**

The November program of Eachtra gets underway next week! This is a very exciting and busy time for the Year 9’s and is the culmination of much of the social and academic progress they have made this year.

There are some whole year level programs they will participate in such as leadership training, careers and financial planning education sessions, and their Step-up Health and fitness day. In other parts of the program, the girls work in smaller groups. These include when they go on camp to either Wilson’s Prom or Balnarring and during their ‘Melbourne Program’.

The schedule of days is included below, and all students and their families, have received the appropriate information and permissions forms.

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<thead>
<tr>
<th>Monday 9/11</th>
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<th>Wednesday 11/11</th>
<th>Thursday 12/11</th>
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<tr>
<td>Normal classes</td>
<td>Normal classes</td>
<td>Exam program</td>
<td>Exam program</td>
<td>Leadership training day (school based)</td>
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<td>p’s 1-3</td>
<td>p’s 1-3</td>
<td>p.4 Eachtra information session</td>
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<tbody>
<tr>
<td>Step-up Health Day (school based)</td>
<td>Wilson’s Prom and Balnarring camps 1</td>
<td>Wilson’s Prom and Balnarring camps 1</td>
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<th>Thursday 26/11</th>
<th>Friday 27/11</th>
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<tr>
<td>Careers and Financial Planning day (school based)</td>
<td>Wilson’s Prom and Balnarring camps 2</td>
<td>Wilson’s Prom and Balnarring camps 2</td>
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<th>Monday 30/11</th>
<th>Tuesday 1/12</th>
<th>Wednesday 2/12</th>
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<tbody>
<tr>
<td>Preparation for Presentation Evening / Eachtra assessment day</td>
<td>Presentation Evening prep’n / Eachtra assessment morning P’s 3 and 4 Presentations to Years 7 and 8</td>
<td>Final day liturgy / assembly / celebrations / clean up.</td>
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<td>3.15 finish.</td>
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To celebrate the very successful implementation of this year’s revised Eachtra program, Year 9 students and families will gather together to commemorate the girls’ graduation from Middle Years into Seniors years on Tuesday, December 1, 2015. The evening will start with a student prepared and presented expo of the Year 9 Program at PCW Melbourne and culminate in the inaugural Year 9 Presentation evening in the Hall, where student participation, achievement and endeavour will be celebrated. We look forward to seeing our Year 9 cohort and their families at this exciting new College event.

**Fiona McKenna and Di Braiden**
2016 Booklist
How To Order

To ensure correct editions please purchase from LAMONT BOOKS, the official suppliers to PCW Melbourne.

ALL ORDERS ARE TO BE PLACED ONLINE
The online ordering system will open on 9 November 2015.
To order go to: www.lamontbooks.com.au
Select Textbooks and Stationery and choose PCW Melbourne from the list.

HOME DELIVERY - PRE-PAYMENT IS REQUIRED
Order by 13 December: FREE postage & handling on orders over $60
OR
Order on or after 14 December: The following postage charges apply:
$9.50 for orders under $100
$15 for orders over $100

COLLECT YOUR ORDER FROM SCHOOL
PRE-PAYMENT IS OPTIONAL - YOU CAN PAY ON COLLECTION
Order by 13 December: FREE processing and handling
OR
Order between 14 December - 11 January: A $5.00 processing and handling fee applies.

SCHOOL COLLECTION DATE:
Monday 18 January : 2pm – 5pm
Orders MUST be placed by 11 January for school collection
Orders placed after this date will be home delivered and our standard delivery charges apply.

Save money by placing your order before 13 December 2015!
If you choose to come to our office in January, we will assist you to place an order that will be home delivered. You will NOT receive any books on the day.
Booklists for 2016 (Cont.)

ADDITIONAL ORDERING INFORMATION:

PLACING AN ORDER:
- All orders are to be placed online. Go to www.lamontbooks.com.au, select “Textbooks and Stationery” and choose your school from the list. Booklists can be headed into school.
- If you require assistance placing an order, we have computers set up at our store and staff who can assist you with placing an order. Please note that if you attend our store during January you will not receive any items on the spot; orders will be delivered and normal delivery charges apply.

PAYMENT OPTIONS:
- Online payment methods: PayPal, credit card (Visa or Mastercard only) or direct deposit (see below for instructions)
- Payment options on the school collection day: Cash, EFTPOS, credit card (Visa or Mastercard only). You can choose to defer payment until collection when you check out.
- Direct deposit: You must include your order number as the payment reference. If you do not, we may be unable to match your payment to your order. This may result in substantial delays.
- We do not accept cheques.

DELIVERY INFORMATION:
- You can place orders for multiple students in one transaction provided the delivery address is the same. This minimises postage charges as only one postage charge will be applied to the entire order.
- Orders are sent via Australia Post to your nominated address. If nobody is available to sign for the parcel a card will be left by Australia Post for the parcel to be collected from the Post Office.
- We commence despatching orders as they are received, and as soon as stock becomes available.
- You will receive an email notifying you when your order has been despatched, containing the tracking number of your order.
- If you are going to be away and there will be no one to receive the delivery, please provide the relevant dates that you will be away in the comments section when placing your order and we will do our best to accommodate these requests.
- Occasionally orders may be delayed due to our staff. In this case, a card will also be left for you to contact us if no one is available to sign for the parcel.
- Oversized items cannot be delivered. These items will be distributed to students at school.

PRODUCT SUBSTITUTION: If a stationery item is unavailable it may be substituted with an equivalent item of the same or greater value.

BACKORDERED ITEMS:
- Home Delivery: If an item is unavailable it may be placed on backorder. Backordered items will be sent out once available at no additional charge. You will receive another email notifying you that a parcel has been sent.
- School Collection: If an item is unavailable on the school collection date it will be placed on backorder and delivered to the student at school once it becomes available.

IF YOU MISS THE SCHOOL COLLECTION DATE:
- If you have missed the collection date, your order will be returned to our office the following business day. After that time, you may then attend our office to pay for and collect your order.
- Alternatively, you may contact us to arrange for your parcel to be delivered. Delivery charges apply.
- Please note uncollected orders are only held at our office temporarily. If we do not hear from you within two weeks of the missed collection date your order may be cancelled.

REFUNDS:
- Items may be returned for a refund or exchange at any time up to 15 February or two weeks from date of purchase (whichever is later). Items must be in new condition and proof of purchase is required.
- Refunds or exchanges will only be made after this time on items that are faulty, or in other cases at the sole discretion of Lamont Books.
- Electronic books, digital items; DVD’s and calculators are final sale. NO refunds or exchanges are available on these items.

MISSING ITEMS: Any claims must be made within 14 days of receipt of your order. No claims may be made after this time.

OFFICE HOURS:
- During December and January, our office hours are 8.30am - 5.00pm, Monday - Friday. We also open some Saturdays in January/February. We are closed on public holidays, and over the Christmas period. Please check our website for current office hours and Christmas closure information.
- The remainder of the year our office hours are 8.30am - 4.00pm, Monday - Friday.
- Office Location: 4/167 Princes Hwy, Hallam. Phone: 87871700. Email: textbooks@lamontbooks.com.au
Uniform Shop (Trading Hours 2015 / 2016)

PRESENTATION COLLEGE
MELBOURNE UNIFORM SHOP

NORMAL TRADING HOURS
TUESDAY 8.00AM – 11.00AM
THURSDAY 1.00PM – 4.00PM

For personal fitting appointments outside of shop hours please contact Linda at the uniform shop on 9510-5090 or email pcw@dobsons.com.au
Alternatively, shop online at www.dobsons.com.au

Extended Trading Hours

<table>
<thead>
<tr>
<th>DAY</th>
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<tbody>
<tr>
<td>FRIDAY</td>
<td>20/11/15</td>
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<tr>
<td>TUESDAY</td>
<td>1/12/15</td>
<td>8.00AM – 1.00PM</td>
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<tr>
<td>WEDNESDAY</td>
<td>2/12/15</td>
<td>8.00AM – 1.00PM</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>3/12/15</td>
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JANUARY 2016

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<tr>
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<td>21/1/16</td>
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<tr>
<td>MONDAY</td>
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<td>TUESDAY</td>
<td>26/1/16</td>
<td>AUSTRALIA DAY HOLIDAY - CLOSED</td>
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<tbody>
<tr>
<td>MONDAY</td>
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<tr>
<td>TUESDAY</td>
<td>2/2/16</td>
<td>8.00AM – 11.00AM</td>
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As of Tuesday 2/2/2016 the School Shop hours will resume as normal.

Presentation College Uniform also available from:
Dobsons, 667 Glenferrie Road, Hawthorn Ph: 9819 1122
Monday – Friday 8.30am – 5.30pm Saturday 8.30am – 5.00 pm
Homework Club

KEEP FOCUSED
COME TO
HOMEWORK CLUB

FOR YEAR 7s, 8s, & 9s
LIBRARY
EVERY TUESDAY 3:30 – 4:30pm
SNACK AND AMAZING TEACHERS PROVIDED