

## **ORIENTATION DAY: THURSDAY 5 FEBRUARY 2009**

**MORNING SESSION ONLY: 11.00 am**

### **PLEASE ADVISE NUMBER ATTENDING**

**WHERE:** Report to Ground Floor 432 Hunter Street Civic Newcastle.  
(Corner building, next to entrance to Civic Railway Station).

**PURPOSE:** (i) Orientation of enrolled students (Parents/Guardians invited).  
(ii) Information seminar for those invited students and parents or guardians wishing to find out more about courses available.

**AGENDA:**

1. Welcome by Principal.
2. Explanation of college objectives and parent/guardian role.
3. Distribution & explanation of Handbook incorporating college Policies and Rules / Dress Codes / Home study policy, etc.
4. Centrelink – Youth & Newstart Allowances procedure and assistance.
5. Timetable, Annual Calendar, Excursion information and completion of Medical and other forms.
6. Expressions of interest re Europe optional excursion.
7. Payment of first instalment of fees and purchase and/or order of new or second hand text books. (Text book and stationery lists will be provided).
8. Final accommodation arrangements and networking of students still requiring accommodation.
9. Advice regarding purchase and/or order of equipment, if required, general discussion and refreshments.

**ACTION:** To attend Orientation Day or make further enquiries, if you have not already done so, please phone, fax or email us on the contact details below and advise who will be accompanying you.

**APPOINTMENTS:** Should you wish for a private discussion on Orientation Day we recommend that you arrange an appointment time.

### **COURSES**

**COMMENCE:** 9.15 am Monday 9 February 2009.