



MANOR LAKES P-12 COLLEGE

**PREP TRANSITION
INFORMATION SESSION**



EXECUTIVE PRINCIPAL



TORI MULLIGAN

*"I warmly
welcome you to
Manor Lakes
P-12 College"*

PRINCIPAL TEAM



TORI MULLIGAN
EXECUTIVE PRINCIPAL



ELYSE MELVIN-HILL
OPERATIONS ASSISTANT
PRINCIPAL



PENNY OWENS
PRIMARY ASSISTANT
PRINCIPAL



SAMUEL WATKINS
SECONDARY ASSISTANT
PRINCIPAL

PRIMARY PRINCIPAL TEAM



ANGELA DALZIEL
ASSISTANT PRINCIPAL
PREP-YEAR 2



RACHAEL ANDERSON
ASSISTANT PRINCIPAL
YEAR 3 -4



SAMANTHA BURDEN
ASSISTANT PRINCIPAL
YEAR 5-6



SARAH BERGIN
ASSISTANT PRINCIPAL
INCLUSION

PRIMARY LEADERSHIP TEAM



DEREK WILSON
LEADING TEACHER
PREP-YEAR 2



VICKY FRAWLEY
LEADING TEACHER
YEAR 3 -4



ASH GAUCI
LEADING TEACHER
YEAR 5-6

WELLBEING TEAM



JASMINE EDUSEI
STUDENT COUNSELLOR



EMILY MADDICKS
PSYCHOLOGIST



SHARON MARSTON
PSYCHOLOGIST

HEALTH HUB

Burley Griffin Building



First Aid



Doctors in Schools



ROXANNE KIRK
HEAD NURSE



FATIMA ELMAOULA
SCHOOL NURSE



TAHNIE BROWN
SCHOOL NURSE





HEALTH SUPPORT

Nurses help students stay safe, healthy and ready to learn

Onsite school nurses and first aid

- Respond to student injuries, illness and incidents during the school day.
- Contact families when follow-up care or collection is required.
- Support safe medication and health plan processes with families.

Department school nursing program

- Free health assessment service for children in their first year of primary school.
- May support eyesight/vision, hearing, general health, development and wellbeing concerns.
- Helps identify potential health-related learning difficulties and links families with services.



TRANSITION KEY DATES

1

Information Session

9 September 2026

2

Transition Sessions

18 November 2026

25 November 2026

3 December 2026

3

Statewide Transition Day

8 December 2026

4

Meet and Greet

1 February 2027

Day One

2 February 2027



Before school starts: Update contact details, medical information and any support needs with the College.

BIG CHILDCARE

Outside School Hours Care

What to know:

- Big Childcare operates the outside-of-school program.
- Use the College website quicklink or scan the QR code.
- Check availability, enrolment steps and service details directly with Big Childcare.



SCAN HERE

big
CHILDCARE



FINANCIAL SUPPORT

- Prep Parent Payment Arrangement documents are listed on the Fees & Financial Assistance page of our website.
- For confidential financial support, contact the Burley Griffin Office on (03) 9741 4202.
- Families experiencing financial difficulty are encouraged to contact the College as early as possible.

Assistance Pathways



State Schools' Relief



The Smith Family

VIC.GOV.AU | Schools



Camps, Sports & Excursions Fund (CSEF)

STAY SUN SAFE

- ▶ Manor Lakes P-12 College is a Sun Safe School
- ▶ During summer months, students will need to play in the shade if they don't bring a hat to school



**NO
HOT?**
**Play in the
shade**

NUTRITION & WELLBEING

- Eating time in classroom 1:20pm - 1:30pm
- Canteen orders are made through the QKR App



Water bottles permitted on desks throughout the day



Brain break fruit provided prior to recess





MANOR LAKES P-12 COLLEGE

POSITIVE BEHAVIOUR EXPECTATIONS

AIMS HIGH



WE ALWAYS TRY OUR BEST WITH OUR LEARNING.

WE USE A GROWTH MINDSET.



WE ACTIVELY PARTICIPATE.



WE SUPPORT OUR AND OTHERS' LEARNING.
WE ENCOURAGE OTHERS TO DO THEIR BEST.

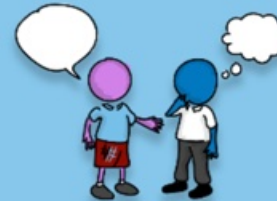


WE TAKE RESPONSIBILITY FOR OUR BELONGINGS.



SHOWS RESPECT

WE ASK FOR CONSENT.



WE ARE ACTIVE LISTENERS.



WE COMMUNICATE WITH KINDNESS.



WE FOLLOW INSTRUCTIONS.



WE USE EQUIPMENT AND SPACES APPROPRIATELY.



WE VALUE OTHERS' DIFFERENCES.



IS RESPONSIBLE

WE ASK FOR HELP WHEN WE NEED IT.



WE USE STRATEGIES TO HELP US WITH OUR FEELINGS.



WE MOVE AROUND THE SCHOOL RESPECTFULLY.



WE ARRIVE TO CLASS ON TIME,
PREPARED FOR LEARNING.



WE USE LEARNING TIME TO LEARN.



WE KEEP OURSELVES AND OTHERS SAFE.



VALUES COMMUNITY

WE EMBRACE DIVERSITY.



WE CARE FOR OUR LEARNING SPACES.



WE WELCOME ALL VISITORS TO THE COLLEGE.



WE WEAR OUR UNIFORM WITH PRIDE.
WE REPRESENT OUR COLLEGE WITH PRIDE.



WE CARE FOR OUR SCHOOL ENVIRONMENT.



WE ACKNOWLEDGE THE TRADITIONAL LAND WE ARE ON.



BEHAVIOUR MATRIX

SWPBS

SWPBS stands for School Wide Positive Behaviour Support

- It is a system of behaviour and wellbeing strategies that are centered on positive, proactive and preventative measures.
- Emphasis is on developing students' social capabilities.



REWARD SYSTEM & POINTS

- ▶ When students are consistently showing our school expectations they will be given a SWPBS point that tallies in Compass.
- ▶ Points can be traded for items from the Rewards Shop.

Aims High
SWPBS


Tara HYATT - THYA

#1178499 • Points: +1

Aims High:
Used a growth mindset.

Details:
Attended the VCE Aim High Group today

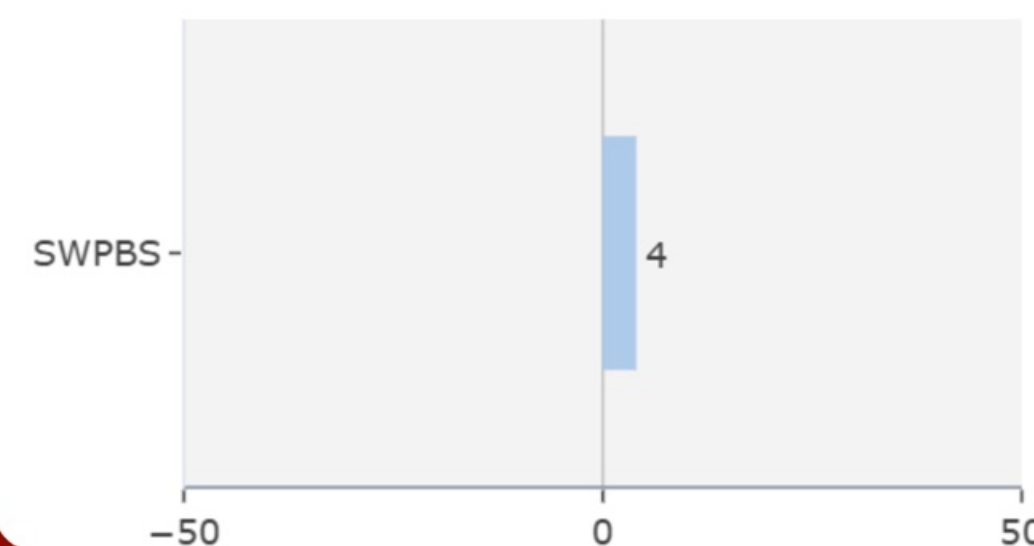
Recorded: Mar 23 at 9:09pm Occurred: Mar 23 at 9:05pm

© Parents and students Level 1 Rating: Green

Points tally in Compass

Showing points made between:

01/01/2026 - 31/12/2026



SWPBS REWARDS



The highest fortnightly point earners per year level receive:

- ▶ Assembly certificate awarded to top house earners
- ▶ Points tallied weekly from Session 1 Friday to Session 5 the following Thursday
- ▶ Fortnightly reward collected from Amadeus Rewards Shop
- ▶ Students notified on Compass about receiving a reward

Rewards List

Manor Lakes Prep -12 College			
SWPBS REWARDS PRICE LIST			
SMALL TREATS		TOY'S & FUN	
• Stickers	2 points	• Small Lego	15 points
• Sunglasses	2 points	• Special Slime	15 points
• Juice Box	2 points	• Tube Slime	25 points
• Bands	3 points	• Fidgets	15 points
• Zooper Dooper	4 points	• Smooshos	20 points
• Hot Chocolate	4 points	• Toy Car	70 points

Rewards Shop

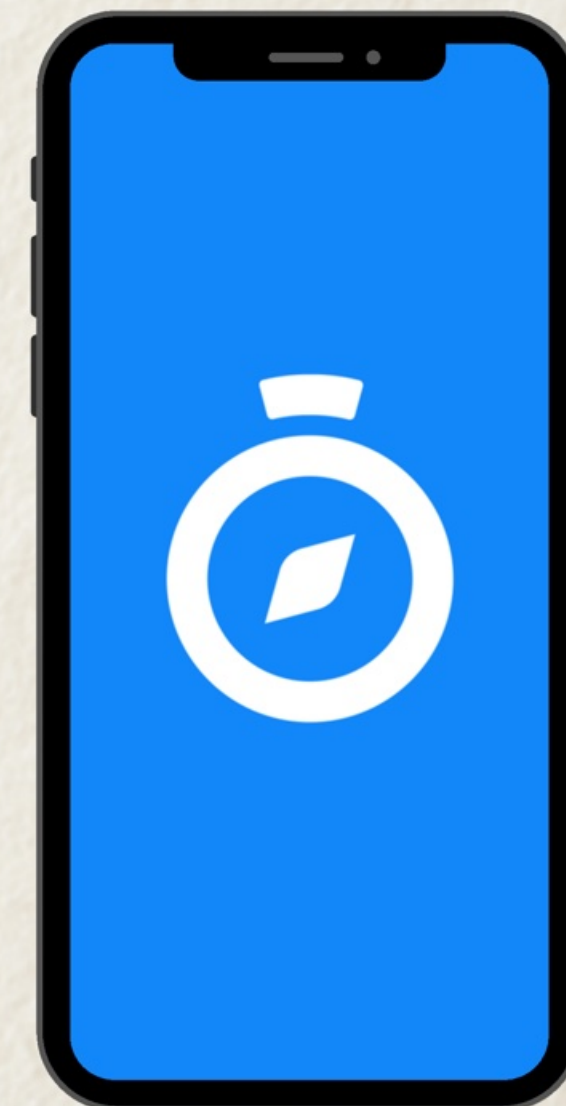


COMPASS

At Manor Lakes P-12 College we use an online system called **Compass** as the main communication tool for staff, parents and students.

As a parent/guardian you can do the following via Compass:

- See your child's attendance details and approve absences/late arrivals
- Contact with your child's teacher
- View your child's daily and weekly lesson schedule
- Book parent/teacher interviews
- Update your email address and mobile number
- Download your child's reports
- Excursion and incursion information, payment and permission forms



COMMUNICATION WITH TEACHERS

- Please arrange meetings with your child's teacher through Compass.
- Brief messages, such as changes to pick-up arrangements, can be communicated via the school office.
- During drop-off and pick-up times, teachers are focused on their duty of care and may not be available for extended discussions.
- Students are encouraged to line up outside their classroom and enter independently each morning.

Throughout the year, families will receive two student reports via Compass and have the opportunity to attend two Parent-Teacher Interviews.



CAMPUS MAP

- ▶ Secondary buildings are maroon
- ▶ Primary buildings are blue
- ▶ Campus map is available on our website



IMPORTANT INFORMATION

On your first day:

- ▶ Students will go directly to their Prep Classroom
- ▶ All stationary will be provided
- ▶ No mobile phones - students are not permitted to use mobile phones while on school grounds





CONTACT INFORMATION



Manor Lakes P-12 College Administration

Phone: 03 9741 4202

Email: manor.lakes.p12@education.vic.gov.au



Manor Lakes P-12 College Website

manorlakesp12.vic.edu.au



Compass

compass.education



Manor Lakes P-12 College

