

## **College Contact Information for Parents - Semester 1, 2018**

### **LEADERSHIP**

Rector	<i>Fr Peter Hosking SJ</i>
Principal	<i>Mr Peter Coffey</i>
Head of Senior School	<i>Mr Phil Donato</i>
Head of Junior School	<i>Mr Nic Boys</i>
Head of Ignatius Early Years	<i>Mrs Rosemary Allen</i>
Head of Business	<i>Mrs Sam Trenerry</i>
Head of Ignatian Ethos	<i>Mrs Jacquie McCabe</i>

### **SENIOR SCHOOL**

Address:	2 Manresa Court, Athelstone SA 5076
Switchboard Hours:	8.00am to 4.30pm
Telephone:	(08) 8334 9300
Fax Number:	(08) 8365 0056
Uniform Shop Number:	(08) 8165 3499
Email:	admin@ignatius.sa.edu.au

### **JUNIOR SCHOOL**

Address:	62 Queen Street, Norwood SA 5067
Switchboard Hours:	8.15am to 4.30pm
Telephone:	(08) 8130 7100
Fax Number:	(08) 8332 2002
Out of School Hours Care:	(08) 8130 7113
Email:	admin@ignatius.sa.edu.au

### **IGNATIUS EARLY YEARS**

Address:	58 Queen Street, Norwood SA 5067
Office Hours:	8.15am to 4.15pm ( <i>Closed between 1:00pm and 1:30pm</i> )
Telephone:	(08) 8130 7180
Fax Number:	(08) 8130 7197
Out of School Hours Care:	(08) 8130 7183
Email:	iey_enquiry@ignatius.sa.edu.au

**College Website:** [ignatius.sa.edu.au](http://ignatius.sa.edu.au)

The website provides a wide range of information about various College activities. Regular features that are updated weekly include:

- Information on various services including Tuckshops and Uniform Shop
- Calendar
- Link to *The Ignatian*
- Latest College news
- Photographs of College events such as camps, swimming and athletics carnivals
- Policies
- Curriculum handbooks
- Community pages

Staff contact information is available on Moodle and the Ignatius App. To login to Moodle please use the same username and password used to access The Ignatian.

Queries regarding the website should be forwarded to *Mr Andrew Dodson*, Leadership Team Project Coordinator.

## **IGNATIUS EARLY YEARS**

The Head of Ignatius Early Years is *Mrs R Allen*. Initial enquiries can be made to the Office Administrator, *Ms K Manson*.

### **Class Teachers**

Red Room	<i>Ms N Slack (Teacher)</i>	<i>Miss A Gibb (Education Support Officer)</i> <i>Mrs G Matthews (Education Support Officer)</i>
Gold Room	<i>Ms S Egan (Teacher)</i> <i>Ms A Shaw (Teacher)</i>	<i>Ms J Ciaravolo (Education Support Officer)</i>
Blue Room	<i>Ms R Charles (Teacher)</i>	<i>Ms A Simnovec (Education Support Officer) – Monday – Thursday</i> <i>Mrs P Jolly (Education Support Officer) – Monday – Friday</i> <i>Ms S Braithwaite (Education Support Officer) – Friday</i>

## **JUNIOR SCHOOL**

### **Academic**

For matters relating to academic progress or learning within the classroom, in the first instance parents and guardians may wish to contact their child's class teacher(s). All Directors and Coordinators are responsible to the Head of Junior School, Mr N Boys. The Coordinators and Specialist Teachers at the Junior School are:

Religious Education Coordinator	<i>Ms R Beltrame</i>	Music Coordinator ( <i>Acting</i> )	<i>Miss N Willis</i>
Director of Student Wellbeing	<i>Mr D Carey</i>	Assessment and Reporting	<i>Mrs V Wingrave</i>
Director of Junior Primary	<i>Mrs. L Sexton</i>	Learning Assistance Program	<i>Mrs L Minuzzo</i>
Director of Teaching and Learning	<i>Mrs N O'Brien</i>	Language Specialist	<i>Ms W Mao</i>
Director of Teaching and Learning Assistant	<i>Mrs C Randell</i>	Coordinator of Student Counselling and Pastoral Care	<i>Mrs D Verrilli</i>
Teacher Librarian	<i>Ms J Moran</i>	Ignatian Ethos Coordinator	<i>Ms R Beltrame</i>
Co-curricular Coordinator	<i>Mr L Bartlett</i>	Ignatian Student Leadership	<i>Ms E Georgiadis</i>
Adaptive Education Coordinator	<i>Mrs C Carey</i>		

Supporting our students within the classroom are our Adaptive Education teachers who work with students of high intellectual potential (SHIP) and students who may have specific learning needs.

### **Pastoral Care**

For matters relating to pastoral care and behaviour, parents and guardians may wish to contact their child's class teacher, the Director of Student Wellbeing, *Mr D Carey* or the Director of Junior Primary, *Mrs L Sexton*. In addition, for some matters parents and guardians may wish to contact the Coordinator of Student Counselling and Pastoral Care, *Mrs D Verrilli*.

### **Religious Education and Spiritual Formation and Service**

For matters relating to the Religious Education programmes, parents may wish to contact the class teacher or *Ms R Beltrame*, the Religious Education and Ignatian Ethos Coordinator.

### **Library Resource Centre**

For matters relating to the Library Resource Centre, parents may wish to contact the Teacher Librarian, *Ms J Moran*.

### **Student Leadership**

For matters relating to student leadership, including the SRC and House Leadership, parents may wish to contact *Ms E Georgiadis*.

### **Co-curricular Activities**

All staff involved in co-curricular activities are responsible to the Co-curricular Coordinator, *Mr L Bartlett* or Music Coordinator, *Miss N Willis*. For matters relating to co-curricular activities, parents and guardians may wish to contact their child's individual supervisor or coach, or alternatively the coordinator or coach of the co-curricular activity at issue.

### **Out of School Hours Care (OSHC) & Tuck Shop**

The Out of School Hours Care Programme is directed by *Ms T Carey* and *Mrs M Hawkins* is the Tuck Shop Manager.

# SENIOR SCHOOL

## Administrative Matters

Administrative Dean	<i>Mr S O'Brien</i> is responsible for the organisation of events, eg Parent Teacher Interviews
Head of Business	<i>Mrs S Trenergy</i>
Registrar	<i>Mrs M Klingberg</i> is involved with all new enrolments for both campuses
Bookroom	<i>Mrs C Fleming</i> is the Manager of the Bookroom
Librarian	<i>Mrs S Reilly</i> is the Senior School Librarian
IT Support is provided by	<i>Mr S Harmsen, Mr S McBain, Ms J Smith and Mr J Greet</i>
College Archives	<i>Mr W Murphy</i> is responsible for the College's Archives
Uniform Shop	<i>Mrs P Moore</i> is the Retail Manager
Tuck Shop	<i>Mrs R Forth</i> is the Manager of the Tuck Shop at the Senior School

## Academic

The Prefects of Studies (Middle Years and Senior Years) and the Faculty Leaders are responsible to the Director of Teaching and Learning, *Mr P Rossi*. Assistant Director of Teaching and Learning, *Mr M Martin*, provides support in all curriculum matters and is also available for parent/guardian contact for any concerns within this area. He is also responsible for the Senior Campus Timetable. The Prefect of Studies (Middle Years) is *Mr C Toome* and the Prefect of Studies (Senior Years) is *Mr A Dodson*.

*Mrs A Barry* is the Cross Disciplinary Studies Curriculum Coordinator, and her responsibilities include the Research Project and the Personal Learning Plan. *Mrs L McDonald* is the Vocational Services Coordinator and provides support for further studies, employment and training. Vocational Education and Training (VET) is coordinated by *Ms L De Poi*.

Supporting our students within the classroom are our Adaptive Education teachers who work with students who may have specific learning difficulties. For Adaptive Education matters in the Senior Years contact should be made with *Ms S Macklin*. *Ms A Clancy* coordinates the Adaptive Education program for Years 7 - 9.

For matters relating to academic progress or learning within the classroom, in the first instance parents and guardians may wish to contact their child's individual subject teachers. Alternatively, they may wish to contact the relevant Curriculum Coordinator

## Curriculum Coordinators

Art	<i>Mrs E Wedge</i>
Commerce	<i>Miss N Prior</i>
Drama	<i>Mrs K Sheldon</i>
Senior Years English	<i>Mr N Tagliaferri</i>
Middle Years English	<i>Mrs L Black</i>
Geography	<i>Mr D Fletcher</i>
Information Technology	<i>Mr G Coulter</i>
History	<i>Mr A Massy Gartly</i>
Languages	<i>Mr R D'Onofrio</i>

Senior Years Mathematics	<i>Mr G Dinon</i>
Middle Years Mathematics	<i>Miss C Prior</i>
Music	<i>Mr S Millar</i>
Personal Development ( <i>Acting</i> )	<i>Mr K Noack</i>
Senior Years Religious Education	<i>Ms R Hennig</i>
Middle Years Religious Education	<i>Ms L Sniatynskyj</i>
Senior Years Science	<i>Mr P Marks</i>
Middle Years Science	<i>Mr M Stevens</i>

## Pastoral Care

Home Group Teachers and Year Directors are responsible to the relevant Dean of Students, in the Senior Years, *Mr R Borgo* or in the Middle Years, *Mr S Butler*. There is an Assistant to the Dean of Students – Middle Years, *Ms T Davey* and an Assistant to the Dean of Students – Senior Years, *Mrs L Black*.

The Deans and the Student Counsellors, *Ms K George* and *Mr J Pertl* are, in turn, responsible to the Director of Student Wellbeing, *Mr R Passaniti*. *Ms K George*, is also the Director of Student Leadership Programs, coordinates the House System and House Competitions.

For matters relating to pastoral care and behaviour, parents and guardians may wish to contact their child's Home Group Teacher.

## Pastoral Care (continued)

Alternatively, depending on the nature of the issue, parents may contact the Year Level Coordinator who is responsible for the overview of Pastoral Care at their child's year level. The Year Level Coordinators are:

Year 7 – Ms M Doyle

Year 9 – Mr J Abela

Year 11 – Mr A Stenta

Year 8 – Ms L Brzezinski

Year 10 – Mr C Kapnistis

Year 12 – Mr A Bauze

In addition, for some matters, parents and guardians may wish to contact a Student Counsellor, Ms K George or Mr J Pertl.

Mrs J McCabe, the Head of Ignatian Ethos, assists in preserving and strengthening our identity as a Jesuit and Ignatian School. The Senior School Youth Minister, working in Campus Ministry, is to be appointed in the near future.

Mr N Tagliaferri is the Boys Wellbeing Coordinator and Ms T Davey is the Girls Wellbeing Coordinator. Both of these activities are part of the student wellbeing and resilience programmes promoted in the Middle Years.

## Co-curricular Activities

All staff members involved in co-curricular activities, other than sport, are responsible to the Coordinator of Arts and Activities, Ms M Minucci. Mrs J Morrish is the Sports Coordinator and is supported by Mr K Button the Sports ESO. They are responsible for any queries regarding the Co-curricular Sports Program. For matters relating to co-curricular activities, parents and guardians may wish to contact their child's individual supervisor or coach, or alternatively the Teacher in Charge of the co-curricular activity at issue.

Chess	Mr A Boria
Debating	Mr A Haskell
Future Problem Solving	Mrs E Wedge
LEAP	Mrs C Fleming

Music Ensembles	Mr P Zubreckyj
Public Speaking	Mr R Borgo
STIGIT	Mr G Coulter

## Teachers in Charge

To assist the development of skills in various sports the College has introduced Teachers in Charge. If parents have queries relating to a particular sport, they may wish to speak first with the Teacher in Charge.

Aerobics	Mrs G Puntillo
Athletics	Ms M Doyle
Basketball (Boys)	Mr N Tagliaferri
Basketball (Girls)	Mr P Rossi
Badminton (Boys)	Mr C Miles
Badminton (Girls)	Mrs J Morrish
Cricket	Mr D Mullins
Cross Country	Ms M Doyle
Football	Mr N Hauschild
Hockey	Mrs J Morrish
Netball	Ms M Doyle

Rowing	Mr A Dodson
Soccer (Boys)	Mr C Kapnistis
Soccer (Girls)	Ms L Brzezinski
Squash	Mr W Murphy
Swimming	Ms M Doyle
Table Tennis	Mr G Dinon
Tennis (Boys)	Mr D Algate
Tennis (Girls)	Ms V Thurston
Volleyball (Boys)	Mr D Algate
Volleyball (Girls)	Ms L Brzezinski
Water Polo	Ms M Doyle

## Legal and Child Protection Matters

Should a person have a concern or query related to a legal or child protection matter then they are invited to contact SAPOL. Alternatively contact may be made with the Principal, Mr P Coffey, or to Father Provincial, Fr B McCoy SJ, via the Office of Professional Standards (03) 9810 7300.

Last Updated: February 2018