



Wellington Secondary College

OUTGOING CORRESPONDENCE POLICY

Rationale:

Uniformity of presentation to maintain a professional image and spell-checking of all correspondence is essential. The exception to this policy are college Certificates and COMPASS letters. We currently do NOT have control to change the format of the letters and permission forms that COMPASS generates.

Implementation:

All correspondence relating to College operations and or activities/excursions is the responsibility of each Sub School/Domain.

- **Outgoing College correspondence**

A senior staff member is responsible for initiating correspondence relating to their area of responsibility. In all instances it is appropriate for the Head of Sub School or the Domain Leader to sight and endorse outgoing correspondence. In some instances it will be appropriate to seek a Principal or Principal Class counter signature. A copy of all outgoing correspondence should **always** be sent to the General Office for reference and filing.

- **Correspondence Style**

All College correspondence, with the exception of COMPASS letters and College Certificates, is required to be prepared in the standard format shown below as approved by the Principal.

Font: Appropriate fonts: Arial; Calibri

Size: Font size as appropriate to fit to page – preferably between 8 and 12

Date: No Punctuation eg: 31 January 2014

Spacing: Correspondence should be limited to one A4 page where possible. This may require reducing the line spacing, margins and/or font size in order for the text to fit. If so the letter must still appear consistent and presentable. If two pages are required and there is no permission slip to be returned, the letter can be printed front and back on the one A4 page. Spacing, where possible, should be set out as below:

3 line spacing between Date and Addressee

3 line spacing between Addressee and Salutation

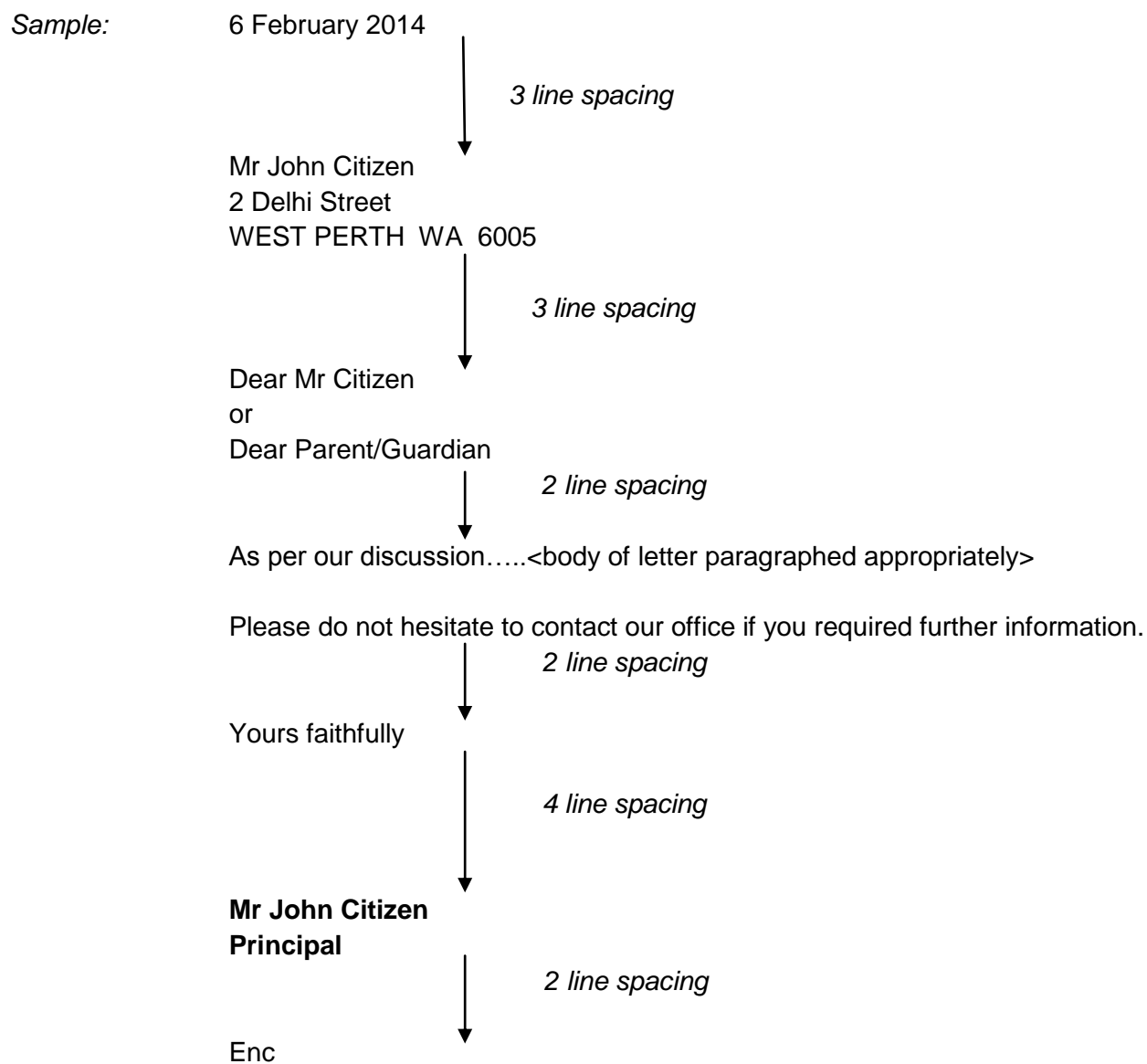
2 line spacing between Salutation and start of text

2 line spacing between end of last text and sign off

4 line spacing between sign off and Author

2 line spacing between Author and any enclosures

Address:	No punctuation	Suburb line to be ALL CAPS
Salutation:	No punctuation No punctuation	Dear Mr/Mrs Citizen or Dear Parent/Guardian
Sign Off:	No punctuation	Yours faithfully
Author:	Mr John Citizen Principal	(In Bold)
Enclosure:	Enc (if there is to be correspondence enclosed with the letter)	



Pre-printed letterhead is available from the General Office. All College correspondence must be printed on this College letterhead.

All **internal** documents will bear a “footer” or pathway file name to be located at the bottom of each page size 8 font (use the same font as the letter).

Where a permission slip is to be returned, in particular to the Cashier, it should display the student code as well as the Student’s Name and Home Group to help distinguish between student’s with the same name. This would mean generating a ‘mail merge’ document. The General Office can assist with this. COMPASS permission forms automatically include the Student Code.

(Pre-printed Wellington Secondary College Letter Head)

16 October 2013

Mr N Amum
15 Garnsworthy Street
SPRINGVALE VIC 3171

Dear Mr N Amum

RE: Oyiti AMUM 10B

I am pleased to inform you that Oyiti is a 2013 Award or Certificate winner.

The College cordially invites you, your family and friends to the Annual Awards Night for the presentation of Prizes and Certificates, to enjoy the musical performances and celebrate our students' achievements.

The details are as follows:

Date: THURSDAY, 14 NOVEMBER, 2013

Venue: Robert Blackwood Hall
Monash University, Wellington Road, Clayton (Ample parking available)

Time: 7.00 p.m

All Award winners must be at Robert Blackwood Hall by 6.30 pm, at the latest, wearing the following uniform:

Boys: Full **WINTER** uniform, with **tie and jumper.**

Girls: Full **SUMMER** uniform, with **jumper.**

Please complete the reply-slip below, and return it to your Sub School office **by Thursday, 31 October, 2013.**

Yours faithfully



Ms Jan Mann
Awards Night Co-Ordinator

(Student code)



Please return to your Sub School Office by Thursday, 31 October, 2013

**WELLINGTON SECONDARY COLLEGE 2013 AWARDS NIGHT
THURSDAY, 14 NOVEMBER, 2013 AWARD or CERTIFICATE WINNER**

Oyiti AMUM

AMU0001

10B

will / will not be attending

Signature of Parent/Guardian: _____ **Date:** / 10 / 2013

18 November 2013

Alderbrook Plumbing
Mr David Alderbrook
103 Chapel Road
KEYSBOROUGH 3173

Dear Mr David Alderbrook

Thank you for your contribution of \$500 towards our 2013 Awards Night prizes. Please find enclosed our program from the Awards Night where we have acknowledged your donation.

Each year we recognise the performance of our talented students in numerous categories (academic, sporting, musical, citizenship, leadership) at our Annual Awards Night.

All donations are greatly appreciated and acknowledged in the official program.

We thank you again, for your valued support.

Yours faithfully



Ms Jan Mann
Awards Night Co-Ordinator

Enc



VCAL PROFESSIONAL BARISTA COURSE (28/11/2013)

Dear Parent/Guardian

An event, VCAL PROFESSIONAL BARISTA COURSE, has been planned for Thursday, 28 November 2013. One day Professional Barista Course for work related skills.

Venue: Melbourne

Date/Time: Thursday, 28 November 2013 (10:30 AM to 5:00 PM)

Dress Code: Neat Casual

Transport: Students will meet at Springvale Station at 8.45am and travel as a group by train. Students will return to Springvale Station as a group arriving at approx. 5pm. Students will be required to have or purchase a Myki (Child/Concession \$3.00) for travel with a minimum of \$6.00 on credit.

Staff member in charge: R ORIFICI

Cost: \$45.00, due by Friday, 22 November 2013

Consent: Required, due by Friday, 22 November 2013

Consent and payment can be provided by returning the bottom section to Mrs Graham in Cashier's Office.

(COMPASS automatically inserts the student code)

Please retain top section for your records.

Wellington Secondary College
VCAL PROFESSIONAL BARISTA COURSE (28/11/2013)



Consent/Payment Form for Christian GONZALEZ (GON0005) 12V

I give permission for Christian GONZALEZ to attend this event. Where the teacher in charge is unable to contact me, or where it is impracticable to contact me, I authorise the teacher in charge to 1) consent to any medical or surgical attention deemed necessary by a medical practitioner, and 2) administer such first-aid as the teacher in charge judges to be reasonably necessary. I understand that this is an official school event and that Christian GONZALEZ will adhere to the dress code, as outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of sickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

Details of allergies and/or medication currently being taken:

Empty box for details of allergies and/or medication currently being taken.

Emergency Phone Numbers:

Mother Phone Number Father Phone Number Guardian Phone Number

Parent/guardian signature (consent/agreement): Date:

Payment Method: Cash / Cheque / Credit Card Type: VISA / MasterCard

Card Number: []

Expiry Date: [] [] [] [] CVN: [] [] [] Amount: \$45.00