



# Horsham College Communication Structure 2020

## *Notifying the school of the reasons for a student absence*

Section of the school	Position to contact	Person to contact	Email	Phone Number
Whole school	Absence Hotline	Not applicable	Not applicable	5381 7200
	Attendance Officer	Kristie Bryce	<a href="mailto:bryce.kristie.p@edumail.vic.gov.au">bryce.kristie.p@edumail.vic.gov.au</a>	5381 7119

## *The first point of contact for student wellbeing and academic issues relating to the progress of individual students*

Middle Years	Form Group Teachers	Multiple	Not applicable	Year 7: 5381 7107 Year 8: 5381 7108 Year 9: 5381 7109
Senior Years	Form Group Teachers	Multiple	Not applicable	Year 10: 5381 7110 Year 11: 5381 7111 Year 12: 5381 7112
Alternate Programs	Program Leader – Satellite VCAL	Sue Radford	<a href="mailto:radford.sue.e@edumail.vic.gov.au">radford.sue.e@edumail.vic.gov.au</a>	5381 7153
	Program Leader – ConnectEd	Liam Offer	<a href="mailto:offer.liam.r@edumail.vic.gov.au">offer.liam.r@edumail.vic.gov.au</a>	5381 7151
	Program Leader – Young Mothers	Jes Walton	<a href="mailto:walton.jessie.m@edumail.vic.gov.au">walton.jessie.m@edumail.vic.gov.au</a>	5381 7151
	Program Leader – McKenzie Creek Advance Program	Ranaye Johnstone	<a href="mailto:johnstone.ranaye.l@edumail.vic.gov.au">johnstone.ranaye.l@edumail.vic.gov.au</a>	5381 7151

**More serious personal or academic issues related to student wellbeing, the progress of individual students and/or confidential matters (ie. bullying, more consistent issues with class or homework)**

Section of the school	Position to contact	Person to contact	Email	Phone Number
<b>Year 7 &amp; 8</b>	Assistant Principal	Adam Ross	<a href="mailto:ross.adam.a@edumail.vic.gov.au">ross.adam.a@edumail.vic.gov.au</a>	5381 7106
	Leading Teacher – Year 7	Heath Schulz	<a href="mailto:schulz.heath.s@edumail.vic.gov.au">schulz.heath.s@edumail.vic.gov.au</a>	5381 7124
	Leading Teacher – Year 8	Rod Kirkwood	<a href="mailto:kirkwood.rodneyn.r@edumail.vic.gov.au">kirkwood.rodneyn.r@edumail.vic.gov.au</a>	5381 7278
<b>Year 9 &amp; 10</b>	Assistant Principal	Louise Amor	<a href="mailto:dower.louise.c@edumail.vic.gov.au">dower.louise.c@edumail.vic.gov.au</a>	5381 7103
	Leading Teacher – Year 9	Elizabeth Parsons	<a href="mailto:parsons.elizabeth.m@edumail.vic.gov.au">parsons.elizabeth.m@edumail.vic.gov.au</a>	5381 7274
	Leading Teacher – Year 10	Cameron Whelan	<a href="mailto:whelan.cameron.c@edumail.vic.gov.au">whelan.cameron.c@edumail.vic.gov.au</a>	5381 7123
<b>Year 11 &amp; 12</b>	Assistant Principal	Melissa Twaddell	<a href="mailto:twaddell.melissa.a@edumail.vic.gov.au">twaddell.melissa.a@edumail.vic.gov.au</a>	5381 7104
	Leading Teacher – Year 11 & 12	Dan Garner	<a href="mailto:garner.daniel.s@edumail.vic.gov.au">garner.daniel.s@edumail.vic.gov.au</a>	5381 7125
<b>Middle Years</b>	Year Level Coordinators	Year 7: • Kellie Gardy • Alison Bain	<a href="mailto:gardy.kellie.KJG@edumail.vic.gov.au">gardy.kellie.KJG@edumail.vic.gov.au</a> <a href="mailto:bain.alison.m@edumail.vic.gov.au">bain.alison.m@edumail.vic.gov.au</a>	5381 7107
		Year 8: • Emma Avery • Bridie Feehan	<a href="mailto:avery.emma.a@edumail.vic.gov.au">avery.emma.a@edumail.vic.gov.au</a> <a href="mailto:feehan.bridie.c@edumail.vic.gov.au">feehan.bridie.c@edumail.vic.gov.au</a>	5381 7108
		Year 9: • Brittany King • Nellie Op de Coul	<a href="mailto:king.brittany.g@edumail.vic.gov.au">king.brittany.g@edumail.vic.gov.au</a> <a href="mailto:op.de.coul.nellie.a@edumail.vic.gov.au">op.de.coul.nellie.a@edumail.vic.gov.au</a>	5381 7109
<b>Senior Years</b>	Year Level Coordinators	Year 10: • Jenna Bywaters • Jaymi O'Connor	<a href="mailto:bywaters.jenna.s@edumail.vic.gov.au">bywaters.jenna.s@edumail.vic.gov.au</a> <a href="mailto:oconnor.jaymi.j@edumail.vic.gov.au">oconnor.jaymi.j@edumail.vic.gov.au</a>	5381 7110
		Year 11: • Jenna Young • Tessa Borchard	<a href="mailto:young.jenna.k@edumail.vic.gov.au">young.jenna.k@edumail.vic.gov.au</a> <a href="mailto:borchard.tessa.m@edumail.vic.gov.au">borchard.tessa.m@edumail.vic.gov.au</a>	5381 7111
		Year 12: • Campbell Pallot • Nick Rigas	<a href="mailto:pallot.campbell.c@edumail.vic.gov.au">pallot.campbell.c@edumail.vic.gov.au</a> <a href="mailto:rigas.nicholas.n@edumail.vic.gov.au">rigas.nicholas.n@edumail.vic.gov.au</a>	5381 7112
<b>Alternate Programs</b>	Program leaders – as above	As above	As above	As above

**Questions relating to additional educational needs (Students with Disabilities (PSD), English as an Additional Language (EAL), Select Entry Accelerated Learning Program (SEALP)**

Section of the school	Position to contact	Person to contact	Email	Phone Number
<b>Whole school educational needs</b>	Program for Students with a Disability	Melissa Trudel	<a href="mailto:trudel.melissa.j@edumail.vic.gov.au">trudel.melissa.j@edumail.vic.gov.au</a>	5381 7132
	EAL students	Samantha Webster	<a href="mailto:webster.samantha.k@edumail.vic.gov.au">webster.samantha.k@edumail.vic.gov.au</a>	5381 7110
	SEAL Program	Katelyn Keller	<a href="mailto:keller.katelyn.k@edumail.vic.gov.au">keller.katelyn.k@edumail.vic.gov.au</a>	5381 7107
<b>Generic academic questions relating to a specific program</b>				
<b>Whole school</b>	English Learning Area Head	Mark Block	<a href="mailto:block.mark.s@edumail.vic.gov.au">block.mark.s@edumail.vic.gov.au</a>	5381 7109
	Maths Learning Area Head	Leon Barents	<a href="mailto:barents.leon.w@edumail.vic.gov.au">barents.leon.w@edumail.vic.gov.au</a>	5381 7111
	Health & Physical Education	Jaymi O'Connor Sue Roberts	<a href="mailto:o'connor.jaymi.j@edumail.vic.gov.au">o'connor.jaymi.j@edumail.vic.gov.au</a> <a href="mailto:roberts.sue.sr@edumail.vic.gov.au">roberts.sue.sr@edumail.vic.gov.au</a>	5381 7110 5381 7112
	Science Learning Area Head	Tara Crowe	<a href="mailto:crowe.tara.e@edumail.vic.gov.au">crowe.tara.e@edumail.vic.gov.au</a>	5381 7107
	Humanities Learning Area Head	Phoebe Allen	<a href="mailto:allen.phoebe.y@edumail.vic.gov.au">allen.phoebe.y@edumail.vic.gov.au</a>	5381 7111
	Technology Learning Area Head	Tina Fitzgerald	<a href="mailto:fitzgerald.tina.m@edumail.vic.gov.au">fitzgerald.tina.m@edumail.vic.gov.au</a>	5381 7109
	Arts Learning Area Head	Courtney Scherger	<a href="mailto:scherger.courtney.a@edumail.vic.gov.au">scherger.courtney.a@edumail.vic.gov.au</a>	5381 7108
	Music Coordinator	Nick Shirrefs	<a href="mailto:shirrefs.nicholas.s@edumail.vic.gov.au">shirrefs.nicholas.s@edumail.vic.gov.au</a>	5381 7184
	VCE Coordinator	Nick Rigas	<a href="mailto:rigas.nicholas.n@edumail.vic.gov.au">rigas.nicholas.n@edumail.vic.gov.au</a>	5381 7112
	VET Coordinator	Campbell Pallot	<a href="mailto:pallot.campbell.c@edumail.vic.gov.au">pallot.campbell.c@edumail.vic.gov.au</a>	5381 7712
<b>Overall academic questions relating to whole-school curriculum</b>				
<b>Whole school</b>	Teaching and Learning	Meg Woolford	<a href="mailto:woolford.megan.j@edumail.vic.gov.au">woolford.megan.j@edumail.vic.gov.au</a>	5381 7105

**Careers and University entrance related questions and support and transitions support**

Section of the school	Position to contact	Person to contact	Email	Phone Number
<b>Middle Years</b>	Transitions into Year 7	Heather Deayton	<a href="mailto:deayton.heather.m@edumail.vic.gov.au">deayton.heather.m@edumail.vic.gov.au</a>	5381 7108
<b>Senior Years</b>	Leading Teacher – Transitions and Pathways	Caroline O’Donnell	<a href="mailto:odonnell.caroline.j@edumail.vic.gov.au">odonnell.caroline.j@edumail.vic.gov.au</a>	5381 7144
	Leading Teacher – Careers and Pathways - VCAL	Paul Webster	<a href="mailto:webster.paul.a@edumail.vic.gov.au">webster.paul.a@edumail.vic.gov.au</a>	5381 7145
	School-based Apprenticeships and Traineeship support	Genni Smith	<a href="mailto:smith.genevieve.m@edumail.vic.gov.au">smith.genevieve.m@edumail.vic.gov.au</a>	5381 7196
	Work Experience and Structured Workplace Learning Support	Genni Smith	<a href="mailto:smith.genevieve.m@edumail.vic.gov.au">smith.genevieve.m@edumail.vic.gov.au</a>	5381 7196
<b>Alternate Programs</b>	Careers support	Chris Harrison	<a href="mailto:harrison.christopher.r@edumail.vic.gov.au">harrison.christopher.r@edumail.vic.gov.au</a>	5381 7151
<b>Questions related to school extra-curricular activities</b>				
<b>Whole school</b>	Sports Coordinators	Jason Revell	<a href="mailto:revell.jason.p@edumail.vic.gov.au">revell.jason.p@edumail.vic.gov.au</a>	5381 7188
		Brydie Scollary	<a href="mailto:scollary.brydie.b@edumail.vic.gov.au">scollary.brydie.b@edumail.vic.gov.au</a>	53817189
	School Production	Emily Friedrichsen	<a href="mailto:friedrichsen.emily.j@edumail.vic.gov.au">friedrichsen.emily.j@edumail.vic.gov.au</a>	5381 7108
	After-school SEAL Programs	Katelyn Keller	<a href="mailto:keller.katelyn.k@edumail.vic.gov.au">keller.katelyn.k@edumail.vic.gov.au</a>	5381 7107
<b>Questions relating to School Excursions</b>				
<b>Whole school</b>	Payment and Consent Forms	Tayla Winfield	<a href="mailto:winfield.tayla.r@edumail.vic.gov.au">winfield.tayla.r@edumail.vic.gov.au</a>	5381 7100
	Content and program for excursions	Teacher in charge <b>or</b> Judi Landwehr	<a href="mailto:landwehr.judi.m@edumail.vic.gov.au">landwehr.judi.m@edumail.vic.gov.au</a>	5381 7114
<b>Other school services</b>				
<b>Whole school</b>	Bus Coordinators	Claire Lawes	<a href="mailto:lawes.claire.a@edumail.vic.gov.au">lawes.claire.a@edumail.vic.gov.au</a>	5381 7113
		Lisa Hobbs	<a href="mailto:hobbs.lisa.m@edumail.vic.gov.au">hobbs.lisa.m@edumail.vic.gov.au</a>	5381 7118

**Technical support, questions about the BYOD Program, and questions about SEQTA Learn and SEQTA Engage**

<b>Whole school</b>	Technical Support	James Mutch Carol Hale Ben Leonforte	<a href="mailto:8818-helpdesk@schools.vic.edu.au">8818-helpdesk@schools.vic.edu.au</a>	5381 7183
	BYOD Program – Principal	Rob Pyers	<a href="mailto:pyers.robert.r@edumail.vic.gov.au">pyers.robert.r@edumail.vic.gov.au</a>	5381 7100
	Assistant Principal – Teaching & Learning	Meg Woolford	<a href="mailto:woolford.megan.j@edumail.vic.gov.au">woolford.megan.j@edumail.vic.gov.au</a>	5381 7105
	Leading Teacher – Assessment and Reporting (SEQTA)	Elizabeth Klinge	<a href="mailto:klinge.elizabeth.j@edumail.vic.gov.au">klinge.elizabeth.j@edumail.vic.gov.au</a>	5381 7110

**School-fee related issues**

Section of the school	Position to contact	Person to contact	Email	Phone Number
<b>Whole school</b>	Manager – Finance	Hayley Janetzki	<a href="mailto:janetzki.hayley.m@edumail.vic.gov.au">janetzki.hayley.m@edumail.vic.gov.au</a>	5381 7115

**Enrolments**

<b>Year 7 &amp; 8</b>	Assistant Principal – Year 7 & 8	Adam Ross	<a href="mailto:ross.adam.a@edumail.vic.gov.au">ross.adam.a@edumail.vic.gov.au</a>	5381 7106
<b>Year 9 &amp; 10</b>	Assistant Principal – Year 9 & 10	Louise Amor	<a href="mailto:dower.louise.c@edumail.vic.gov.au">dower.louise.c@edumail.vic.gov.au</a>	5381 7103
<b>Year 11 &amp; 12</b>	Assistant Principal – Year 11 & 12	Melissa Twaddell	<a href="mailto:twaddell.melissa.a@edumail.vic.gov.au">twaddell.melissa.a@edumail.vic.gov.au</a>	5381 7104
<b>Alternate Programs</b>	Assistant Principal – Alternate Programs	Liam Offer	<a href="mailto:offer.liam.r@edumail.vic.gov.au">offer.liam.r@edumail.vic.gov.au</a>	5381 7150

**Extremely serious issues of a generic nature**

<b>Year 7 &amp; 8</b>	Assistant Principal	Adam Ross	<a href="mailto:ross.adam.a@edumail.vic.gov.au">ross.adam.a@edumail.vic.gov.au</a>	5381 7106
	Leading Teacher – Year 7	Heath Schulz	<a href="mailto:schulz.heath.s@edumail.vic.gov.au">schulz.heath.s@edumail.vic.gov.au</a>	5381 7124
	Leading Teacher – Year 8	Rod Kirkwood	<a href="mailto:kirkwood.rodney.r@edumail.vic.gov.au">kirkwood.rodney.r@edumail.vic.gov.au</a>	5381 7278
<b>Year 9 &amp; 10</b>	Assistant Principal	Louise Amor Elizabeth Parsons	<a href="mailto:dower.louise.c@edumail.vic.gov.au">dower.louise.c@edumail.vic.gov.au</a> <a href="mailto:parsons.elizabeth.m@edumail.vic.gov.au">parsons.elizabeth.m@edumail.vic.gov.au</a>	5381 7103 5381 7274

	Leading Teacher – Year 9 Leading Teacher – Year 10	Cameron Whelan	<a href="mailto:whelan.cameron.c@edumail.vic.gov.au">whelan.cameron.c@edumail.vic.gov.au</a>	5381 7123
<b>Year 11 &amp; 12</b>	Assistant Principal Leading Teacher – Year 11 & 12	Melissa Twaddell Dan Garner	<a href="mailto:twaddell.melissa.a@edumail.vic.gov.au">twaddell.melissa.a@edumail.vic.gov.au</a> <a href="mailto:garner.daniel.s@edumail.vic.gov.au">garner.daniel.s@edumail.vic.gov.au</a>	5381 7104 5381 7125
<b>Alternate Programs</b>	Assistant Principal – Alternate Programs Leading Teacher – Alternate Programs	Liam Offer Ranaye Johnstone	<a href="mailto:offer.liam.r@edumail.vic.gov.au">offer.liam.r@edumail.vic.gov.au</a> <a href="mailto:johnstone.ranaye.l@edumail.vic.gov.au">johnstone.ranaye.l@edumail.vic.gov.au</a>	5381 7150 5381 7151
<b><i>Any issue that cannot be resolved after exhausting all other avenues, or the most grievous concerns</i></b>				
<b>Principal</b>	Principal	Rob Pyers	<a href="mailto:pyers.robert.r@edumail.vic.gov.au">pyers.robert.r@edumail.vic.gov.au</a>	5381 7100