



THINGS TO DO BEFORE THE END OF THE YEAR

Start by skim reading the back of this sheet as our frequently asked questions might make the next 4 things easier to do.

- Order textbooks and stationery online
 - From your pre-start pack, grab out your 2019 Course Charges & Contributions sheet - this outlines the courses you are enrolled in for next year
 - Head to Officemax website www.officemaxschools.com.au
 - Search for Manea Senior College
 - Insert code: **W3XW4Z** (use capital letters)
 - Follow site instructions
 - Order as soon as possible or before **December 16, 2018** to receive free delivery before Term 1 commences.

STUCK? Visit MSC website for full list of instructions

- Order MSC uniform from Totally Workwear
 - Review prices on Manea website
 - Visit Totally Workwear and place order:
103 Forrest Avenue, Bunbury

CONFUSED? Visit MSC website for more details

- Review Information Booklet on MSC website
 - Explains individual subject charges
 - Gives overview of costs for 2019 education

NO ACTION REQUIRED - purely for your reading pleasure

- Plan transport - Orange School Bus Service
 - If you know you need to catch the orange bus service, visit www.schoolbuses.wa.gov.au and complete the online application asap.
 - If you're unsure visit the MSC website for information.

DON'T NEED ORANGE BUS? - your job list is done!

KEY 2019 DATES & TIMES

- ◆ Start Dates:
 - All **NEW** students Monday 4th February 2019 @ 8:40am
 - Returning **Year 12s** Tuesday 5th February 2019 @ 8:40am

- ◆ Examination & College Finish Dates:
Visit MSC website

- ◆ College reception hours 8am - 4pm during the school term.

- ◆ College start time: 8:40am





FAQS

Is there a place to find all relevant information to starting at Manea in 2019? Yes! Visit our website and on the home page you will see a “**Enrolled Students**” tab. All the information you need to be prepared for the start of the 2019 school year is here, such as uniform supplier, preferred text/stationery supplier and a map of College drop off and pick up zones.

Do uniforms have to be bought from Totally Workwear? Totally Workwear Bunbury is our sole supplier for uniforms. Stock is held at the store but some items may need to be ordered in. Check your pack for information on the College’s Dress Code.

How do I organise text books and supplies? Through the OfficeMax website. Students are required to have the items relevant to the courses they are studying. Ordering is done online with delivery to your home address.

How do I know what courses I am enrolled in for 2019? Inside your pack you will have a Course Charges & Contributions Sheet 2019. The courses listed here are what you are enrolled in. Make sure you are only purchasing the requirements for the courses you are enrolled in.

How much are my Course Charges and when do I pay them? Inside your pack is your Course Charges & Contributions Sheet for 2019. These are to be fully paid by the end of Term 1, 2019. A Direct Debit/Payment Plan can also be arranged – just contact the office.

Is there financial assistance available? Yes. Read the Information Booklet regarding the Secondary Assistant Scheme. Applications for this scheme close by Friday 12th April 2019.

What about buses? If you're intending to use school bus services (orange buses) to get to Manea you need to lodge an online application. Manea students receive ‘approved special consideration’ for bus travel (orange buses only). Simply ensure that you mention Manea as your school when completing the online application (then answer the remaining questions accordingly). To lodge your application go to the following website (Parents Tab/ How to apply), as early as possible. www.schoolbuses.wa.gov.au.

Do students have different start and finish dates in 2019? Yes. Our website will always have the most up-to-date information, so always check there.

Is there academic support for students? Yes! Many staff voluntarily provide tutoring for students after College hours, and Manea use 'Moodle'. Moodle gives students 24 hour access to teacher directed resources and provides students with the ability to communicate with their teachers and upload documents if required. Manea has moved away from using Connect, however, students may use Connect to monitor their marks in each of their subjects.

I’m planning a holiday – when are exams scheduled? This information is on our website. In addition you will receive an email early 2019 outlining exam dates and expectations for students around attendance. Please note that family holidays during the school year are unauthorised and must be avoided.

How do I advise the College if a student is absent? There are two easy options. You can either 1) call Reception on 9721 0600, or 2) email us at Manea.sc@education.wa.edu.au.

Is MSC closed over the Christmas school holidays? Yes, we close on Friday 14th December 2018 @ 12 noon and re-open on Tuesday 29th January 2019 @ 8.30am.

What if I have questions over the Christmas break? You can still contact us. All enquires during the holiday period should be directed via email to: Manea.sc@education.wa.edu.au