



Comet Bay College

2 Allatoona Avenue, SECRET HARBOUR WA 6173

Ph: 9553 8130 or 9553 8136 & Fax: 9553 8152

ABN: 50 130 517 617

www.cometbaycollege.wa.edu.au

Lower School Counselling, Career Education and Handbook Timelines 2017

Week	Date	Action	Notes	Person Responsible
T2 Wk1		YR10 Assembly	Intro to counselling process	Mick Churchman /Kim Crow
T2 Wk2		All course costs returned to Jenni Tarr	New courses cannot be offered for 2018 if not costed. Existing courses will have the 2017 cost if not submitted	Deans
T2 Wk2	Wed 3 May	All yr 8, 9, 10 and Senior School handbook edits completed and returned to Astrid Constable	All new courses must have new description	Deans, Mick Churchman
T2 Wk3		Non-MESS Deans to promote Yr11 courses to Yr10 students through science	Deans to negotiate with Sue Harrison suitable times and classes	Non-MESS Deans and Science staff
T2 Wk3	Fri 12 May	Fees checked and handbooks and loaded to College website		Jenni Tarr
T2 Wk3	Fri 12 May	All teacher recommendations to be completed and returned to Fiona Howarth		Yr 10 Teachers and Fiona Howarth
T2 Wk5	Mon 22 May to Fri 26 May	SOBS set up and opened for Yr10 bookings	Parents to make bookings for Yr10 interviews online	Fiona Howarth
T2 Wk5	Mon 22 May to Weds 25 May	VET classroom presentations	Year 11 VET students to present VET info to Year 10 students during scheduled English classes	Kim Crow
T2 Wk6-9	Mon 29 May to Fri 24 Jun	VET Foyer display	To coincide with Career Expo and Course Counselling	Kim Crow
T2 Wk6	Mon 29 May	All teacher recommendations, handbooks, selection sheets, timelines and online booking system information distributed to parents		All Yr10 teaching staff and Fiona Howarth
T2 Wk6	Tue 30 May	Speed Careering Expo	Career Expo –Year 10 students P3 & P4 in Gym	Kim Crow
T2 Wk6	Tue 30 May	Yr10 Parent Information Night 6.30pm – 7.30pm	Mick and Kim present Yr10 counselling and selection process to parents	Mick Churchman and Kim Crow
T2 Wk7		P2 PAC - Yr10 Assembly	Non MESS Deans promote courses if have not done so through Science. Follow up questions from parent night	Mick Churchman and non MESS Deans
T2 Wk7	Fri 4 Jun	Yr10 counsellors provided with PL on counselling process		Mick Churchman
T2 Wk 8&9	Mon12 Jun to Fri 23 Jun	Yr10 parent interviews using RTP in addition to Yr9 data and OLNA		
T2 Wk8		Non-MESS Deans promote their Yr8, 9 & 10 courses through Yr 7, 8 & 9 assemblies		Non-MESS Deans
T2 Wk 8-10	Mon 12 Jun to Fri 30 Jun	VET Interviews		Kim Crow
T2 Wk 9&10	Mon 19 Jun to Fri 30 Jun	All selection sheets to be returned and data input		Astrid Constable
T3 Wk 1&2	Wed 19 Jul to Fri 28 Jul	All non-completed selection sheets chased up and data input		Martin Donohue, Stuart Jackson

- Students not in extension classes will not be eligible to select MESS ATAR courses
- All students need to have applied for a USI
- VET interviews to be booked at the general interview