



Penola
CATHOLIC COLLEGE
EST. 1995

17 October 2022

Dear Parents and Guardians,

Re: Laptop Distribution Evening

The Distribution of the **Lenovo Yoga 11e Convertible Notebook** for students commencing **Year 7 in 2023** will take place on **Tuesday 29th November 2022** for all new Year 7 students and their families.

The collection of the Notebook will take place as a **walk through**. Families are asked to park their vehicle at the Broadmeadows Campus car park where they will be directed to the ERC (Education Resource Centre). Drivers Licence ID or a current Health Care Card must be provided on collection.

Please see below your allocated time in accordance with your Child's surname.

Tuesday 29th November 2022

SURNAME	TIME SLOT
A - B	4.00pm - 4.15pm
C - D - E	4.15pm – 4.30pm
F - G - H	4.30pm – 4.45pm
I - J - K - L	4.45pm – 5.00pm
M - N	5.00pm – 5.15pm
O - P - Q - R	5.15pm – 5.30pm
S - T	5.30pm – 5.45pm
U - V - W - X - Y - Z	5.45pm – 6.00pm

Payment Reminder:

Please be mindful that the final laptop payment of \$565 must be paid by **Wednesday 23rd November** prior to collection of the laptop.

Health Care Card Holders must ensure all Centrelink paperwork is completed prior to the collection of the laptop for the \$20 fortnightly payments if you haven't already done so.

Payments can be made at either, the Accounts Office at the Broadmeadows Campus or at the Glenroy Campus Office.

For any queries regarding payment please contact the college Accounts Office on (03) 9301 2777 and select "3" for Accounts.

Yours sincerely,

Chris Caldwell

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Principal

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