



Alphington
GRAMMAR SCHOOL

HIGH SCHOOL PREPARATION PROGRAM

2019

STUDENT HANDBOOK

CRICOS 01376D



Alphington Grammar School
High School Preparation Program

STUDENT HANDBOOK

2019

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Welcome from our Principal



At Alphington Grammar School our primary focus is the health and wellbeing of our students and ensuring that every student experiences success. Studying overseas can provide challenges for some students. We pride ourselves on knowing our students, respecting and appreciating cultural differences so that all students experience success. Success means different things to different people. For us, your success is measured by individual achievement – by knowing you are doing the very best that you can do. Our goal is to help you do your best at every step along the educational journey.

We look forward to welcoming you to Alphington Grammar School.

Dr Vivianne Nikou
PRINCIPAL

Welcome from our Head of High School Preparation Program



The Alphington Grammar School, High School Preparation Program, has been developed to provide English language classes for newly arrived International students to Alphington Grammar. We have two levels of English language classes and aim to build your confidence and success in individual skills. We will focus on you gaining knowledge of Australian culture and society and Victoria's education system.

Our course will orientate you to the standards expected at Alphington Grammar School, therefore making the transition to mainstream subjects easier. Our teachers are highly experienced and supportive of all International students.

Our program will be informative and fun and will equip each student with the skills and knowledge to succeed in the mainstream school community.

We welcome your participation in this vibrant and challenging program and wish you all the best in your education journey!

Ms. Stav Touranakos
Head of HSPP

Introduction to Australia



Did you know?

- Australia has more sheep than people
- 91% of Australia is covered in vegetation
- Over 200 languages and dialects are spoken in Australia
- Nearly half of all Australians were born overseas or have at least one parent born overseas
- The Australian Lyre Bird can imitate the sound of a mobile phone, a chainsaw, a camera clicking, and a car alarm
- Emus and Kangaroos were chosen for the Australian coat of arms because they seldom walk backwards, symbolizing Australia as a forward moving nation
- A horse race stops the nation once a year. In Melbourne everyone gets a public holiday to celebrate the Melbourne Cup horse race
- Australians speak their own unique lingo – called [Aussie slang](#)
- Chinese explorers travelled to Australia long before the Europeans. As early as the 1400s Chinese sailors came to Australia to trade with indigenous peoples
- Australia has one of the highest degrees of urban concentration but it also has one of the lowest population densities, with on average only 3 people per square kilometre
- The longest straight stretch of road is in Australia – the Nullarbor Plain is 146 km with no bends, travelling east to west between [South Australia](#) and [Western Australia](#).
- The Dingo fence is the longest fence in the world at 5,614 kilometres in length. It keeps dingoes out of South-East Australia and protects sheep in Southern Queensland
- The Great Barrier Reef is the world's largest living underwater structure and one of the seven wonders of the underwater world
- Australians eat Kangaroo meat. It is on the menu in some restaurants and you can buy it from a butcher or supermarket
- Australians invented the 'selfie' - a photo of yourself taken using a mobile phone camera

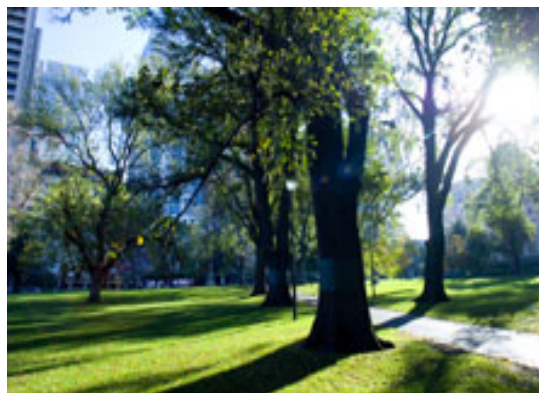
[Source: www.movingtoaustralia.com]

Living in Melbourne

Climate and temperatures

Victoria has a mild climate with warm to hot summers, moderate autumns, cool to cold and wet winters and sunny springs. For more information, visit the [Bureau of Meteorology](#) website.

Season	Average temperature
Summer (December, January, February)	25°C - 35°C
Autumn (March, April, May)	15°C - 20 °C
Winter (June, July, August)	8°C - 14°C
Spring (September, October, November)	15°C - 22°C



Our people

People, culture and language	Statistics	Did you know?
Geographic area	227,416 square kilometres	Victoria is the smallest mainland state - about the same size as Britain. The state is geographically small and all regions are within easy reach.
General population	About 5 million people	The second largest population of any state in Australia. More than 70% of Victorians live in Melbourne, the state's capital city.
Migrant population	Migrants come from over 200 countries	Almost one quarter of Victoria's population was born overseas – 43.6 % were either born overseas, or have a parent who was born overseas.
Languages spoken	English is the official language	Over 180 languages and dialects are spoken in Victoria. More than 20% of Victorians and almost 30 % of Melburnians speak a language other than English at home

(Source: www.liveinvictoria.vic.gov.au)

Lifestyle



Living in Melbourne is very much about lifestyle – it has been consistently rated as one of the world's most livable cities.

Wander through Melbourne's connecting [laneways and arcades](#); which are home to many of Melbourne's dining and shopping secrets.

Meanwhile, the skyline is a mix of modern building designs and heritage architecture.

Melbourne has a strong cultural and intellectual history. There are many galleries, museums as well as world-renowned universities and research facilities. The city also provides a background for artistic examples – the laneways are home to very interesting [street art](#).

Melburnians love a party, with a busy [calendar of events](#) having something for everyone. Hear some live music, go to a football match or join in at a festival!

The city has a strong culture of volunteering, and Melburnians are known for being warm and friendly. The City of Melbourne has a variety of [visitor services](#) with welcoming staff and volunteers ready to help with what to see and do in the city.

Our [multicultural population](#) contributes to the city's unique atmosphere. Melbourne is home to people of 140 different cultures: Indigenous Australians, European migrants and recent arrivals from India, Somalia, China and South-East Asia.

Melbourne has a reliable public transport system that is easy to use. You can travel to most places you need to go on the tram, bus or train. You will need to purchase a **myki card** for your travels from the Public Transport Victoria website: www.ptv.vic.gov.au

There are also plenty of bike paths and bike lanes that make cycling simple and safe around the city and suburbs.

The city has a vibrant energy and many things to do, so Melbourne's lifestyle has something for both visitors and residents to enjoy.

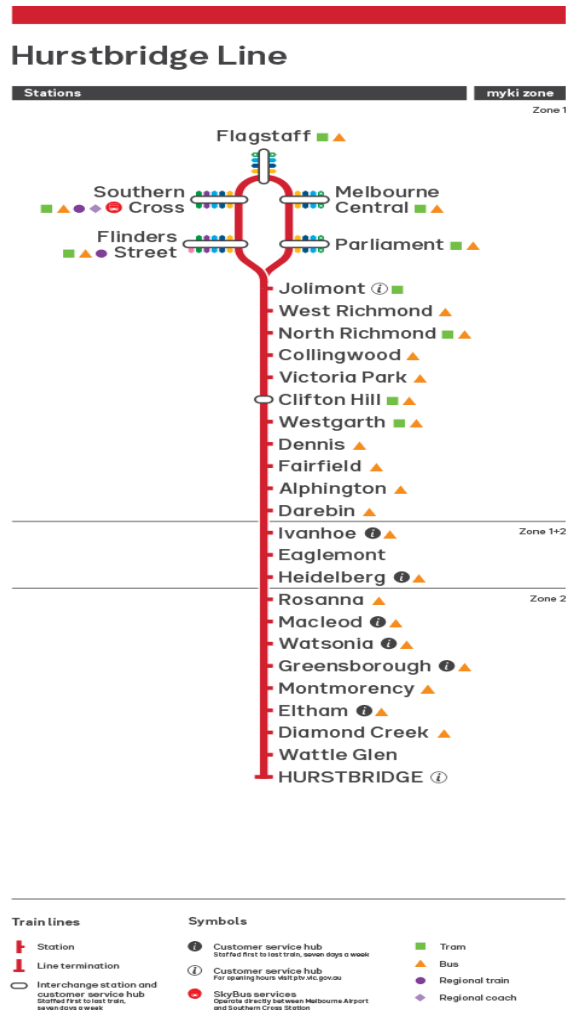


Source: www.melbourne.vic.gov.au/about-melbourne/for-visitors/Pages/melbournes-lifestyle.aspx

Services in the Local Community

Transport

Alphington Grammar Language School is approximately 7 kilometres north-east from the centre of Melbourne. The school is only 700 metres (6 - 8 minutes' walk) from the Alphington train station. The station is on the **Hurstbridge** Line. The train trip from Alphington station to the City (Flinders Street), takes about 15 minutes.



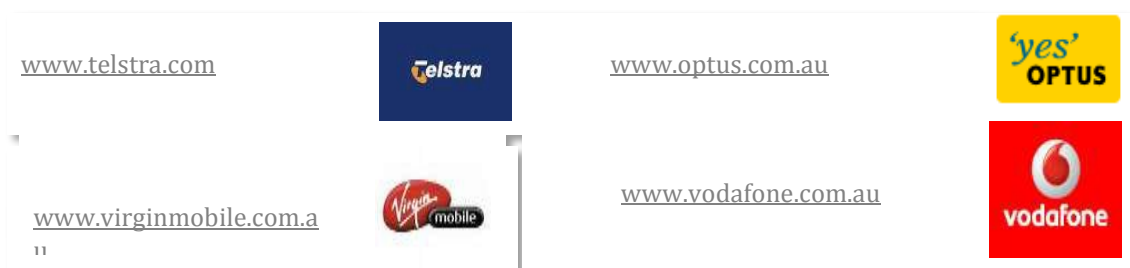
The bus service that runs along Heidelberg Road (**Bus Route 546:** Melbourne University – Heidelberg Station) stops just metres away from our school. Other bus services to consider are **158** and **508**, which stop at Alphington train station.

As a new student to our city, you need to consider your safety at all times and travel with a companion on all public transport after dark.

Visit the PTV website www.ptv.vic.gov.au for more information about buses routes, the tram network, general transport and tourist information and how to purchase a myki card.

Communication

These main companies provide telephone and Internet services in Australia. Make sure you visit their website or a store to compare which service is right for you.



Postal Service



At Australia Post you can buy stamps, send letters and parcels within Australia and overseas. You can pay bills, organise passport photos, travel money and insurance.

Medical Centres

You can check www.yellowpages.com for medical services in the Alphington area or near your home.

Alphington Medical Centre

29-31 Station St Fairfield, VIC 3078

Ph. 9485 5100

Darebin Community Health Service Inc.

42 Separation St, Northcote VIC 3070

Ph. 9489 1388

Panch Health Service

300 Bell St, Preston VIC 3072

Ph. 9489 9000

Alphington Dental Care

29-31 Station Street, Fairfield VIC 3078

Ph. 9482 4044

Fairfield Dental Clinic

54 -56 Station Street, Fairfield VIC 3078

Ph. 9489 4755

Emergency numbers

Police, Fire, Ambulance – 000

Emergency Services operators answer this number quickly and will say, “*Police, Fire, or Ambulance*”. You will then be connected to the appropriate service. You will be asked questions about: where **you are**, what has happened to who and what their condition is. The operator may ask you to stay on the phone until the emergency services arrive.

Shopping

You can check www.yellowpages.com for shops and services in the Alphington area or near your home.

Station St IGA

Supermarket & Grocery Store
140-142 Station St, Fairfield VIC 3078
Ph. 9489 4755

Coles Supermarket

Supermarket & Grocery Store
Ivanhoe Plaza, 4 Livingston St, Ivanhoe VIC 3079
Ph. 9490 2300

Northland Shopping Centre

Shopping Centre complex
2-50 Murray Rd, Preston, 3072
Ph. 9490 2300

Parks, Playgrounds & Sports Facilities

H Swain Reserve

Oakover Rd, Northcote

All Nations Park

Northcote

Merri Park

Northcote

Pearl Reserve

Thornbury

You can check www.darebin.org for a directory of all facilities around this area.

Studying at Alphington Grammar School

Accommodation

Students must live either in a Homestay, approved by Alphington Grammar School or, with a parent or close family member. Students living with a Homestay family usually have their own room and all meals supplied. Any issues or concerns with accommodation, please speak to your teacher and the International Student Coordinator.

Parent Liaison

The parent liaison accepts responsibility for your welfare and safety while you are enrolled at Alphington Grammar School. They take action in matters such as discipline, attendance, academic progress, accommodation and your activities outside of normal school hours. Parent liaisons are expected to attend Parent/Teacher interviews and communicate your progress with your parent/guardian.

Induction

All International students are required to attend an Induction workshop with the Head of the Program and the International Student Coordinator, where enrolment will be confirmed, the timetable and expectations explained. There will be a school tour and time to purchase school uniform, sporting attire, as well as books and stationery needs.

School Rules

Alphington Grammar School students are expected to behave with courtesy and respect for themselves and others within the school community. No student may leave the campus at any time during the school day without special permission. A student arriving late or leaving early must report to the School Administration Office where a record of students' movements will be recorded.

All students are required to attend school daily. A note from a parent/guardian explaining absence, lateness, and leaves for part of the day or non-completion of work is required.

Students must attend all subject classes outlined in their timetable and arrive to class on time and without delays between changeovers.

Students must not engage in any actions, which are dangerous to life, limb or property.

Students are not allowed to smoke, drink, and gamble or take other illegal substances while under school discipline.

Monitoring Attendance

Alphington Grammar School requires that students must attend 90% of their scheduled course hours. Any student whose attendance has fallen below 85% or who has been away for 5 consecutive days without approval, will be issued with a warning letter and be counselled by the International Student Coordinator.

A second warning letter will be issued if attendance falls below 80% without acceptable reasons.

Students who fail to meet attendance requirements will then be issued with a third and final letter, which will advise that they will be reported to the Department of Education and that the school intends to cancel their enrolment. From there, the student will have 20 working days to appeal this decision.

Alphington Grammar School will not report the student if they can produce medical certificates or if there are compassionate or compelling circumstances related to the absence.

Student Progress

To achieve satisfactory progress in the High School Preparation Program, students must attend regularly; participate actively and respectfully in all classroom activities, including group and pair work and complete all assessment tasks, as scheduled throughout the course.

Academic progress will be monitored through regular ongoing classroom participation and work output. If a student is at risk of not meeting satisfactory course progress, they will be interviewed, counselled and provided with additional support.

Part-time jobs

The Australian Government allows International students to work up to 20 hours a week during the school year. Alphington Grammar School supports students working part-time provided it does not interfere with school studies, is not inconvenient or hazardous. A student must inform parents/guardian about their intention to work, so that arrangements can be agreed upon *before* the student applies for the job.

Smoking, Alcohol, Illegal Substances

Smoking, drinking alcohol and using illegal substances such as drugs, is against the rules of Alphington Grammar School. While students are on school grounds, in school uniform and on school outings all substances are prohibited. Students found to be using or in the possession of illegal substances will be handed over to Victoria Police. (Note: It is against the law in Australia to sell alcohol or cigarettes to a person under the age of 18 years).

Suspension, Expulsion and being sent home

If a student has been warned several times of ongoing bad behavior or, unauthorised absence, Alphington Grammar School has the right to suspend, expel and send a student home. The Principal's decision will be made following consultation with the Head of Secondary, Head of the High School Preparation Program, teachers and the International Student Coordinator.

School Absences

If students are unexpectedly absent from school, parents/parent liaisons are required to contact School Administration prior to 8.45am to provide a reason for the absence.

The dedicated **absentee line** is: **9499 6833**.

For planned absences from school, parents/guardians are asked to write to the Head of the Program requesting leave of absence with relevant dates and reason for the absence.

School Reports

You may receive an Interim Report upon request, after 10 weeks of study, which coincides with Parent/Teacher interviews. The Interim Report is a one-page snapshot of progress during the course.

At the end of 20 weeks you will receive a full report, cataloguing progress, assessment results and judgments on key domains such as: English language progress, homework, effort, thinking and independent learning skills.

ICT in the Classroom

All students and parents/guardians are asked to sign the 'ICT Acceptable Use' policy, which outlines the guidelines associated with using our school network.

For this Program, we operate a 'bring your own device' (BYOD) policy. All students are expected to have an iPad or Android tablet, as they will need to use these devices to serve as research tools and as an electronic diary, which is linked to our Learning Management System, Schoolbox. Students are encouraged to use a laptop in class if they prefer.

Mobile Phones and Other Mobile Devices

Students are permitted to have mobile phones at school. Use of electronic devices in class is at the discretion of the class teacher. Students are expected to take responsibility for their own belongings. Alphington Grammar School requires students to use electronic devices responsibly at all times.

Lockers

All students are issued with a locker and a lock. Lockers are located in year level areas within the Secondary Building. Students are responsible for the security of their own belongings and for ensuring lockers are neat and tidy. All lockers for students in the High School Preparation Program will be located in their class home-room.

Day to day Operations

Students are required to arrive at school early (8.30am- 8.40am), in order to be prepared for the first meeting in the morning, in their allocated Home Room at 8.45am. Classes will commence at 9am.

Students are expected to be in full school uniform. If there are any issues with the uniform, or sporting attire, parents/parent liaisons must provide a written note explaining this to the Head of Program.

Students will be invited to attend School Assemblies and school sports events as required. This will help provide a smoother and quicker transition to the mainstream school.

School Facilities

Facilities for use by Alphington Grammar School students include:

- ❖ High School Preparation Program classroom
- ❖ Computer room
- ❖ Library (ERC)
- ❖ Gymnasium (Andrianakos Centre)
- ❖ Art room
- ❖ Music room
- ❖ Canteen (equipped with tables and microwaves)
- ❖ Lyceum Centre (for lectures)

Key Staff

There are several members of staff who take responsibility for caring for International Students

Staff Member	Position/Role	Area of Responsibility
 Dr Vivianne Nikou	Principal	Strategy, Leadership Governance and Operational matters
 Mr. Rowan Evans	Assistant Principal/Head of Secondary	Day to day operations, pastoral care and disciplinary matters
 Mr. Lukas Silver	Director of Teaching & Learning	Academic Studies
 Mr. Manuel Pappos	Business Manager	Matters related to School fees
 Ms. Stav Touranakos	Head of High School Preparation Program	Matters related to High School Preparation course

 Ms. Mary Kontosis	International Student Coordinator / EAL	Pastoral care and student study guidance, Homestay & Guardianship
 Mrs. Pauline Sistanis	School Registrar	Enrolment matters: Personal information & records
 Ms. Jing Wang	Head of Chinese	Chinese Language and Chinese students' Coordinator
 Mrs. Helen Theodoropoulos	Head of EAL	EAL subject matter
School Psychology Team		Social, personal and welfare concerns
Ms. Toulia Terazakis	Head of House - Aristotle	Studies and social matters
Mr. Con Papoulis	Head of House - Pericles	Studies and social matters
Ms. Primrose Tyson	Head of House - Byron	Studies and social matters
Mr. Trevor Adams	Head of House - Socrates	Studies and social matters

Wellbeing

Student wellbeing is a high priority for the School. The School's vertical or House pastoral care structure underpins the student wellbeing program and it is further supported by the School Nurse and the Exceptionality Team, comprising the relevant members of the School Management Team, The Heads of House, the School Psychologist and the Learning Support Coordinator.

The House System

All students are allocated to a House. You will be allocated a House once you complete the High School Preparation Program. The four houses are Aristotle (blue), Byron (gold), Pericles (red) and Socrates (green). The House program underpins the pastoral system of the School. It also facilitates house competition in sport and co-curricular activities, including supporting selected charities in the wider community. The four houses are each led by a house team comprising the Head of House, House Mentors, House Captains (Years 11 and 12) and Future Leaders (Years 9 and 10).

				
HOUSE	ARISTOTLE Blue	BYRON Gold	PERICLES Red	SOCRATES Green
HEAD OF HOUSE	Toula Terezakis 	Primrose Tyson 	Con Papoulis 	Trevor Adams 

House Activities

We have a very strong House Competition between the four houses – Aristotle, Byron, Pericles and Socrates. Students compete in a range of house activities throughout the year, including:

- Athletics
- Bake Off
- Charity Fundraising
- Cross Country
- Debating
- Futsal Competition
- Swimming
- Trivia Competition

Understanding the Timetable

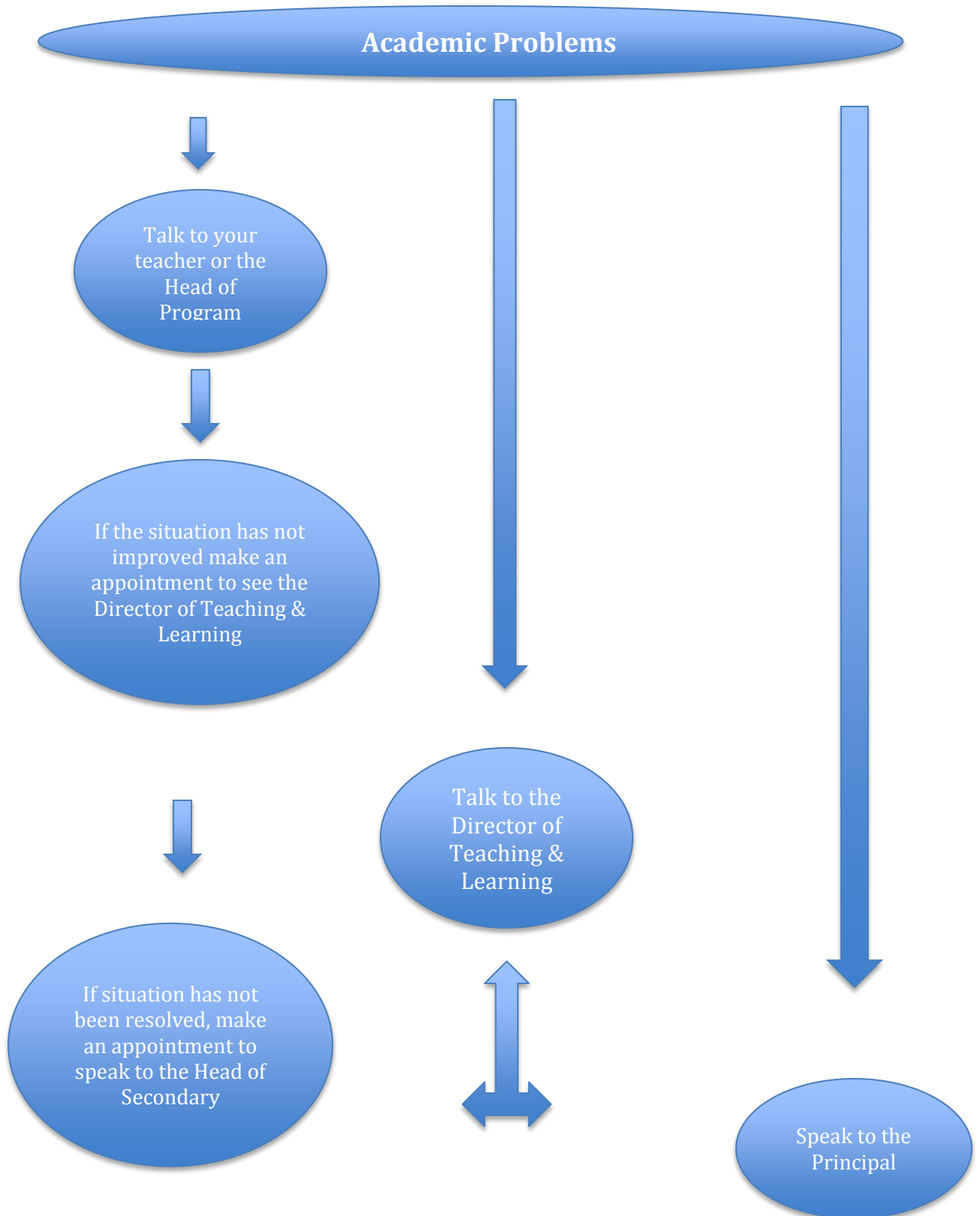
At Alphington Grammar Language School, classes begin at 9am each day and finish at 3.30pm. Most of each day will be spent in intensive English language classes. There will also be classes held in subject-specific areas such as physical education, art and music.

Homeroom	Doors Open 8.30am 8.45am – 9am
Period 1	9am – 9.45am
Period 2	9.45am – 10.30am
Recess	10.30am – 10.50am
Period 3	10.50am – 11.35am
Period 4	11.35am – 12.20pm
Lunch	12.20pm – 1.15pm
Period 5	1.15pm – 2pm
Period 6	2pm – 2.45pm
Finish time	3.35pm

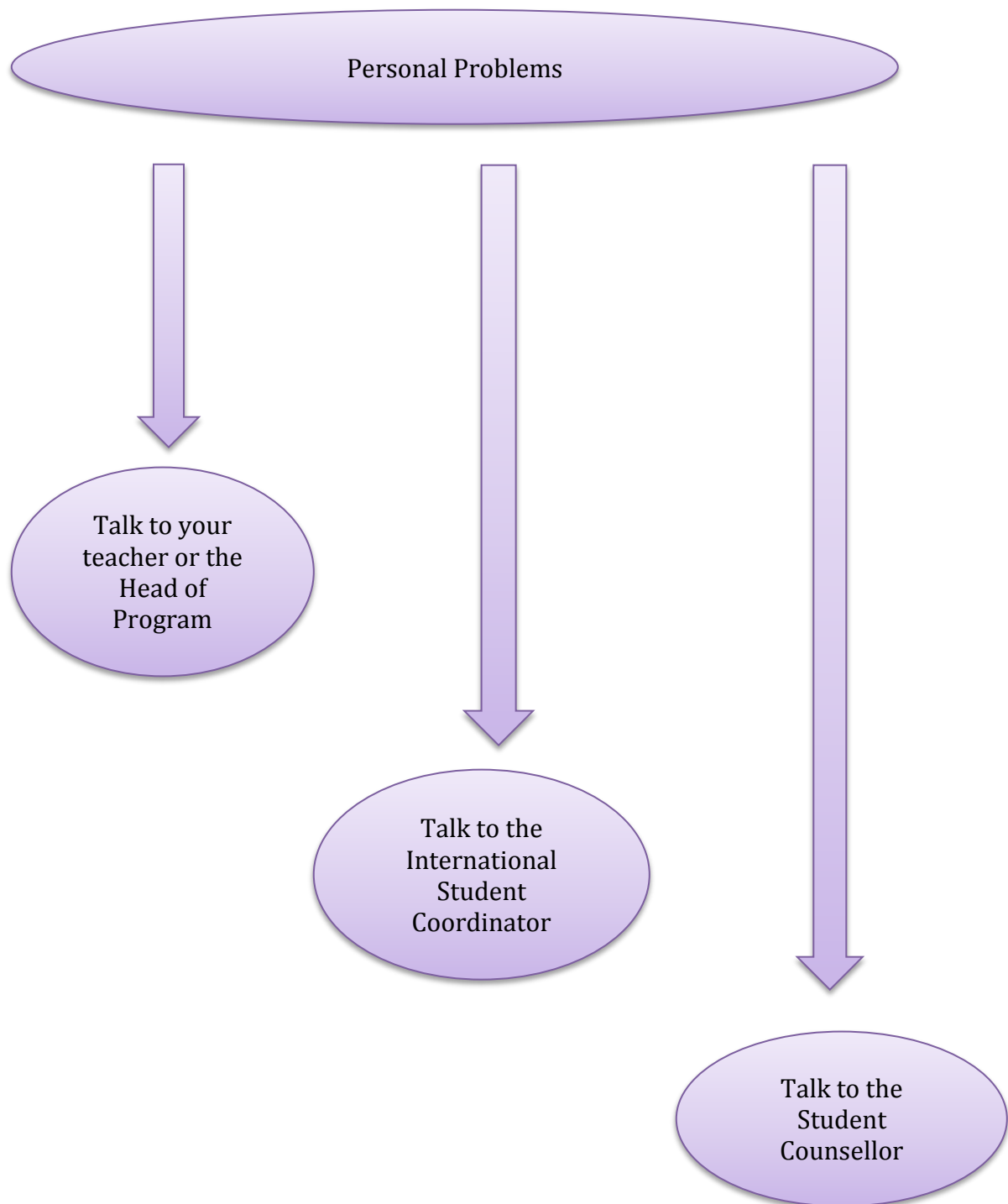
All students are expected to arrive at school by **8.45am** for House/Tutor period. This is a time for staff to check in with students and ensure they are settling into school routines, homestay and the Australian lifestyle. It is also important for staff to identify early, if students are experiencing problems in order to address any issues quickly. House/Tutor period helps to prepare students for the day and facilitates a successful integration into the Alphington Grammar School lifestyle and community.

Complaints and Appeals Process

At Alphington Grammar School we will provide you with our best personal care, support and quality teaching. Please use the guidelines below to help resolve any problems.



You are also able to discuss any problems of a personal nature with staff at Alphington Grammar School. Please follow the guidelines below:



Frequently Asked Questions

What time should I arrive at school each morning?

Students are expected to arrive at school each morning between 8.30am and 8.40am, in order to be ready to attend House/Tutor Room at 8.45am.

What if I am late arriving to school?

Students are expected to attend House Room, commencing at 8.45am each morning. If students arrive at school after 9.00am, they must report to School Administration and sign in prior to attending class.

What if I need to leave school early for an appointment?

Please note, that while it may at times be unavoidable, medical appointments should not be scheduled during the school day. If there is a need to leave during the school day, parents/parent liaisons are asked to contact the Head of the Program providing a reason for early departure. Students leaving before the end of the school day will need to sign out at school administration.

Who can I speak with if I have a problem?

There are a number of people who students can speak with if they have a problem.

The Head of High School Preparation Program is responsible for the daily pastoral needs of the students in their classroom.

The International Student Coordinator is responsible for the pastoral and academic welfare of the International students.

The Exceptionality Team includes the School Psychologist and the Learning Support Coordinator, the Principal, Head of Secondary, Director of Teaching & Learning, the Head of Program and the International Student Coordinator.

What happens on bad weather days?

Indoor areas are available to students on bad weather days. Teaching staff will advise students of these arrangements.

Are there areas of the school that are Out of Bounds?

- o all classrooms at break times
- o the Gym (Hall) unless directly supervised by a teacher
- o staff work areas and offices
- o equipment storage areas
- o playground areas designated for primary age students
- o car parking areas
- o all areas outside the school fence or boundary

What if I feel unwell or suffer an injury during the school day?

Students who are unwell or injured during the school day must report to the Nurse in the Health Centre located at the rear of Flowerdale. If the Health Centre is unattended, students should report to School Administration. Students who are unwell may be sent home after parents/parent liaisons have been contacted. Students are **not permitted** to leave during the school day due to illness or injury without the approval of the School Nurse or the Head of Program.

Where are toilets located?

Toilets for students are located on the ground floor of the Secondary Building and also in the Andrianakos Centre. The Andrianakos Centre toilets/changing rooms can be accessed externally as well as from inside the building.

What if I lose an item of personal property at school?

Students who lose an item of personal property should report this immediately to their Class Teacher. Students are expected to take responsibility for their own belongings. All items of personal property should be clearly labelled with the student's name. Lockers and locks are provided to all students to support this. The *Lost Property* cupboard is located under the stairs in the corridor behind School Administration.

How does the school communicate with parents/guardians?

Alphington Grammar School produces a weekly school newsletter, which is distributed to all school families by email each Friday during the school term. All letters and other pertinent information regarding school programs are distributed via email in our weekly School Bulletin each Wednesday during term time.

Will I have Incursions and Excursions?

Incursions and excursions are arranged to support the academic and co-curricular program. Parents/guardians are requested to sign their consent for students to attend these events at the beginning of each school year.

What is the ERC?

The ERC, (Education Resource Centre) or School Library is located on the ground floor of the Secondary Building. The ERC opens at 8.00am each morning and closes at 5.00pm each afternoon.

The ERC can be used for quiet reading, study and also small group collaboration.

Desktop computers are available in the ERC for student use. Borrowing is permitted at any time during ERC opening hours. Students are required to use their Student ID Card for borrowing. The regular time allocated for lending is two weeks.

Homework Club is located in the ERC on Tuesday, Wednesday and Thursday afternoons during the school term.

Where can I go if I need to print work or use the photocopier?

The ERC provides facilities for printing and photocopying for students. Students are required to use their Student ID Card to access these facilities.

How should I wear my school uniform?

Students are expected to wear their full school uniform with pride. As part of the winter uniform, students are required to wear their blazer to and from school each day. The school jumper is not to be worn as the outer garment. The top button of the school shirt must be done up. School ties should be worn correctly with the knot worn at the neck. The school shirt should be tucked in during lessons and to and from school. Blazers may also be required for other special occasions, as advised by House Staff.

Useful websites

www.visitmelbourne.com

www.visitvictoria.com

www.zomato.com

www.ptv.vic.gov.au

www.telstra.com.au

www.auspost.com.au

A photograph of a school sports field. In the foreground, four male students in white polo shirts and dark trousers are standing on a paved area, looking towards a yellow soccer ball on a green artificial turf field. In the background, a group of students in blue and white uniforms are playing soccer on a grassy field. There are trees, a fence, and a modern school building in the distance.

Alphington Grammar School

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Australia

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