



Alphington
GRAMMAR SCHOOL

International Student Information Handbook

2021



Aspiring to Excellence



**INTERNATIONAL STUDENT HANDBOOK
2021**

CONTENTS

Principal's Welcome	3
Deputy Principals Welcome.....	3
Introduction to Australia	4
Living in Melbourne	5 - 9
Introduction to Alphington Grammar School	10
Conditions for International Students	14
Conditions of enrolment	16
Payment of Fees	18
Cancellation of enrolment	19
Satisfactory course progress	21
International Student Grievance.....	23

APPENDICES:

Appendix 1: Business Regulations	
Appendix 2: Homestay Accommodation Policy	
Appendix 3: Parent Liaison Policy	
Appendix 4: Progression Policy	
Term Dates	
Canteen Menu	
Uniform List	
Timetable	

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 Deputy Principals

We look forward to working in partnership with you to make this year, one of excellence for each student in the Primary and Secondary School. The school prides itself on its commitment to the student's social and emotional wellbeing and we know that students learn best and achieve their potential when they are settled and engaged with what is going on around them. Alphington's emphasis on promoting multiculturalism and ensuring our students value diversity and practice acceptance all work in harmony to provide a welcoming and supportive environment for our international students.

Mr. Lukas Silver
Assistant Principal
Head of Secondary



Ms. Tracey Nicholson
Assistant Principal
Head of Primary



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

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 liveable 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.

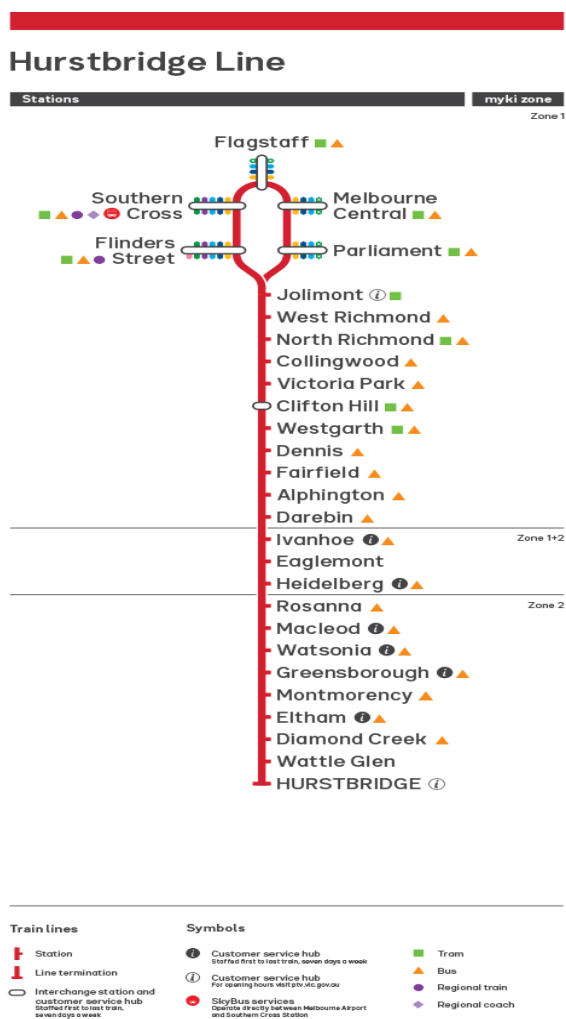


Source: www.melbourne.vic.gov.au/about-melbourne/for-visitors/Pages/melbournes-lifestyle.aspx

Services in the Local Community

Transport

Alphington Grammar 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.



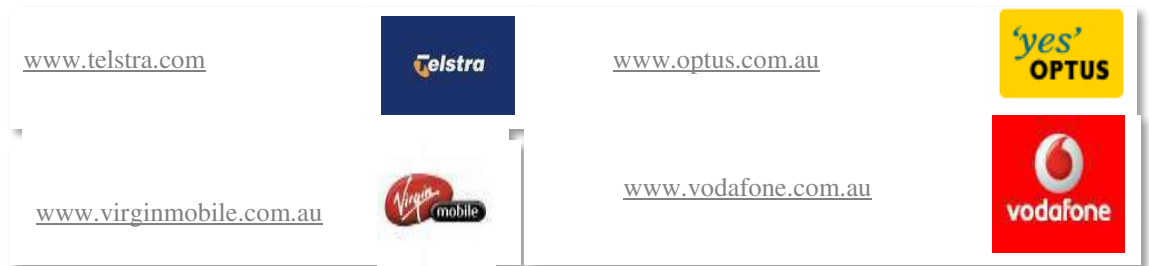
The bus service that runs along Heidelberg Road (Bus Route 546: Melbourne University – Heidelberg Station) stops just metres away from our school. Other bus services to consider are 158 and 508, which stop at Alphington train station.

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
Northcote

Park

Pearl Reserve
Thornbury

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

PART A: GENERAL INTRODUCTION TO ALPHINGTON GRAMMAR SCHOOL

Alphington Grammar School (AGS), established in 1989, is a co-educational, multi-cultural, non-denominational; Independent School from Early Learning to Year 12. Our School represents a full cross-section of the culturally diverse population of Melbourne. At Alphington Grammar School we value, respect and celebrate cultural diversity and actively promote the cross cultural experience in our learning programs.

Our School prides itself on being a School with a caring environment, a factor that is particularly important for International Students, where the immediate family support system may be absent. The School has clear guidelines relating to the selection and care of International Students thus ensuring their happiness and success while studying at Alphington Grammar School.

Our staff and students' support of International Students aims to assist in their smooth transition into the Australian educational system and we take pride in making new students feel welcome, comfortable and at home. Our commitment to International education provides enormous opportunities for our students to develop a better understanding of other languages and cultures. Our vision helps our students engage and contribute as global citizens.

Accredited Provider of Education for International Students

As part of our ongoing growth and development, Alphington Grammar School is registered to accept a limited number of International Full Fee Paying Students. Students from countries outside Australia are welcome to apply for enrolment at Alphington Grammar School, as part of this programme.

Currently we have International Students studying at Alphington Grammar from China, South-East Asia and the Indian subcontinent; adding to the cultural diversity of our School and enriching the learning experience for all. At the same time, the International Students benefit from exposure to our School's multi-cultural community.

Overseas applications to our School will be considered for acceptance, based on academic achievement and interview, all in line with the school's enrolment policy.



Quality Education at AGS

Alphington Grammar School provides academic, co-educational and enhancement programs leading to university entrance at the end of Year 12.

Our full time International Student Co-ordinator and Heads of House closely monitor the progress and welfare of all international students, maintaining contact with parent liaisons and homestay families. A well-appointed common room, study and computer facilities are available to international and local students alike. The School provides spacious, modern classrooms and specialist facilities for the teaching of Sciences, Information Technology and the Arts.

A program of social activities and integration sessions assists students to adapt quickly to life in Australia and achieve the best in their studies. Local and international students mix in study, sport, cultural and social events. Extensive guidance is given on applying for university courses by our careers practitioner. The majority of Alphington graduates go on to tertiary study.

Students work towards the completion in Year 12 of the Victorian Certificate of Education, an internationally recognised university entrance qualification. We offer a full range of courses in English as an Additional Language (EAL), Chinese, Mathematics, the Sciences, Information Technology, Business and Commerce, Visual and Performing Arts and the Humanities. Students are also expected to participate in a wide variety of competitive sport.

Alphington Grammar is a small School emphasising individual care and attention within a secure and serene environment set in natural parkland. Our policy is to operate classes of no more than twenty-five students and in many cases our classes are much smaller than this. We promote traditional values of respect for others, pride in oneself and determination to do one's best. We have a strict uniform policy and code of conduct that all students are expected to uphold.

Guidance and Support

Our School undertakes to provide the best pastoral care for all our students. We strive to promote a sense of belonging and commitment to the School community in our International Students by engaging them fully in all kinds of School functions and activities. Guidance and support for International Students in terms of their academic progress and pastoral welfare is one of the most important features of our International Students Program. This responsibility is carried out by Ms. Mary Kontosis (International Student Coordinator) assisted by Ms. Michelle Yarnton (Head of Support), along with the relevant Head of House, House mentors, under the leadership of our Assistant Principal, Head of Secondary, Mr. Lukas Silver.

EAL and Learning Support

Alphington Grammar School has a proud history of effective support for students for whom English is not their first language. The Learning Support and EAL teams of dedicated staff, headed by Ms. Michelle Yarnton, provide guidance, small group teaching and in-class support to EAL students including those from overseas. Students' needs will be assessed, difficulties identified, and strategies put into place to assist students to overcome their language barriers in learning.

VCE Chinese (Mandarin)

As a result of the enrolment of International Students from China at the senior level, our School offers Chinese (First Language) as a VCE subject. Classes are currently held during normal School hours as well as after School, taught by Specialist Teacher of Chinese.

Admission Times

International Student admissions will generally take place at the beginning of the academic year, following completion of an intensive English programme at an approved English Language School/Centre. However, students with specific reasons or in special circumstances may also be considered for admission up until the beginning of Semester 2.

Orientation Program

The first few days will be an opportunity for an International Student to get to know the School and for familiarization with the surrounding environment. This will be an opportunity to deal with the practicalities of purchasing School uniform and stationery needs, as well as for becoming familiar with the neighbourhood, transport services and the nearest shopping and recreational facilities.

Cost of living in Melbourne

Alphington Grammar School requires all International Students to live in accommodation approved by Alphington Grammar School. (See Accommodation for approved homestay providers.) Students should expect to pay in the range of \$AU300 - \$380 per week for homestay accommodation (inclusive of all meals). As a guide line, an additional amount of about \$AU100 per week should be available for other basic living expenses. International students under the age of 14 years are required by Victorian Government regulations to live with a parent or close family relative – as defined by Department of Home Affairs.

Transport

Melbourne is a large cosmopolitan city and Alphington Grammar School is approximately 7 kilometers to the northeast of the centre of Melbourne. The School is only 700 meters (6-8 minutes' walk) from Alphington Railway Station, which is serviced frequently by trains throughout the day (on the City – Hurstbridge Line). The train trip from the City (Flinders Street Station) to Alphington Station takes about 15 minutes.

Alphington Grammar also provides a private bus service, at an additional cost. Application forms are available on the school website or at reception.

There is also a bus service (Bus Route 546: Melbourne University – Heidelberg Station) that runs along Heidelberg Road and stops just metres from our School. Alternative bus services that could be utilised are routes 158 and 508, both of which run past Alphington Railway Station where there is a bus stop.

As with all large cities there is an element of safety to be considered when travelling on public transport. All rules made by the Metropolitan Transit Authority for travel must be upheld. Students need to be cautious of travelling alone on trains/buses after dark and should attempt to travel with a companion.

Length of Stay at Alphington Grammar School

International Students are expected to undertake a course of study for at least three semesters at Alphington Grammar School if enrolled in our VCE programme (Year 11 and Year 12), or for longer if the student enters our School at the lower year levels. Some VCE students who have special learning needs might choose to undertake a lighter workload each year and finish the VCE programme over three years. All International Students are required to remain enrolled at the School for at least one full year.

Sporting Events, School Camps, Excursions, Social Functions

All co-curricular programs are integral to receiving a well-rounded education in Australian Schools. It is mandatory that all students attend these events, as they are part of the School's core programme. Staff are in attendance at all times, to ensure the safety and welfare of the students. Exemption from participating in these events will normally not be granted.

Parent/Teacher Interviews

Parent/Teacher interviews to discuss the progress of students are scheduled throughout the year. We welcome parents/parent liaisons of International Students to attend these interviews in person if they are available during these times. For parents/parent liaisons who have difficulties communicating in English, interpretation can be arranged as appropriate. For parents who live overseas appropriate communications will be agreed to at the time of enrolment.

Reporting

Reporting student learning and progress is a fundamental element of education and is currently going through significant developments. Schools are now able to harness technology to improve the delivery of reporting in real time. At Alphington Grammar School, we have moved away from the traditional model of one report at the end of each semester, to a more continuous method of communicating attainment and progress to students and parents; known as 'Progressive Reporting'.

Progressive Reporting refers to the practice of reporting in regular installments throughout the year. Typically, at key moments throughout the semester, teachers provide updated assessment feedback, which is uploaded to Schoolbox and made visible to students and parents. The main benefit in Progressive Reporting is the timely manner in which work is submitted, assessed and meaningful feedback supplied to students and parents. Reporting at the end of the semester is often seen as 'too late' to remediate any learning issues or deploy additional support.

In their first full year in mainstream classes, International Students will receive reports according to the standard format of reporting at Alphington Grammar School. Modified work requirements and assessment tasks will be mentioned on the report wherever applicable.

We advise parents/parent liaisons to discuss the outcomes of the interviews as well as the reports with the student, in an effort to encourage them to achieve their greatest potential.

Mobile Phones and Other Mobile Devices:

Students are permitted to have mobile phones and devices at School. Use of mobile phones in class is not permitted. Students are expected to take responsibility for their own belongings. Alphington Grammar requires students to use their electronic devices responsibly at all times.

Lockers:

All students are issued with a locker and a lock. Lockers are located in House areas within the Secondary Building. Students are responsible for the security of their own belongings and for ensuring their lockers are kept neat and tidy.

PART B: CONDITIONS FOR INTERNATIONAL STUDENTS

All International Students are expected to sign an enrolment agreement contract, which will also be countersigned by their Parents/Parent Liaisons. The conditions in the agreement reflect the content outlined in this document. This is to ensure that the agreement is mutual and binding between acceptances of the student, his/her parents/parent liaison and Alphington Grammar School.

The following sections outline the expectations, which we make clear to students wishing to attend Alphington Grammar School. It is not an exhaustive list, but rather a statement of the standards we wish to set. These conditions may be amended from time to time in the best interests of the students, the parents and the School. Parents will be kept informed of any change in policy.

Australian Department of Home Affairs Procedures

Under Australian Government policy, all applications for entry of overseas students to Australia must be processed by Australian Consular Officials in the applicant's home country.

The applicant will require the 'Confirmation of Enrolment form, which will be issued by the School. The 'Confirmation of Enrolment' is a very important document and must be handed to the Australian Consular Officials in your country to obtain your visa. You cannot make application for an entry visa without this document.

Medical cover for students in Australia must be paid for in order for the applicant to obtain a visa. This medical cover is called the 'Overseas Student Health Cover' (OSHC).

The Australian authorities request a guarantee of Confirmation of Appropriate Accommodation and Welfare (CAAW) for students under the age of 18 on arrival in Australia from the education provider.

Accommodation

Alphington Grammar School requires students to have a minimum age of 14 to be placed in Homestay Accommodation. Students aged below 14 are required to live with a parent or eligible relative who must hold the appropriate visa (subclass 590) obtained by the Department of Home Affairs. All students applying to Alphington Grammar School should be under 18 at their time of enrolment at Alphington Grammar School.

Students living with homestay families receive full board with their own room and have all meals supplied. Working with children checks (WWCC) are required for all Homestay Parents, and any other persons living in the house over 18 years of age. This information is gathered and verified by the school before placing the overseas student in a homestay. Alphington Grammar School holds and maintains these records in accordance with ESOS regulations and verifies and updates them regularly.

It is a requirement that for the duration of their studies, regardless of age, students are not permitted to make their own accommodation and welfare arrangements.

Once Alphington Grammar School issues a CAAW (Confirmation of Appropriate Accommodation and Welfare), we are accepting full responsibility of screening, approving, selecting and monitoring homestay arrangements in the interest of the welfare of the student. This responsibility cannot be delegated to any other third party as the school retains the ultimate responsibility for approving and assuring welfare arrangements.

Alphington Grammar School arranges all homestay placements and engages the services of two providers (AHN, SAS) to assist with shortlisting possible homestay options before placing the overseas student in a

homestay. Responsibility for screening, selecting and monitoring homestays rests solely with the school and this cannot be delegated to any other party.

For more information about Homestay Homes please see our attached Homestay Accommodation Policy.

Our Registrar is the primary contact between the School and our Homestay Providers, and directs families to school approved accommodation once enrolment at the School is confirmed.

Our International Student Coordinator visits Homestays at a minimum of every six months to verify that conditions for appropriate homestay accommodation are met. This includes the homestay providing a separate bedroom for the student that is age-appropriate and caters for the student's individual needs, that the environment is safe and secure, and that the Homestay provides stability for the student in accordance with welfare regulations stipulated by Standard 5.3 of The National Code (2018). For more information regarding Homestay Accommodation and the aforementioned welfare stipulations, please see our Homestay Accommodation Policy, which is available in our International Student Policy and Procedure Document (ISPPH).

Parent Liaisons

Parent Liaisons provide extra support for our students and help to ensure that their transition into life in Australia and their studies run as smoothly as possible. Parent Liaisons are encouraged to visit International Students at School to discuss and review their progress and welfare. Liaisons attend meetings with Heads of House and teachers as required, as well as attending Parent Teacher Interviews, to keep informed regarding student progress.

Alphington Grammar School employs comprehensive selection, screening and monitoring processes when engaging third parties, such as our Parent Liaison companies, to provide extra care for students, especially those who are under the age of 18. Alphington Grammar School accepts responsibility for approving accommodation, extra support and welfare arrangements for students under the age of 18, where a CAAW has been issued by the school. We do not delegate or outsource this responsibility to any third party.

For more information about Parent Liaisons please refer to our Parent Liaison Policy in the appendices of this handbook.

Visas Application and Renewal

To study in Australia a visa must be obtained from an Australian Embassy or High Commission. The School's official letter of 'Offer of a Place', together with the 'Confirmation of Enrolment' form, should be used to support an application for a visa.

After commencement at Alphington Grammar School, assistance by the School can be given for subsequent renewals of study visas. Students need to contact the International Student Coordinator to request assistance well before their visas expire.

Health Insurance – International Student Health Cover

The Australian Government requires all full fee paying International Students to take out health insurance for the duration of their visa. Alphington Grammar School arranges medical insurance cover for duration of the student's study at the school. This insurance charge is additional to the student's total annual tuition fees.

Enrolment Procedure

Application for enrolment must be made on the School's official Application form, which must be completed in full providing accurate information and details about the student. It must be accompanied by certified copies of the student's two most recent School reports (together with copies translated into English if the original reports are not in English) from his/her home country. Secondary students must supply a copy of their AEAS test score. Edutest results are used to assess whether a student is ready to enter 'mainstream' classes. A copy of the International Business Regulations can be found in Appendix.

Upon receipt of a completed Application Form and accompanying reports, the School will immediately process the application and determine the enrolment status of the applicant and inform the student's family/ agent. If a place is available a letter of offer for a place will be issued by the School. Acceptance of this offer must be made in writing, along with payment of fees as specified in the letter. This is required in order for a visa to be issued to the student. Confirmation of Enrolment and CAAW form will only be released by the school once the following items have been confirmed:

- Fees have been paid to the school
- Approved accommodation has been applied for (refer Accommodation Policy)
- Approved parent liaison has been applied for (refer Parent liaison Policy)

A current copy of the student's Passport, Visa and Health Cover documents must be held by the School at all times.

Conditions of Enrolment

By signing the Enrolment Agreement parents and students confirm that they have read and understood the Conditions of Enrolment and the Business

Regulations for International Students and agree to accept them. Any future amendments will be advised as they occur.

- The School reserves the right to refuse any application for enrolment without providing any reason.
- Alphington Grammar School reserves the right to cancel the proposed enrolment of a student should we determine that we are not able to meet the specific needs of the student.
- All students are required to attend an interview with a senior staff member prior to commencement. This is to ensure that, as far as possible, those who are accepted are likely to benefit from the courses provided.
- The schedule of current fees must be strictly adhered to without exceptions.
- Charges in addition to the published fees may be incurred if students require additional integration aides or special services not completely covered by tuition fees.
- No student will be permitted to return to the School while any part of a fee instalment is in arrears, unless the School has waived this condition in writing.
- Fees are subject to increase at any time without notice.
- It is a condition of the enrolment of the student that the parents on their own behalf and on behalf of the student agree to abide by the School rules. The parents acknowledge that they are aware of the content of the School rules. The School, through the Principal, retains the right to suspend or dismiss the student from the School, or otherwise discipline the student, on the grounds of the student's unsatisfactory conduct, attendance or performance, or, failure to observe any School rule.
- Parents are responsible for payment for avoidable breakages or damage to School property by a student, or for loss of School property, e.g. library books, musical instruments, calculators and computers.
- Students must live in accommodation approved by Alphington Grammar School.

- Students must seek approval from Alphington Grammar School prior to any change in accommodation.
- Students must have an Alphington Grammar School approved parent liaison for the entire period of enrolment regardless of age.
- In order to comply with visa regulations, students must maintain a minimum of 90% attendance (93% in VCE). Failure to do so will result in Immigration authorities being advised and the students risk their visas being cancelled.

Education Agents

Alphington Grammar School will not accept any students from an education agent, or enter into any agreement with an education agent, if it knows or reasonably suspects the education agent to be:

- Engaged in, or to have previously engaged in, dishonest practices, including the deliberate attempt to recruit a student where this clearly conflicts with the obligations of registered providers under Standard 7 (Transfer between registered providers).
- Facilitating the enrolment of a student who the education agent believes will not comply with the conditions of his or her student visa;
- Using Provider Registration and International Students Management System (PRISMS) to create Confirmations of Enrolment for other than a bona fide student; or
- Providing immigration advice where not authorised under the Migration Act 1958 to do so.

Where Alphington Grammar School has entered into an agreement with an education agent and we subsequently become aware of, or reasonably suspect, the engagement by that education agent, or an employee or sub-contractor of that agent, is contrary to the conduct set out above, we will terminate the agreement with the said education agent. This paragraph does not apply where an individual employee or sub-contractor of the education agent was responsible for the conduct set out above and the education agent has terminated the relationship with the individual employee or sub-contractor directly.

Induction of students

All overseas students are required to attend an interview with the Principal and/or Head of Secondary School prior to commencement. At this meeting subject selection and homeroom allocation will be confirmed and explanation provided of timetables, School House rules and School procedures. New students will be introduced to the International Student Co-ordinator and given a tour of the School.

Between the interview and commencement at the School there will be an opportunity for the student to get to know the School and for familiarization with the surrounding environment. During this time the students will be advised on matters such as purchasing school uniform, sporting attire and stationery needs, as well as becoming familiar with the neighbourhood, transport services, medical, recreational and shopping centres.

In the first two to three weeks the International Student Co-ordinator and Head of Support will evaluate and assess the learning capacities and needs of new overseas students and put in place an appropriate program of EAL support for that student. The effectiveness of that program is reviewed at regular intervals from then on.

Safety Card

All students will receive a Safety Card upon their commencement at Alphington Grammar School. The card contains Alphington Grammar's 24 hour emergency contact number and contact numbers for emergency services in Victoria.

Payment of fees

The School publishes each year a Schedule of Fees for FFPOS (copy available upon request). Fees are inclusive of all compulsory charges with the exception of:

Other additional fees include:

- Private Instrumental Tuition
- Years 9 and 10 Gateways Program
- School Bus Service
- Medibank Health Cover premium

Tuition Fees & Accounts

- The School publishes an Annual Tuition Fee, which is advised in advance. The Annual Tuition Fee may be subject to revision during the year.
- Tuition Fees for overseas students must be paid in advance not less frequently and annually. Provision is available for the prepayment of tuition fees for a period longer than twelve months. Enquiries regarding this facility should be directed to the School Business Manager.
- All fees and charges requested by the School are payable by the parents/parent liaisons of an enrolled student within fourteen (14) days of rendering the accounts.
- Accounts not paid by the due date will be charged a Late Fee at the current rate per student.
- The School reserves the right to refuse a student permission to enter a School Year while any part of the fees are unpaid, unless parents/parent liaisons obtain a formal agreement from the School's Business Manager.
- As a condition of admission, any student entering the School in the course of a year will be charged tuition fees on a pro rata basis for the year. However, a sum of money equal to the full amount of the Annual Tuition Fee will still be payable in advance. This amount will be credited to student's account as fees in advance, pursuant to an offer of a place being made by such a date as notified in writing by the School. The making of this payment is also a condition for the issue of a Confirmation Letter or Letter of Offer.
- Any Credit Card, Direct Debit or Cheque payment that is declined by the bank, for any reason, will attract an administration fee of \$75.
- If any student is on a student visa and is enrolled at Alphington Grammar School and the school fees have not been paid; the matter can be referred to the Department of Home Affairs. The Department may then cancel the visa, meaning that the student can be deported. Once the visa is cancelled the student(s) concerned will have difficulty in being reissued with another student visa.
- All requests for a planned leave of absence from the School must be submitted in writing to the Principal / Assistant Principal for approval at least one term in advance.
- In the case of prolonged illness (one school term or more), an application, including a medical certificate may be made to the School Business Manager for some remission of school fees.
- The Business Manager is authorised by the School Council to take such action deemed necessary to recover unpaid fees or charges, including recovery costs.

Cancellation of Enrolment - Refund Policy

If the advance fee payment has been made and the student is unable to attend the School as a result of an unsuccessful visa application, the School will refund 90% of the fees (10% administration charge is incurred). Evidence of the visa application must be provided to the School.

The School at its discretion may vary the refund policy.

Should the student be subsequently withdrawn from enrolment before the student commences at the school then the refund of fees paid will be as follows:

- *25% refund: Less than 30 days receipt of notice before the student's commencement date.*
- *50% refund: 31 – 60 days receipt of notice before the student's commencement date.*
- *75% refund: 61+ days receipt of notice before the student's commencement date.*

No refund of fees paid for that year or waiver of any fees outstanding will be made if a student is withdrawn from the School during a year without the required notice (see Clause 9.1 Alphington Grammar School Overseas Business Regulations) and without a reason that is acceptable to the School or is absent for any reason.

If a student is withdrawn at the insistence of the School (see Clause 7.1 Alphington Grammar School Overseas Business Regulations), the parents/parent liaisons are liable for all School Fees and charges. No fees paid for that year will be refunded or waived.

Alphington Grammar School will endeavour to provide the courses requested by the student. Where the School cannot accommodate a request from the student, the school will work with the student to find an appropriate course of study for the student. If, for any reason, the School is unable to offer a course, a full refund of tuition fees paid will be made within 14 days of notification of course cancellation. If, for any reason, the School is unable to continue to offer a course after commencement, a full refund of tuition fees paid, including the portion of the course already taught will be made within 14 days of notification of course cancellation.

These provisions do not remove the right to take further action under Australia's consumer protection laws.

Use of Personal Information

The information provided by the student to the School may be made available to Commonwealth and State agencies and the Fund Manager of the Education Services for Overseas Students (ESOS) Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.

The School is required, under Section 19 of the ESOS Act 2000, to tell the Department of Immigration about

- certain changes to the student's enrolment and
- Any breach by the student of a Student Visa condition relating to attendance and satisfactory academic performance.

School Rules

Alphington Grammar School students are expected to use their common sense at all times. They are regarded as being under school discipline when they are on campus or any official school function or when they are wearing the school uniform or part thereof.

It is an obligation on all students of the School that they should not infringe the rights of others, nor bring discredit through their actions on themselves or the School.

General Rules

Adherence to these rules will help the School to run more efficiently and enable it to serve you better.

- It is a condition of the enrolment of a student at Alphington Grammar School that the parents/parent liaisons, on their own behalf and on behalf of the student, are aware of the content of the school rules and have agreed to abide by them. Students must also familiarise themselves with and adhere to school policies which may apply from time to time.
- Alphington Grammar School, through the Principal, retains the right to discipline, suspend or expel from the school any student on the grounds of the student's unsatisfactory conduct, attendance or performance or, failure to observe any of the school rules.
- No student may leave the campus between morning arrival and the afternoon dismissal without special permission. A student arriving late or leaving early must report to the School Administration Office in the first instance. A record of the student's late arrival or early exit for the day will be kept.
- All students are required to attend school regularly. No students should miss school without good and genuine reasons. A note by the parent/parent liaison is required to excuse a student for absence, lateness, and leave for part of the day or non-completion of work tasks.
- Students must attend all subjects and periods as timetabled. They should arrive at classes on time without delays between changeovers.
- No student may drink intoxicating liquor, smoke, gamble, or have any dealings with illicit drugs while under school discipline.
- Students must not engage in any action which endangers life, limb or property.
- Students' lockers and bags may be searched by school staff in the presence of the relevant student when deemed necessary and appropriate.
- Students may ride bicycles to school provided they have permission and that they wear protective headgear. Such permission will only be given following a written request, signed by a parent/parent liaison.
- Students who wish to drive a car to school or students who wish to travel to school as a passenger in a car driven by another student must first seek permission from the Principal. No parking is available on campus for students.

Monitoring attendance

It is an Australian Government requirement that Full Fee-Paying Overseas Students must attend at least 90% of their scheduled course contact hours (93% in VCE)

Students' attendance is monitored on a daily basis through a computerized attendance system. Students are required to check in on arrival at school in the morning and check out on leaving at the end of their scheduled classes. Attendance is also logged by teachers in each individual lesson. Attendance rates for individual students are monitored by the House Mentors and Heads of House.

Students whose attendance falls below 90%, or who have been absent for two consecutive days without approval, will be contacted and informally counselled by the International Student Co-ordinator.

Students whose attendance rate falls below 90% are identified as being at risk of not achieving satisfactory attendance, and in consequence, receive a first warning letter, advising that satisfactory attendance would not be achieved if the student continues to be absent without acceptable cause.

Students who fail to meet satisfactory attendance for a month following a first warning letter will receive a second warning letter, advising them that unless satisfactory attendance is achieved by a specified date (at least one month ahead), they will be issued with a third and final letter, which will advise them that they will be reported to DEEWR through PRISMS for failing to meet attendance requirements and that the school intends to cancel their enrolment. They are advised that they have twenty working days to appeal against this decision.

The School may only decide not to report a student who has breached the 90% attendance requirement where:

- a. The student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances apply – for example where a medical certificate states that the student is unable to attend classes. Evidence should be submitted to their Head of House for approval.
- b. The decision is consistent with the school's documented attendance policies and procedures; and where the School can confirm that the student is attending at least

Satisfactory course progress

To achieve satisfactory course progress a student must:

- a. Submit all assessed work requirements by the specified due date or such revised date as the school may agree to, in line with VCAA regulations.
- b. Participate actively in class lessons.
- c. In Years Prep to 10, achieve a work standard by the end of the academic year in at least 70% of subjects assessed which is sufficient for the student to be recommended for promotion to the next year group.
- d. In Year 11, to achieve an S grade in at least five of the units undertaken each semester
- e. By the end of Year 12, to achieve an S grade in sufficient and appropriate units to qualify for the award of the Victorian Certificate of Education.

Students' academic progress will be monitored through regular ongoing assessed work requirements and teachers' continuous assessment of classroom participation and work output. Where a student is reported as being at risk of not meeting satisfactory course progress, intervention will take place. Intervention will involve interviewing the student, providing additional guidance and support and initiating the formal warning process.

Students at risk of not meeting satisfactory course progress will be reported to the Head of House and International Student Co-ordinator. The student will be interviewed, advised that an intervention procedure will commence, provided with additional support and guidance to address the problem and issued with a first warning letter.

Students, who are reported as being at risk of not achieving satisfactory course progress, as identified by their teachers' ongoing monitoring, will receive a first warning letter, advising that satisfactory progress would not be achieved if the student continues to:

- a) Fail to submit further assessed work requirements on time, and/or
- b) Fails to participate actively in class lessons, and/or
- c) Fails to improve the quality of his/her work to a satisfactory minimum standard.

Students who fail to meet satisfactory course progress within a month of a first warning letter being issued will receive a second warning letter, advising them that unless satisfactory progress is achieved by a specified date (at least one month ahead), they will be issued with a third and final letter, which will advise them that they will be reported to DEEWR through PRISMS that satisfactory course progress has not been met.

Care of Property

It is expected that all students will show respect for the property of others, including the property of the school itself. Students who wilfully contribute to the damage or loss of another's property may be asked to contribute to the cost of replacing that property. Theft is a crime, and students who are guilty of theft may be suspended or dismissed from the school. Such cases may be referred to the Police for further action.

Students (and their parents/parent liaisons) are advised that responsibility for the care of personal property, including notebook computers and mobile phones, belongs to the student and that the School cannot assume responsibility for equipment which has been damaged, lost or stolen. Teachers will do their best to assist students in the care of their property. Valuable property, which is not required at school, should not be brought to school. It is essential that all students' personal equipment be engraved and clothing should be clearly named.

Restricted Areas

In the interests of safety and hygiene and to prevent damage to the buildings or interference with the rights of others, certain areas of the school have a restricted use. Students are not permitted in such areas without prior permission.

Health

Students who have been suffering from a notifiable infectious disease (e.g. Corona Virus), or who have been in contact with anyone so suffering, must not return without a statement from their doctor stating that they are free from infection. In some cases, recommendations for a quarantine period must be followed strictly before a student can resume school after visiting an overseas country.

Part-time Jobs

The Australian Government allows International Students to work up to 20 hours a week during the school year. Students may work full time during their vacations.

Alphington Grammar School has no objection to a student undertaking part-time employment, provided it does not interfere with the student's studies, or cause any major inconvenience or hazards to themselves. It is essential that the student inform his/her parents/parent liaisons of his/her intention of finding a part-time job so that arrangements, which need to be made, can be agreed upon before the student applies for the job.

It is unacceptable and unwise for the student to work illegally or to work in jobs deemed to be potentially risky to their health, safety or personal well-being. It is advisable for the student to seek advice from his/her teachers prior to applying for a part-time job.

Smoking, Alcohol, Illegal Substances

Smoking, drinking alcohol, drugs mood enhancers and using illegal substances are against the rules of Alphington Grammar School. While students are in school uniform, on school outings, or are at school, such substances are prohibited. Students found to use or be in possession of illegal substances will be handed over to the Police and their fate decided by the criminal justice system. (Note: It is against Australian law for

alcohol or cigarettes to be sold to a person under the age of 18 (eighteen). 'Illegal' substances are illegal for people of all ages).

Being Suspended, Expelled and Sent Home

This is a drastic decision and not one which the staff of Alphington Grammar School takes lightly. This course of action will only be taken as a last resort if all other attempts have failed to produce a satisfactory outcome in rectifying a student's problem that is of grave concern.

We reserve the right to suspend, expel and send a student home if his/her on-going behaviour or unauthorised absence at Alphington Grammar School is considered to be seriously unacceptable. A series of warnings will be issued to the student regarding his/her behaviour. However, if the student continues to be disrespectful, dishonest, and disobedient or fails to meet minimum attendance requirements despite two written warnings, Alphington Grammar School may terminate the students' enrolment. The Principal, in consultation with the relevant Heads of House, Co-ordinators and Teachers, will make the final decision. Confidentiality will be maintained as far as possible, to preserve the rights of the individuals. A student facing termination of enrolment will be given twenty (20) days in which to lodge an appeal. Support in lodging and arguing the appeal will be provided by the School.

The Principal's decision on the appeal will be final and, if unsuccessful, the immigration authorities will be formally notified that enrolment has been terminated. As the student is permitted to remain in Australia only as a registered student of an accredited educational institution, the Government may decide to deport the student when that contract with the school has been broken.

International Student Grievances Policy

Policy

Alphington Grammar School has a high commitment to the pastoral care of International Students. The school will seek to provide appropriate care for all International Students attending the school.

Procedures

A number of people are responsible for the care of International Students. The following table identifies the relevant staff.

Staff Member	Position/Role	Responsibilities
Dr Vivianne Nikou	Principal	
Mr. Lukas Silver	Assistant Principal/Head of Secondary	Student studies and welfare
Mrs. Tracey Nicholson	Assistant Principal/Head of Primary	Student Studies and welfare
Ms. Deirdre Grealish	Deputy Head of Secondary	Disciplinary matters
Ms. Pippa Birch	Business Manager	Matters related to School fees
Ms. Michelle Bagnoux-Tsirogiannis	School Registrar	Enrolment matters: personal information & records
Ms Toula Terezakis	Head of House (Aristotle)	Matters concerning studies and social.
Mr. Con Papoulis	Head of House (Pericles)	Matters concerning studies and social.
Mr. Andrew Diviny	Head of House (Byron)	Matters concerning studies and social.
Mr. Trevor Adams	Head of House (Socrates)	Matters concerning studies and social.
Ms. Katrina Du	International Pastoral Support	Chinese Language and Pastoral care Years 7 -12
Ms. Michelle Yarnton	Head of Support	Learning of EAL;
Ms Mary Kontosis	International Student Coordinator / EAL	Pastoral care and student study guidance, Homestay & Parent liaisonhip
School Psychology Team		Social, personal and welfare concerns

In the event of a student having a grievance, the House Mentor in the first instance will help address the issue to the student's satisfaction. Should higher intervention be necessary, the Head of House and the International Students Co-ordinator will become involved in arriving at a mutually satisfactory resolution. The Head of Secondary or Principal will be consulted and/or involved at all times. If the matter cannot be resolved informally, a formal hearing will be held by the Head of Secondary and/or the Principal, at which the student will have the right to be accompanied and supported by a person of his/her choosing. Each complainant or appellant will have the opportunity to formally present his or her case at minimal cost to him or herself. A formal record will be kept of the proceedings and at the conclusion of the hearing a decision will be made.

Where the school decides that it must cancel a student's enrolment and report that student to the Department of Immigration for unsatisfactory attendance, progress or conduct, the student has the right to lodge an appeal to the Principal within twenty (20) working days of being notified of the school's decision. The student will be invited to meet the Principal (accompanied by a support person if desired) within ten (10) working days of the lodgement of the appeal to present his / her case. A full written record of the meeting will be kept and the outcome of the appeal, with notes of explanation will be forwarded to the student.

If the School notifies a student that it intends to defer, suspend or cancel his/her enrolment, the student has twenty (20) working days from the date of that notification in which to access the School's internal complaints and appeals process.

The student's enrolment will be maintained while the complaints and appeals process is ongoing. However, in cases of serious misbehaviour, the student may be suspended from attending school for a time during the process.

In the event of a dispute not being resolved within the School, the School will proceed to identify a suitable independent arbitrator to deal with the matter. The student's right to access the external appeals process will be at minimal or no cost to the student.

Students must note that, if the school defers, suspends or cancels a student's enrolment, this may affect his / her student visa.

If the internal or any external complaint handling or appeal process results in a decision that supports the student, the registered provider will immediately implement any decision and / or corrective and preventative action required and advise the student of the outcome.

Business Regulations for International Students

1. Application for Enrolment:

- 1.1. The School enrolls International Students from Primary to Secondary.
- 1.2. Applications must be made through the School's official application form. Both parents must sign this form.
- 1.3. An extract of the Birth Certificate (or similar documentary evidence of birth), certified copy of School Reports and copy of Passport must accompany each application.
- 1.4. While application is a pre-requisite for admission, it is not a guarantee of admission. The School reserves the right to offer a place to any applicant, irrespective of the date of application.

2. Admission:

- 2.1. Admission to the School is conditional upon the Head of School being satisfied as to the suitability of the applicant and the student achieving a satisfactory standard of English via an English Proficiency test as stated by the School and/or having completed the Alphington Grammar High School Preparation Program.
- 2.2. The Offer of Place may be made only after the applicant has attended an interview and the School has received and approved the student's last official report from their previous school.
- 2.3. Enrolment is offered with the expectation that it will pertain until the end of Year 12. The School reserves the right to withdraw a student earlier in accordance with Clause 9.1.
- 2.4. As a condition of admission for any student entering the School at the beginning of the year, a sum equivalent to the Offer of Place being made is required by such a date, as is notified in writing by the School. The making of this payment is also a condition for the issue of a Confirmation of Enrolment or CAAW.
- 2.5. Any amount paid under Clause 2.4 will be credited to the initial account as Fees in Advance. Should there be an increase in fees between making such a payment and the admission of the student to the School, the amount representing the difference will be billed for payment.

3. Cancellation of Enrolment:

- 3.1. If the advance payment fee has not been made and the student is unable to attend the School as a result of an unsuccessful Visa application, the School will refund the total fees less an amount of the lesser of 5 per cent (\$500). Evidence of the Visa application will be required.
- 3.2. If the School refuses to provide or continue providing the course to a student, or cannot provide a suitable alternative course, the student will be entitled to a refund. Exception to this will apply in accordance with *Section 47D (5) of the Education Services of Overseas Student Act (2000)*.
- 3.3. Should the student be subsequently withdrawn from enrolment before the student commences at the School then the refund of fees paid will be as follows:
 - Less than 30 days receipt of notice before the commencement of the School Year - 25 per cent refund;
 - 31-60 days receipt of notice before the commencement of the School Year - 50 per cent refund;
 - 61+ days receipt of notice before the commencement of the School Year - 75 per cent refund.

- 3.4. No refund of fees paid for that year or waiver of any fees outstanding will be made if a student is withdrawn or absent for any reason from the School during the year without the required notice (see Clause 13.1) and without a reason which is acceptable to the School.
- 3.5. If a student is withdrawn at the insistence of the School (see Clause 9.1) the Parents/Guardians are liable for all School fees and charges. No fees paid for that year will be refunded or waived.
- 3.6. An International Student or intending International Student defaults if the following events occur:
 - a course starts at the School on the agreed starting day, but the student does not start the course on that day (and has not previously been withdrawn);
 - the student withdraws from the course (either before or after the agreed starting day) in which case Clause 3.3 applies;
 - the student failed to pay an amount he/she was liable to pay to the School, directly or indirectly, in order to undertake the course;
 - the student breached a condition of his/her student visa; and
 - misbehaviour by the student.

4. Refund under Clause 47D (Education Services for Overseas Student Act 2000):

- 4.1. If the International Student or intending International Student does not default in relation to a course at the School but the student does not start that course because the School has defaulted in relation to providing the course.
- 4.2. The total amount for the refund of tuition fees will be calculated as follows: refund amount = weekly tuition fee x weeks in default period.
- 4.3. The refund will be paid by the School to the parent of the International Student, and only they can receive this refund.

5. Tuition Fees and Accounts:

- 5.1. The School publishes an Annual Tuition Fee Schedule which is advised in advance. The Annual Tuition Fee may be subject to revision during the year.
- 5.2. Tuition Fees for any given year are due and payable in advance. Provision is available for the prepayment of tuition fees for a period longer than twelve (12) months. Enquiries regarding this facility should be directed to the School Business Manager and/or School Principal.
- 5.3. All fees and charges requested by the School are payable by the parents/parent liaison of an enrolled student within fourteen (14) days of rendering the accounts.
- 5.4. Accounts not paid by the due date will be charged a late fee at the rate specified in the Fee Schedule applicable for the relevant school year.
- 5.5. The School reserves the right to refuse a student permission to enter a School Year while any part of the fees or charges from the previous quarter is outstanding, unless parents/parent liaison obtain a formal agreement from the School's Business Manager and/or the School Principal.
- 5.6. As a condition of admission, any student entering the School in the course of a year will be charged tuition fees on a pro rata basis for the year. However, a sum of money equal to the full amount of the Annual Tuition Fee will still be payable in advance. This amount will be credited to account as fees in advance, pursuant to an offer of a place being made by such a date as notified in writing by the School. The making of this payment is also a condition for the issue of a Confirmation Letter or, Letter of Offer.
- 5.7. Any Credit Card, Direct Debit or Cheque payment that is declined by the bank, for any reason, will attract an administration fee of \$75.
- 5.8. If any student is on a student visa and is enrolled at Alphington Grammar School and

the school fees have not been paid; the matter can be referred to the Department of Home Affairs. The Department may then cancel the visa, meaning that the student can be deported. Once the visa is cancelled the student/s concerned will have difficulty in being reissued another student visa.

- 5.9. All requests for a planned leave of absence from the School must be submitted in writing to the Principal/Head of School for approval at least one term in advance.
- 5.10. In the case of prolonged illness (one school term or more), an application, including a medical certificate may be made to the School Business Manager for some remission of school fees.
- 5.11. The School Business Manager is authorised by the School Council to take such action deemed necessary to recover unpaid fees or charges, including recovery costs.

6. Parent Liaisons:

- 6.1. All International Students under the age of 14 years must be accompanied by a parent as their guardian.
- 6.2. All International Students enrolled at Alphington Grammar School must have a Parent Liaison for their duration of their studies, regardless of age.
- 6.3. The School requires that each International Student over the age of 14 years has a parent liaison appointed by, and known to the parents, to provide personal and practical support outside the school environment. The Parent Liaison would be expected to take personal and parental interest in all aspects of the student's welfare, including attending interviews and information sessions.
- 6.4. Where families are unable to nominate a suitable Parent Liaison, Parents/Guardians are required to contact one of the School's approved guardianship providers:
 - International Student Alliance (ISA) +61 3 9663 2887
 - Melbourne Migration & Education Centre (MMEC) +61 3 9620 9918.

7. Accommodation:

- 7.1. All International Students enrolled at Alphington Grammar School, must live in approved homestay accommodation for the duration of their enrolment, regardless of age.
- 7.2. All International Students under the age of 14 years must reside with a parent until they reach 14 years where they may then enter into an approved homestay arrangement.
- 7.3. The School is able to assist students to find Homestay accommodation via our approved homestay providers:
 - Australian Homestay Network (AHN) +61 3 9435 6621;
 - Student Accommodation Services (SAS) +61 3 9485 1900;
- 7.4. The School must be informed and approval must be granted before a student is permitted to change their Homestay accommodation.

8. Continued Enrolment:

- 8.1. A student admitted to Alphington Grammar School will remain a member of the School until the completion of Year 12.

9. Student Discipline:

- 9.1. The School reserves the right to discipline any student. A student may be suspended or expelled, if in the opinion of the Principal, the student is guilty of breaking the School's rules and regulations, or is guilty of behaviour prejudicial to the welfare of

- the School, its staff or students or, school property.
- 9.2. When the Principal suspends a student, the parents/parent liaison shall be notified to that effect and, of the duration of the suspension.
 - 9.3. A student who is suspended shall not enter any School grounds for any purpose during the period of suspension without the express permission of the Principal and shall be the sole responsibility of their parents/parent liaison during the period of their suspension.
 - 9.4. The attention of parents/parent liaisons is drawn to the School's Student Behavior Policy contained in the School Parent Handbook.

10. Attendance:

- 10.1. Students returning to the School after designated school holidays must join their classes on the dates fixed for resuming.
- 10.2. Students are not permitted to leave School at the end of term until the published dates.
- 10.3. A student's requirements for achieving satisfactory attendance for the course which at a minimum must be 90 per cent or higher (if specified under state or territory legislation or other regulatory requirements) of the scheduled contact hours.
- 10.4. The method for working out minimum attendance under this standard is to calculate the percentage the student has attended to the actual school days.
- 10.5. The School's processes for recording course attendance is done electronically using the software package "Schoolbox". Primary students' attendance is recorded morning and afternoon while secondary students' attendance is recorded each timetabled class.
- 10.6. The School's intervention strategy is to identify, notify and assist International Students who have been absent for more than five (5) consecutive days without approval, or who are at risk of not meeting attendance requirements before the International Student's attendance drops below 90 per cent may jeopardize their ongoing enrolment and visa conditions.
- 10.7. The School will scrutinise each student's attendance to determine and address unsatisfactory attendance with the student, homestay family and parent liaison well before the International Student reaches the point where he/she has failed to meet satisfactory course attendance.
- 10.8. The School may decide not to report the International Student to the Department of Immigration for breaching the attendance requirements if, the International Student is still attending at least 80 per cent of the scheduled course contact hours and, the International Student is able to provide genuine evidence demonstrating that compassionate or compelling circumstances apply.
- 10.9. A student who fails to join a class or leaves before the date stipulated, may jeopardise their entitlement to continued enrolment in the School unless such an absence is approved in writing by the Principal (or a delegate) or, due to illness, (medical certificate required).

11. Student Legal Rights:

- 11.1. This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the *Australian Consumer Law* if the *Australian Consumer Law* applies.

12. School Damage:

- 12.1. Parents/Parent Liaisons accept responsibility for and indemnify the School against, any loss or damage to the School or any person caused or contributed to, by any act

or default of the student.

13. Withdrawal of a Student:

- 13.1. Four (4) months' notice is required in writing from the parents to the Principal in the case of the intended removal of a student from the School at the conclusion of the calendar year.
- 13.2. If the required notice is not given, a fee of one full school year may be charged.

14. Changes in Parent/Parent Liaison Relationship:

- 14.1. Parent/Parent Liaisons must inform the International Student Coordinator if there is a change in their relationship with each other since the application form was lodged, (for example, divorce or separation).
- 14.2. Unless otherwise directed, the School will require that the person who is to assume obligation for the payment of the School fees to complete a new Enrolment Form. All information given to the School will be treated in the strictest confidence.

15. Changes to Student's Status:

- 15.1. If a student's status changes from International Student to Local Student, a new Student Enrolment Application Form is required to be completed and signed by the parents/parent liaisons.
- 15.2. The parent liaison requires written authorisation to act on behalf of the parents to sign this form. The School will also require citing the new original Australian visa that shows the change in student status.
- 15.3. The change to local student status will require the parents/parent liaisons to abide by all the school rules and regulations that apply to that of local student enrolments.
- 15.4. If there is a change in status to Local Student after the Australian Government Census for Non- Government Schools, then the amount equivalent to both the State and Commonwealth recurrent grants will be added to the school account for payment.

Homestay Accommodation Policy

Alphington Grammar School is governed by the regulations and guidelines of The Education Services for Overseas Students Act (2000) (The 'ESOS Act') and the National Code 2018.

1. Requirements:

- 1.1. Alphington Grammar School requires students to have a minimum age of 14 years to be placed in Homestay Accommodation. Students aged below 14 years are required to live with a parent or eligible relative who must hold the appropriate visa (subclass 590) obtained by the Department of Home Affairs.
- 1.2. All students applying to Alphington Grammar School should be under 18 years at their time of enrolment at Alphington Grammar School.
- 1.3. Students living with homestay families receive full board with their own room and have all meals supplied.
- 1.4. Working with children checks (WWCC) are required for all Homestay Parents, and any other persons living in the house over 18 years of age.
- 1.5. It is a requirement that for the duration of their studies, regardless of age, students are not permitted to make their own accommodation and welfare arrangements.

2. Welfare:

- 2.1. Confirmation of enrolment will only be issued if the Principal/Head of School are satisfied that suitable accommodation and guardianship arrangements will be in place during the course of the student's enrolment at Alphington Grammar School.
- 2.2. Once Alphington Grammar School issues a CAAW (Confirmation of Appropriate Accommodation and Welfare), we are accepting full responsibility of monitoring homestay arrangements in the interest of the welfare of the student.
- 2.3. All Homestay arrangements must be contracted with any of our two (2) providers (AHN and SAS).
- 2.4. For every enrolled primary level (i.e. up to Year 6) overseas student, the School will maintain on file either evidence, from the relevant pages of a passport, that the student is a full-fee paying overseas student.
- 2.5. As stipulated by Standard 5.1. of the ESOS *National Code 2018*, where Alphington Grammar School has taken on the responsibility of approving the accommodation, support and general welfare arrangements for a student under 18 years at the time of enrolment, the School continues to check the suitability of the arrangements even in the event of a suspended/cancelled enrolment, and this continues until any of the following apply:
 - the student is accepted by another registered provider and that registered provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements;
 - the student leaves Australia;
 - other suitable arrangements are made which satisfy CAAW Regulations; or
 - the registered provider reports under Standard 5.1 that it can no longer approve of the arrangements for the student.

3. Homestay Regulations:

- 3.1. Alphington Grammar School gathers, verifies and records information required by Standard 5.3 of the National Code (2018) of any adults involved in or providing accommodation and welfare arrangements for our International Students.

- 3.2. Information is collected regularly regarding any commercial homestay company staff, homestay families and Parent Liaison whom the School engages to perform child connected work. This information includes the following:
 - current WWCC (Working with Children Check);
 - proof of personal identity and any professional/other qualifications;
 - the person's history of work involving children; and
 - references that address the person's suitability for the job and working with children.
- 3.3. Alphington Grammar School meets twice a year with each Homestay provider to review and appraise their homestay services and to make necessary changes. These meetings also provide the opportunity to ensure that the Certificate of Currencies and Agreements are valid.
- 3.4. All homestay providers engaged by Alphington Grammar School are required to sign the Alphington Grammar School Contractors and Service Providers Agreement. Our providers are:
 - Australian Homestay Network (AHN) www.homestaynetwork.org
 - Student Accommodation Services (SAS) www.studentaccomodation.com.au
- 3.5. The International Student Coordinator conducts a site visit to ensure the homestay accommodation is appropriate to the student's age and needs before placement, and revisits the homestay at least every six (6) months (unless the homestay has been verified by a site visit in relation to another student in the previous three months).
- 3.6. Our Registrar is the primary contact and will direct families to approved providers (AHN, SAS) if needed, once the International Student's enrolment is confirmed. The Registrar and International Student Coordinator receive a homestay profile from the registered provider selected.
- 3.7. The Registrar and International Student Coordinator receive a homestay profile from the registered provider selected.
- 3.8. Our International Student Coordinator and Registrar, in accordance with Alphington Grammar School's Homestay Company Screening Policy and Parent Liaison Review Policy, regularly monitor our Student Management System (SMS) records and ensure our host details are correct and that WWCC's are current.
- 3.9. The International Student Coordinator visits Homestays at a minimum of every six (6) months to verify that conditions for appropriate Homestay accommodation are met. This includes the homestay providing a separate bedroom for the student that is age-appropriate and caters for the student's individual needs, that the environment is safe and secure, and that the Homestay provides stability for the student in accordance with welfare regulations stipulated by Standard 5.3 of *The National Code (2018)*.
- 3.10. Upon this visit, the Homestay Host is expected to update the School of any changes in contact details/emergency contact details in the case that they have not done so already, and to sign the Alphington Grammar School Child Safety Code of Conduct. This document is then kept on file.
- 3.11. Alphington Grammar School records visits on our Alphington Grammar Homestay Register.

4. Homestay Family Expectations:

- 4.1. We have the following expectations of our Homestay families and homes to ensure that the welfare of our students is prioritised:
 - homestay hosts/carers must reside at the homestay premises;
 - all homestay hosts/other individuals residing in the home over 18 years of age must have a current Working With Children Check (WWCC);

- the School expects the host to communicate any changes to the homestay arrangement such as a change in contact details or the event of the host leaving Melbourne for a period of time and needing a replacement homestay venue;
- the School provides a 24/7 Emergency contact number to report any breaches/threats to student safety requiring immediate attention;
- the home must be clean and have appropriate furnishings for students below 18 years of age;
- at a minimum, we expect the Student to be provided their own room, bed and desk;
- students are not to share rooms with host family members and sharing arrangements will only be provided upon a request from the student's parents. The room must not be used for any other purpose (i.e. storage, rumpus room);
- there are to be no more than three (3) International Students residing in the homestay, and students must be of the same gender, as mixes are not permitted;
- students are to be given a key to the home or arrangements are to be made so the student can access the home at any time;
- there must be adequate lighting for studying purposes;
- there must be heating in the winter and some means of cooling in the summer;
- there must be access to a bathroom, with reasonable time allowed for showers (10 minutes) and bathrooms must have a lock;
- access to kitchen/laundry facilities and use of shared living areas of the home should be granted to the International Student;
- the Homestay Host must provide three (3) meals a day and food should be available for the Student to make themselves a light lunch (a sandwich and piece of fruit) and an after school snack. The Homestay Host should consider cultural differences and dietary needs when providing meals for International Students.

5. Expectations of Students as a Member of a Homestay Family:

5.1. International Students are expected to make friends and enjoy a social life which will enhance their experience at Alphington Grammar School and ensure their time in Melbourne is successful. The following are expectations that our International Students should note that they are required to abide by:

- house rules are to be discussed and explained to International Students by the Host Parents (including but not limited to friends visiting, use of phone and incoming calls, cleaning of room and household task expectations, mealtimes and other rules for behaviour such as curfew, manners and courtesy);
- phone use and/or computer facilities is included in the Homestay Fee and additional money must not be exchanged with the Host for the use of these services. The use of internet is also included but will be monitored strictly including restrictions on downloads. Internet access is not permitted between 11pm and 6am;
- students are expected to abide by the following curfew times:
 - Sunday-Thursday students must be home by 6pm
 - Friday and Saturday students must be home by 9.30pm

If the student expects to be late or intends to stay out later than curfew this must be preapproved by the International Student Coordinator. Requests should be made in writing.

- students are expected to return home to their Host Family every night by curfew times stipulated above. Staying overnight at any location other than with the Homestay must be approved and pre-arranged with a written request from the Parent to the School's International Student Coordinator and is subject to the School's approval;
- students must inform and seek permission from the Homestay in advance if they wish to invite a friend or visitor to enter the Homestay residence; and
- students must communicate to the International Student Coordinator and their host regarding any plans to return to their home country at least two (2) weeks in advance.

6. Responsibilities:

- 6.1. Once a CAAW (Confirmation of Appropriate Accommodation and Welfare) is issued by the School, Alphington Grammar School accepts full responsibility for the welfare of the student.
- 6.2. Alphington Grammar School provides International Students with a Student Safety card at the time of commencement of their course, and during their Orientation and Induction they are given the 24/7 contact details of Alphington Grammar's International Student Coordinator and general emergency contact information. They are encouraged to utilise these services in the event of an emergency.
- 6.3. International Students are not permitted to make their own accommodation and welfare arrangements and this is a requirement for the duration of their studies, regardless of their age.
- 6.4. Alphington Grammar School has an ongoing commitment to the pastoral care and welfare of International Students. A number of our staff members share this responsibility, and ensure that our International Students feel supported.

Parent Liaison Review Policy

Alphington Grammar School is governed by the regulations and guidelines of The Education Services for Overseas Students Act (2000) (The 'ESOS Act') and the National Code 2018.

1. Procedure:

- 1.1. Alphington Grammar School employs comprehensive selection, screening and monitoring processes when engaging third parties, such as our Parent Liaison companies, to organise and assess the accommodation and welfare of our International Students, especially those who are under the age of 18.
- 1.2. Parent Liaison companies engaged with the School meet bi-annually with the School to ensure all requirements stipulated in our agreement and policy are being met.
- 1.3. Parent Liaison companies engaged with the School must ensure any information pertaining to new staff or termination of staff is provided to the School within five (5) working days of the change taking place.
- 1.4. All companies engaged with the School sign yearly agreements.
- 1.5. Each term we screen all Parent Liaison Company staff to ensure they have current Working With Children's Checks (WWCCs).
- 1.6. WWCC's provided to us from our Parent Liaison companies are uploaded to the Department of Justice once a term to ensure all documentation is current.
- 1.7. Once Alphington Grammar School has been given the responsibility for the welfare of International Students (CAAW), we do not delegate or outsource this responsibility to any third party.
- 1.8. Parent Liaisons are expected to visit International Students at School once a fortnight to discuss and review their progress and welfare.
- 1.9. Parent Liaisons attend meetings with Heads of House and teachers as required, as well as attending Parent Teacher Interviews, to remain informed regarding student progress.
- 1.10. Parent Liaisons engaged by the School are responsible for assisting in all aspects of student welfare, including discipline, attendance and progress.
- 1.11. Parent Liaisons must regularly communicate with parents in students' home countries to ensure they are kept updated on their child's progress, through the use of both regular emails and telephone calls.
- 1.12. The School's International Student Coordinator consults with students as to the performance of their Parent Liaison once a term. If the need arises, we report back to the Parent Liaison provider regarding unsatisfactory performance of Parent Liaisons.
- 1.13. Our International Student Coordinator and Business Manager maintain evidence of compliance with this policy by maintaining records of selection, screening and monitoring activities undertaken by the School in accordance with this Policy and by keeping any written agreements entered into by the School. Records will be maintained in accordance with our International Students Records Management and Retention Policy.

Academic Progression Policy

Alphington Grammar School is governed by the regulations and guidelines of The Education Services for Overseas Students Act (2000) (The 'ESOS Act') and the National Code 2018. Standard 8 of the National Code 2018 requires that where the school has assessed International Students as not meeting attendance requirements, the school must follow through with the procedures and protocols listed in this policy. Records will be maintained in accordance with our International Students Records Management and Retention Policy.

1. Definition:

- 1.1. In order to define what an 'S' is for Years 7-10, refer to the expected Victorian Curriculum/EAL Companion level for the appropriate year in conjunction with the explanation below.
- 1.2. For Years 11 and 12, an 'S' is where a student meets the expected VCAA subject and attendance requirements, and all preparatory and assessed work has been completed, according to the relevant study design.

2. Communication:

- 2.1. Students (and their parents/parent liaisons) are required to be notified before exams by email/phone/letter of any outstanding work which would jeopardise a student's chance of not receiving an 'S' (satisfactory completion of course) for secondary school students.

3. Years 7-10 Individual Assessments:

- 3.1. 'S/N' must have the same meaning and application as in VCE. If a student gets a **very low** score, e.g. in a test/assessment, then the teacher can award an 'S' if he/she deems that the student has demonstrated a minimum level of understanding. This would be based on a set of criteria given to students before assessment occurs, e.g. could be a tick list of 10 items, where 4 or more must be achieved.
- 3.2. If a student gets an 'N' in the first instance, then a follow-up worksheet/task can be given by the teacher to the student. This must be completed (within a deadline) in order to achieve an 'S' **but the original score (very low) remains unchanged**. This worksheet/task would be based on the objectives not achieved, of which the student must be informed.

4. Interim and Semester Reporting:

- 4.1. If a student receives 'N' for an individual assessment, they can redeem an 'S' status, as stated above.
- 4.2. If the student proves proficiency with a set of skills over multiple assessments, they may still receive 'S' for overall course completion in their interim and semester report. These follow up activities/tasks will influence whether a student earns 'Very High, High, Medium, Low, or Very Low' and these results should be awarded with a holistic view of the student's performance throughout the term.

5. Percentage scores:

- 5.1. No bonus scores (above 100%) entered as a mark.
- 5.2. In order to award 'Very High, High, Medium, Low, Very Low' scores, see report boundaries and indicators on the following page for reporting purposes.
- 5.3. At Year 7-10, teachers provide students with a percentage score and will level (and record these grades for data tracking purposes).
- 5.4. The makeup of the 'Overall Result' in the report is determined by each faculty due to subject specific tasks and requirements.

6. Secondary School Report Boundaries and Indicators:

RESULT	GRADE	% RANGE	DESCRIPTORS FOR LEARNING OUTCOMES
Very High	A+	92-100%	A comprehensive and thorough basis of skill, knowledge and understanding has been developed in all aspects of the course. Language pertinent to the subject is used accurately and precisely. Answers and solutions demonstrate clear and logical explanations and excellent use of procedures, techniques and methodologies. An ability to analyse and apply skill and knowledge in flexible, versatile and complex ways is strongly evident. Progress in subject is excellent.
High	A	80-91%	
Medium	B+	76-79%	A strong basis of skill, knowledge and understanding has been developed in most aspects of the course. Language pertinent to the subject is applied correctly and in context. Competence in reasoning and analysis is evident. These skills are utilised in providing solutions to a variety of problems and tasks. An ability to analyse and apply skill, methodology and knowledge in different ways is also evident. Good progress has been made in this subject.
	B	70-75%	
Low	C+	66-69%	A reasonably sound basis of skill, knowledge and understanding of the course has been developed. Language pertinent to the subject is usually applied in the current context. There is some evidence of willingness to reason answers and apply relevant procedures, techniques and methodologies. Analytical skills are not strongly developed, although formative skills in this regard are clearly evident. Ability to apply skill and knowledge in a variety of ways has been demonstrated. Satisfactory progress has been made in his subject.
	D+	56-59%	
Low	D	50-55%	A relatively superficial basis of skill, knowledge and understanding in the course has been demonstrated. A basic command of the language pertinent to the subject is evident. Rudimentary skills only are reflected in explanation, analysis, use of relevant procedures, techniques and methodologies and in the broader application of skill and knowledge. Progress in this subject is on the borderline between satisfactory and unsatisfactory.
	E	35-49%	
Very Low	N	<35%	An insufficient basis of relevant skill, knowledge and understanding has been demonstrated. Significant limitations are evident in the understanding of key concepts, the use of language pertinent to the course and the application of relevant procedures, techniques and methodologies. Progress in this subject is unsatisfactory. The student has not completed sufficient tasks for an assessment to be made. Little or no effort has been made to comply with the subject requirements. Progress in this subject is unsatisfactory.
N/A	The student is unable to be assessed. N/A result must be accompanied by a comment in the body of the report.		
J	Only used on a VCE report if a student is enrolled in the unit but was unable to complete the requirements due to late withdrawal or absence.		
S	Your child has met the minimum standards required, in terms of quality and quantity of the work submitted.		
N	Your child has not met the minimum standards required, in terms of quality and quantity of the work submitted.		

7. Secondary School Effort Descriptors:

RESULT	GRADE	EFFORT	DESCRIPTORS FOR EFFORT DESCRIPTOR
Very High	A+	Excellent/Established	A diligent and consistent approach is adopted. A mature and positive attitude is strongly evident. Thoroughly conscientious attempts are made to complete all set tasks. The student perseveres and works hard to the best of his or her ability.
High	A		
Medium	B+	Good/Consolidating	A mature, conscientious and consistent approach is adopted. The student works hard, strives to complete tasks, perseveres and adopts a positive attitude to learning.
	B		
	C+	At expected Level/Satisfactory	Application to work is reasonably consistent and a positive attitude is usually demonstrated. Improvements could be made to the student's behaviour and attitude to help them engage more fully with the course.
	C		
Low	D+	Experiencing Difficulties/Unsatisfactory	Application to work is sporadic and greater consistency is needed to improve learning outcomes. A casual attitude is also evident, which is hindering the student's attention in class.
	D		
Very Low	E	Needs improvement/Unsatisfactory	The student demonstrates little to no application. Homework tasks are not submitted and little to no desire to learn is evident. A significant improvement in student engagement with the course subject is needed.

8. Testing:

- 8.1. Students should be given at least 1 weeks' notice for assessments (e.g. tests).
- 8.2. **No re-testing:** If a student gets a **very low** score, then a follow-up worksheet is given (e.g. in the case the student gets an 'N' see above). This follow-up worksheet can be taken home, but a deadline must be given.
- 8.3. If a student misses a planned assessment due to illness, they must sit the assessment during the next lesson or at the next available Homework Club, at the teacher's discretion.

9. Teaching at same year level (2 or more classes):

- 9.1. Teachers must follow the planning document set out at start of the academic year and approved by the Head of Faculty.
- 9.2. No deviations of **order** of topics (both classes must be doing the same topic in a given week).

10. Exams (Years 9 and 10):

- 10.1. Mid-year and end of year exams must reflect the materials/topics taught during the semester.
- 10.2. Midterm entries: For students who enter the school during term time, their Head of House will decide whether or not the semester exam will be completed in full, in part or not at all. The Head of House will communicate this to the student, parents/parent liaisons, teachers, Campus Administrator and the Assistant Principal/Head of Secondary.

- 10.3. During each semester, students are to be issued with a curriculum map of assessment tasks and dates that must be completed in order to achieve a 'pass/S' in that subject. Students who are on modified learning plans will follow their Individual Education Plans and receive differentiated assessment as required. This modification must be indicated in Semester Reports.
- 10.4. At the end of first semester, after exams, emails and letter notifications of work missing/outstanding will be sent to the parents/parent liaison. In cases where students have not passed exams in four subjects (including English), parents/parent liaison will be asked to come in for a meeting with the relevant Head of Faculty/Head of House/Assistant Principal in order to discuss plans for the subsequent semester in the same academic year. The student may be placed on an academic contract, which will outline expectations/targets in order to progress to the following year. EAL students will be expected to attend additional language acquisition/learning support classes to assist them in reaching a satisfactory level of completion.
- 10.5. During the semester, parents/parent liaisons will be notified of work not completed, or not finished to the expected Victorian Curriculum/EAL Companion standard (by the classroom teacher/Head of Faculty), with redemption opportunities given throughout to bring work up to standard, which may include mandatory attendance to Homework Clubs.
- 10.6. If expectations/targets on the academic contract are not met then parents/parent liaisons will be required to attend a meeting with the Head of House/Head of Faculty and ultimately the Assistant Principal/Head of Secondary.

11. Conditions for giving an 'N' throughout the semester for all year levels:

- 11.1. Based on scores throughout the year students may be given an 'N'. 'Very Low' constitutes one whole level below the Victorian Curriculum/EAL Companion standard, and 'Low' is half a level below the Victorian Curriculum/EAL Companion standard (e.g. less than expected average scores are reported in tests/assignments as 'Very Low' or 'Low' the expected standard Victorian Curriculum levels AND on interim and Semester reports throughout the year).
- 11.2. If the student fails exams at the end of Semester 2 (and through the semester, parents/parent liaisons have been notified of work not completed or not done to the expected Victorian Curriculum/EAL Companion standard with redemption opportunities given (see above) throughout to bring work up to standard), then parents/parent liaisons and the student will be informed of the outcome and the decision for the following year.
- 11.3. Hard-copy proof will be provided via the LMS, as well as contract via email/letter/phone (and recorded in Schoolbox). See below for the process of informing parents/parent liaisons.

12. Process for teachers/faculties:

- 12.1. Teachers will be required to make it clear to students what pieces of work are essential/critical to securing an 'S'. This will be based on the curriculum maps/outlines that will be posted to Schoolbox at the beginning of each term, which will include all preparatory/assessment work as required by the course/department.
- 12.2. Teachers will issue an early notice via email and/or written letter to parents in advance of the 'N' grade being awarded. This will be flagged for parents/parent liaisons at the same time that interim reports are issued, and those students who are in danger of not being promoted to the next level, and do not have parents/parent liaisons attending Parent-teacher interviews, will be required to meet with the

relevant Head of Faculty/Head of House and possibly the Assistant Principal/Head of Secondary who will lay out expectations and possible outcomes if requirements are not met.

- 12.3. Teachers are required to notify parents/parent liaisons at the same time (if not prior) to Interim reports of an impending 'N' grade. All students will then be placed on academic contract to ensure that requirements are met, following a meeting with parents/parent liaisons.
- 12.4. For Unit 1-4 Studies only: if a student misses a planned SAC/Assessment due to illness they must supply their class teacher with a medical certificate.

13. VCE Study Program: Promotion from Year 10 to Year 11, VCE:

- 13.1. To be promoted from Year 10 to Year 11, a student must complete any early entry Unit 1 and 2 subjects and other subjects selected for Units 1 and 2 in year 11 (or related field) to a standard such that the student has developed the skills and met specific subject criteria that will enable successful progression through the Senior School program.
- 13.2. The grades achieved by students are used as the basis for promotion and a C grade/60% (minimum) is required in the core subject (English/EAL) for promotion to Year 11.
- 13.3. The determination for this will rest on exams, assessed coursework that has been graded against Victorian Curriculum/EAL Companion and other summative and formative assessments conducted by the English teacher.
- 13.4. Students who are not making the required progress will be required to either:
 - re-sit required assessments to achieve the required standard;
 - re-sit exam/s; or
 - be placed on a conditional contract from the beginning of Semester 2 at Year 10 to ensure that they are meeting the academic requirements as determined by the relevant Head of Faculty/Assistant Principal. Students who fall into this category are expected to attend all Homework Clubs.
- 13.5. Failure to meet the requirements for progression will result in the student having to repeat the current academic year level until the student is deemed sufficiently able to undertake VCE Unit 1-2 studies.
- 13.6. Students may study a VCE subject at Unit 3-4 level in Year 11 only if they are academically suited and have demonstrated the maturity to undertake the subject. Any recommendations by subject teachers, in conjunction with the Head of Faculty, must be approved by the Assistant Principal/Head of Secondary.
- 13.7. Before a student is accepted for a Units 3-4 study, they must achieve at least a B grade (roughly 70%) in the subject studied in Year 10, and will only be granted permission if the Head of Faculty and the Assistant Principal/Head of Secondary deem them suitable to undertake the study of this subject. EAL students must achieve a 'Satisfactory' level in EAL and the relevant subject selected.

14. Letter to Parent/Parent Liaison:

(Insert date)

Dear Parent/Parent Liaison,

RE: SAC and Unit Grade Redemption Opportunity

I am writing to you because *[student name]* has completed an assessment task that does not show a satisfactory understanding of the outcome being assessed.

The VCAA policy states that if a student performs unsatisfactorily on an assessment task; or is absent from an assessment task or receives an overall unit grade of 'N' then they have one chance at redemption. In line with this policy, and in order to demonstrate a satisfactory achievement of this outcome/unit, a redemption task will need to be completed *by [student name]*. It is the policy of the School that all redemption tasks must be completed at an after school catch-up session.

It is important that *[student name]* completes this work at the **next** after school catch-up session as class time is far too valuable to miss and may have an adverse impact on subsequent assessments.

Catch-up sessions are held in Room *(insert room)* commencing at *(insert time)*. The class runs for one hour (may vary due to assessment) and is supervised by a VCE teacher who will distribute the allocated work accordingly:

Student:	
Subject Teacher:	
Subject:	
Assessment Task:	
Original Due Date:	
Catch-up Session:	

If you have any queries, please do not hesitate to contact the Head of Faculty or myself on (03) 9497 4777.

Yours sincerely,

Assistant Principal/Head of Secondary.

TERM DATES

2021

11-Jan	Mon	School Reopens	
26-Jan	Tue	Australia Day	Public Holiday
27-Jan	Wed	Staff Return	

Term 1 (10 weeks)

28 & 29 Jan	Thu & Fri	Years 7 & 12 Students (only) commence	
1-Feb	Mon	All other students commence	
8-Mar	Monday	Labour Day	Public Holiday
1-Apr	Thurs	Term 1 Ends	
2-Apr	Fri	Good Friday	Public Holiday
5-Apr	Mon	Easter Monday	Public Holiday

Term 2 (10 weeks)

19-Apr	Mon	Staff and students return	
25-Apr	Sun	Anzac Day	Public Holiday
30-Apr	Fri	Orthodox Good Friday	School Closed
3-May	Mon	Orthodox Easter Monday	School Closed
14-Jun	Mon	Queen's Birthday	Public Holiday
25-Jun	Fri	Term 2 Ends	

Term 3 (9 weeks)

12-Jul	Mon	Staff Return	
13-Jul	Tues	Students Return	
10-Sep	Fri	Term 3 Ends	
24-Sep	Fri	Grand Final Public Holiday (TBC)	Public Holiday

Term 4 (9 weeks)

30-Sep	Thurs	Staff Return	
1-Oct	Fri	Staff Return	
4-Oct	Mon	Students Return	
1-Nov	Mon	Mid Term Break	School Closed
2-Nov	Tues	Melbourne Cup Day	Public Holiday
8-Dec	Wed	Term 4 Ends (Students)	
9-Dec	Thurs	Staff Professional Development	
10-Dec	Fri	Term 4 Ends - Academic staff	
17-Dec	Fri	Term 4 Ends - Administrative Staff	



Sandwiches & Wraps

	SANDWICH WRAPS	
CHEESE	\$2.00	
CHEESE & TOMATO	\$3.50	
HAM & CHEESE	\$3.50	
HAM, CHEESE & TOMATO	\$4.00	
SALAD (TOMATO, CARROT, LETTUCE & BEETROOT)	\$4.00	\$4.50
HAM & SALAD	\$4.50	\$5.00
CURRIED EGG & LETTUCE	\$4.50	
CHICKEN & AVOCADO	\$6.00	\$6.50
CHICKEN, LETTUCE & MAYO	\$5.00	\$5.50
CHICKEN TERIYAKI	\$6.00	\$6.50
SWEET CHILLI CHICKEN	\$6.00	\$6.50
CHICKEN CAESAR	\$6.00	\$6.50

*Toasted options available for selected sandwiches and wraps
Gluten free option available for all sandwiches and wraps
please allow \$0.50 extra*

Salads

FRUIT SALAD	\$5.00
SEASONAL MIXED FRUITS <u>GF/V/VE</u>	
GREEK SALAD	\$6.00
FETA, OLIVES, SPANISH ONION, TOMATOES, LETTUCE AND CUCUMBER WITH A LEMON DRESSING <u>GF/V/VEO</u>	
CAESAR SALAD	\$6.00
BACON, LETTUCE, EGG, PARMESAN CHEESE, CROUTONS & CAESAR DRESSING (ADD GRILLED CHICKEN +\$1.00)	
GRILLED CHICKEN	\$7.00
GRILLED CHICKEN, LETTUCE, CUCUMBER, CURRANTS, POTATO, FETA & LEMON DRESSING <u>GF</u>	





Hot Bites

DIM SIM (STEAMED OR FRIED)	\$1.00
HASH BROWNS <i>GF/V/VE</i>	\$1.00
POTATO CAKES <i>GF/V/VE</i>	\$1.00
SPRING ROLLS	\$3.00
CUP OF NOODLES (BEEF, CHICKEN, ORIENTAL)	\$3.00
CHICKEN STRIPS	\$3.00
HOT DOG	\$4.50
HOT CHIPS	\$3.00
WEDGES	\$3.00

Burgers

CHEESE BURGER	\$7.00
BEEF, LETTUCE, CHEESE & TOMATO SAUCE <i>GFO</i>	
GRILLED CHICKEN BURGER	\$6.50
CHICKEN, LETTUCE, TOMATO & MAYONNAISE <i>GFO</i>	
SCHNITZEL BURGER	\$6.50
CHICKEN SCHNITZEL, LETTUCE & MAYONNAISE	
VEGGIE BURGER	\$7.50
VEGGIE PATTY, TOMATO, LETTUCE, ONION AND TOMATO RELISH <i>GFO/V/VE</i>	

Pastries

MEAT PIE	\$3.50
CHICKEN PIE	\$3.50
SAUSAGE ROLL	\$3.00
SPINACH & CHEESE ROLL <i>V</i>	\$3.00
VEGETABLE PASTIE <i>V</i>	\$3.50
SHEPHERD'S PIE BEEF	\$3.50

Soups

SOUP OF THE DAY WILL BE AVAILABLE IN TERMS 3 AND 4





Snacks

STICKY BEAKS (CRACKERS, CARROT, CELERY, APPLE & HUMMUS) <u>V/VE</u>	\$4.80
MUNCHING MAGIC (CARROT, CUCUMBER, GRAPES, STRAWBERRYS & HUMMUS) <u>V/VE/GF</u>	\$4.50
BANANA BREAD / MUFFINS <u>V</u>	\$3.00
PRINGLE ORIGINAL POTATO CHIPS <u>V</u>	\$2.20
POPCORN BAG <u>V/GF</u>	\$2.00
FRESH FRUIT PIECE <u>V/VE/GF</u>	\$1.00
JELLY CUPS <u>GF/V</u>	\$2.00
YOGHURT WITH BERRIES <u>V/GF</u>	\$2.00
SULTANA PACK	\$1.50

Ice blocks

ICY POLE (LEMONADE)	\$1.50
CALIPPO (RASPBERRY PINEAPPLE)	\$2.50
PADDLE POP (RAINBOW)	\$1.80

Beverages

POP TOP JUICE (APPLE, ORANGE, BLACK CURRANT)	\$2.00
WATER 600ML	\$2.50
NIPPYS ICED MILK (CHOCOLATE, STRAWBERRY)	\$3.80
UP AND GO (VANILLA, CHOCOLATE, STRAWBERRY)	\$3.80
ICED TEA (PEACH, LEMON) 500ML	\$4.00
POWERADE (RED, BLUE, ORANGE, GREEN)	\$4.00
SOFT DRINK BOTTLE 250ML (COKE, FANTA, LIFT,	\$3.00
SOFT DRINK BOTTLE 600ML SPRIT, NO SUGAR)	\$4.00

Hot Drinks

	<u>REGULAR</u> (80Z)	<u>LARGE</u> (120Z)
HOT CHOCOLATE	\$3.00	\$4.00
CHAI LATTE	\$3.50	\$4.00
ESPRESSO	\$3.00	
LATTE	\$3.80	\$4.80
CAPPUCCINO	\$3.80	\$4.80
FLAT WHITE	\$3.80	\$4.80
LONG BLACK	\$3.80	\$4.80
MOCHA	\$4.00	\$5.00

Double Shot 50c / Soy Milk 50c / Oat milk 50c





Daily Specials

MONDAY PASTA

NAPOLI
OR
BOLOGNESE

\$8.00



TUESDAY NOODLES

SINGAPORE
NOODLES
OR
CHICKEN
TERIYAKI

\$8.00



WEDNESDAY MEXICAN

TACOS
OR
NACHOS

\$8.00



THURSDAY SOUVLAKI

CHICKEN
OR
HALLOUMI

\$8.00



FRIDAY PIZZA

MARGHERITA
OR
HAWAIIAN

\$8.00



MAKE IT A MEAL DEAL JUST ADD

WATER OR POP TOP JUICE
AND
PIECE OF FRUIT OR POPCORN
+\$3.00



Green Foods



Amber Foods

V - Vegetarian
V.O - Vegetarian Option
VE - Vegan
VE.O - Vegan Option
GF - Gluten Free
G.F.O - Gluten Free Option



NOONE
BEST IN CLASS SINCE 1947



Alphington
GRAMMAR SCHOOL

School Uniform Pricelist 2021 Pre-Prep

On-Line Shop: <https://www.noone.com.au/shop/at/ags/>

FULL UNIFORM AVAILABLE AT

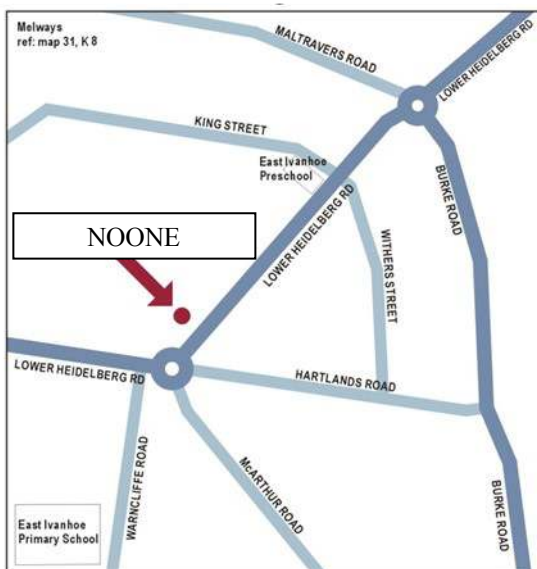


NOONE
BEST IN CLASS SINCE 1947

**283 Lower Heidelberg Road
East Ivanhoe Vic 3079
Ph: 03 9499 1439 Fax: 03 9499 8466**

**TRADING HOURS: Monday – Friday 9am - 5.00pm
Saturday 9am - 1.00pm**

We work closely with Australian manufacturers to ensure the highest quality and performance standards are met in the manufacture of all our schoolwear garments.



*All prices GST inclusive and are subject to change without prior notice

PRE-PREP UNIFORM

PRE-PREP

SHOES
Black Velcro Shoes/
Runners

Summer Shorts (full elastic waist,
char melange)
Size 4c-16c \$29.95



Fleecy Rugby (royal with logo)
Size 4c-10c \$56.00
Boys & Girls
PE & Winter



Polo Top (royal with logo)
Size 4c-8c \$37.95
Boys Summer
Boys & Girls PE



Trackpants (Black)
All Sizes \$73.00
Boys & Girls
PE & Winter



Summer Dress
Sizes 2-4-6 \$71.95



Sports Shorts (Microfibre With logo)
Long Leg
Short Leg
All sizes \$38.00



Socks (White anklets)
All sizes 3 Pack \$14.95



Skivvy (white)
Size 4c-8c \$15.50
Optional for Winter



School Bag
Uno L \$53.00



Hat (royal with logo)
S, M, L & XL \$17.50



Please name your garments



Alphington
GRAMMAR SCHOOL

School Uniform Pricelist 2021
Prep -Year 6

On-Line Shop: <https://www.noone.com.au/shop/at/ags/>

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2021 UNIFORM PRICELIST

PREP-YEAR 6 UNIFORM

PREP—YEAR 6

Summer Dress

Size 2-4-6	\$71.95
Size 8-10	\$81.00
Size 12-14	\$85.50



Summer Shorts (Fully elastic waist, char melange)
Size 4c-16c \$29.95



Summer Shorts (Bizcharcoal, fly front with button, elastic back)
Size 4c-18c \$29.95



Pullover (royal with logo)

Size 60-65	\$ 89.50
Size 70-75	\$ 95.95
Size 80	\$ 95.95
Size 85	\$ 99.95
Size 90-95	\$101.95
Size 100-105	\$102.95
Size 110	\$108.00
Size 115	\$110.00



Summer Shirt (white/blue stripe with logo)
Size 6c-26y \$42.50



Blazer (black, braided with logo)

Size 60-63-65	\$212.00
Size 68-70-73	\$217.00
Size 75-78-80	\$224.00
Size 83-85-88	\$229.00
Size 90-93	\$234.00



Tie (striped)
Loop & Regular \$24.00



Pinafore Prep—Year 4

Size 4	\$ 95.50
Size 6-8	\$100.00
Size 10-12	\$105.00
Size 14-16	\$108.50



Winter Trousers (Bizcharcoal, 1/2 elastic back or full elastic waist)
Size 4c-18Y \$44.95



Winter Skirt Year 5 & 6

Size 8-12	\$101.50
Size 14-18	\$106.00
Size 20	\$110.00



Winter Long sleeve shirt (white)
Size 4c-18c \$29.95



Please name your garments



2021 UNIFORM PRICELIST

PREP-YEAR 6 SPORT UNIFORM

**SPORTS
PREP—YEAR 6**

<p>Sports Shorts (Microfibre With logo) Long Leg Short Leg All sizes \$38.00</p>		<p>Jammers (bathers) All sizes \$51.95</p>	
<p>Sports Polo (royal with logo) Sizes 4c-16y \$37.95 Sizes 14a-24a \$39.95</p>		<p>Rash Vest All Sizes \$20.50</p>	
<p>Sublimated Coolmesh House Polos Compulsory Years 3-12 All Sizes \$54.50</p>		<p>Bathers (Racing style, navy with logo) 10G-14G \$46.95 8L-22L \$56.50 Worn Year 3—8</p>	
<p>Softshell Sports Jacket (optional) All Sizes \$96.95</p>		<p>Swimcap (navy with logo) One size \$12.50 Compulsory only for Inter-School Sport Squad members</p>	
<p>Trackpants (Cotton/Nylon) All sizes \$73.00</p>		<p>Baseball Cap (Black peak cap with logo) Optional for Yr 5/6 sport only One size \$22.50</p>	
<p>Rugby Top (royal with black & white stripes) Compulsory 4c-14y \$85.50 16y-28a \$88.50</p>		<p>Tog Bag (royal with logo) One size \$21.95</p>	
		<p>Sports Socks (white crew with royal & black stripe) All sizes \$10.50</p>	
		<p>Football Socks (royal) All sizes \$11.50 As required</p>	

Please name your garments

2021 UNIFORM PRICELIST

PREP-YEAR 6 ACCESSORIES

**ACCESSORIES
PREP—YEAR 6**

School Bag
Uno L

\$53.00



Winter Socks (black knee hi)
All sizes \$9.00



Slouch Hat (Broad brim with logo)
Size S, M, L & XL \$17.50
Compulsory Pre-Prep—Year 4



Socks (winter, dark grey, ankle length) 3 Pack
All Sizes \$14.95



Knitted Scarf \$24.50



Winter Tights (black cotton/lycra)
Children sizes \$17.50



Summer Socks (White anklets)
All sizes 3 Pack \$14.95



Summer Socks (summer, grey marle, short length) 2 Pack
All Sizes \$16.95



Shoes
ONLY black school shoes with laces are to be worn.
Girls may choose TBar option as an alternative
No slip ons or ballet shoes are acceptable



Alphington
GRAMMAR SCHOOL

School Uniform Pricelist 2021
Year 7-12

On-Line Shop: <https://www.noone.com.au/shop/at/ags/>

FULL UNIFORM AVAILABLE AT

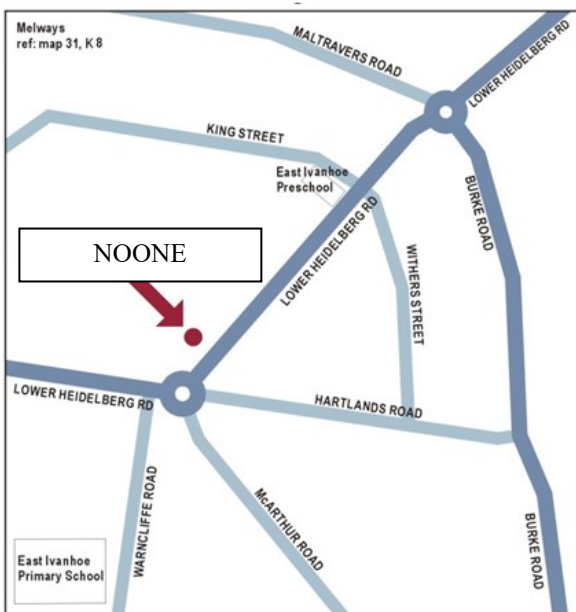


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Tel: 9499 1439 Fax: 9499 8466

Email: ivanhoe@noone.com.au

2021 UNIFORM PRICELIST

YEAR 7-12 UNIFORM

YEAR 7-12

Blazer (black, braided with logo)

- Size 60-63-65 \$212.00
- Size 68-70-73 \$217.00
- Size 75-78-80 \$224.00
- Size 83-85-88 \$229.00
- Size 90-93 \$234.00
- Size 95-100-105-110 \$238.50
- Size 115 + \$249.50



Summer Shorts (Bizcharcoal, fly front with button, tab waist)

- Years 7-12
- Size 12y-18y \$48.00
- Size 5M-10M \$49.95



Pullover (black with logo) Year 7-12

- Size 80 \$ 95.95
- Size 85 \$ 99.95
- Size 90-95 \$101.95
- Size 100-105 \$102.95
- Size 110 \$108.00
- Size 115 \$110.00
- Size 120-125 \$112.00



Shirt Short Sleeve Summer (white/blue stripe with logo)

- Size 6c-26y \$42.50



Cardigan (black with logo) Year 7-12

- Size 80-95 \$ 99.95
- Size 100-105-110 \$106.95
- Size 115-120-125 \$110.95



Long sleeve shirt—winter (white with charcoal detail on collar and charcoal buttons)

- Tailored cut or straight cut \$36.95



Summer Dress

- Size 6 \$72.50
- Size 8-10 \$81.50
- Size 12-14 \$85.50
- Size 16-18 \$87.50
- Size 20-22-24 \$89.50



Winter Trousers & Pants (Bizcharcoal)

- Loose Fit:
- Size Youth \$55.50
- Size Senior \$57.50
- Tailored Fit: \$59.95



Winter Skirt

- Size 8-12 \$101.50
- Size 14-18 \$106.00
- Size 20 \$110.00



- Tie** (striped)
Loop & Regular \$24.00



Please name your garments



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GRAMMAR SCHOOL

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2021 UNIFORM PRICELIST

YEAR 7-12 SPORTS UNIFORM

**SPORT
YEAR 7-12**

Sports Shorts (Microfibre With logo)
Long Leg
Short Leg
All sizes \$38.00



Trackpants (Cotton/Fleece—black)
Zip and cuff
All sizes \$55.95



Jammers (bathers)
All sizes \$51.95



Sports Polo (royal with logo)
Sizes 4c-16y \$37.95
Sizes 14a-24a \$39.95



Rash Vest
All Sizes \$20.50

Bathers Racer style (navy with logo)
10-14 Child \$46.95
8-22 Adult \$56.50
Worn Year 3—8



Sublimated Coolmesh House Polos Compulsory Years 3-12
All Sizes \$54.50



Swimcap (navy with logo)
One size \$12.50
Compulsory only for Inter-School Sport Squad members



Softshell Sports Jacket (optional)
All Sizes \$96.95



Sports Socks (white crew with royal & black stripe)
All sizes \$10.50



Rugby Top (royal with black & white stripes) Compulsory
4c-14y \$85.50
16y-28a \$88.50



Football Socks (royal)
All sizes \$12.00
Optional



Senior Sports Bag
royal with logo \$52.00



Please name your garments

2021 UNIFORM PRICELIST

YEAR 7-12 ACCESSORIES

**ACCESSORIES
YEAR 7-12**

School Bag Smartpak

Large \$74.00



Winter Socks (black knee hi)

All sizes \$9.00



Cap (Black baseball style peak cap with logo)

One size \$22.50



Socks (winter, dark grey, ankle length) 3 Pack

All Sizes \$14.95



Knitted Scarf

\$24.50



Winter Tights (black cotton/lycra)

Adult sizes \$19.95



Summer Socks (White anklets)

All sizes 3 Pack \$14.95



Socks (summer, grey marle, short length) 2 Pack

All Sizes \$16.95



Shoes

ONLY black school shoes with laces are to be worn.

Girls may choose TBar option as an alternative

No slip ons or ballet shoes are acceptable



2021 LESSON TIMES

PRIMARY SCHOOL

ALL HOMEROOM TEACHERS
SHOULD BE IN THEIR CLASSROOM
BY 8:30AM DAILY

HOME ROOM	8:45AM	9:00AM
PERIOD 1	9:00AM	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	2:00PM
PERIOD 6	2:00PM	2:45PM
PERIOD 7	2:45PM	3:30PM
FINISH TIMES: ELC	3:00PM	
PREP	3:15PM	
YEAR 1	3:20PM	
YEARS 2-6	3:30PM	

SECONDARY SCHOOL

ALL HOUSE MENTORS
SHOULD BE IN THEIR HOUSEROOMS
BY 8:45AM DAILY

HOUSE ROOM	8:45AM	9:00AM
PERIOD 1	9:00AM	9:45AM
PERIOD 2	9:45AM	10:30AM
PERIOD 3	10:30AM	11:15AM
RECESS	11:15AM	11:35AM
PERIOD 4	11:40AM	12:25PM
PERIOD 5	12:25PM	1:10PM
LUNCH	1:10PM	2:00PM
PERIOD 6	2:05PM	2:50PM
PERIOD 7	2:50PM	3:35PM
PERIOD 7	2:50PM	3:35PM
HOMEWORK	Tues, Wed,	3.45PM 5.00PM
CLUB	Thurs	