

# International Student Information Handbook 2022



*Aspiring to Excellence*

## International Student Information Handbook

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### 1. The Principal's Welcome:

- 1.1. 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.

### 2. Assistant Principal's Welcome:

- 2.1. 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 Grammar School'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.

Mrs. Tracey Nicholson, Assistant Principal/Head of Primary.

### 3. Introduction to Australia:

- 3.1. 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, symbolising 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 3 people per square kilometer;
- The longest straight stretch of road is in Australia. The Nullarbor Plain is 147km with no bends, travelling east to west between South Australia and Western Australia;
- The Dingo fence is the longest fence in the world at 5614 kilometers in length. It keeps the 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; and
- Australians invented the 'selfie,' a photo of yourself taken using a mobile phone camera.

#### 4. Living in Melbourne:

- 4.1. 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 – 35°C
Autumn (March, April, May)	15 -20°C
Winter (June, July, August)	8 – 14°C
Spring (September, October, November)	15 – 22°C

- 4.2. Our people:

People, culture and language	Statistics	Did you know?
Geographic area	227,444 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. 49.1% 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.

- 4.3. Living in Melbourne is very much about lifestyle. It has been consistently rated as one of the world's most liveable cities.
- 4.4. 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.
- 4.5. 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.

- 4.6. 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.
- 4.7. 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 you with what to see and do in the city.
- 4.8. 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.
- 4.9. 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.
- 4.10. There are plenty of bike paths and bike lanes that make cycling simple and safe around the city and suburbs.
- 4.11. The city has a vibrant energy and many things to do, so Melbourne's lifestyle has something for both visitors and residents to enjoy.

## **5. Transport Services in the Local Community:**

- 5.1. 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 Hurtsbridge line. The train trip from Alphington station to the city (Flinders Street) takes about 15 minutes.
- 5.2. The Bus service that runs along Heidelberg Road (Bus Route 546: Melbourne University – Heidelberg Station) stops just metres away from the School. Other bus services to consider are 158 and 508, which stop at Alphington train station.
- 5.3. 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.
- 5.4. Visit the [Public Transport Victoria](#) website for more information about buses routes, the tram network, general transport and tourist information and how to purchase a Myki card.

## **6. Communication Services in the Local Community:**

- 6.1. 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:
  - [Telstra](#)
  - [Optus](#)
  - [Vodafone](#)

## **7. Postal Service in the Local Community:**

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

## **8. Medical Centres in the Local Community:**

- 8.1. You can check [Yellow Pages](#) for medical services in the Alphington area or near your home.
- 8.2. The following are a few Medical Centres located in the local area:
  - Alphington Medical Centre  
29-31 Station Street, Fairfield VIC 3078  
Ph. 03 9485 5100
  - Your Community Health (Northcote)  
42 Separation Street, Northcote VIC 3070  
Ph. 03 8470 1111



- Your Community Health (Panch)  
300 Bell Street, Preston VIC 3072  
Ph. 03 8470 1111
- Alphington Dental Care  
29-31 Station Street, Fairfield VIC 3078  
Ph. 03 9482 4044
- Fairfield Dental Clinic  
54-56 Station Street, Fairfield VIC 3078  
Ph. 03 9489 4755.

## **9. Emergency Numbers in the Local Community:**

- 9.1. Police, Fire, Ambulance – Dial Triple Zero (000).
- 9.2. Emergency Services operators answer this number (000) 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 emergency services arrive.

## **10. Shopping in the Local Community:**

- 10.1. You can check [Yellow Pages](#) for shops and services in the Alphington area or near your home.
- 10.2. The following are a few shops available in the local area:
  - Station Street IGA  
Supermarket and Grocery Store  
140 Station Street, Fairfield VIC 3078  
Ph. 03 9489 7666
  - Coles Supermarket  
Supermarket and Grocery Store  
Ivanhoe Plaza, 4 Livingston Street, Ivanhoe VIC 3079  
Ph. 03 9490 2300
  - Woolworths Supermarket  
Supermarket and Grocery Store  
72-84 Upper Heidelberg Road, Ivanhoe VIC 3079  
Ph. 03 8347 6590
  - Northland Shopping Centre  
Shopping Centre Complex  
2-50 Murray Road, Preston VIC 3072  
Ph. 03 9478 1399.

## **11. Parks, Playgrounds and Sports Facilities in the Local Community:**

- 11.1. You can check [City of Darebin](#) for a directory of all facilities located in the area.
- 11.2. The following are a few facilities located in the area:
  - H Swain Reserve  
Oakover Road, Preston VIC 3072
  - All Nations Park  
Northcote VIC 3070
  - Merri Park  
Northcote VIC 3070
  - Pearl Reserve  
Thornbury VIC 3071.

## **12. General Introduction to Alphington Grammar School:**

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.

## **13. Accredited Provider of Education for International Students:**

- 13.1. 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 program.
- 13.2. Currently we have International Students studying at Alphington Grammar School 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.
- 13.3. 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.

## **14. Quality Education at Alphington Grammar School:**

- 14.1. Alphington Grammar School provides academic, co-educational and enhancement programs leading to University entrance at the end of Year 12.
- 14.2. Our full time International Student Coordinator 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.
- 14.3. 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.
- 14.4. 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.

- 14.5. Alphington Grammar School 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.

**15. Guidance and Support:**

- 15.1. 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 Learning Support), along with the relevant Head of House, House mentors, under the leadership of our Assistant Principal, Head of Secondary, Mr. Lukas Silver.

**16. EAL And Learning Support:**

- 16.1. 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.

**17. VCE Chinese (Mandarin):**

- 17.1. 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.

**18. Admission Times:**

- 18.1. International Student admissions will generally take place at the beginning of the academic year, following completion of an intensive English program 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.

**19. Orientation Program:**

- 19.1. The first few days will be an opportunity for an International Student to get to know the School and for familiarisation 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.

**20. Cost of living in Melbourne:**

- 20.1. Alphington Grammar School requires all International Students to live in accommodation approved by Alphington Grammar School. (See Accommodation for approved homestay providers).

- 20.2. Students should expect to pay in the range of AUD \$300 - \$380 per week for homestay accommodation (inclusive of all meals). As a guideline, an additional amount of about AUD \$100 per week should be available for other basic living expenses. International Students under the age of 13 years are required by Victorian Government regulations to live with a parent or close family relative – as defined by Department of Home Affairs.

## **21. Transport:**

- 21.1. Melbourne is a large cosmopolitan city and Alphington Grammar School is approximately 7 kilometres 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.
- 21.2. Alphington Grammar School also provides a private bus service, at an additional cost. Application forms are available on the School website or at reception.
- 21.3. 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.
- 21.4. 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.

## **22. Length of stay at Alphington Grammar School:**

- 22.1. International Students are expected to undertake a course of study for at least three semesters at Alphington Grammar School if enrolled in our VCE program (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 program over three years. All International Students are required to remain enrolled at the School for at least one full year.

## **23. Sporting Events, School Camps, Excursions, Social Functions:**

- 23.1. 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 program. 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.

## **24. Parent/Teacher Interviews:**

- 24.1. 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.



## **25. Reporting:**

- 25.1. 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'.
- 25.2. Progressive Reporting refers to the practice of reporting in regular instalments 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.
- 25.3. 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.
- 25.4. 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.

## **26. Mobile Phones and Other Mobile Devices:**

- 26.1. 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 School requires students to use their electronic devices responsibly at all times.

## **27. Lockers:**

- 27.1. 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.

## **28. Conditions for International Students:**

- 28.1. 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, their parents/parent liaison and Alphington Grammar School.
- 28.2. 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.

## **29. Australian Department of Home Affairs Procedures:**

- 29.1. 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.
- 29.2. 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.

- 29.3. 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).
- 29.4. The Australian authorities request a guarantee of Confirmation of Appropriate Accommodation and Welfare (CAAW) from the education provider, for students under the age of 18 without a Department of Home Affairs approved parent or guardian on arrival in Australia.

### **30. Accommodation:**

- 30.1. Alphington Grammar School requires students to have a minimum age of 13 to be placed in Homestay Accommodation. Students aged below 13 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.
- 30.2. Students living with homestay families receive full board with their own room and have all meals supplied. Working With Children Clearances (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.
- 30.3. 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.
- 30.4. 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.
- 30.5. 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.
- 30.6. For more information about Homestay Homes please see our attached Homestay Accommodation Policy.
- 30.7. Our Registrar is the primary contact between the School and overseas families, and directs families to school approved accommodation once enrolment at the School is confirmed.
- 30.8. 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).

### **31. Parent Liaisons:**

- 31.1. 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.
- 31.2. 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
- 31.3. For more information about Parent Liaisons please refer to our Parent Liaison Policy.

### **32. Visas Application and Renewal:**

- 32.1. 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.
- 32.2. 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.

### **33. Health Insurance – International Student Health Cover:**

- 33.1. 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.

### **34. Enrolment Procedure:**

- 34.1. 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 their 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.
- 34.2. 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); and
  - approved parent liaison has been applied for (refer Parent liaison Policy).
- 34.3. A current copy of the student's Passport, Visa and Health Cover documents must be held by the School at all times.

**35. Conditions of Enrolment:**

- 35.1. 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.
- 35.2. The School reserves the right to refuse any application for enrolment without providing any reason.
- 35.3. 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.
- 35.4. 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.
- 35.5. The schedule of current fees must be strictly adhered to without exceptions.
- 35.6. 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.
- 35.7. 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.
- 35.8. Fees are subject to increase at any time without notice.
- 35.9. 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.
- 35.10. 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.
- 35.11. Students must live in accommodation approved by Alphington Grammar School.
- 35.12. Students must seek approval from Alphington Grammar School prior to any change in accommodation.
- 35.13. Students must have an Alphington Grammar School approved parent liaison for the entire period of enrolment regardless of age.
- 35.14. 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.

**36. Education Agents:**

- 36.1. 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 their 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.



- 36.2. 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.

**37. Induction of Students:**

- 37.1. 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 Coordinator and given a tour of the School.
- 37.2. 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.
- 37.3. In the first two to three weeks the International Student Coordinator and Head of Learning 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.

**38. Safety Card:**

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

**39. Payment of Fees:**

- 39.1. 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 including:
    - Private Instrumental Tuition;
    - Years 9 and 10 Gateways Program;
    - School Bus Service; and
    - Medibank Health Cover premium.

**40. Tuition Fees and Accounts:**

- 40.1. The School publishes an Annual Tuition Fee, which is advised in advance. The Annual Tuition Fee may be subject to revision during the year.
- 40.2. 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.
- 40.3. 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.
- 40.4. Accounts not paid by the due date will be charged a Late Fee at the current rate per student.

- 40.5. 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.
- 40.6. 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 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.
- 40.7. Any Credit Card, Direct Debit or Cheque payment that is declined by the bank, for any reason, will attract an administration fee of AUD \$75.
- 40.8. 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 with another student visa.
- 40.9. 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.
- 40.10. 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.
- 40.11. The Business Manager is authorised by the School Council to take such action deemed necessary to recover unpaid fees or charges, including recovery costs.

#### **41. Cancellation of Enrolment – Refund Policy:**

- 41.1. 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 any advance course fees. Evidence of the visa application must be provided to the School.
- 41.2. The School at its discretion may vary the refund policy.
- 41.3. 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:
  - 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.
- 41.4. 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 Alphington Grammar School Overseas Business Regulations) and without a reason that is acceptable to the School or is absent for any reason.
- 41.5. If a student is withdrawn at the insistence of the School (see 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.
- 41.6. 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.

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

#### **42. Use of Personal Information:**

- 42.1. 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.
- 42.2. 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.

#### **43. School Rules:**

- 43.1. 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.
- 43.2. 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.

#### **44. General Rules:**

- 44.1. 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; and
- 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.

#### **45. Monitoring Attendance:**

- 45.1. 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)
- 45.2. 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.
- 45.3. 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 Coordinator.
- 45.4. 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.
- 45.5. 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.
- 45.6. The School may only decide not to report a student who has breached the 90% attendance requirement where:
  - 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; and
  - 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.

#### **46. Satisfactory Course Progress:**

- 46.1. To achieve satisfactory course progress a student must:
  - 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;
  - participate actively in class lessons;
  - 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;
  - in Year 11, to achieve an S grade in at least five of the units undertaken each semester; and
  - 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.



- 46.2. 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.
- 46.3. Students at risk of not meeting satisfactory course progress will be reported to the Head of House and International Student Coordinator. 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.
- 46.4. 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:
- fail to submit further assessed work requirements on time;
  - fails to participate actively in class lessons; and/or
  - fails to improve the quality of their work to a satisfactory minimum standard.
- 46.5. 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.

#### **47. Care of Property:**

- 47.1. 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.
- 47.2. 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.

#### **48. Restricted Areas:**

- 48.1. 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.

#### **49. Health:**

- 49.1. 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.

**50. Part-time Jobs:**

- 50.1. 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.
- 50.2. 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 their parents/parent liaisons of their 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.
- 50.3. 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 their teachers prior to applying for a part-time job.

**51. Smoking, Alcohol, Illegal Substances:**

- 51.1. 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).

**52. Being Suspended, Expelled and Sent Home:**

- 52.1. 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.
- 52.2. We reserve the right to suspend, expel and send a student home if their 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 their 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, Coordinators 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.
- 52.3. 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.

**53. International Student Grievances Policy:**

- 53.1. 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.



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

<b>Staff member</b>	<b>Position/Role</b>	<b>Responsibilities</b>
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 and pastoral care
Mr. Luke Barnewall	Deputy Head of Primary	Disciplinary matters and pastoral care
Ms. Pippa Birch	Business Manager	Matters related to School Fees
Ms. Stacy Scott	School Registrar	Enrolment matters: personal information and records
Ms. Toula Terezakis	Secondary Head of House (Aristotle)	Matters concerning studies and social
Mr. Andre Diviny	Secondary Head of House (Byron)	Matters concerning studies and social
Mr. Con Papoulis	Secondary Head of House (Pericles)	Matters concerning studies and social
Mr. Trevor Adams	Secondary Head of House (Socrates)	Matters concerning studies and social
Ms. Mary Kontosis	International Student Coordinator/Secondary EAL	Pastoral care, student study guidance, Homestay and Parent liaisonship
Ms. Katrina Du	International Pastoral Support	Chinese language and pastoral care Years 7-12
Ms. Eva Wang	EAL Support (Primary and Secondary)	EAL and Primary Pastoral care
Ms. Michelle Yarnton	Head of Learning Support	Learning of EAL
Mr. Max White	School Psychologist	Social, personal and welfare concerns

- 53.3. 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 Coordinator 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 their choosing. Each complainant or appellant will have the opportunity to formally present their case at minimal cost to them. A formal record will be kept of the proceedings and at the conclusion of the hearing a decision will be made.

- 53.4. 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 their 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.
- 53.5. If the School notifies a student that it intends to defer, suspend or cancel their 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.
- 53.6. 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.
- 53.7. 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.
- 53.8. Students must note that, if the School defers, suspends or cancels a student's enrolment, this may affect their student visa.
- 53.9. 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.



## 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 13 years to be placed in Homestay Accommodation. Students aged below 13 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 Clearance (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 Clearance);
  - 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](http://www.homestaynetwork.org)
  - Student Accommodation Services (SAS) [www.studentaccommodation.com.au](http://www.studentaccommodation.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.
- 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 Clearance (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 Clearance (WWCC).
- 1.6. WWCC 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%	
	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.
Low	D+	56-59%	
	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.
N/A	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.		
J	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.





# 2022 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: <table> <tr> <td>ELC</td><td>3:00PM</td></tr> <tr> <td>PREP</td><td>3:15PM</td></tr> <tr> <td>YEAR 1</td><td>3:20PM</td></tr> <tr> <td>YEARS 2-6</td><td>3:30PM</td></tr> </table>		ELC	3:00PM	PREP	3:15PM	YEAR 1	3:20PM	YEARS 2-6	3:30PM
ELC	3:00PM								
PREP	3:15PM								
YEAR 1	3:20PM								
YEARS 2-6	3:30PM								

## SECONDARY SCHOOL

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

HOUSEROOM	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
HOMEWORK CLUB: Tues/Wed/Thurs 3.45PM - 5.00PM	

## 2022 TERM DATES

12-Jan	Wed	School Reopens	
26-Jan	Wed	Australia Day	Public Holiday
27-28 Jan	Thurs and Fri	Staff Return	

### Term 1 (10 weeks)

31-Jan and 1-Feb	Mon and Tues	Primary, Years 7 and 12 Students (only) commence	
2-Feb	Wed	<b>All other</b> students commence	
14-Mar	Monday	Labour Day	Public Holiday
8-Apr	Fri	Term 1 Ends	
15-Apr	Fri	Good Friday	Public Holiday
18-Apr	Mon	Easter Monday	Public Holiday
22-Apr	Fri	Greek Orthodox Good Friday	School Closed
25-Apr	Mon	Anzac Day and Greek Orthodox Easter Monday	School Closed

### Term 2 (9 weeks)

26-Apr	Tue	Staff and students return	
13-Jun	Mon	Queen's Birthday	Public Holiday
24-Jun	Fri	Term 2 Ends	

### Term 3 (9 weeks)

11-Jul	Mon	Staff Return	
12-Jul	Tues	Students Return	
9-Sep	Fri	Term 3 Ends	
23-Sep	Fri	Grand Final Public Holiday (TBC)	Public Holiday

### Term 4 (10 weeks)

29-Sep	Thurs	Staff Return	
30-Sep	Fri	Staff Return	
3-Oct	Mon	Students Return	
31-Oct	Mon	Mid Term Break	School Closed
1-Nov	Tues	Melbourne Cup Day	Public Holiday
9-Dec	Fri	Term 4 Ends (Students)	
12-13 Dec	Mon and Tues	Staff Professional Development	
14-Dec	Wed	Term 4 Ends - Academic staff	
21-Dec	Wed	Term 4 Ends - Administrative Staff	

**Ivanhoe Store**

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**2021/2022 Pricelist**

**ELC UNIFORM**

**Academic Uniform**



**Summer Shorts (full elastic waist)**

Sizes: 4c-16c

Colour: Char-melange

**Price**

\$29.95



**Polo Top**

Sizes: 2c-14c

Colour: Royal (with logo)

**Price**

\$37.95



**Summer Dress**

Sizes: 2c-6c

Colour: Blue and white check

**Price**

\$71.95



**Fleecy Rugby**

Sizes: 4c-10c

Colour: Royal (with logo)

**Price**

\$56.00

**Sport Uniform**



**Polo Top (same as above)**



**Fleecy Rugby (same as above)**



**Sport Shorts**

Sizes: 4c-14c, XS-2XL

Colour: Black microfibre with logo

**Price**

\$38.00



**Trackpants**

Sizes: 4c-XS

Colour: Black

**Price**

\$73.00

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**2021/2022 Pricelist**

**ELC UNIFORM**

**Accessories**



**School Bag**  
Size: Uno L  
Colour: Royal with logo

**Price**  
\$53.00



**White Socks**  
Sizes: 9-12. 13-3. 2-8. 7-11. 11-14  
Colour: White

**Price**  
\$14.95



**Slouch Hat**  
Sizes: S, M, L, & XL  
Colour: Royal with logo

**Price**  
\$17.50



**Skivvy (Optional for winter)**  
Sizes: 4c-14c  
Colour: White

**Price**  
\$15.50

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**2021/2022 Pricelist**

**PREP-YEAR 6 SUMMER UNIFORM**



**Summer Shorts (full elastic waist)**

Sizes: 4c-16c

Colour: Char-melange

**Price**

\$29.95



**Summer Shorts (Zip-Fly, elastic back)**

Sizes: 4c-18c

Colour: Bizcharcoal

**Price**

\$29.95



**Summer Dress**

Sizes: 2c-6c

Sizes: 8c-10c

Sizes: 12c-14c

Colour: Blue and white check

**Price**

\$71.95

\$81.00

\$85.50



**Summer Shirt**

Sizes: 6c-26y

Colour: White/Blue stripe with logo

**Price**

\$42.50



**Pullover - for summer and winter**

Sizes: 60-65

Sizes: 70-75-80

Size: 85

Sizes: 90-95

Sizes: 100-105

Size: 110

Size: 115

Colour: Roval with logo

**Price**

\$89.50

\$95.95

\$99.95

\$101.95

\$102.95

\$108.00

\$110.00



**Blazer - for summer and winter**

Sizes: 60-63-65

Sizes: 68-70-73

Sizes: 75-78-80

Sizes: 83-85-88

Sizes: 90-93

Colour: Black, braided with logo

**Price**

\$212.00

\$217.00

\$224.00

\$229.00

\$234.00

*Please name all garments*



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**2021/2022 Pricelist**
**PREP-YEAR 6 WINTER UNIFORM**


**Tie**  
 Sizes: Loop & Regular  
 Colour: Striped

**Price**  
 \$24.00



**Winter Long Sleeve Shirt**  
 Sizes: 4c-18c  
 Colour: White

**Price**  
 \$29.95



**Winter Trousers (Full Elastic or Zip-Fly)**  
 Sizes: 4c-18y  
 Colour: Bizcharcoal

**Price**  
 \$44.95



**Pinafore (Prep-Year 4)**  
 Size: 4  
 Sizes: 6-8  
 Sizes: 10-12  
 Sizes: 14-16

**Price**  
 \$95.50  
 \$100.00  
 \$105.00  
 \$108.50



**Winter Skirt (Year 5&6)**  
 Sizes: 8-10-12  
 Sizes: 14-16-18  
 Size: 20

**Price**  
 \$101.50  
 \$106.00  
 \$110.00

*Please name all garments*

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**2021/2022 Pricelist**
**PREP-YEAR 6 SPORT UNIFORM**

**Sports Polo**

Sizes: 4c-14C

Sizes: XS-2XL

Colour: Royal with logo

**Price**

\$37.95

\$39.95


**Sports Shorts**

Sizes: 4c-14c, XS-2XL

Colour: Black microfibre with logo

**Price**

\$38.00


**Sport Shorts (with in-built brief)**

Sizes: 4c-14c, 8a-18a

Colour: Black microfibre with logo

**Price**

\$38.00


**Sublimated Coolmesh House Polos  
(Compulsory Years 3-12)**

Sizes: 8c-14c, XS-3XL

Colour: Pericles (Red), Socrates (Green)

Byron (Yellow), Aristotle (Blue)

**Price**

\$54.50


**Rugby Top (Compulsory)**

Sizes: 4c-14c

Sizes: XS-3XL

Colour: Royal with black and white stripes)

**Price**

\$85.50

\$88.50


**Trackpants**

Sizes: 4c-XS

Colour: Black

**Price**

\$73.00


**Softshell Sports Jacket (Optional)**

Sizes: 4c-14c, XS-3XL

Colour: Black with royal and white stripes &amp; logo

**Price**

\$96.95

Please name all garments

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**2021/2022 Pricelist**
**PREP-YEAR 6 SPORT ACCESSORIES**

**Jammers (bathers)**

Sizes: 8c-14c, 14a-22a

Colour: Black with logo

**Price**

\$51.95


**Rash Vest**

Sizes: 4c-14c, S-3XL

Colour: Black

**Price**

\$20.50


**Swimcap - Compulsory for Inter-School Sport Squad members**

One size

Colour: Navy with logo

**Price**

\$12.50


**Bathers - Racing style (Years 3-8)**

Sizes: 10G-14G

Sizes: 8L-22L

Colour: Navy with logo

**Price**

\$46.95

\$56.50


**Baseball Cap (Optional for Year 5-6 ONLY)**

One Size

Colour: Black with royal logo

**Price**

\$22.50


**Tog Bag**

One Size

Colour: Royal with logo

**Price**

\$21.95


**Sport Socks**

Sizes: 5-8, 9-12, 13-3, 2-8, 8-11

Colour: White crew with royal and black stripe

**Price**

\$10.50


**Football Socks**

Sizes: 2-8, 8-11

Colour: Royal

**Price**

\$11.50

Please name all garments

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**2021/2022 Pricelist**
**PREP-YEAR 6 ACCESSORIES**


**School Bag**  
 Size: Uno L  
 Colour: Royal with logo

**Price**  
 \$53.00



**Slouch Hat (Compulsory Prep-Year 4)**  
 Sizes: S, M, L, & XL  
 Colour: Royal with logo

**Price**  
 \$17.50



**Knitted Scarf**  
 One Size  
 Colour: Black with white and royal stripes

**Price**  
 \$24.50



**Summer Socks (3 Pack)**  
 Sizes: 9-12, 13-3, 2-8, 7-11, 11-14  
 Colour: White

**Price**  
 \$14.95



**Summer Socks (2 Pack)**  
 Sizes: 9-12, 13-3, 2-8, 7-11, 11-14  
 Colour: Grey Marle

**Price**  
 \$16.95



**Winter Socks - Knee Hi**  
 Sizes: 9-12, 13-3, 2-8, 8-11  
 Colour: Black

**Price**  
 \$9.00



**Winter Socks (3 Pack)**  
 Sizes: 9-12, 13-3, 2-8, 7-11, 11-14, 14-16  
 Colour: Dark Grey

**Price**  
 \$14.95



**Winter Tights (Cotton blend)**  
 Sizes: 3-4, 5-6, 7-8, 9-10, 11-14  
 Colour: Black

**Price**  
 \$17.50

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**2021/2022 Pricelist**

**YEAR 7-12 SUMMER UNIFORM**



**Summer Shorts (fly-front with button)**

Sizes: 12Y-18Y

Sizes: 5M-10M

Colour: Bizcharcoal

**Price**

\$48.00

\$49.95



**Summer Dress**

Size: 6

Sizes: 8-10

Sizes: 12-14

Sizes: 16-18

Sizes: 20-22-24

Colour: Blue and white check

**Price**

\$72.50

\$81.50

\$85.50

\$87.50

\$89.50



**Summer Shirt**

Sizes: 6c-26y

Colour: White/Blue stripe with logo

**Price**

\$42.50



**Pullover - for summer and winter**

Sizes: 80

Size: 85

Sizes: 90-95

Sizes: 100-105

Size: 110

Size: 115

Sizes 120-125

Colour: Black with logo

**Price**

\$95.95

\$99.95

\$101.95

\$102.95

\$108.00

\$110.00

\$112.00



**Cardigan - for summer and winter**

Sizes 80-95

Sizes 100-105-110

Sizes: 115-120-125

Colour: Black with logo

**Price**

\$99.95

\$106.95

\$110.95



**Blazer - for summer and winter**

Sizes: 60-63-65

Sizes: 68-70-73

Sizes: 75-78-80

Sizes: 83-85-88

Sizes: 90-93

Sizes: 95-100-105-110

Size: 115+

Colour: Black, braided with logo

**Price**

\$212.00

\$217.00

\$224.00

\$229.00

\$234.00

\$238.00

\$249.50



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## 2021/2022 Pricelist

### YEAR 7-12 WINTER UNIFORM



#### Tie

Sizes: Loop & Regular  
 Colour: Striped

#### Price

\$24.00



#### Winter Long Sleeve Shirt (Straight Cut)

Sizes: 33-50 (straight),  
 Colour: White with Charcoal detail on collar

#### Price

\$36.95



#### Winter Long Sleeve Shirt (Tailored Fit)

Sizes: 6a-26a (tailored)  
 Colour: White with Charcoal detail on collar

#### Price

\$36.95



#### Winter Trousers (Loose/Tailored Fit)

Sizes: 12Y-18Y (Loose)  
 Sizes: 5M-10M (Loose)

#### Price

\$55.50

\$57.50



#### Winter Trousers - Tailored Fit

Sizes: 4-28 (Tailored)  
 Colour: Bizcharcoal

\$59.95



#### Winter Skirt

Sizes: 8-12  
 Sizes: 14-18  
 Size: 20  
 Colour: Black with blue stripes

#### Price

\$101.50

\$106.00

\$110.00

**Ivanhoe Store**

283 Lower Heidelberg Road, East Ivanhoe

 Phone: [94991439](tel:94991439)

 Email: [ivanhoe@noone.com.au](mailto:ivanhoe@noone.com.au)
**2021/2022 Pricelist**
**YEAR 7-12 SPORT UNIFORM**

**Sports Polo**

Sizes: 4c-14C

Sizes: XS-2XL

Colour: Royal with logo

**Price**

\$37.95

\$39.95


**Sports Shorts**

Sizes: 4c-14c, XS-2XL

Colour: Black microfibre with logo

**Price**

\$38.00


**Sport Shorts (with in-built brief)**

Sizes: 4c-14c, 8a-18a

Colour: Black microfibre with logo

**Price**

\$38.00


**Sublimated Coolmesh House Polos  
(Compulsory Years 3-12)**

Sizes: 8c-14c, XS-3XL

 Colour: Pericles (Red), Socrates (Green)  
 Byron (Yellow), Aristotle (Blue)

**Price**

\$54.50


**Rugby Top (Compulsory)**

Sizes: 4c-14c

Sizes: XS-3XL

Colour: Royal with black and white stripes)

**Price**

\$85.50

\$88.50


**Trackpants**

Sizes: 10c-14c, XS-3XL

Colour: Black

**Price**

\$55.95


**Softshell Sports Jacket (Optional)**

Sizes: 4c-14c, XS-3XL

Colour: Black with royal and white stripes &amp; logo

**Price**

\$96.95

## 2021/2022 Pricelist

### YEAR 7-12 SPORT ACCESSORIES


**Jammers (bathers)**

Sizes: 8c-14c, 14a-22a

Colour: Black with logo

**Price**

\$51.95


**Rash Vest**

Sizes: 4c-14c, S-3XL

Colour: Black

**Price**

\$20.50


**Swimcap - Compulsory for Inter-School Sport  
Squad members**

One size

Colour: Navy with logo

**Price**

\$12.50


**Bathers - Racing style (Years 3-8)**

Sizes: 10G-14G

Sizes: 8L-22L

Colour: Navy with logo

**Price**

\$46.95

\$56.50


**Baseball Cap (Optional for Year 5-6 ONLY)**

One Size

Colour: Black with royal logo

**Price**

\$22.50


**Tog Bag**

One Size

Colour: Royal with logo

**Price**

\$21.95


**Senior Sports Bag**

One Size

Colour: Royal with logo

**Price**

\$52.00


**Sport Socks**

Sizes: 5-8, 9-12, 13-3, 2-8, 8-11

Colour: White crew with royal and black stripe

**Price**

\$10.50


**Football Socks**

Sizes: 2-8, 8-11

Colour: Royal

**Price**

\$11.50

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**2021/2022 Pricelist**
**YEAR 7-12 SPORT ACCESSORIES**

**School Bag (Smartpak)**

Size: Airo L

Colour: Royal with logo

**Price**

\$74.00


**Cap**

One Size

Colour: Black with logo

**Price**

\$22.50


**Knitted Scarf**

One Size

Colour: Black with white and royal stripes

**Price**

\$24.50


**Beanie**

One Size

Colour: Black with blue and white detail

**Price**

\$24.95


**Summer Socks (3 Pack)**

Sizes: 9-12, 13-3, 2-8, 7-11, 11-14

Colour: White

**Price**

\$14.95


**Summer Socks (2 Pack)**

Sizes: 9-12, 13-3, 2-8, 7-11, 11-14

Colour: Grey Marle

**Price**

\$16.95


**Winter Socks - Knee Hi**

Sizes: 9-12, 13-3, 2-8, 8-11

Colour: Black

**Price**

\$9.00


**Winter Socks (3 Pack)**

Sizes: 9-12, 13-3, 2-8, 7-11, 11-14, 14-16

Colour: Dark Grey

**Price**

\$14.95


**Winter Tights**

Sizes: 3-4, 5-6, 7-8, 9-10, 11-14

Colour: Black

**Price**

\$17.50





## Sandwiches & Wraps

	SANDWICH WRAPS	
CHEESE	\$3.00	
VEGEMITE(ADD CHEESE +\$0.50)	\$3.00	
STRAWBERRY JAM	\$3.00	
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

<b>FRUIT SALAD</b>	\$5.00
SEASONAL MIXED FRUITS <u>GF/V/VE</u>	
<b>GREEK SALAD</b>	\$6.00
FETA, OLIVES, SPANISH ONION, TOMATOES, LETTUCE AND CUCUMBER WITH A LEMON DRESSING <u>GF/V/VEO</u>	
<b>CAESAR SALAD</b>	\$6.00
BACON, LETTUCE, EGG, PARMESAN CHEESE, CROUTONS & CAESAR DRESSING (ADD GRILLED CHICKEN +\$1.00)	
<b>GRILLED CHICKEN</b>	\$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 <u>GF/V/VE</u>	\$1.00
POTATO CAKES <u>GF/V/VE</u>	\$1.00
SPRING ROLLS	\$3.00
CUP OF NOODLES (BEEF, CHICKEN, ORIENTAL)	\$3.00
CHICKEN STRIPS (2 PEICES PER SEVER)	\$3.00
HOT DOG	\$4.50
HOT CHIPS	\$3.00
WEDGES	\$3.00

## Burgers 🍌

<b>CHEESE BURGER</b>	\$7.00
BEEF, LETTUCE, CHEESE & TOMATO SAUCE <u>GFO</u>	
<b>GRILLED CHICKEN BURGER</b>	\$6.50
CHICKEN, LETTUCE, TOMATO & MAYONNAISE <u>GFO</u>	
<b>SCHNITZEL BURGER</b>	\$6.50
CHICKEN SCHNITZEL, LETTUCE & MAYONNAISE	
<b>HALLOUMI BURGER</b>	\$7.00
GRILLED HALLOUMI, TOMATO, LETTUCE, ONION AND TOMATO RELISH <u>GFO/V/VE</u>	

## Pastries 🍌

MEAT PIE	\$3.50
CHICKEN PIE	\$3.50
SAUSAGE ROLL	\$3.00
VEGETABLE PASTIE <u>V</u>	\$3.50
SHEPHERD'S PIE BEEF	\$3.50

## Soups 🍃

SOUP OF THE DAY WILL BE AVAILABLE IN TERMS 2  
AND 3







## Snacks

STICKY BEAKS (CRACKERS, CARROT, CELERY, APPLE & HUMMUS) <u>V/VE</u>	\$4.80
MUNCHING MAGIC (CARROT, CUCUMBER, GRAPES, STRAWBERRIES & 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>	\$3.00
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
MOUNT FRANKLIN WATER 600ML	\$2.50
MOUNT FRANKLIN SPARKLING WATER 450ML	\$3.00
NIPPYS ICED MILK (CHOCOLATE, STRAWBERRY)	\$3.80
UP AND GO (VANILLA, CHOCOLATE, STRAWBERRY)	\$3.80
ICED TEA (PEACH, LEMON) 500ML	\$4.00
POWERADE ZERO (RED, BLUE)	\$4.00
SOFT DRINK BOTTLE 390ML (COKE ZERO)	\$3.00

## Hot Drinks

	REGULAR (80Z)	LARGE (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

MAC AND  
CHEESE

**\$8.00**



### TUESDAY CHICKEN

CHICKEN TERIYAKI  
WITH STEAMED  
RICE AND VEGGIES

**\$8.00**



### WEDNESDAY PASTITSIO

SPECIAL FRIED  
RICE

**\$8.00**



### THURSDAY SOUVLAKI

CHICKEN  
OR  
HALLOUMI

**\$8.00**



### FRIDAY PIZZA

MARGHERITA  
OR  
HAWAIIAN

**\$8.00**



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