



Alphington
GRAMMAR SCHOOL

Overseas Student Information Handbook



Welcome to Alphington Grammar School

The Principal's Welcome



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, and respecting and appreciating cultural differences so that all students feel supported and able to achieve their potential.

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

The Assistant Principal's Welcome

At Alphington Grammar School, we pride ourselves on our commitment to our students' social and emotional wellbeing, and we know that students learn best when they are settled and engaged with what is going on around them. We emphasise the promotion of multiculturalism and ensure that our students value diversity and practice acceptance.

These factors all work in harmony to nurture a welcoming and supportive environment for our Overseas Students.

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.



Mr Peter Karamashos,
Assistant Principal,
Head of Secondary



Mrs Tracey Nicholson,
Assistant Principal,
Head of Primary



Mr Lukas Silver,
Assistant Principal,
Curriculum

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Introduction to Australia

Fun Facts

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

Living in Melbourne

Climate

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

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

Our People

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

Lifestyle

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

Wander through Melbourne's connecting [laneways and arcades](#); which are home to many of Melbourne's dining and shopping secrets. Meanwhile, the skyline is a mix of modern building designs and heritage architecture.

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

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

The city has a strong culture of volunteering, and Melburnians are known for being warm and friendly. The City of Melbourne has a variety of [visitor services](#) with welcoming staff and volunteers ready to help with what to see and do in the city. Our [multicultural population](#) contributes to the city's unique atmosphere. Melbourne is home to people of 140 different cultures: Indigenous Australians, European migrants and recent arrivals from India, Somalia, China, and South-East Asia.

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

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

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

Cost of Living in Melbourne

Alphington Grammar School requires all Overseas Students to live in accommodation approved by Alphington Grammar School (see **Accommodation** for approved homestay providers). Students should expect to pay in the range of AUD \$340 - \$400 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. Overseas 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 the Department of Home Affairs.

Melbourne Resources

Services in the Local Community

Transport

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 metres (6-8 minutes' walk) from Alphington Railway Station, which is serviced frequently by trains throughout the day (on the City – Hurstbridge Line). The train trip from the City (Flinders Street Station) to Alphington Station takes about 15 minutes.

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

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

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

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

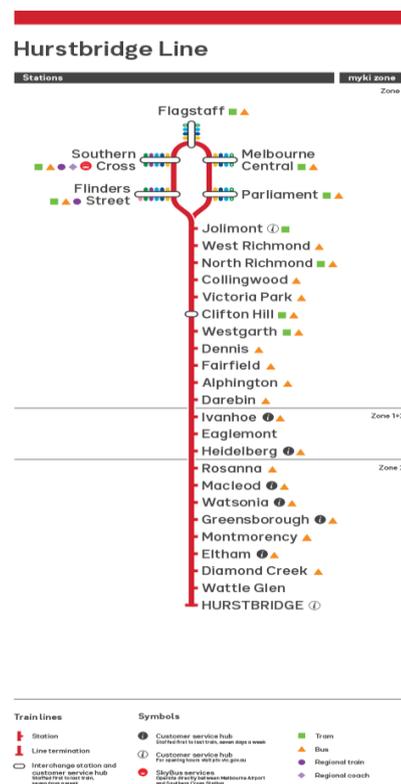
Communication

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

Telstra: www.telstra.com

Optus: www.optus.com.au

Vodafone: www.vodafone.com.au



Postal Service

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

Medical Centres

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

Alphington Medical Centre

29-31 Station St Fairfield, VIC 3078

Ph. 9485 5100

Darebin Community Health Service Inc.

42 Separation St, Northcote VIC 3070

Ph. 9489 1388

Panch Health Service

300 Bell St, Preston VIC 3072

Ph. 9489 9000

Alphington Dental Care

29-31 Station Street, Fairfield VIC 3078

Ph. 9482 4044

Fairfield Dental Clinic

54 -56 Station Street, Fairfield VIC 3078

Ph. 9489 4755

Emergency Numbers

Police, Fire, Ambulance – 000

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

Shopping

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

Station St IGA, Supermarket & Grocery Store

140-142 Station St, Fairfield VIC 3078

Coles Supermarket, Supermarket & Grocery Store

Ivanhoe Plaza, 4 Livingston St, Ivanhoe VIC 3079

Northland Shopping Centre, Shopping Centre complex

2-50 Murray Rd, Preston, 3072

Parks, Playgrounds and Sport Facilities

H Swain Reserve: Oakover Rd, Northcote

All Nations Park: Northcote

Merri Park: Northcote

Pearl Reserve: Thornbury

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

Visas Application and Renewal

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

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

Health Insurance – International Student Health Cover

The Australian Government requires all full fee-paying Overseas 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.

About Alphington Grammar School

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

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

Our staff and students' support of Overseas 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.

Quality Education at Alphington Grammar School

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

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

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

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

Alphington Grammar is a small school emphasising individual care and attention within a secure and serene environment set in natural parkland. Our policy is to operate classes of no more than twenty-five students and in many cases our classes are much smaller than this. We promote traditional

values of respect for others, pride in oneself and determination to do one's best. We have a strict uniform policy and code of conduct that all students are expected to uphold.

Accredited Provider of Education for Overseas Students

CRICOS CODE 01376D

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

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

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

School Rules

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

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

General Rules

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

- It is a condition of the enrolment of a student at Alphington Grammar School that the parents/parent liaisons, on their own behalf and on behalf of the student, are aware of the content of the school rules and have agreed to abide by them. Students must also familiarise themselves with and adhere to school policies which may apply from time to time.
- Alphington Grammar School, through the Principal, retains the right to discipline, suspend or expel from the School any student on the grounds of the student's unsatisfactory conduct, attendance or performance or failure to observe any of the school rules.
- No student may leave the campus between morning arrival and the afternoon dismissal without special permission. A student arriving late or leaving early must report to the School Administration Office in the first instance. A record of the student's late arrival or early exit for the day will be kept.

- All students are required to attend school regularly. No students should miss school without good and genuine reasons. A note by the parent/parent liaison is required to excuse a student for absence, lateness, and leave for part of the day or non-completion of work tasks.
- Students must attend all subjects and periods as timetabled. They should arrive at classes on time without delays between changeovers.
- No student may drink intoxicating liquor, smoke, gamble, or have any dealings with illicit drugs while under school discipline.
- Students must not engage in any action which endangers life, limb or property.
- Students' lockers and bags may be searched by school staff in the presence of the relevant student when deemed necessary and appropriate.
- Students may ride bicycles to school provided they have permission and that they wear protective headgear. Such permission will only be given following a written request, signed by a parent/parent liaison; 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.

Monitoring Attendance

It is an Australian Government requirement that Full Fee-Paying Overseas Students must attend at least 90% of their scheduled course contact hours (93% in VCE). Students' attendance is monitored daily through a computerized attendance system. Students are required to check in on arrival at school in the morning and check out on leaving at the end of their scheduled classes. Attendance is also logged by teachers in each individual lesson. Attendance rates for individual students are monitored by the House Mentors and Heads of House.

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

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

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

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

- 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.

Satisfactory Course Progress

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.

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

Students at risk of not meeting satisfactory course progress will be reported to the Head of House and International Student 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.

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.

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.

Length of Stay at Alphington Grammar School

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

Parent/Teacher Interviews

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

Reporting

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

Progressive Reporting refers to the practice of reporting in regular 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.

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

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

Mobile Phones and Other Mobile Devices

Access to mobile phones at school is banned during school hours. This means that any phones brought to school must be switched off and stored securely all day in the student's locker. Students are not permitted to access their devices at recess or lunch. If a device is seen between the hours of 8:45AM and 3:35PM it will be confiscated and delivered to the office for collection. If a student is

persistently in breach of these rules, the phone will be confiscated and not returned until a parent or guardian can attend The School to retrieve it and meet with the relevant Head of House.

Smoking, Alcohol, Illegal Substances

Smoking, drinking alcohol, drugs mood enhancers and using illegal substances are against the rules of Alphington Grammar School. While students are in school uniform, on school outings, or are at school, such substances are prohibited. Students found to use or be in possession of illegal substances will be handed over to the Police and their fate decided by the criminal justice system. (Note: It is against Australian law for alcohol or cigarettes to be sold to a person under the age of 18 (eighteen). 'Illegal' substances are illegal for people of all ages).

Being Suspended, Expelled and Sent Home

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

We reserve the right to suspend, expel and send a student home if 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.

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.

Guidance and Support

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

EAL and Learning Support

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

VCE Chinese (Mandarin)

As a result of the enrolment of Overseas 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 a Specialist Teacher of Chinese.

International Student Grievances Policy

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

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

Staff member	Position/Role	Responsibilities
Dr Vivianne Nikou	Principal	
Mr Peter Karamoshos	Assistant Principal/Head of Secondary	Student studies and welfare
Mr Lukas Silver	Assistant Principal/Curriculum	Student studies and welfare
Mrs Tracey Nicholson	Assistant Principal/Head of Primary	Student studies and welfare
Ms Adele Appleby	Deputy Head of Secondary	Disciplinary matters and pastoral care
Mr Luke Barnewall	Deputy Head of Primary	Disciplinary matters and pastoral care
Mr George Kogios	Business Manager	Matters related to School Fees
Ms Tiffany Garonzi	School Registrar	Enrolment matters: personal information and records

Ms Toula Terezakis	Secondary Head of House (Aristotle)	Matters concerning studies and social
Mr Nicholas Katsiridis	Secondary Head of House (Byron)	Matters concerning studies and social
Mr Trevor Adams	Secondary Head of House (Pericles)	Matters concerning studies and social
Ms Anna Milburn	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 liaisons
Ms Eva Wang	International Pastoral Support and EAL Support	International, Primary, and EAL pastoral care
Mr Cameron Stone	Head of Learning Support	Learning Support
Mr Max White	School Psychologist	Social, personal and welfare concerns

In the event of a student having a grievance, the House Mentor in the first instance will help address the issue to the student's satisfaction. Should higher intervention be necessary, the Head of House and the Overseas 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.

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.

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

In the event of a dispute not being resolved within the School, the School will proceed to identify a suitable independent arbitrator to deal with the matter. The student's right to access the external appeals process will be at minimal or no cost to the student. Students must note that, if the School defers, suspends, or cancels a student's enrolment, this may affect their student visa.

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

School Resources

Sporting Events, School Camps, Excursions, Social Functions

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

Care of Property

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

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

Lockers

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

Restricted Areas

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

Health

Students who have been suffering from a notifiable infectious disease (e.g. Corona Virus), or who have been in contact with anyone so suffering, must not return without a statement from their doctor stating that they are free from infection. In some cases, recommendations for a quarantine

period must be followed strictly before a student can resume school after visiting an overseas country.

Safety Card

All Overseas Students who are under the age of 18 and on a Confirmation of Appropriate Accommodation and Welfare (CAAW) 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.

Part-time Jobs

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

Alphington Grammar School has no objection to a student undertaking part-time employment, provided it does not interfere with the student's studies, or cause any major inconvenience or hazards to themselves. It is essential that the student inform 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.

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.

Accommodation

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

Students living with homestay families receive full board with their own room and have all meals supplied. Working With Children 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.

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

Once Alphington Grammar School issues a CAAW (Confirmation of Appropriate Accommodation and Welfare), we are accepting full responsibility of screening, approving, selecting, and monitoring homestay arrangements in the interest of the welfare of the student. This responsibly cannot be

delegated to any other third party as the School retains the ultimate responsibility for approving and assuring welfare arrangements.

Alphington Grammar School arranges all homestay placements and engages the services of one provider (AHN) to assist with shortlisting possible homestay options before placing the overseas student in a homestay. Responsibility for screening, selecting, and monitoring homestays rests solely with the School and this cannot be delegated to any other party.

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

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

Parent Liaisons

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

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

For more information about Parent Liaisons please refer to our Parent Liaison Policy.

Enrolment Procedure and Payment of Fees

Enrolment Procedure

Application for enrolment must be made on the School's official Application form, which must be completed in full providing accurate information and details about the student. It must be accompanied by certified copies of the student's two most recent School reports (together with copies translated into English if the original reports are not in English) from 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.

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

Conditions of Enrolment

By signing the Enrolment Agreement parents and students confirm that they have read and understood the Conditions of Enrolment and the Business Regulations for Overseas Students and agree to accept them. Any future amendments will be advised as they occur.

The School reserves the right to refuse any application for enrolment without providing any reason. Alphington Grammar School reserves the right to cancel the proposed enrolment of a student should we determine that we are not able to meet the specific needs of the student.

All students are required to attend an interview with a senior staff member prior to commencement. This is to ensure that, as far as possible, those who are accepted are likely to benefit from the courses provided.

The schedule of current fees must be strictly adhered to without exceptions. Charges in addition to the published fees may be incurred if students require additional integration aides or special services not completely covered by tuition fees. No student will be permitted to return to the School while any part of a fee instalment is in arrears unless the School has waived this condition in writing. Fees are subject to increase at any time without notice.

It is a condition of the enrolment of the student that the parents on their own behalf and on behalf of the student agree to abide by the School rules. The parents acknowledge that they are aware of the content of the School rules. The School, through the Principal, retains the right to suspend or dismiss the student from the School, or otherwise discipline the student, on the grounds of the student's unsatisfactory conduct, attendance or performance, or failure to observe any School rule.

Parents are responsible for payment for avoidable breakages or damage to School property by a student, or for loss of School property, e.g., library books, musical instruments, calculators, and computers.

Students must live in accommodation approved by Alphington Grammar School. Students must seek approval from Alphington Grammar School prior to any change in accommodation. CAAW students must have an Alphington Grammar School approved parent liaison for the entire period of enrolment regardless of age.

In order to comply with visa regulations, students must maintain a minimum of 90% attendance (93% in VCE). Failure to do so will result in Immigration Authorities being advised and the students risk their visas being cancelled.

Education Agents

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

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

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

Induction of Students

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

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

In the first two to three weeks the International Student 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.

Admission Times

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

Orientation Program

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

Payment of Fees

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

Other additional fees including:

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

Tuition Fees and Accounts

The School publishes an Annual Tuition Fee, which is advised in advance. The Annual Tuition Fee may be subject to revision during the year.

Tuition Fees for overseas students must be paid in advance not less frequently and annually. Provision is available for the prepayment of tuition fees for a period longer than twelve months. Enquiries regarding this facility should be directed to the School Business Manager.

All fees and charges requested by the School are payable by the parents/parent liaisons of an enrolled student within fourteen (14) days of rendering the accounts.

Accounts not paid by the due date will be charged a Late Fee at the current rate per student.

The School reserves the right to refuse a student permission to enter a School Year while any part of the fees are unpaid, unless parents/parent liaisons obtain a formal agreement from the School's Business Manager.

As a condition of admission, any student entering the School in the course of a year will be charged tuition fees on a pro rata basis for the year. However, a sum of money equal to the full amount of the Annual Tuition Fee will still be payable in advance. This amount will be credited to student's account as fees in advance, pursuant to an offer of a place being made by such a date as notified in writing by the School. The making of this payment is also a condition for the issue of a Confirmation Letter or Letter of Offer.

Any Credit Card, Direct Debit or Cheque payment that is declined by the bank, for any reason, will attract an administration fee of AUD \$75.

If any student is on a student visa and is enrolled at Alphington Grammar School and the School fees have not been paid; the matter can be referred to the Department of Home Affairs. The Department may then cancel the visa, meaning that the student can be deported. Once the visa is cancelled the student(s) concerned will have difficulty in being reissued with another student visa.

All requests for a planned leave of absence from the School must be submitted in writing to the Principal/Assistant Principal for approval at least one term in advance.

In the case of prolonged illness (one school term or more), an application, including a medical certificate may be made to the School Business Manager for some remission of School fees.

The Business Manager is authorised by the School Council to take such action deemed necessary to recover unpaid fees or charges, including recovery costs.

Cancellation of Enrolment – Refund Policy

If the advance fee payment has been made and the student is unable to attend the School as a result of an unsuccessful visa application, the School will refund any advance course fees. Evidence of the visa application must be provided to the School.

The School at its discretion may vary the refund policy.

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

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

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

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

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

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

Conditions for Overseas Students

All Overseas 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.

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.

Further Information

Use of Personal Information

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

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

- Certain changes to the students' enrolment; and any breach by the student of a Student Visa condition relating to attendance and satisfactory academic performance.

Australian Department of Home Affairs Procedures

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

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

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

The Australian authorities request a guarantee of Confirmation of Appropriate Accommodation and Welfare (CAAW) 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.

Useful Links

[Overseas Students Enrolment Information and Policies](#)

[Homestay Accommodation Policy](#)

[Parent Liaison Review Policy](#)

[Student Uniform Information](#)

[Term Dates](#)

[School Fees](#)

18 Old Heidelberg Road,
Alphington Victoria 3078

Email: info@ags.vic.edu.au

Website: www.alphington.vic.edu.au

CRICOS 018421J