



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 |
|----------------------------------------------|---------------------|
| <b>Summer</b> (December, January, February)  | 25°C - 35°C         |
| <b>Autumn</b> (March, April, May)            | 15°C - 20 °C        |
| <b>Winter</b> (June, July, August)           | 8°C - 14°C          |
| <b>Spring</b> (September, October, November) | 15°C - 22°C         |

### Our People

| People, culture, and language | Statistics                            | Did you know?                                                                                                                                                     |
|-------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Geographic area</b>        | 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.                |
| <b>General population</b>     | 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.                                 |
| <b>Migrant population</b>     | 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.                          |
| <b>Languages spoken</b>       | English is the official language      | Over 180 languages and dialects are spoken in Victoria.<br>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](http://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](http://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](http://www.telstra.com)

**Optus:** [www.optus.com.au](http://www.optus.com.au)

**Vodafone:** [www.vodafone.com.au](http://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](http://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](http://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](http://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.

Our **Primary School (Prep- Year 6)** provides a caring and engaging learning environment that develops strong foundations in literacy, numeracy and inquiry-based learning while fostering confidence, curiosity and personal growth. Students benefit from specialist programs, co-curricular opportunities and a strong emphasis on wellbeing, preparing them for a successful transition into

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secondary education. **Further information about the Primary School curriculum, learning programs and student opportunities is available in the Primary School Handbook (the second part of this booklet).**

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.

Alphington Grammar School does not offer online, distance or virtual education as a standard mode of delivery. Online learning with Victorian School of Languages (VSL) may only be approved in exceptional circumstances where a student's course cannot reasonably be accommodated due to subject clashes, or in the unlikely event that the School does not offer a particular subject.

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

|                               |                                                 |                                                                     |
|-------------------------------|-------------------------------------------------|---------------------------------------------------------------------|
| <b>Ms Toulia Terezakis</b>    | Secondary Head of House (Aristotle)             | Matters concerning studies and social                               |
| <b>Mr Nicholas Katsiridis</b> | Secondary Head of House (Byron)                 | Matters concerning studies and social                               |
| <b>Mr Trevor Adams</b>        | Secondary Head of House (Pericles)              | Matters concerning studies and social                               |
| <b>Ms Anna Milburn</b>        | Secondary Head of House (Socrates)              | Matters concerning studies and social                               |
| <b>Ms Mary Kontosis</b>       | International Student Coordinator/Secondary EAL | Pastoral care, student study guidance, Homestay and Parent liaisons |
| <b>Ms Eva Wang</b>            | International Pastoral Support and EAL Support  | International, Primary, and EAL pastoral care                       |
| <b>Mr Cameron Stone</b>       | Head of Learning Support                        | Learning Support                                                    |
| <b>Mr Max White</b>           | 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 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. 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.

To ensure the School maintains accurate records and meets its obligations under the **Education Services for Overseas Students (ESOS) Act 2000**, all overseas students must verify their personal and contact details at least every six months while enrolled. Students will receive a **Student Record Verification Form** (or secure electronic equivalent) to confirm their contact, emergency contact, parent/guardian, accommodation and, where applicable, welfare details. Students must advise the School of any changes and return the completed form within the requested timeframe. The School will update its records, complete the **Overseas Student Six-Month Verification Register**, and retain evidence of the verification as part of the student's enrolment record.

## 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.

## Keeping Safe from Child Abuse Guidelines for Overseas Students

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### 1. Our Commitment to Your Safety

Alphington Grammar School is committed to providing a **safe, respectful and supportive environment for all students**, including international students studying in Australia.

Every student has the **right to feel safe, respected and protected from harm**.

The school follows the Victorian Child Safe Standards under **Ministerial Order 1359**, which means we take strong steps to:

- prevent child abuse
- listen to students
- respond quickly to concerns
- support students who need help.

If you ever feel unsafe, **you are not alone and help is available**.

### 2. Understanding Child Abuse

Child abuse is **any behaviour by an adult or another young person that harms a child or makes them feel unsafe**.

This can include:

#### 2.1. Physical Abuse

When someone deliberately hurts your body.

Examples:

- hitting
- pushing
- kicking
- hurting you physically

#### 2.2. Sexual Abuse

Any sexual behaviour involving a child or young person.

Examples:

- touching private body parts
- asking you to touch someone
- sexual messages or photos
- sexual comments that make you uncomfortable

#### 2.3. Emotional or Psychological Abuse

Behaviour that harms your feelings or self-worth.

Examples:

- threatening you
- humiliating you
- constant criticism
- controlling behaviour

#### 2.4. Grooming

When someone builds trust with you to later harm or abuse you.

Examples:

- giving special gifts or attention
- asking you to keep secrets
- trying to isolate you from friends or family
- asking to communicate privately online

#### 2.5. Online Abuse

Unsafe behaviour through technology.

Examples:

- sexual messages

- requests for photos
- harassment online
- inappropriate contact through social media

### 3. Your Rights as a Student

At our school you have the right to:

- feel **safe at school and during school activities**
- be **treated with respect**
- **say no** to anything that makes you uncomfortable
- **talk to someone you trust**
- **be listened to**
- receive **help and support**

No one has the right to hurt you or make you feel unsafe.

### 4. Safe and Unsafe Situations

#### 4.1. Safe Situations

You should feel safe when:

- teachers behave professionally
- adults respect your boundaries
- you are supervised during activities
- communication with staff is appropriate and respectful

#### 4.2. Unsafe Situations

You should speak to someone if a person:

- asks you to **keep secrets about touching**
- asks for **sexual photos or messages**
- touches you in a way that makes you uncomfortable
- tries to **spend time with you alone in private**
- gives you **special gifts or attention** that feels unusual
- contacts you privately on **social media**

Trust your feelings — **if something feels wrong, tell someone.**

### 5. How to Get Help

If something makes you feel unsafe, **tell a trusted adult as soon as possible.**

You can speak to:

- the **School Counsellor**
- the **Head of Secondary School**
- the **Overseas Student Coordinator**
- the **Principal**
- any **teacher you trust**

You can speak to them **in person, by email or by asking for a meeting.**

The school will:

- listen carefully
- take your concern seriously
- protect your privacy
- help keep you safe.

### 6. If You Need Immediate Help

If you are in immediate danger in Australia, call:

**Emergency Services: 000**

You can also contact:

- **Kids Helpline – 1800 55 1800**  
(Free counselling for young people)
- **eSafety Commissioner**  
For online safety support

These services are confidential and available for young people.

## 7. Support for International Students

We understand that being in a new country can sometimes feel difficult.

If you are unsure about something or feel uncomfortable:

- ask questions
- speak to school staff
- talk to your homestay coordinator
- seek support from the wellbeing team

You will **never get in trouble for asking for help**.

## 8. Speaking Up Helps Keep Everyone Safe

If you see or hear something that might be unsafe for another student:

- tell a teacher
- report it to a trusted adult
- help your friend get support

Looking after each other is part of being a safe school community.

## 9. Remember

- ✓ Your safety matters
- ✓ Your voice matters
- ✓ Help is always available

If something feels wrong, **speak up — we are here to help you**.

## English

If you feel unsafe or someone behaves inappropriately, please tell a teacher or the Overseas Student Coordinator.

如果你感到不安全，或有人做出让你不舒服的行为，请告诉老师或国际学生协调员。

# Overseas Student Induction

*Child Safety*

## Welcome to Your New School

### Welcome international students

- We are committed to your safety and wellbeing
- This session explains how to stay safe and get help in Australia
- Your voice matters

# Your Rights as a Student

- You have the right to feel safe
- You have the right to be respected
- You have the right to speak up
- You have the right to ask for help
- No one is allowed to hurt you

# Understanding Unsafe Behaviour

## **Unsafe behaviour includes:**

- Inappropriate touching
- Sexual comments or messages
- Requests for sexual photos
- Being pressured to keep unsafe secrets
- Online harassment

# Warning Signs

## **Tell a trusted adult if someone:**

- Touches you in a way that feels uncomfortable
- Asks you to send photos
- Wants to meet privately or secretly
- Makes you feel scared or pressured
- Contacts you inappropriately online

# Online Safety

- Be careful on social media
- Do not share personal or sexual photos
- Do not meet strangers from the internet
- Block and report suspicious messages
- Tell a trusted adult if something feels wrong

# Emergency Support in Australia

- Emergency services: **Call 000**
- Kids Helpline: **1800 55 1800**
- eSafety Commissioner (online safety support)
- These services are confidential and free

## Looking After Each Other

- Support your friends
- Speak up if you see something unsafe
- Respect others
- Help create a safe school community

# We Are Here to Help

- You will always be listened to
- You will not get in trouble for asking for help
- Your wellbeing is important to us
- Welcome to our school community

# OVERSEAS STUDENT CHILD SAFETY

## STAYING SAFE IN AUSTRALIA



### YOUR RIGHTS

@J FEELSAFE

V BE RESPECTED

E) SPEAKUP

ASK FOR HELP

### WARNING SIGNS

UNSAFE TOUCH

REQUESTS FOR PHOTOS

KEEPING SECRETS

BEING ISOLATED

ONLINE PRESSURE

### ONLINE SAFETY

1=R1 THINK BEFORE YOU SHARE

BLOCK& REPORT

SAVE EVIDENCE

TALK TO A TRUSTED ADULT

WHO CAN YOU TALK TO?

TEACHERS

COUNSELLOR

OVERSEAS COORDINATOR

PRINCIPAL

### EMERGENCY HELP



000

IN AN EMERGENCY



KIDS HELPLINE  
1800 55 1800

# SPEAK

up. 1

WE ARE HERE TO HELP.

YOU ARE **NOT** ALONE



# 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

[Student Uniform Information](#)

[Term Dates](#)

[School Fees](#)

18 Old Heidelberg Road,  
Alphington Victoria 3078

**Email:** [info@ags.vic.edu.au](mailto:info@ags.vic.edu.au)

**Website:** [www.alphington.vic.edu.au](http://www.alphington.vic.edu.au)

CRICOS 018421J



Alphington  
GRAMMAR SCHOOL

# Primary School Parent Handbook 2026



# Welcome



**Ms Tracey Nicholson**

Assistant Principal - Head of Primary

We look forward to working in partnership with you to make this year one of excellence for each child in the Primary School.

Working with you in 2026, we hope that you will be able to develop a strong relationship with your child's teachers. They are all dedicated professionals who strive to provide quality, targeted learning experiences.

The school prides itself on its commitment to the students social and emotional wellbeing and we know that children learn best and achieve their potential when they are settled and engaged with what is going on around them.

We also know that communication is a key element to ensure success, so our 2026 Information Booklet for the Orientation program should help you become more familiar with the routines of the year level/s on which you are focussing.

If you have any questions, please ask any staff member for assistance.

Best wishes for a successful 2026.

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# School Values

## Our Values of Personal Excellence

At Alphington, our mission is to formulate well-rounded and world ready individuals. As a non-denominational, values-based School, our six core values of excellence underpin everything we do in our pursuit of our personal best.

Our School Values are important to us and underpin our daily thoughts and actions at school. We refer to them on a regular basis and they are on display in our classrooms. These are the basis of our Values Program in the Primary School.



## Primary Staff

Each staff member in the Primary School is committed to maintaining the highest level of responsibility to the children in their care. They strive to assist parents wherever possible when dealing with a range of issues regarding students.

For most issues in the Primary School (except issues based around specialist subjects) the first point of contact should be the classroom teacher.

# Communications

All matters that are lengthy or serious should be discussed face to face with a teacher (at an agreed appointment time) or via telephone. Teachers endeavour to return calls as soon as possible but are not available to come to the telephone at any given moment. All matters of an urgent nature, including last minute changes to travel or pick up arrangements, should be communicated directly to the front office who will then contact the necessary staff member/s. Please do not message your child on their iPad during the day.

## Email

We ask that all families inform the school immediately of any changes to email addresses and or contact details as this is a major point of communication from the school. Parents need to have an active account that they check daily.

While parents will be issued with teacher email address to facilitate contact, please do not use this for urgent matters. Please contact School Reception instead for urgent matters. The focus of the teacher will be on his or her teaching and although they do access their emails, there is no dedicated time for this during the school day. There is no guarantee that any email message will be accessed during the day. If you do need to email a teacher, it should only be for matters of a most general nature and should never be used for serious or urgent matters.

Furthermore, parents should not ask for or expect regular daily or weekly email updates regarding student progress except for agreed arrangements for exceptional circumstances. The school provides several forums for such communication to take place.

## School Diary

The School Diary is issued to students from Prep onwards. Prep and Year 1 classes use it mainly as a communication book between home and school. The Diary contains a reading log in the back pages.

From Year 2 onwards the Diary is a vital organisational tool that students are taught to use to record homework, keep track of reading and other school related issues. Parents are also encouraged to communicate with staff through the Diary.

On occasions a hard copy notice will be sent home and this will be put in the Diary for safekeeping. Parents should check and sign the Diary on a regular basis as specified by the class teacher.

## Fortnightly Bulletin and Newsletter

**School Bulletin** - will be sent home to all families to your listed email address every second **Wednesday** the bulletin contains letters and other important information about events and excursions.

**School Newsletter - Alpha News** will be sent home to your listed email address to all families every second **Friday**. The newsletter contains photos, news, and some reminders about upcoming events as well as messages from the Principal and other staff.

The School Bulletin and Newsletter can be access via the [Parent Lounge/ Parent Orbit App](#)

**If you are not receiving regular communications from the school, please check you details with School Reception.**

## School Calendar

The school calendar is available via the Parent Lounge and the School website. Reminders for events will also be included in the bulletins and newsletters. Login details for school communications will be distributed to all families.

## Parent Lounge/Orbit App and Nexus (Learning Management System)

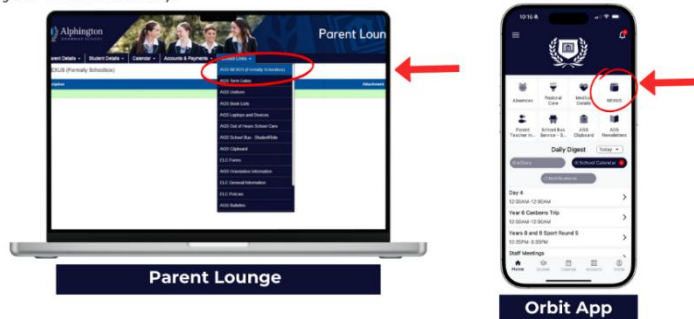
Nexus is our School's Learning Management System (LMS), designed to serve as a platform for curriculum mapping, student engagement, communication between teachers and students, access to assessment results, progressive reporting, upcoming tasks and school events.

Parents will use the Parent Lounge (for Desktop) or the Parent Orbit App (on Mobile devices) to keep informed and engaged with your child's education. The Parent Lounge/Orbit App offers parents access to:

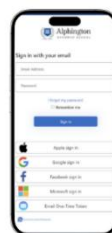
- Update your details
- Events Calendar
- Report student Absences
- Nexus Access for Progressive Reporting and Assessment Calendar, Assessment Feedback and Results
- Newsletters and Bulletins
- School Policies

### How to log in

**Step 1** - Nexus can be accessed via the **TASS Parent Lounge** web link <https://tass.ags.vic.edu.au/parentlounge> or via the **TASS Parent Orbit app** (on your mobile device).



**Step 2** - If prompted for a username and password, use the same details used to access the TASS Parent Portal.



**Step 3** - Access the Dashboard

Once logged in, you'll be taken to the Dashboard, your homepage in Nexus. From here, you can view your child's courses, due work, timetable, grades, and school news.



Full access to the [Parent Lounge](#) and **Nexus** will be provided upon commencement of Term 1 2026. Refer to the Nexus Parent Information Booklet via the Parent Lounge - AGS Handbooks for more information about how to log in.

## Parent/Teacher Interviews

This year, Parent/Teacher Interviews are scheduled for Term 1 and Term 3. Details about booking times for these interviews will be sent home closer to the date.

Parents and teachers will often need to meet at other times throughout the year. Meetings about student progress, welfare etc. can be scheduled by either parents or teachers at any mutually agreeable time.

It is not appropriate for parents to expect teachers to have impromptu meetings at the beginning or end of the day unless there is an emergency.

### Primary School Parent Teacher Interviews

|                                                                                 |
|---------------------------------------------------------------------------------|
| <b>Term 1</b>                                                                   |
| Monday 25 March and Thursday 26 March<br>3:40pm – 6:20pm<br>via Microsoft Teams |

|                                                            |
|------------------------------------------------------------|
| <b>Term 3</b>                                              |
| Monday 13 July<br>11.00am to 7.00pm<br>via Microsoft Teams |

# Daily Routines

## Arrival at School

Establishing good habits starts early. All students are expected to be in class by 8.45 am. Any arrivals after this time are deemed 'late' and the student or parent should visit the office to have the arrival recorded. Students in Prep – Year 4 who arrive after 9.00am will need to be escorted to the Junior Building by a member of the Office staff as the doors will be locked.

**We aim to foster a sense of independence in our students and ask that parents do not come into the school buildings in the morning unless necessary (except for ELC and Prep).**

Students should not arrive at school unaccompanied before 8.20 am as there is no supervision in the yard before school. Routine is a comforting and important part of life. Children who are constantly late or rushed bring that anxiety with them into class and may be unsettled for hours afterward. Try to establish a routine that gets you to school on time. If you are an anxious parent, try not to make your child anxious as well by engaging in any negative talk.

Doors of Prep - Year 6 classrooms open at 8.20 am and students should go into their classrooms as soon as they arrive. All teachers attend briefings on Monday and Friday Mornings. We aim to have these completed in time for staff to return and open rooms by 8.20 am. Please allow staff to do this safely by not crowding around doors.

ELC opens at 8.30am.

The School buses park on the basketball court each morning. Bus travellers in ELC and Prep will be escorted to the classroom by the bus drivers in the morning, or by older siblings. School buses park on the basketball court in the afternoon and students in ELC-1 who travel by bus are taken to the bus each afternoon by the classroom teacher.

All school bus queries should be directed to Student Ride <http://www.studentride.com.au>.

## Dismissal Procedure

### 3.00pm

ELC children must be signed in and out of the ELC centre by an adult.

### 3.15pm

Prep – Year 4 students in the Primary School building are escorted out of the Primary School building to meet parents/carers in the ALPHA ZONE near Flowerdale. **Parents are not permitted in the buildings after school (unless by arrangement).**

Students in Years 5 and 6 are dismissed from their classrooms in the D Block.

Parents of students in Prep to Year 2 should clearly communicate pick up arrangements with the teacher. All students should be aware of collection arrangements every day (who, where, when).

Teachers in ELC to Year 2 take children to the buses, Out of School Hours Care, or afterschool clubs as needed.

All students should be collected in a timely manner (within 15 minutes of dismissal time)

If you are running late, please contact the School Office. Your child's teacher will be informed and your child will wait in the office. This should not be a regular occurrence and other arrangements should be made if it happens frequently.

Students in Years 3 - 6 are permitted to do homework in the Library after school, but this is not a child minding facility and parents should make use of After School Care if they will not be collecting students by 3.30pm on a regular basis.

## Leaving Early

If your child needs to leave early for any reason, then he/she needs to be collected from the School Office and signed out by Office Staff. Parents can request that a child is waiting for them in the Office at a given time, providing enough notice is given. **No parent should go to the classroom to collect a child during the school day.** Please see daily timetable outline under the Teaching and Learning section of this Handbook.

## Out of School Hours Care

The Out of School Hours School Care (OSHC) programme is run by **OSHClub**. The programme runs from 7.00am until 8.45am in the morning and 3.30pm until 6.00pm in the afternoon. All enquiries about enrolment and fees should be made directly to OSHClub.

1300 395 735 [www.oshclub.com.au](http://www.oshclub.com.au)

## Parking and Safety

As with all schools, drop off and pick up times are usually very busy for all concerned. We remind all families to allow ample time to park legally and attend the School or to drop off or pick up your child. Our priority at these times is the safety of all children and for the School community in general.

Please abide by all parking restrictions no matter what the weather or time constraints. There should be no parking alongside the school building in Old Heidelberg Road leading up to the gates unless you are **legitimately using a Disabled Parking space**. Please do not cruise up to the gates looking for a spot to park or drop off your child as the resulting U-turn creates problems for everyone.

**The disabled and no standing areas are not drop off zones.** Similarly, the parking restrictions in Lucerne Crescent should be carefully observed. Please note that parking inspectors visit the area regularly and they issue fines readily. Children copy what they see their parents do: if you do not obey the road rules and do not use the crossing your children won't either. Please help us set a good example.

Our Crossing Guard assists the School community at the crossing in Lucerne Crescent. The Guard is on duty both before and after school each day.

## Recess, Lunch and the Canteen

Maintaining good eating habits is essential for the physical and cognitive development of all children. Children need to eat healthy food that gives them energy for the day. This includes a good breakfast, nutritious snacks and a healthy lunch that they can handle by themselves. Students in the Primary School have a supervised lunch eating time before they go out to play. Please do not send food that needs to be heated. Teachers do not have the facilities, or time, to do this and supervise children at the same time.

Lunch orders are available from the canteen. A wide range of menu items are available including vegetarian and gluten free options. Orders are made through the **Spriggy Schools app** which can be downloaded onto a mobile device.

Children from Prep to Year 6 can purchase items from the canteen at recess and lunchtime. We do not allow children to buy treats for each other at recess and lunch as it causes friendship issues and may not fit in with

children's specific dietary requirements. We suggest spending money should be limited to the cost of a single item most days. Please talk to your child about making good food choices for lunch orders and encourage them to have control over what they are buying themselves.

# First Aid, Illness and Absences

We have a full-time nurse at school each day. The Nurse deals with, and makes decisions about, all students who become unwell or who are injured at school. She records all student visits and makes contact with parents (or the nominated emergency contact person) if a student needs to go home. The nurse monitors the medical records, medication and medical action plans for each student in her care. Except in extreme cases, students in the Primary School must first report an illness or injury to a teacher who will then escort them, or arrange for them to be escorted to the school Health Centre.

## Medications

Medications that need to be at school must be clearly labelled with the child's name and class and any dosages clearly written and securely attached. Care should be taken that they have not reached their expiry date. Any medications brought to school must be handed in to the School Nurse who will oversee the administering of the prescribed dose.

Current Epi-pens must be kept in the classroom for students in Primary classes and a spare in the Health Centre for all other students. Asthma inhalers should be kept in the students bags or classroom and a spare should be in the Health Centre. Students are required to have two epi-pens at school, one in the classroom and one in the Health Centre.

Parents are responsible for updating their child's medical form if there are any changes to conditions throughout the year. All changes or updates should be sent to the Main Office.

## Illness

Sickness is unavoidable, but school is not a place for a sick child. All parents are asked to remember that by sending a sick child to school they are putting the whole school community at risk. We ask that parents act responsibly at all times in this regard. We do not have the facilities to care for unwell children here at school, hence they will be sent home.

Please see this link to the Victorian Department of Health exclusion table for guidelines on infectious diseases. <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

## Hydration

Staying hydrated is very important. All children need their own labelled drink bottle to use in class, at PE or Sport etc. These bottles are for water, not cordial or juice. No energy drinks are allowed in the Primary School.

## Anaphylaxis

Anaphylaxis is a serious life-threatening condition that is becoming more prevalent in society. It is not just an 'allergy' to a substance, but an extreme reaction causing death if left untreated. The Primary School has adopted a Nut Free policy for the whole Primary School (please see Appendix 2), rather than just at selected year levels. Please read this carefully.

As a result of our awareness of the issue of anaphylaxis and other allergies, children are not permitted to share food at school. Parents who wish to provide a birthday treat for a class are encouraged to possibly plan

something other than cake or food. When you consider that there may be upwards of 20 birthdays across the school year in any given class, the number of treats can be overwhelming. Please speak to your child's classroom teacher about celebrations and be guided by what they advise. We love to celebrate milestones with children of course and will always make them feel special on a birthday or name day. Other ideas for 'treats' can include fruit kebabs, stickers, bubbles to take home etc. Invitations to out of school parties etc. should only be given out discreetly by a parent unless you are inviting the whole class.

## Absences

All absences should be notified to the **School Office** by 9.00am, via the Parent Lounge (Desktop) or Parent Orbit App (mobile devices) or the School phone number 9497 4777 (not to the child's teacher).

Teachers at school will:

- Mark rolls every day in the morning and in the afternoon.
- Ask for absence explanation if no notification or reason has already been provided.
- Check on your child's well-being if they are away from school frequently.
- Follow up on students who are often late.

Extended absences should be notified as soon as possible to the Office and Class Teacher so work can be arranged if appropriate.

## Holidays in School Term Time

We do not encourage families to take holidays during school time as it impacts upon the child's learning. Extended holidays during the school term can have a significantly detrimental effect on student progress. If you are planning for your child to have extended time out of school, please notify the School and speak to your child's teacher about the impact this might have. We cannot provide daily lessons for these absences as school learning experiences cannot be duplicated when on holiday. However, students may be asked to keep a journal and continue their general reading. Notification of in term holidays should be given in writing.

If students are absent from school for extended periods, please be aware some aspects of Progressive Reporting will not be available to parents if the child has missed units of work. Parents should not ask teachers for 'holiday work'.

# Uniform

As a proud Independent School we like to look the part. Our uniform rules are simple and we ask that parents play an active role in ensuring students are dressed accordingly. We ask that parents teach children the importance of wearing correct uniform and support the uniform rules. All garments worn to school should be clean and regularly laundered. Shoes should be well fitting and polished. We know there are times when an item is misplaced or damaged and we make short term allowances for this.

**Summer uniform** is worn during Terms 1 and 4. **Winter Uniform** is worn during Terms 2 and 3. There is a two-week changeover period to Winter Uniform at the beginning of Term 2 and a two-week changeover to Summer Uniform at the beginning of Term 4.

During Terms 1 and 4 the school blazer is not compulsory. The blazer is required during Terms 2 and 3 and for formal events throughout the year and certain excursions. The School jumper is not to be worn as the outer garment when travelling to and from school at any time during the year. On cooler days during Summer Uniform time, the blazer should be worn as the outer garment when travelling to and from school. A pictorial uniform list is available on the School website.

We encourage families to visit our school uniform supplier to view the Alphington Grammar School uniform range and pricing or visit the Noone retail store at 283 Lower Heidelberg Road, East Ivanhoe.

## Hair

Should be neat, uncoloured and not reflective of extreme styling or razor cuts. Hair below shoulder length should be tied back with school colour hair ties (blue, white, black). Hair ornaments should be discreet and School colour. From time to time, as with any school, we have the need to send notices home about head lice. Please read these carefully and, if your child is infected, ensure that you treat carefully and adhere to guidelines supplied.

**Nail Polish and make up** are not permitted.

## Jewellery

Jewellery is not permitted except for:

- One discreet silver or gold stud earring or small sleepers to be worn in the lower ear lobe.
- A watch (fitness watch is acceptable. An Apple watch or similar networked device which enables online communication is not acceptable).
- Religious jewellery should be discreet and worn out of sight inside the school uniform.

## Shoes

Shoe should be regulation black school shoes, not black runners, or leisure shoes. They should be well fitted and closed toe. Girls are permitted to wear T-bar closed toe shoes. Lace up or Velcro shoes are permitted and parents should teach students how to tie shoelaces. Runners are worn with PE uniform only (except in special circumstances, when notified).

## PE Uniform

PE uniform is worn to and from school on designated PE lesson days and designated sport days. It may also be worn for some excursions, which will be notified as required. AGS Track suit pants are the only acceptable track

pants. Leggings and yoga pants are not acceptable. The blue AGS polo top is worn by students from Prep-2 on PE days. House colour polo tops may also be worn on PE days.

## **Scarves**

Scarves are permitted in Terms 2 and 3 but must be plain school colour (blue or black) or the AGS school scarf. No team scarves are permitted. Alphington Grammar School scarves are available from the School Uniform Shop.

## **Casual Clothes Days**

These are held about once a term. Clothing and footwear worn on these days should be suitable for all school activities.

## **Second Hand Uniform Shop**

The Second-Hand Uniform Shop is located onsite and is open 8.45-9.45am every Thursday.

## **SunSmart**

All children in ELC-Year 4 are required to wear the broad brimmed blue hat when outdoors. Students in Years 5 and 6 must wear the AGS black cap.

Parents should apply sunscreen before school and send some with their children and teach them to apply it regularly when playing outside. Teachers will remind children to be SunSmart and will supply sunscreen at swimming carnivals, sporting activities and in the classroom etc. Students will be restricted from playing in the sun for extended periods of time on days of extreme heat. Please note any sunscreen allergies on your child's medical form and ensure they understand that they cannot use school sunscreen if that is the case.

## **Lost Property**

Lost property is located outside the Second-Hand Uniform Shop. There would be no lost property if all items were clearly named and parents are encouraged to regularly check that all items brought to school are clearly named.

All uniform items and anything that is likely to be taken off at school, must be clearly labelled with the child's name in a prominent place. This should be checked from time to time to make sure it is still attached/legible. Teachers do their best to keep track of uniform and try to instil responsibility in children as well, but we can do nothing if items are not properly named. If you purchase second hand uniform items, please re-name them. Any unclaimed articles of clothing not collected by the end of each term will be donated to the second-hand uniform shop.

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# Bringing Special Things to School

Please make sure any special toys or objects are given to the teacher for safekeeping. Precious items should not be brought to school if damage or loss will cause concern. While we make every effort with belongings, we cannot guarantee that misfortunes won't occur. No toy weapons are permitted at school.

Teachers will use their discretion with any items brought to school by students and will decide if an item is suitable or if it should stay in a bag or alternatively, be sent home. Rough play is actively discouraged.

# Parents and Friends Association

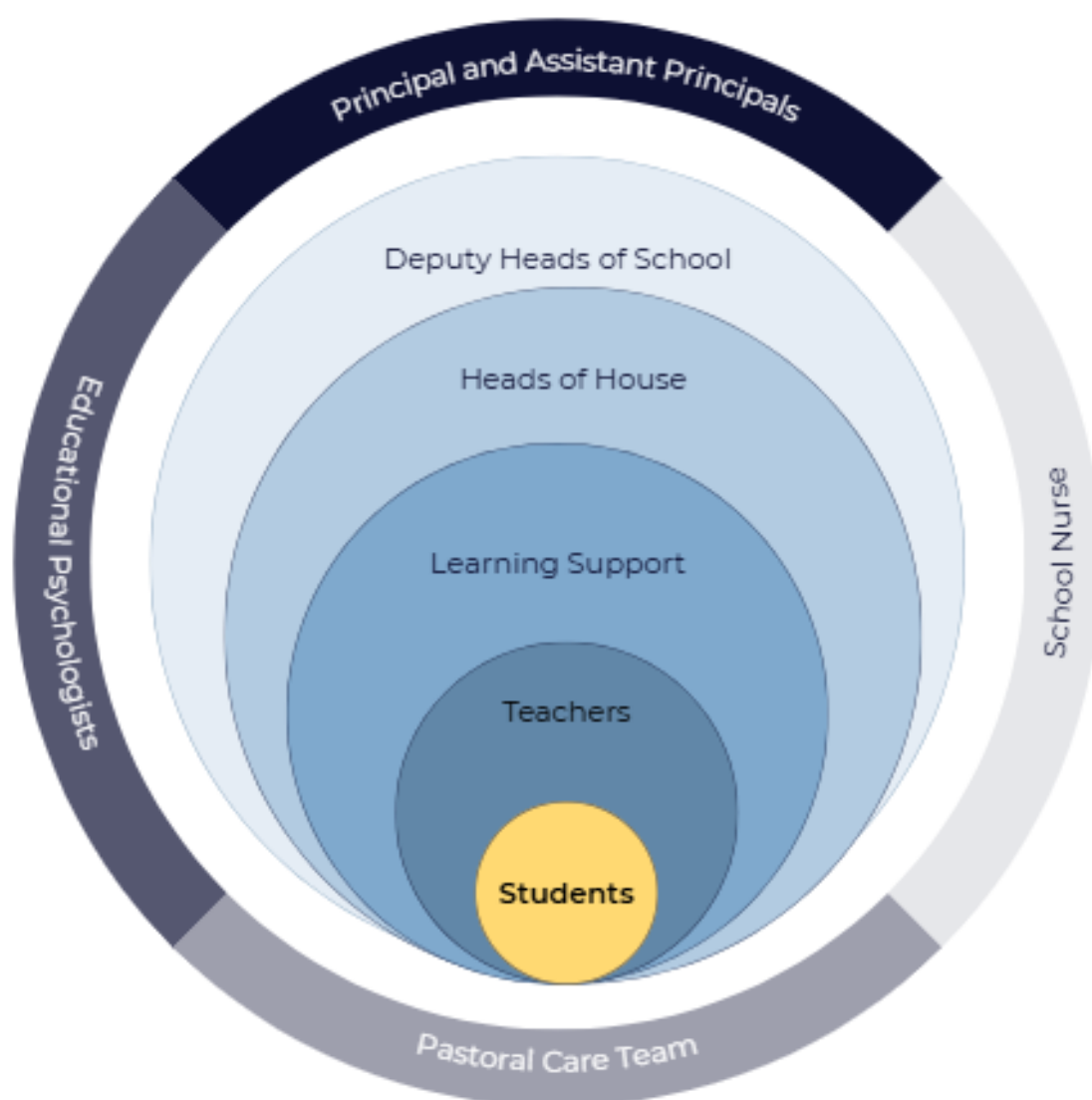
The PFA is a group of parents who help organise events and fundraise for the school. They meet twice a term on the last Monday of the month and always need new committee members. It is not a huge commitment, but an important part of the School. Further information about the PFA is sent out at the beginning of the school year or you can email [PFA@ags.vic.edu.au](mailto:PFA@ags.vic.edu.au)

# Wellbeing and Pastoral Care

Alphington Grammar School is committed to providing a safe and welcoming environment for all children. The Primary School uses a variety of programs to target different aspects of student well-being and social-emotional development. Some of these are outlined below.

At Alphington Grammar School, the social, emotional, and overall wellbeing of every individual is fundamental to cultivating a mindset focused on growth and achievement.

We are committed to providing a vibrant learning environment where students thrive, are supported and nurtured.



## Senior Staff

Assistant Principal, Head of Primary: Mrs Tracey Nicholson [TN@ags.vic.edu.au](mailto:TN@ags.vic.edu.au)

Deputy Head of Primary: Mr Luke Barnewall [LBA@ags.vic.edu.au](mailto:LBA@ags.vic.edu.au)

## Educational Psychologists

Lead School Psychologist: Mr Max White [MWH@ags.vic.gov.au](mailto:MWH@ags.vic.gov.au)

School Psychologist: Ms Sharlene Spiteri [SHS@ags.vi.gov.au](mailto:SHS@ags.vi.gov.au)

## The House System



All students are allocated a House. The four Houses are **Aristotle** (blue), **Byron** (gold), **Pericles** (red) and **Socrates** (green).

|                       |                                                                                     |                                                                                     |                                                                                      |                                                                                       |
|-----------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                       |  |  |  |  |
| <b>Heads of House</b> | <b>Drew Cox</b><br><a href="mailto:DCO@ags.vic.edu.au">DCO@ags.vic.edu.au</a>       | <b>Stephanie Atwa</b><br><a href="mailto:SA@ags.vic.edu.au">SA@ags.vic.edu.au</a>   | <b>Jospeh Papas</b><br><a href="mailto:JPA@ags.vic.edu.au">JPA@ags.vic.edu.au</a>    | <b>Lauren Taffe</b><br><a href="mailto:LTF@ags.vic.edu.au">LTF@ags.vic.edu.au</a>     |

## House Points in the Primary School

At Alphington Grammar we believe that students thrive when they receive praise for their effort, success in their studies and other extracurricular involvement in the life of the school. The aim of the House Points system is to work together to create a happy and productive learning environment.

## Structure of the House Points Program

Teachers can award House Points to students who are displaying positive behaviour. Every student from Prep to Year 6 can earn points for their House. When a student is awarded points, they add their points to the tally in their homeroom. House points are awarded from Monday morning until Friday morning. Year 6 students collect House points on a Friday morning and tally up the totals for the entire Primary School. The winning House for that week is awarded the 'House Points trophy' at assembly. New points can commence from Friday recess. House points will be tallied together with sporting carnival points from Year 3-6 and from other events

across the Primary School to determine which House wins the 'House shield'. The House Shield is presented at the final Primary Assembly at the end of the year.

## The School Values Program

In 2026 the Primary School will focus on the six stated school values with the concept of 'Excellence' underpinning all. All classes will take part in the program and undertake activities at an age-appropriate level. Parents will be able to see the monthly focus via the Parent Lounge/Parent Orbit App by clicking on Nexus.

## The 'You Can Do It' Program

This program will continue to operate across all year levels and will be incorporated into the School Values Program. The 'You Can Do It' Program focuses on Resilience, Getting Along, Persistence, Organisation and Confidence.

## Alphington Stars Program (PBIS: Positive Behaviour Support in School)

Encouragement, guidance and reward of successful prosocial behaviours are helpful for all students to build their social and emotional skills. Evidence indicates that schools with clearly defined behavioural expectations and formal strategies for acknowledging (rewarding) appropriate behaviour are safer and more effective learning environments. The Alphington Star Program involves explicitly teaching social, emotional and behavioural skills that promote positive behaviours linked to our school values, such as Respect and Responsibility. It also involves setting clear expectations for behaviour, acknowledging and rewarding positive behaviour, and providing support and interventions for students who may struggle to meet age-appropriate behavioural expectations.

The program comprises the following initiatives:

1. **Behaviour Matrix:** Clearly defined behavioural expectations will be displayed prominently on a matrix in classrooms and other key areas around the school. These have been developed by staff and students.
2. **Dual Learning Intentions Teaching:** Teachers will integrate clear social, emotional and behavioural learning objectives into daily lesson planning alongside academic learning objectives such that teaching prosocial behaviour is part of all students' daily curriculum.
3. **Reward System:** Students will be incentivized and rewarded for displaying prosocial behaviours as per the behaviour matrix in the form of a small badge presented by teachers along with clear and specific praise. Students can wear their badge proudly for the day if they choose and can then use a reward badge to vote for a Whole School reward. Rewards will be chosen by the Year 6 students and delivered at the end of each term.

## Conflict and Bullying

Bullying can happen anywhere: at school, at home and at work. It can happen to anyone. Bullying is never ok! The first step to address bullying is to understand exactly what it is. A formal definition of bullying for Australian schools has been developed by *the Safe and Supportive School Communities Working Group*. This

national group includes all state, territory and federal education departments, as well as national Catholic and independent schooling representatives.

The definition says:

‘Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online and it can be obvious (overt) or hidden (covert).’

It is important to know that single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. Disagreements or fights between equals or single occurrences of fights or nastiness are unacceptable but are not considered bullying.

# AGS Child Safety

Alphington Grammar School is committed to child safety and to establishing and maintaining child safe and child friendly environments, in accordance with government requirements.

We foster a culture of child safety and ensure **zero tolerance of child abuse in the school** and make certain that protecting children from abuse is embedded in everyday thinking and practice.

The Child Safe Policy is updated on a yearly basis or sooner, as required, and is available on the school's website.

## AGS Child Safe Mission Statement

The well-being and safety of students is of central importance at Alphington Grammar School. Young people have the right to be always physically and emotionally safe. They have the right to be protected from abuse and /or neglect.

The responsibility for their protection is one shared between the family, the community (including the school) and the State.

The School has a key responsibility, in accordance with legal requirements and our own declared School Values to develop policies that underpin and emphasise child safety and the zero tolerance of child abuse in any form.

## Child Safety Team 2026

Alphington Grammar School nominates the following staff as **2026 Key Contact Personnel** as acting on instruction from the School Council with relation to the Child Safe Policy.

These personnel are designated **Child Safety Officers**:

**Dr Vivianne Nikou**, School Principal

**Mr Max White**, School Psychologist

**Mrs Tracey Nicholson**, Assistant Principal - Head of Primary

**Mr Lukas Silver**, Assistant Principal - Curriculum

**Mr Peter Karamoshos**, Assistant Principal - Head of Secondary

**These persons shall be directly responsible for:**

1. Developing strategies to embed a culture of child safety at the School;
2. Allocating roles and responsibilities for achieving the strategies;
3. Informing the School Community about the strategies and allocated roles and responsibilities;
4. Putting the strategies into practice and informing the School Community about these practices;
5. Periodically reviewing the effectiveness of the strategies put into practice and, if considered appropriate, revising those strategies
6. Assisting all staff and volunteers in following the AGS Code of Conduct for Behaviour with Children
7. Assisting with recruitment, screening and training process
8. Assisting with all aspects of the **Alphington Grammar School Process for Responding to and Reporting Suspected Child Abuse**.

## Code Of Conduct for Behaviour with Children

This Code of Conduct outlines appropriate standards of behaviour by adults towards children at Alphington Grammar School.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. All staff and volunteers at Alphington Grammar School are required to comply.

All staff, volunteers and members of the School Council of Alphington Grammar School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below. Additionally, all staff, volunteers and members of the school council are required to sign the Declaration to abide by the Code of Conduct for Behaviour with Children.

Any parent or caregiver who wishes to volunteer in the classroom, at event, or attend excursions must sign the Code of Conduct declaration and lodge the form with the Main Office. The declaration also requires a current **'Working With Children Clearance'** which must also be lodged at the Main Office.

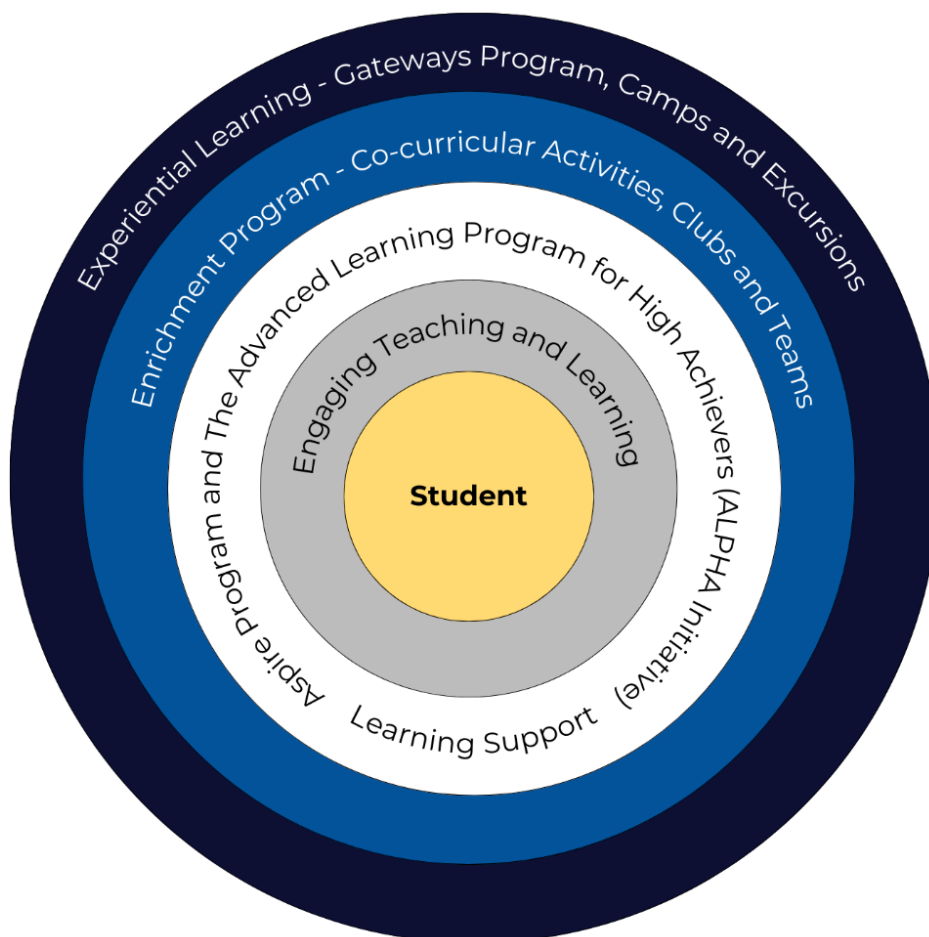
## School Psychologist and Counsellor

Alphington Grammar takes a holistic view of student learning. The School Psychologist is responsible for all students from ELC to Year 12 in educational and developmental psychology. This means that anything that affects a student's ability to learn is important. A young child's behavior, an older student's anxiety and an adolescent's friendship all affect the way a student accumulates, retains and imparts knowledge. Support from, and partnership with, parents really assists the School and the student. Each student will experience some sort of difficulty during their years of education. Equipping parents, carers and their children with the tools to enable students to continue learning through adulthood and to be valued members of a wider community are important tasks of the school years. Evidence suggests that the better equipped children are in enjoying learning and developing resilience the more successful and higher their psychological wellbeing will be for their transition through adolescence, adulthood and old age as lifelong learners.

The School Psychologist is also available on most student/parent interview evenings to discuss any issues you have with parenting, concern about your child's academic development, or emotional health. The School Psychologist also runs small student groups focusing on social skills, attention and anxiety. The School Psychologist aims to be as accessible to the whole school community and consequently will often be seen on School camps and School excursions, in the classrooms and around the grounds at drop-off and pick-up. Being recognised, approachable and accessible for all the students and parents has been shown to be the most important attribute towards utilisation of School Psychologist in any school community. Our psychologists operate out of the AGS Health Centre in Flowerdale house and works closely with the School Nurse and other members of staff.

# Teaching and Learning

## AGS Learning Experience



The Primary School curriculum is a varied one. At all year levels teachers strive to challenge students and cater for individual differences.

The Prep to Year 6 Curriculum is guided by the Australian Curriculum standards and documentation Version 9.

## Core subjects in the Primary School

- Literacy
  - Numeracy
  - Inquiry Program
  - Technologies – incorporating Science, History and Concept Based topics).
- Specialists Subjects include:
- Science (stand-alone subject at Year 5 and 6)
  - Visual Art
  - Music
  - Physical Education/Sport
  - Greek Language

Teachers will offer a differentiated curriculum in their classrooms. This means that the needs of all students will be catered for. It does not mean an individual lesson plan for every student.

## Primary School Timetable

The School operates on a 10-day timetable with each week designated as either Week 1 or Week 2. In the Primary School the weekly timetable do not differ greatly from week to week.

|                 | Time                               |
|-----------------|------------------------------------|
| Homeroom        | 8.20 – 9.00am                      |
| Period 1        | 9.00 – 9.45am                      |
| Period 2        | 9.45 – 10.30am                     |
| Recess          | 10.30 – 10.50am                    |
| Period 3        | 10.50 – 11.25am                    |
| Period 4        | 11.25 – 12.20pm                    |
| Lunch (inside)  | 12.20 – 12.30pm                    |
| Lunch (outside) | 12.30 – 1.15pm                     |
| Period 5        | 1.15 – 1.55pm                      |
| Period 6        | 1.55 – 2.35pm                      |
| Period 7        | 2.35 – 3.15pm                      |
| Dismissal Times | ELC 3.00pm<br>Prep – Year 6 3.15pm |

## Assessment and Reporting

This is the ongoing process of gathering, analysing and reflecting on evidence to make informed and consistent judgements to improve future student learning. Teachers use a variety of methods to collect information about student needs, progress and achievement. This will include, but is not limited to pre-tests, observations, anecdotal records and formal testing. The school uses the Essential Assessment Program as part of Numeracy at a range of year levels.

The Primary School follows a **Progressive Reporting** model for all subjects. Further details about the reporting process will be sent out to parents in 2026.

## Homework

Alphington Grammar School recognises the importance and value of regular work and reinforcement of skills at home.

## Modern Greek

All schools are required to introduce to the study of a foreign language. Greek Language and Culture is taught at Alphington Grammar School.

Modern Greek is a key part of the curriculum of Alphington Grammar School. Opportunities are provided for students to use the language in meaningful and culturally appropriate ways. At the beginning of the school year students are assessed and are placed in Level 1 or Level 2, according to their level of Greek mastery. This is reassessed throughout the year to ensure that students study at the appropriate Pathway and level.

The aim of the Greek language department of Alphington Grammar School is to expose the primary students to the rich culture of Greece and expand their abilities in reading, writing, speaking and listening to the language. We can achieve these goals by using a variety of engaging resources, such as iPads, Interactive Whiteboards, computers and the e-learning program including Ellinopoula.

Homework is also set on a weekly basis to reinforce and maintain the standard of skills taught in the classroom and as continuity of learning.

As a language subject, it is important to develop the students' skills in speaking and listening, which can be accomplished through exposure to cultural songs, traditional dances and Drama based activities. There is the opportunity for students of various levels to participate in a Buddy program. The Buddy program aims to bring younger and older students together to participate in group activities where students, through a variety of tasks, can share their experiences and learn from each other by communicating in Greek.

Throughout the year many diverse topics are covered, which include the teaching of historical Greek events and celebrations.

## Music

### Classroom Music

Students in the primary school participate in a rich music program with a strong focus on singing. They have 2 x 45-minute lessons of Music per week and are exposed to a wide range of music making experiences.

Developing confidence, thinking skills and independence is high on the list of priorities in Music.

Students in Years Prep to 6 participate in singing and instrumental ensembles and take part in a musical production each year.

### Instrumental Music

Students in the Primary School are also able to participate in the Instrumental Program and have individual lessons with one of the many instrumental specialists at the school. Instrumental lessons are available to students from Year 1 at the very earliest; however, it is not recommended that any student begin such an intensive program of lessons unless they can concentrate solidly for 30 minutes and can then complete 4 or 5 independent practice sessions at home with little or no supervision from parents. Often a student will make faster and more long-lasting progress if they wait an extra year or two. Lessons are run during the school day and operate on a rotational timetable. The AGS Music Staff are happy to answer questions about enrolment and discuss your child's readiness for lessons.

Application forms and the 2025 Information Booklet (which includes the terms and conditions of enrolment) can be obtained from the school website.

## Physical Education and Sport

At Alphington Grammar School, Physical Education is a compulsory part of the primary curriculum and plays an important role in developing confidence, physical literacy and a lifelong enjoyment of movement. All students participate in regular PE lessons that are designed to build age-appropriate skills, promote teamwork and support overall health and wellbeing.

### Prep – Year 2

In the early years, students build their fundamental movement skills through fun, play-based activities. They learn to run, jump, throw, catch and balance while developing coordination and spatial awareness. Alongside their PE lessons, students also participate in Gymnastics, Swimming, Hot Shots Tennis, Dance and (Prep to Grade 2) the Perceptual Motor Program. These experiences give our youngest learners a broad and engaging introduction to physical activity.

### Years 3 and 4

Students in Years 3 and 4 take part in two 45-minute PE lessons and two 45-minute Sport lessons each week. The additional Sport sessions are led by external professional coaches and PE staff, providing extended opportunities for students to develop their skills and experience a wide range of activities. Throughout the year, students participate in running and agility sessions with Elite Wellbeing, basketball skill development, swimming at Ivanhoe Aquatic Centre, Hot Shots Tennis, dance and cricket. These programs build on their fundamental movement skills while introducing sport-specific techniques and simple game play. The combination of PE and Sport helps students grow in confidence, coordination and overall enjoyment of physical activity.

### Years 5 and 6

Students in Years 5 and 6 take part in two 45-minute PE lessons each week, where they continue to develop more advanced skills, team tactics and a deeper understanding of game play. In addition to their PE classes, students also participate in interschool sport every Friday as part of the Ivanhoe District School Sports Association.

Across the year, students have the opportunity to be involved in a variety of round robin events, including soccer, basketball, cricket, netball, swimming, athletics, cross country and many others. These experiences encourage teamwork, resilience and confidence while giving students the chance to represent the school in a supportive and enjoyable environment.

## Learning Enhancement

In the Primary School the Learning and Wellbeing team consists of **Mr Max White** (Educational and Developmental Psychologist); our Literacy Support and Learning Enhancement Specialist, **Mrs Jamie Coombs** and **Ms Sharlene Spiteri**; **Mrs Dianne Downey** (ASPIRE Co-ordinator); the Assistant Principal and Head of Primary, **Mrs Tracey Nicholson** and the Deputy Head of Primary, **Mr Luke Barnewall**. This team meets fortnightly to discuss inclusion in the Learning Enhancement and Literacy Support Program and monitors students' progress.

To determine student eligibility, data is obtained from NAPLAN testing. We also refer to the National Minimum Standards for grammar and punctuation, spelling, reading and writing and other standardised testing. Data obtained from PAT testing, Fountas and Pinnell Reading Benchmark tests and other assessments are also considered. Other sources of information, both internal and external, are also taken into account.

## ASPIRE Program

The **AGS ASPIRE** program is for highly able students across the Primary School who have demonstrated a keen sense of curiosity and an ability to work independently. The ASPIRE Program uses an Inquiry Model of Learning and draws on the principals of Project Based Learning. **ASPIRE** stands for **A**uthentic, **S**tudent- lead, **P**roblem Solving, **I**ndividualised, **R**eal-world Education.

Students participating in the ASPIRE Program will be required to develop an inquiry question that will drive their learning – it could be a solution to a real-life problem they have identified or a topic that has piqued their curiosity.

Additional information will be sent to families in the new academic year.

## Online Programs used in the Primary School

### Mathletics, Mathseeds, Maths Mentals

Mathletics is a world leading e-learning resource from 3P learning that is aligned to the Australian Curriculum. It uses engaging activities to challenge students through targeted adaptive practice. It is individual and highly effective and allows teachers to track student progress and assign students work in particular aspects of the entire range Numeracy areas. Mathseeds, also from 3P learning is aimed at younger primary students and takes a problem-solving approach. Maths Mentals online helps consolidate quick thinking in maths.

These programs are subscription based and students in Prep to 6 are issued with a login and password.

### Reading Eggs/Eggpress

Reading Eggs is an online reading program that supports the core Literacy program. Beginning at Prep, there is a focus on engaging students at an emergent reading level and then progressing each child at an individual pace. Reading Eggs has been implemented in all year levels from Prep to Year 6. It is subscription based and students will be issued with a login and password details.

### Soundwaves

The Soundwaves program is based on the phonemic approach to teaching Literacy and is recognised as one of the most effective ways to teach spelling and reading skills. The program caters for different abilities and learning styles and offers a comprehensive assessment of student growth. The Soundwaves program operates from Prep to Years 6.

### Technologies in the Primary School

Students from Prep-Year 6 have access to a range of experiences in both Digital and Design Technologies. The Primary school is an iPad school and students become proficient at using various applications throughout their primary years.

Students in Years 3-6 must bring their own iPad to school. A letter detailing the requirements for this is sent out to each year.

# AGS Enrichment Program

## **Annual Events, Competitions and Co-Curricular Opportunities**

The School offers a wide range of activities run by teachers for students to explore and develop other interests. These vary throughout the year and are publicised in the newsletter. They take place before school, after school and at lunchtime. The School also has outside providers offering activities at an extra cost. These take place after school and details are published in the newsletter.

### **The STEM Show**

A Primary STEM Show will be held in Semester 2. This event will showcase STEM projects completed at home by students right across the Primary School.

### **The Art Show**

Artwork from all students in the Primary School will be on display at the Primary School Art Show in 2026.

### **The Book Parade**

Our love of reading is celebrated in our annual Book Parade. Each year children from ELC to Year 6 dress according to a theme and we have a lovely parade for all our family and friends to come along and watch. This year, our Book Parade this year will take place in Semester 2.

### **Grandparents and Special Friends Day**

We ask all students from ELC to Year 6 to invite a special adult (other than mum or dad) to visit them at school. They spend time in class then have a scrumptious morning tea in the Andrianakos Centre.

### **Competitions**

The school offers students from Year 2 to Year 6 the opportunity to take part in a range of Australian and International competitions. The dates for these will be published ahead of time so parents can nominate their child accordingly.

# Experiential Learning

## Camps

Alphington Grammar's camp program, running from Years 3 to 6, is an important extension of classroom learning and a valued part of the school curriculum. These experiences allow students and teachers to move learning beyond the classroom and develop cognitive, physical, social, and coping skills in supportive, often outdoor, environments.

A highlight of the program is the Year 6 trip to Canberra, a dedicated learning camp that deepens students' understanding of Australian democracy. Visiting the Australian War Memorial and Parliament House, amongst other places helps students build meaningful connections between their studies and the nation's history, values and civic responsibilities.

### Years 3 - 4

#### Marysville Camp

Wednesday 4 November – Friday 6 November

### Year 5

#### Sovereign Hill Camp

Monday 26 October – Thursday 29 October

### Year 6

#### Canberra Trip

Tuesday 10 November – Friday 13 November

More information about the camps program will come in the new School Year.

# Rules and Policies

## Mobile Phone Policy

No student in ELC to Year 2 should bring a mobile phone to school. Students in Years 3 to 6 will only be permitted to have a phone at school if there are exceptional circumstances (e.g. the student travels by public transport or for family reasons). The phone must always stay in the student's bag throughout the day. Smart watches must not be able to make calls or receive messages throughout the day or have this feature disabled during class time.

## School Absences

If students are unexpectedly absent from School, e.g. due to illness, parents/parent liaisons are requested to contact the School Office prior to 8.30am to register and provide a reason for the absence. If a student will be absent from an instrumental lesson, parents must contact the Music Department at [music@ags.vic.edu.au](mailto:music@ags.vic.edu.au) prior to 9.00am.

For planned absences from School, parents/parent liaisons are asked to write to their child's Class Teacher requesting a leave of absence for the relevant dates and providing a reason for the absence. This will be referred to the Head of Primary for consideration.

Parents/parent liaisons should be aware that requests for leave during the School term are strongly discouraged. The resultant disruption caused to the academic program can affect the learning of the student. If absent, students are responsible for keeping up with all classwork and homework set via Nexus.

## Assemblies

Assemblies are a great way for the School Community to bond. Sometimes we have a Whole School assembly, sometimes we have year group assemblies. The Primary School conducts an assembly on Fridays at 2.35pm in the Lyceum. These are generally 'in house' events and parents are usually not invited due to space limitations. **Special Event Assemblies** are held throughout the year for various occasions and parents are often invited.

## iPads

Students in Prep to Year 2 will have access to school iPads as a resource at the teacher's discretion and guidance. Students in Years 3-6 need to bring their own iPad to and from school each day. **See the Welcome Pack for further information about the BYOD iPad specifications and the required app list.** Student iPads are for use in classroom time only. Students are not to use their iPads before or after school while on school grounds and they are not to be taken outside at recess and lunchtime. There are strict protocols in place for iPad use and students who do not adhere to the ICT guidelines will lose ICT privileges. Parents will be notified if this occurs. Parents should not message their child via the iPad during the day.

## Cyber Safety

This is growing increasingly important in our technological world. The school takes this responsibility very seriously and we seek to educate all children about safe internet (and other technology) use at school. Parents

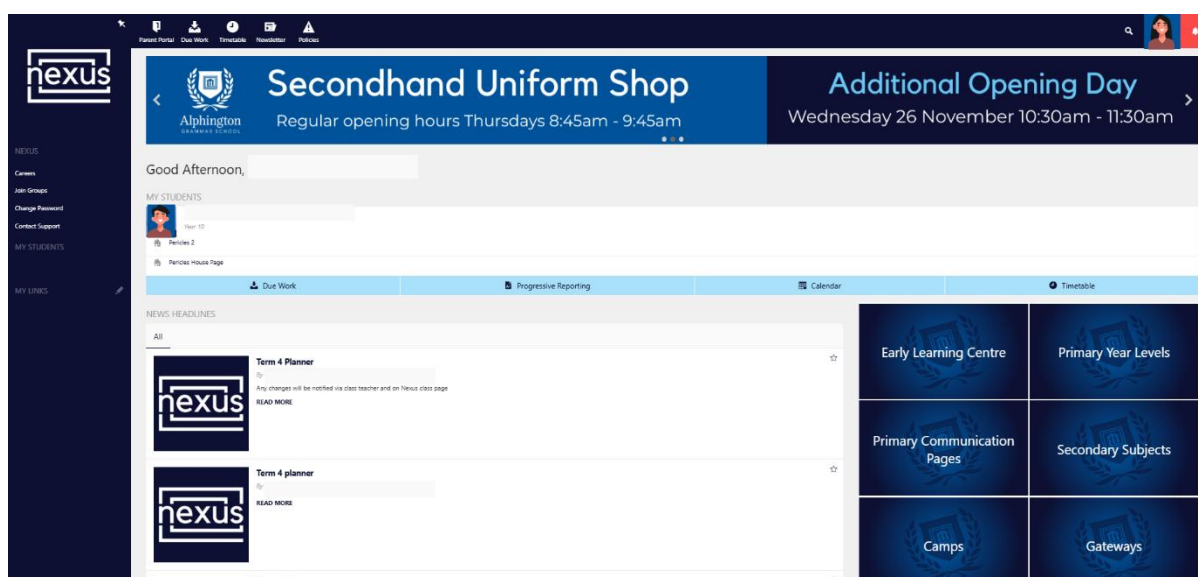
need to be involved at home and ensure close monitoring of all forms of media, including TV, for suitability and influence. All students in Years Prep – Year 6 are required to sign the Information and Communication Technology Acceptable Use Policy **each year**. This addresses safe use of ICT at school. It is constantly reinforced throughout the year and stays on file for the duration of their enrolment.

Parents are strongly encouraged to monitor their child's use of all devices and help their child become a responsible 'digital citizen'. More information about cyber safety can be found at <https://www.esafety.gov.au/esafety-information>

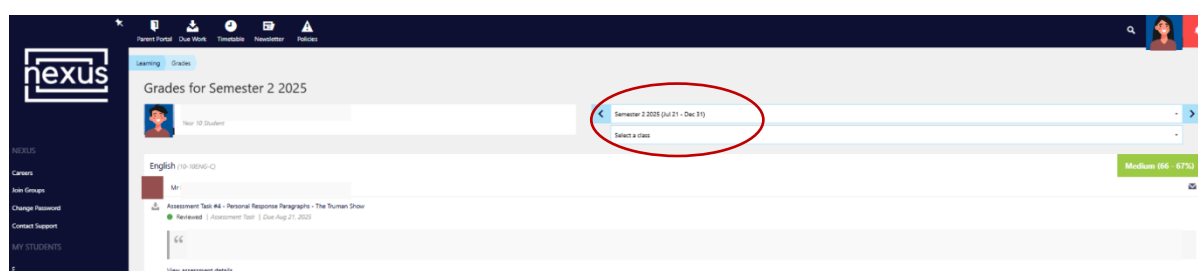
# Appendix 1 – Viewing your child's Results

## Viewing student grades on Nexus via the Parent Lounge/Orbit App

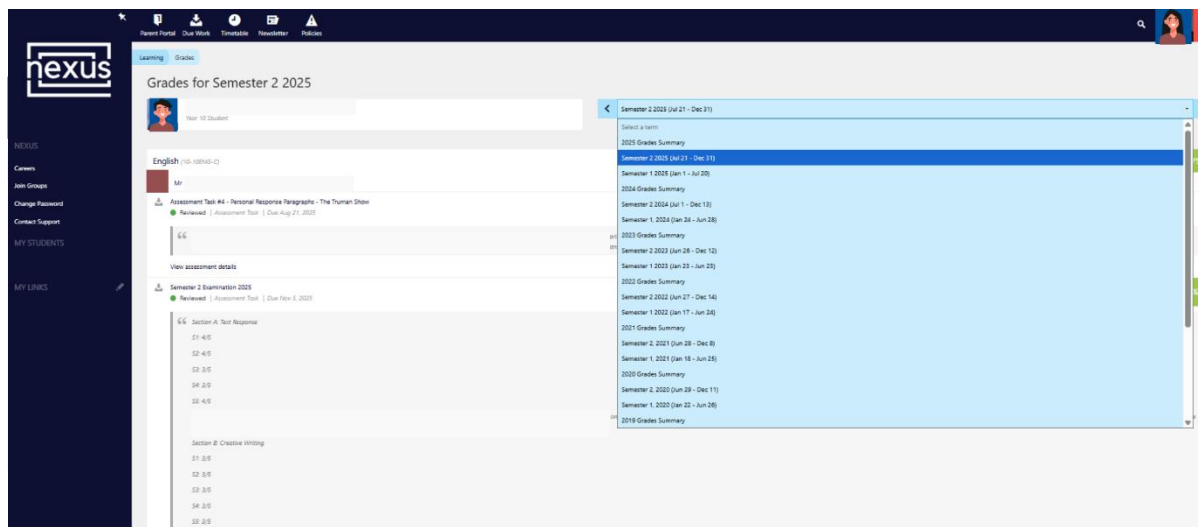
1. From the home page, navigate to the “Grades” section of the student’s profile by clicking the button on the top panel.



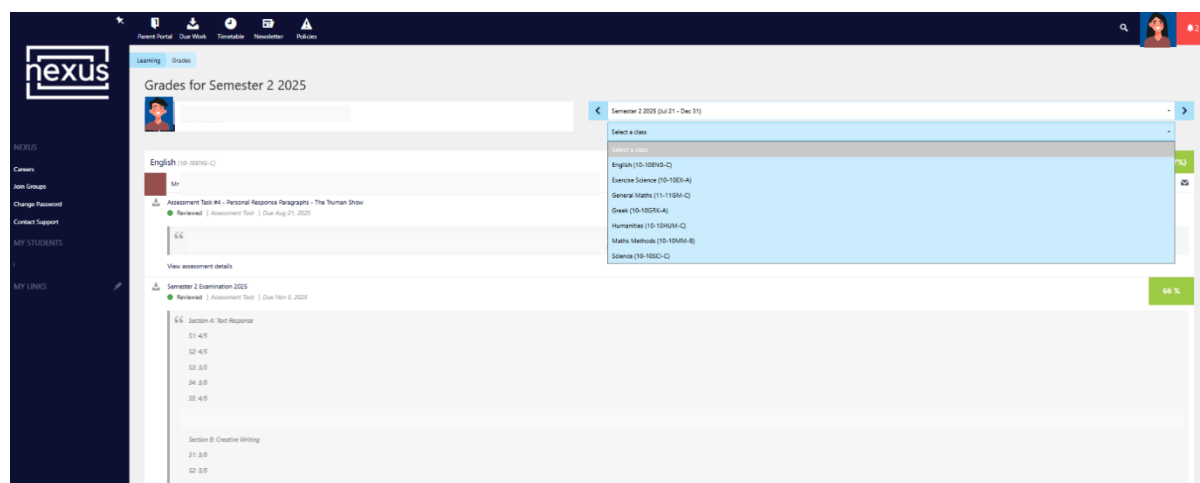
2. In this panel, you will see the student’s profile picture and year level details on the left, and a drop down menu on the right hand side of the page.



3. Select the relevant semester from the drop-down menu on the right. Please note that past semesters may contain grades, but these may not match the current format of the schools Progressive Reporting framework.



4. Select the relevant subject from the new drop-down menu which appears.





**Alphington Grammar School**

18 Old Heidelberg Rd, Alphington VIC 3078

T: 03 9497 4777

E: [info@ags.vic.edu.au](mailto:info@ags.vic.edu.au)

[www.alphington.vic.edu.au](http://www.alphington.vic.edu.au)

CRICOS 018421J



Alphington  
GRAMMAR SCHOOL

# 小学家长手册 2026

Primary School Parent Handbook 2026



# 欢迎词

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我们期待与您携手合作，共同为小学每位学生创造卓越的2026年。

在2026年，我们希望您能与孩子的老师建立深厚的关系。他们都是尽职尽责的专业人员，致力于为学生提供高质量、有针对性的学习体验。

学校以致力于学生的社会与情感健康为荣。我们深知，当孩子情绪稳定、积极参与周围事物时，学习效果最佳，最能发挥潜能。

我们也深知，沟通是确保成功的关键要素。本《2026年家长信息手册》将帮助您更加熟悉相应年级的日常规程。

如有任何疑问，请随时向任何工作人员寻求帮助。

**祝2026年一切顺利。**

**Ms Tracey Nicholson**

副校长——小学部主任

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# 学校价值观

## 个人卓越价值观

在 Alphington，我们的使命是培养全面发展、面向未来的个体。作为一所非宗教性、以价值观为基础的学校，我们六项核心卓越价值观贯穿我们追求个人最佳表现的方方面面。

学校价值观对我们至关重要，体现在我们每天的思考与行动中。我们经常提及这些价值观，并将其展示在教室中。这些价值观也是小学部价值观项目的基础。

|                                                                       |                                                                      |
|-----------------------------------------------------------------------|----------------------------------------------------------------------|
| <b>进取 (ENDEAVOUR)</b><br>我们支持我们的社区，鼓励每个人以坚持、自信和韧性，在学业、社交和个人各方面追求最佳表现。 | <b>尊重 (RESPECT)</b><br>我们在三个层面培养和践行尊重：自尊、尊重他人、尊重环境。                  |
| <b>创意 (CREATIVITY)</b><br>我们鼓励原创性、探究精神、勇于冒险、批判性思维及多元表达方式。             | <b>责任 (RESPONSIBILITY)</b><br>我们为自己的行为负责，展示得体行为，以善意对待他人，并体现出道德和品格修养。 |
| <b>多元 (DIVERSITY)</b><br>我们庆祝并包容社区中所有的差异。                             | <b>诚信 (INTEGRITY)</b><br>我们通过诚实、自觉、问责与深思熟虑来践行诚信。                     |

# 沟通与联系

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## 小学部工作人员

小学部每位工作人员都致力于对所照顾的孩子承担最高程度的责任，并尽力协助家长处理各类与学生相关的问题。

小学部大多数问题（专科课程相关问题除外）的首要联系人应为学生的班级老师。

所有较复杂或严肃的事宜，应与老师面对面交流（须提前预约）或通过电话沟通。老师会尽快回电，但无法随时接听电话。所有紧急事宜，包括临时更改接送安排，应直接联系前台办公室，由工作人员通知相关老师。请勿在上课期间通过 iPad 向孩子发送消息。

## 电子邮件

请家长如有邮件地址或联系方式变更，须立即通知学校，因为电子邮件是学校与家长沟通的主要渠道。家长需保持一个有效的邮件账户并每日查收邮件。

学校将向家长提供老师的电子邮件地址以便联系，但请勿将其用于紧急事宜。如有紧急情况，请联系学校前台。老师的精力主要放在教学上，虽然也会查收邮件，但在上课期间没有专门时间处理邮件，无法保证在校期间查看邮件。如需给老师发邮件，仅限最一般的事务，切勿用于处理严肃或紧急事项。

此外，家长不应要求老师每天或每周定期发送关于学生进度的邮件更新，特殊情况下事先协商的安排除外。学校为此类沟通提供了多种专门渠道。

## 学生日记/手册

学校从 Prep 年级开始为学生发放学生日记/手册。Prep 和 Year 1 班级主要将其用作家校联系本，日记后页附有阅读记录。

从 Year 2 开始，日记是一项重要的组织工具，老师会教导学生使用它记录作业、追踪阅读情况及其他学校相关事项。家长也可通过日记与工作人员进行沟通。

有时，学校会将纸质通知放入日记中带回家。家长应按班级老师的要求定期检查并签署日记。

## 双周简报与校刊

学校简报（School Bulletin）：每隔一周的周三发送至所有家庭的登记邮箱，内含信件及有关活动和参观的重要信息。

学校校刊（Alpha News）：每隔一周的周五发送至所有家庭的登记邮箱，内含照片、新闻、近期活动提醒，以及校长和其他工作人员的寄语。

学校简报和校刊均可通过家长门户网站（Parent Lounge）/ Parent Orbit 应用程序查阅。

如未收到学校的定期通讯，请与前台核实您的联系方式。

## 学校日历

学校日历可通过家长门户网站（Parent Lounge）和学校官网查询。活动提醒也会在简报和校刊中发布。所有家庭将收到学校通讯系统的登录信息。

## 家长门户/Orbit 应用程序与 Nexus（学习管理系统）

Nexus 是学校的学习管理系统（LMS），旨在作为课程规划、学生参与、师生沟通、查看评估成绩、进度报告、待完成任务及学校活动的综合平台。

家长将通过家长门户（桌面端）或 Parent Orbit 应用程序（移动端）及时了解并参与孩子的教育。该平台提供以下功能：

- 更新个人信息
- 活动日历
- 报告学生缺勤
- 通过 Nexus 查看进度报告、评估日历、评估反馈及成绩
- 查阅校刊与简报
- 查看学校政策

2026年第一学期开学后，将向所有家庭开放家长门户和 Nexus 的完整访问权限。详细登录说明请参阅家长门户中的 Nexus 家长信息手册（AGS Handbooks）。

## 家长/教师面谈

本年度家长/教师面谈安排在第一学期和第三学期。具体预约时间将在面谈前发送通知给家长。

家长和老师在全年内也可能需要在其他时间进行会面，学生进度、学生健康等方面的会议可由家长或老师在双方均方便的时间安排。

家长不应期望老师在早晨或放学后进行临时会面，紧急情况除外。

| 第一学期                                                            | 第三学期                                                     |
|-----------------------------------------------------------------|----------------------------------------------------------|
| 3月25日（周一）和3月26日（周四）<br>下午3:40 – 6:20<br>通过 Microsoft Teams 线上进行 | 7月13日（周一）<br>上午11:00 – 晚上7:00<br>通过 Microsoft Teams 线上进行 |

# 日常规程

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## 到校

养成良好习惯从早做起。所有学生须在上午**8:45**前到达教室。晚于此时间到校的学生视为迟到，学生或家长须前往办公室登记到校时间。

**Prep** 至 **Year 4** 的学生若在上**午9:00**后到校，须由前台工作人员陪同前往低年级教学楼，因为届时门将上锁。

我们旨在培养学生的独立性，除 **ELC** 和 **Prep** 外，早晨请家长不要进入校舍（除非必要）。

上午**8:20**前，操场无人监管，学生不应在无人陪同的情况下到校。养成规律是生活中令人安心的重要组成部分。经常迟到或匆忙的孩子会将焦虑情绪带入课堂，可能数小时内都无法安定下来。请尽量建立一种能确保准时到校的规律。

**Prep** 至 **Year 6** 教室大门于上午**8:20**开放，学生到校后应立即进入教室。教职人员在每周一和周五早晨须参加集会简报，简报结束后尽量及时返回并于**8:20**前开门。请勿在门口聚集，以免影响工作人员安全操作。

**ELC** 于上午**8:30**开放。

校车早晨停在篮球场。乘坐校车的 **ELC** 和 **Prep** 学生早晨由司机或年长的兄弟姐妹带领前往教室。下午，**ELC** 至 **Year 1** 的乘车学生由班级老师护送至校车。所有校车问题请联系：<http://www.studentride.com.au>

## 放学程序

### 下午3:00

**ELC** 儿童须由成人签入和签出 **ELC** 中心。

### 下午3:15

小学教学楼内的 **Prep** 至 **Year 4** 学生由老师带领至 **Alpha Zone**（靠近 **Flowerdale**）与家长/监护人汇合。家学后家长不得进入校舍（除非事先安排）。

**Year 5** 和 **Year 6** 的学生在 **D** 栋教学楼放学。

**Prep** 至 **Year 2** 学生的家长应提前与老师明确接送安排。所有学生每天都应清楚接送安排（谁来接、在哪里、何时接）。

**ELC** 至 **Year 2** 的老师会协助送学生前往校车、课后看护或课后兴趣班。

所有学生应在放学后**15**分钟内被接走。如您将迟到，请联系学校办公室，老师将获知情况，孩子将在办公室等候。此情况不应频繁发生，如经常迟到请另作安排。

**Year 3** 至 **Year 6** 的学生放学后可在图书馆做作业，但图书馆不是托管场所，如不能在下午**3:30**前接孩子，请定期使用课后看护服务。

## 提前离校

如孩子因任何原因需提前离校，须由家长前往学校办公室接走，并由前台工作人员签出。家长可提前告知，请工作人员在指定时间让孩子在办公室等候。上课期间，任何家长不得直接前往教室接孩子。

## 课外看护（放学前后）

课外看护项目（OSHC）由 OSHClub 负责运营。早晨服务时间为7:00至8:45，下午服务时间为3:30至6:00。如需咨询报名及费用事宜，请直接联系 OSHClub：

电话：1300 395 735 | 网站：[www.oshclub.com.au](http://www.oshclub.com.au)

## 停车与安全

和所有学校一样，上下学时段对所有人来说都十分繁忙。请家长预留充足时间合法停车并前往学校，或接送孩子。此时段我们的首要任务是确保所有孩子及学校社区成员的安全。

无论天气或时间是否紧迫，请遵守所有停车限制规定。Old Heidelberg Road 校门前的路段（残疾人停车位除外）禁止停车。请勿在校门口缓行寻找停车位或上下车，因为随之而来的掉头行为会给所有人带来不便。

残疾人停车位及禁止停车区域不是下车区。同样，请严格遵守 Lucerne Crescent 的停车规定。停车管理委员会定期巡逻并随时开具罚单。孩子会效仿父母的行为：如果您不遵守交通规则、不使用人行横道，孩子也不会。请帮助我们树立良好榜样。

学校配有一名交通协管员，在 Lucerne Crescent 的人行横道协助学校社区成员过马路。协管员在每天上下学时段均在岗。

## 小息、午餐与校内餐厅

保持良好的饮食习惯对所有孩子的身体和认知发展至关重要。孩子需要摄入能给他们一天能量的健康食物，包括丰盛的早餐、营养的零食和他们可以自行处理的健康午餐。小学部学生有监督下的室内午餐时间，之后再外出玩耍。请不要发送需要加热的食物。

午餐可通过校内餐厅订购，菜单丰富，包括素食和无麸质选项。订单通过 Spriggy Schools 应用程序下单，可在移动设备上下载。

Prep 至 Year 6 的学生可在小息和午餐时间在餐厅购买食品。我们不允许孩子在小息和午餐时间互相购买零食，因为这可能引发友谊问题，且可能不符合特定的饮食需求。建议日常零花钱金额以够买一件商品为宜。请与孩子谈谈如何做出健康的午餐订购选择，并鼓励他们自主决定购买什么。

# 急救、疾病与缺勤

学校每天都有全职校护。校护负责处理并决定所有在校期间身体不适或受伤的学生事宜。她记录所有学生就诊情况，并在学生需要回家时联系家长（或紧急联系人）。校护监督每位学生的医疗记录、药物及医疗行动计划。除紧急情况外，小学部学生若感不适或受伤，须先向老师汇报，再由老师陪同或安排其前往学校医疗中心。

## 药物

需要留在学校的药物须清楚标注孩子的姓名和班级，剂量说明须清晰书写并妥善附上。请确保药物未超过有效期。所有带到学校的药物须交由校护保管，由校护监督按规定剂量服药。

小学部学生的有效肾上腺素笔（EpiPen）须存放于教室，备用品存放于医疗中心。哮喘吸入器应放在学生书包或教室中，备用品存放于医疗中心。每位学生须在校内备有两支肾上腺素笔——一支在教室，一支在医疗中心。

如孩子病情在全年内有任何变化，家长有责任更新孩子的医疗表格，并将更改或更新通知发送至主办公室。

## 疾病

生病是不可避免的，但学校不是生病孩子的合适场所。所有家长请记住，将生病的孩子送来上学会给整个学校社区带来风险。请家长在任何时候都负责任地行事。学校没有条件照顾生病的孩子，因此生病的孩子将被送回家。

维多利亚州卫生局传染病排除标准表（指导方针）请访问：<https://www2.health.vic.gov.au>

## 补水

保持水分对身体非常重要。所有孩子需携带自己标有名字的水瓶，在课堂、体育课或运动等活动中使用。瓶内只能装水，不可装橙汁或果汁。小学部禁止饮用能量饮料。

## 过敏反应（严重）

过敏性休克是一种严重的威胁生命的病症，在社会上日益普遍。这不仅仅是对某种物质的"过敏"，而是一种极端反应，若不及时处理可能导致死亡。小学部已针对整个小学（而非仅限于特定年级）实施"禁坚果"政策（详见附件二）。

由于我们重视过敏性休克及其他过敏问题，孩子在学校不得与他人分享食物。如家长希望为班级提供生日庆祝食物，建议考虑蛋糕或食物以外的选项。考虑到一个班级一年内可能有超过20个生日，零食数量可能相当可观。请与孩子的班级老师商议庆祝方式，并按老师的建议行事。当然，我们乐于与孩子一起庆祝生日或命名日等重要时刻，并会让他们感到特别。其他"礼物"建议包括：水果串、贴纸、泡泡水等。校外聚会的邀请函应由家长私下分发，除非邀请全班同学。

## 缺勤

所有缺勤应于上午9:00前通过家长门户（桌面端）、Parent Orbit 应用程序（移动端）或学校电话9497 4777通知学校办公室（不要通知孩子的老师）。

在校老师将会：

- 每天早晨和下午点名。

- 如未收到缺勤通知或未说明原因，向家长询问缺勤情况。
- 如孩子频繁缺课，跟进孩子的健康状况。
- 跟进经常迟到的学生。

如需较长时间缺课，请尽快通知办公室和班级老师，以便在适当情况下安排学习任务。

## 学期期间休假

我们不鼓励家庭在学期期间外出度假，因为这会影响孩子的学习。学期期间长时间缺课可能对学生的学习进度产生重大不良影响。如计划让孩子在校期间长时间缺课，请提前通知学校并与班级老师沟通，了解可能带来的影响。学校无法为此类缺课提供每日课程，因为在校的学习体验不可在度假期间复制。但学生可能被要求保持写日记和坚持一般阅读。学期期间的休假通知须以书面形式提交。

如学生长时间缺课，请注意，如孩子错过了某些学习单元，部分进度报告内容将无法向家长开放。家长不应要求老师提供"假期作业"。

# 校服

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作为一所引以为傲的独立学校，我们重视仪表。我们的校服规定简单明了，请家长积极配合，确保学生按规定着装。请家长教导孩子正确穿着校服的重要性，并支持校服规定。所有带到学校的服装应保持清洁并定期清洗。鞋子应合脚并保持光洁。

夏季校服于第一学期和第四学期穿着；冬季校服于第二学期和第三学期穿着。第二学期开始有两周的冬季校服过渡期，第四学期开始有两周的夏季校服过渡期。

在第一和第四学期，西装外套不是必穿着装。在第二和第三学期，以及全年正式场合和特定外出活动，须穿着西装外套。学校毛衣不得在任何时候作为外出上下学时的外层着装。在夏季校服期间的较凉天气，外出上下学时应以西装外套作为外层着装。学校官网提供图文并茂的校服清单。

欢迎家庭前往学校的校服供应商（或前往 **283 Lower Heidelberg Road, East Ivanhoe** 的 **Noone** 零售店）查看 **Alphington Grammar School** 校服系列及价格。

## 头发

头发应整洁，不染色，无夸张造型或剃刀纹样式。肩膀以下长度的头发须用学校颜色发圈（蓝色、白色、黑色）扎起。发饰应低调且为学校颜色。与任何学校一样，我们有时需要发出关于头虱的通知，请仔细阅读，如孩子感染，请按提供的指引认真处理。

禁止涂指甲油和化妆。

## 首饰

除以下情况外，不得佩戴首饰：

- 耳垂可佩戴一枚低调的银色或金色耳钉或小型耳环。
- 手表（运动手表可接受，但能进行在线通讯的 **Apple Watch** 或类似设备不可接受）。
- 宗教首饰应低调，并藏于校服内穿着。

## 鞋子

鞋子应为标准黑色校鞋，不得穿黑色运动鞋或休闲鞋。鞋子应合脚且包头。女生可穿 T 型扣包头鞋。可穿系带鞋或魔术贴鞋，家长应教导学生系鞋带。运动鞋仅限穿体育服装时穿着（特殊情况除外，届时会发出通知）。

## 体育服装

体育服装在指定的体育课日和指定的运动日全天穿着上下学，某些外出活动也可穿着（届时将另行通知）。**AGS** 运动长裤是唯一可接受的运动长裤，紧身裤和瑜伽裤不可接受。**Prep** 至 **Year 2** 的学生在体育课日穿着蓝色 **AGS Polo** 衫；**House** 颜色 **Polo** 衫也可在体育课日穿着。

## 围巾

围巾可在第二和第三学期穿着，但须为纯学校颜色（蓝色或黑色）或 **AGS** 校园围巾，不得穿着运动队围巾。**Alphington Grammar School** 围巾可在学校校服店购买。

## 休闲服装日

每学期约举办一次休闲服装日，当天穿着的服装和鞋子应适合所有学校活动。

## 二手校服店

二手校服店位于校内，每周四上午**8:45**至**9:45**开放。

## 防晒

ELC 至 **Year 4** 的所有儿童在户外活动时须佩戴宽边蓝色帽子；**Year 5** 和 **Year 6** 的学生须佩戴 **AGS** 黑色帽子。

家长应在孩子上学前涂好防晒霜，并让孩子随身携带防晒霜，教导他们在室外玩耍时定期涂抹。老师会提醒孩子注意防晒，并在游泳嘉年华、运动活动及课室等场合提供防晒霜。在极端高温天气下，学生户外活动时间将受到限制。如孩子对防晒霜有过敏反应，请在医疗表格上注明，并让孩子了解不能使用学校提供的防晒霜。

## 失物招领

失物招领处位于二手校服店外。如果所有物品都清楚标注了名字，就不会有失物。家长应鼓励定期检查所有带到学校的物品是否已清楚标注名字。

所有校服物品及任何可能在学校脱下的物品，必须在显眼位置清楚标注孩子的名字，并定期检查标签是否仍然附着清晰可读。老师会尽力帮助保管物品，并培养孩子的责任感，但若物品未正确标注，我们无能为力。如购买二手校服，请重新标注名字。每学期结束后未被认领的衣物将捐赠给二手校服店。

## 携带特殊物品上学

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请确保将任何特殊玩具或物品交给老师妥善保管。如贵重物品遗失或损坏会引起不安，请勿将其带到学校。虽然我们会尽力保管物品，但无法保证意外不会发生。校内禁止携带玩具武器。

老师将自行判断学生带到学校的物品，决定该物品是否合适，或是否应放在书包中或带回家。学校积极不鼓励粗暴玩耍。

## 家长与朋友协会（PFA）

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PFA 是一个由家长组成的团体，负责组织活动并为学校筹款。他们每学期两次在最后一个周一晚上开会，并长期欢迎新委员加入。参与无需大量时间投入，但这是学校的重要组成部分。更多关于 PFA 的信息将在学年初发出，也可发邮件至：[PFA@ags.vic.edu.au](mailto:PFA@ags.vic.edu.au)

# 学生健康与辅导关怀

Alphington Grammar School 致力于为所有孩子提供安全、友好的环境。小学部采用多种项目，针对学生健康和社会情感发展的不同方面进行培养。

## 高级工作人员

|           |                                          |
|-----------|------------------------------------------|
| 副校长/小学部主任 | Mrs Tracey Nicholson   TN@ags.vic.edu.au |
| 小学部副主任    | Mr Luke Barnewall   LBA@ags.vic.edu.au   |
| 首席心理辅导老师  | Mr Max White   MWH@ags.vic.gov.au        |
| 学校心理辅导老师  | Ms Sharlene Spiteri   SHS@ags.vi.gov.au  |

## 学院制度

所有学生都被分配到一个学院（House）。四个学院分别为：Aristotle（蓝色）、Byron（金色）、Pericles（红色）和 Socrates（绿色）。

|                                   |                                     |                                      |                                      |
|-----------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|
| <b>Aristotle</b><br>蓝队 — Drew Cox | <b>Byron</b><br>金队 — Stephanie Atwa | <b>Pericles</b><br>红队 — Jospeh Papas | <b>Socrates</b><br>绿队 — Lauren Taffe |
|-----------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|

## 学院积分制度

在 Alphington Grammar，我们相信当学生因努力、学业成绩及课外参与而受到表扬时，他们会更加茁壮成长。学院积分制度的目的是共同营造一个快乐而高效的学习环境。

老师可以为表现出积极行为的学生颁发学院积分。从 Prep 到 Year 6 的每位学生都可以为自己的学院赢得积分。获得积分的学生将其计入班级积分统计中。学院积分从周一早上计算至周五早上。Year 6 学生在周五早上收集积分，并统计整个小学部的总分。当周获得最高分的学院在集会上获颁「学院积分奖杯」。积分可从周五小息后重新计算。Year 3 至 Year 6 的学院积分将与运动嘉年华积分及其他活动积分合计，以决定年度「学院盾牌」的获得者，并在年末最后一次小学集会上颁发。

## 校园价值观项目

2026 年，小学部将聚焦六项学校价值观，并以"卓越"（Excellence）为核心理念。所有班级将参与该项目，并开展适合各年龄层的活动。家长可通过家长门户（Parent Lounge）/ Parent Orbit 应用程序点击 Nexus 查看每月重点内容。

## "你能做到" (You Can Do It) 项目

该项目将继续在所有年级运行，并整合入学校价值观项目中。"你能做到"项目专注于培养韧性、相处能力、坚持力、组织能力和自信心。

## Alphington 之星项目 (PBIS : 学校积极行为支持)

鼓励、引导和奖励成功的亲社会行为，有助于所有学生建立其社会和情感技能。证据表明，具有明确行为期望并设有正式认可（奖励）适当行为机制的学校，是更安全、更有效的学习环境。

Alphington 之星项目包括以下举措：

1. 行为矩阵：明确的行为期望将醒目地展示在教室及学校其他关键区域的矩阵中，由工作人员和学生共同制定。
2. 双重学习目标教学：老师将在每日课程规划中，将明确的社交、情感和行为学习目标与学术学习目标相结合，使亲社会行为的培养成为所有学生日常课程的一部分。
3. 奖励制度：学生将因在行为矩阵中展示亲社会行为而获得奖励——以小徽章形式由老师颁发，并附上明确具体的表扬。学生可选择全天骄傲地佩戴徽章，并可用奖励徽章参与投票，选择全校性奖励。奖励内容由 Year 6 学生选定，并于每学期末发放。

## 冲突与欺凌

欺凌可能发生在任何地方：学校、家中和职场。它可能发生在任何人身上。欺凌永远不能被接受！应对欺凌的第一步是准确理解什么是欺凌。

澳大利亚安全与支持学校社区工作小组 (Safe and Supportive School Communities Working Group) 为澳大利亚学校制定了欺凌的正式定义：

"欺凌是通过反复的言语、身体和/或社交行为，在关系中持续滥用权力，造成身体和/或心理伤害的行为。它可能涉及一个人或一群人对一人或多人滥用权力。欺凌可以发生在现实中或网络上，可以是明显的（显性）或隐蔽的（隐性）。"

重要的是，单次事件以及平等个体之间的冲突或争吵（无论是现实中还是网络上）均不属于欺凌的定义。平等个体之间的争吵或打架，或单次发生的攻击或恶意行为，虽然不可接受，但不被视为欺凌。更多信息请参阅附录二中 AGS 冲突解决与反欺凌政策中"冲突"部分。

# AGS 儿童安全政策

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本政策旨在体现 Alphington Grammar School 对儿童安全的承诺，以及建立和维护儿童安全、儿童友好型环境的决心，并符合政府相关要求。

本政策旨在为保护儿童免受虐待、管控儿童虐待风险、为处于风险中的儿童提供支持以及应对儿童虐待事件和指控提供清晰的指引和程序。

本政策旨在将儿童安全文化融入学校，确保对任何形式的儿童虐待零容忍，并确保保护儿童免受虐待的理念融入日常思维和实践。

儿童安全政策将每年或根据需要更新，并在学校官网上公布。

## AGS 儿童安全使命宣言

学生的健康与安全在 Alphington Grammar School 处于核心地位。年轻人有权在任何时候保持身体和情感上的安全。他们有权得到保护，免受虐待和/或忽视。

保护儿童的责任由家庭、社区（包括学校）和国家共同承担。

学校按照法律要求和我们自身声明的学校价值观，负有制定政策的关键责任，以支撑和强调儿童安全，以及对任何形式儿童虐待的零容忍。

## 2026 年儿童安全团队

Alphington Grammar School 指定以下工作人员为 2026 年关键联系人，受学校委员会指示执行儿童安全政策相关事宜。

以下人员为指定儿童安全官员：

- Dr Vivianne Nikou, 校长
- Mr Max White, 学校心理辅导老师
- Mrs Tracey Nicholson, 副校长/小学部主任
- Mr Lukas Silver, 副校长/课程主任
- Mr Peter Karamoshos, 副校长/中学部主任

上述人员直接负责：

4. 制定策略，将儿童安全文化融入学校；
5. 分配实现策略的角色和责任；
6. 向学校社区宣传策略及分配的角色和责任；
7. 落实策略并向学校社区通报实践情况；
8. 定期审查已实施策略的有效性，并在认为合适时对策略进行修订；
9. 协助所有工作人员和志愿者遵守 AGS 儿童行为准则；
10. 协助招募、筛查和培训工作；
11. 协助 Alphington Grammar School 应对和报告疑似儿童虐待的所有相关工作。

## 儿童行为准则

本行为准则概述了 Alphington Grammar School 成人对待儿童的适当行为标准。

行为准则旨在保护儿童，减少虐待或伤害发生的机会，同时为工作人员和志愿者提供如何最好地支持儿童的指引，以及如何避免或更好地处理困难情况。Alphington Grammar School 所有工作人员和志愿者须遵守本准则。

Alphington Grammar School 所有工作人员、志愿者及学校委员会成员须遵守儿童安全原则及与儿童相处时的适当行为期望（详见下文）。此外，所有工作人员、志愿者及学校委员会成员须签署儿童行为准则声明（附录二）。

任何希望在课堂、活动或外出参观中担任志愿者的家长或监护人，须签署行为准则声明并将表格提交至主办公室，声明中还需提供当前有效的"与儿童共事检查"（Working With Children Check, WWCC）证明并提交至主办公室。

## 学校心理辅导老师与辅导员

Alphington Grammar 对学生学习持整体观点。学校心理辅导老师负责 ELC 至 Year 12 所有学生的教育和发展心理学工作，即任何影响学生学习能力的因素都至关重要。幼儿的行为、较大学生的焦虑以及青少年的友谊，都会影响学生积累、保持和传授知识的方式。来自家长的支持与合作对学校和学生有很大帮助。

每位学生在求学期间都会遇到一些困难。为家长、监护人及其子女提供工具，使学生能够在成年后持续学习并成为更广泛社区的有价值成员，是学校教育的重要任务。

学校心理辅导老师也可在大多数家长/学生面谈晚上就育儿问题、对孩子学业发展的担忧或情绪健康问题进行讨论。学校心理辅导老师还会带领专注于社交技能、注意力和焦虑的小型学生团体。学校心理辅导老师致力于对整个学校社区保持可及性，因此经常出现在学校营地、外出活动、课室及上下学时的操场上。

# 教学与学习

小学部课程内容丰富多元。在所有年级，老师都致力于挑战学生、照顾个体差异。

Prep 至 Year 6 课程遵循澳大利亚课程（Australian Curriculum）标准与文件第九版。

## 小学核心科目

- 文学素养（Literacy）
- 数学（Numeracy）
- 探究项目（Inquiry Program）
- 科技（Technologies）——涵盖科学、历史及概念性主题

专科科目包括：

- 科学（Year 5 和 Year 6 为独立科目）
- 视觉艺术
- 音乐
- 体育/运动
- 希腊语

老师将在课堂上提供差异化课程，即照顾所有学生的需求，但这并不意味着为每位学生单独制定课程计划。

## 小学日程安排

学校实行10天轮换课程表，每周被标记为第1周或第2周。在小学部，每周课程表变化不大。

| 时间                               | 课程安排                |
|----------------------------------|---------------------|
| 朝会 8:20 – 9:00                   | Homeroom（朝会/班会）     |
| 第1节 9:00 – 9:45                  | Period 1（第一节课）      |
| 第2节 9:45 – 10:30                 | Period 2（第二节课）      |
| 小息 10:30 – 10:50                 | Recess（小息）          |
| 第3节 10:50 – 11:25                | Period 3（第三节课）      |
| 第4节 11:25 – 12:20                | Period 4（第四节课）      |
| 午餐（室内） 12:20 – 12:30             | Lunch indoor（室内午餐）  |
| 午餐（户外） 12:30 – 1:15              | Lunch outdoor（户外活动） |
| 第5节 1:15 – 1:55                  | Period 5（第五节课）      |
| 第6节 1:55 – 2:35                  | Period 6（第六节课）      |
| 第7节 2:35 – 3:15                  | Period 7（第七节课）      |
| 放学 ELC：下午3:00 Prep–Year 6：下午3:15 | Dismissal（放学时间）     |

## 评估与报告

这是一个持续收集、分析和反思证据的过程，旨在做出明智一致的判断，以改善学生未来的学习。老师采用多种方法收集学生需求、进度和成就的信息，包括但不限于课前测试、观察、轶事记录和正式测试。学校在多个年级的数学教学中采用 **Essential Assessment** 项目。

小学部对所有科目采用进度报告（**Progressive Reporting**）模式。2026年将向家长发送报告流程的详细说明。

## 家庭作业

Alphington Grammar School 认可在家中定期练习和巩固技能的重要性和价值。关于我们的作业理念和期望的详细说明，请参阅附录二中2026年 Alphington Grammar School 小学作业政策。

## 现代希腊语

所有学校须提供外语学习。Alphington Grammar School 提供希腊语和文化课程。

现代希腊语是 Alphington Grammar School 课程的重要组成部分，为学生提供以有意义且具文化适当性的方式使用语言的机会。在学年初，学生将根据其希腊语水平进行评估，并被分配到第1级或第2级。全年将持续重新评估，以确保学生在适合的课程路径和级别上学习。

希腊语部门的目标是让小学生接触希腊丰富的文化，并提升他们在读、写、说、听方面的能力，通过 iPad、互动白板、电脑及包括 Ellinopoula 在内的在线学习项目等多种资源实现这一目标。作业每周布置，以巩固和保持课堂教学技能水平并实现学习的连贯性。

作为一门语言课程，通过文化歌曲、传统舞蹈和戏剧活动培养学生的口语和听力技能非常重要。不同水平的学生有机会参与结伴学习项目，将不同年龄的学生聚在一起，通过各种任务分享经验，以希腊语相互交流学习。全年涵盖多种主题，包括历史希腊事件和庆典的教学。

## 音乐

### 课堂音乐

小学部学生参与丰富的音乐课程，重点培养歌唱能力。每周有2节45分钟的音乐课，接触广泛的音乐体验。在音乐课中，培养自信、思维能力和独立性是首要任务。

Prep 至 Year 6 的学生参与合唱和器乐合奏，并每年参与一次音乐剧制作。

### 器乐课

小学部学生还可参与器乐项目，与学校众多器乐专家进行个别课程学习。器乐课最早可从 Year 1 开始；但建议只有能够专注30分钟并能在无需或极少家长监督下独立完成4至5次练习的学生才开始这一密集课程。通常，额外等待一两年可让学生取得更快、更持久的进步。课程在上课期间进行，采用轮换课程表。AGS 音乐工作人员很乐意解答关于报名的问题并讨论孩子是否准备好开始学习。

申请表和2026 年信息手册（含报名条款及条件）可从学校官网获取。

## 体育与运动

在 Alphington Grammar School，体育是小学课程的必修部分，在培养自信、体育素养和终身运动享受方面发挥着重要作用。所有学生定期参加体育课，课程旨在培养适龄技能、促进团队合作并支持整体健康与幸福感。

## Prep – Year 2

在低年级，学生通过有趣的游戏活动培养基本运动技能，学习跑、跳、投、接和平衡，同时发展协调性和空间意识。除体育课外，学生还参与体操、游泳、Hot Shots 网球、舞蹈及（Prep 至 Year 2）感知运动项目，为最年幼的学习者提供广泛而丰富的体育活动入门体验。

## Year 3 和 Year 4

Year 3 和 Year 4 的学生每周参加两节45分钟的体育课和两节45分钟的运动课。额外的运动课由外部专业教练和体育工作人员带领，为学生提供更多发展技能和体验各种活动的机会。全年活动包括：Elite Wellbeing 的跑步和敏捷训练、篮球技能培养、在 Ivanhoe 水上活动中心游泳、Hot Shots 网球、舞蹈和板球。这些项目在基本运动技能的基础上，引入特定运动技巧和简单比赛，帮助学生在自信、协调和对体育活动的整体享受方面成长。

## Year 5 和 Year 6

Year 5 和 Year 6 的学生每周参加两节45分钟的体育课，继续培养更高级的技能、团队战术和对比赛的深入理解。除体育课外，学生还作为 Ivanhoe 学区学校体育协会的成员，每周五参加校际体育运动。全年学生有机会参与多种循环赛事，包括足球、篮球、板球、篮网球、游泳、田径、越野跑等。这些体验在支持性和愉快的环境中鼓励团队合作、韧性和自信，让学生有机会代表学校参赛。

## 学习支持

小学部的学习与健康团队由以下成员组成：Mr Max White（教育与发展心理学家）、识字支持与学习支持专家 Mrs Jamie Coombs 和 Ms Sharlene Spiteri、Mrs Dianne Downey（ASPIRE 项目协调员）、副校长/小学部主任 Mrs Tracey Nicholson 以及小学部副主任 Mr Luke Barnewall。该团队每两周开会讨论纳入学习支持和识字支持项目的事宜，并监控学生的进度。

为确定学生资格，将从 NAPLAN 测试中获取数据，同时参考语法与标点、拼写、阅读和写作的全国最低标准以及其他标准化测试数据，包括 PAT 测试、Fountas and Pinnell 阅读基准测试及其他评估。其他内外部信息来源也将被纳入考量。

## ASPIRE 项目

AGS ASPIRE 项目面向小学部各年级中表现出强烈好奇心和独立学习能力的高能力学生。ASPIRE 项目采用探究学习模式，汲取项目式学习（Project Based Learning）的原则。ASPIRE 代表：真实性（Authentic）、学生主导（Student-led）、问题解决（Problem Solving）、个性化（Individualised）、真实世界教育（Real-world Education）。

参与 ASPIRE 项目的学生须提出一个驱动其学习的探究问题——可以是他们发现的真实问题的解决方案，也可以是激发其好奇心的主题。

更多信息将在新学年开始时发送给家庭。

## 小学部在线学习项目

**Mathletics、Mathseeds、Maths Mentals** : **Mathletics** 是 3P Learning 提供的世界领先在线学习资源，与澳大利亚课程标准一致，通过引人入胜的活动，以有针对性的适应性练习挑战学生，个性化且高度有效，让老师能够跟踪学生进度并在数学各领域布置任务。**Mathseeds** 也来自 3P Learning，面向低年级小学生，采用问题解决方法。**Maths Mentals** 在线项目帮助巩固数学快速思维。这些项目为订阅制，Prep 至 Year 6 学生将获得登录账号和密码。

**Reading Eggs/Eggpress** : **Reading Eggs** 是支持核心识字项目的在线阅读项目。从 Prep 年级开始，重点在于让处于萌发阅读水平的学生参与其中，然后按各自进度推进。**Reading Eggs** 已在 Prep 至 Year 6 的所有年级实施，为订阅制，学生将获得登录账号和密码。

**Soundwaves** : **Soundwaves** 项目基于音素教学法，被认为是教授拼写和阅读技能最有效的方法之一。该项目照顾不同能力和学习方式，并提供全面的学生成长评估。**Soundwaves** 项目从 Prep 至 Year 6 运行。

# AGS 拓展课程

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## 年度活动、竞赛及课外活动机会

学校提供由老师为学生举办的广泛活动，让学生探索和发展其他兴趣。这些活动全年变化，在校刊中公告，于上学前、放学后及午餐时间举行。学校还有外部机构在放学后提供额外收费的活动，详情在校刊中发布。

### STEM 展示

小学 STEM 展示将在第二学期举办，展示小学部全体学生在家完成的 STEM 项目。

### 艺术展

2026年，小学部所有学生的艺术作品将在小学艺术展上展出。

### 书籍游行

我们通过年度书籍游行庆祝对阅读的热爱。每年，ELC 至 Year 6 的孩子们按照主题着装，并举行一场美好的游行，供所有家庭和朋友观赏。今年书籍游行将在第二学期举行。

### 祖父母及特别朋友日

我们邀请 ELC 至 Year 6 的所有学生请一位特别的成年人（爸爸妈妈以外的人）来学校探访。他们在课堂上共度时光，然后在 Andrianakos Centre 享用丰盛的茶点。

### 竞赛

学校为 Year 2 至 Year 6 的学生提供参加多项澳大利亚及国际竞赛的机会，具体日期将提前公布，以便家长为孩子报名。

# 体验式学习——户外营地

Alphington Grammar 的营地项目从 Year 3 至 Year 6 开展，是课堂学习的重要延伸，也是学校课程中备受珍视的部分。这些体验让学生和老师走出课堂，在支持性的（通常是户外）环境中发展认知、体能、社交和应对技能。

项目亮点之一是 Year 6 的堪培拉之旅，这是一次专属学习营，旨在加深学生对澳大利亚民主制度的理解。参观澳大利亚战争纪念馆和国会大厦等地，帮助学生在学习与国家历史、价值观和公民责任之间建立有意义的联系。

| 年级       | 营地目的地             | 日期                     |
|----------|-------------------|------------------------|
| Year 3–4 | Marysville 营地     | 11月4日（周三）– 11月6日（周五）   |
| Year 5   | Sovereign Hill 营地 | 10月26日（周一）– 10月29日（周四） |
| Year 6   | 堪培拉之旅             | 11月10日（周二）– 11月13日（周五） |

更多关于营地项目的信息将在新学年发送。

# 规章制度与政策

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## 手机政策

ELC 至 Year 2 的学生不应携带手机到校。Year 3 至 Year 6 的学生只有在特殊情况下（如乘坐公共交通或家庭原因）才可携带手机到校。手机全天须留在学生书包中。智能手表在课堂时间不得拨打电话或接收短信，或须在课堂时间关闭此功能。小学部手机政策见附录二。

## 学生缺勤

如学生意外缺席（如因病），家长/联系人须在上午8:30前联系学校办公室登记并说明缺席原因（请勿联系孩子的班级老师）。如学生将缺席器乐课，家长须在上午9:00前发邮件至 [music@ags.vic.edu.au](mailto:music@ags.vic.edu.au) 通知音乐部门。

如为计划内缺席，家长/联系人须写信给孩子的班级老师，申请相关日期的请假，并说明缺席原因。此请求将转交给小学部主任审议。

家长/联系人须注意，强烈不鼓励在学期内请假。这对学业项目造成的干扰可能影响学生的学习。如缺席，学生有责任通过 Nexus 及时完成所有课程作业和家庭作业。

## 出勤政策

出勤政策可通过家长门户/Orbit 应用程序在附录二中查阅。

## 集会

集会是学校社区增进凝聚力的好方式。有时举行全校集会，有时举行年级集会。小学部每周五下午2:35在 Lyceum 举行集会，通常为内部活动，因场地限制，家长通常不受邀请。全年各场合也会举行特别活动集会，家长经常受邀参加。

## iPad

Prep 至 Year 2 的学生可在老师的指导下使用学校 iPad。Year 3 至 Year 6 的学生需每天携带自己的 iPad 上下学。有关 BYOD iPad 规格要求和所需应用程序列表，请参阅迎新资料包。

学生 iPad 仅限课堂时间使用，不得在上学前或放学后在校内使用，小息和午餐时间不得带出室外。学校对 iPad 使用有严格规程，不遵守 ICT 准则的学生将失去 ICT 使用权限，届时家长将收到通知。家长请勿在上课期间通过 iPad 向孩子发送消息。

## 网络安全

在我们的科技时代，网络安全日益重要。学校非常重视这一责任，致力于在学校教育所有孩子关于安全使用互联网（及其他技术）的知识。家长需在家中参与，确保对所有媒体（包括电视）的适宜性和影响力进行密切监督。

Prep 至 Year 6 的所有学生每年须签署《信息与通信技术可接受使用政策》，涵盖在校 ICT 安全使用规范，并在全年持续强调，文件存档至其毕业。

强烈鼓励家长监督孩子使用所有设备，并帮助孩子成为负责任的"数字公民"。更多网络安全信息请访问：  
<https://www.esafety.gov.au>



## 附录一：查看孩子的成绩

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### 通过家长门户/Orbit 应用程序在 Nexus 上查看学生成绩

12. 在主页上，点击顶部面板上的"成绩"（Grades）按钮，进入学生档案的该部分。
13. 在此面板中，您将在左侧看到学生的档案照片和年级详情，右侧有一个下拉菜单。
14. 从右侧下拉菜单中选择相关学期。请注意，过去的学期可能包含成绩，但这些成绩的格式可能与学校当前进度报告框架不符。
15. 从随后出现的新下拉菜单中选择相关科目。

如需进一步了解如何通过 Nexus 查看成绩，请参阅家长门户（AGS Handbooks）中的 Nexus 家长信息手册。

# 附录二：政策

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学校政策可由家长（通过家长门户）和学生（通过 Nexus）点击以下链接查阅：

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**Alphington Grammar School**

18 Old Heidelberg Rd, Alphington VIC 3078

电话: 03 9497 4777

邮箱 [info@ags.vic.edu.au](mailto:info@ags.vic.edu.au)

网站 [www.alphington.vic.edu.au](http://www.alphington.vic.edu.au)

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