



INTERNATIONAL STUDENT PROGRAM ORIENTATION HANDBOOK





Mount Alexander College acknowledges the Wurundjeri people of the Kulin Nations, the traditional owners of the land and waters upon which our school stands.

Mount Alexander College is accredited under the Department of Education and Training's CRICOS registration

CRICOS provider name and code: Department of Education and Training, 00861K

For further information refer to www.study.vic.gov.au

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Principal Welcome

Mount Alexander College is regarded internationally as one of the most innovative progressive schools with a focus on student empowerment and student learning. We differentiate and design learning to improve all students and ensure every student achieves maximum learning growth every year. Every student has an individual learning plan, and we guide them to discover, pursue and enhance their interests and passions. Our college has a community focus where students feel known and cared for. Our philosophy is that students learn best and are better prepared for the challenges of life when they take control and have ownership of 'their choices'. Mount Alexander College has partnerships with the University of Melbourne, Victoria University and RMIT, all within 10 kilometres of the school. Students have a range of leadership opportunities and access to over 30 different scholarship programs.



Dani Angelico

Principal

School information

School contact details

Mount Alexander College

Address: 78 Wellington street, Flemington, Victoria 3031

Phone: (03) 9376 1622

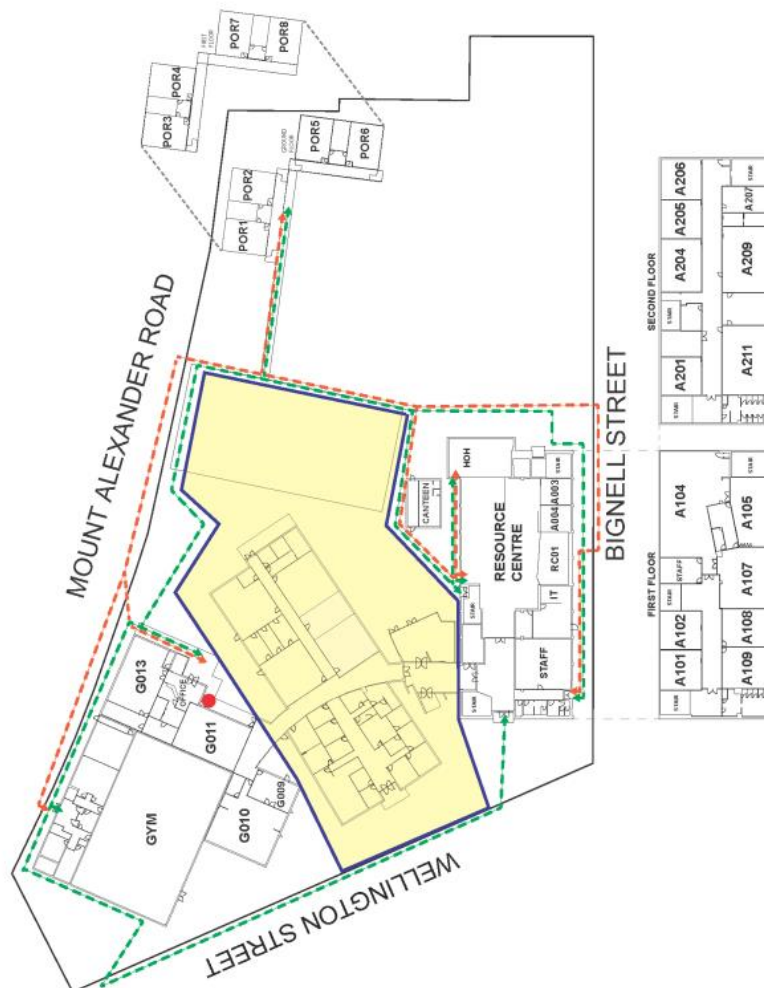
Email: mount.alexander.712@edumail.vic.gov.au

Website: www.mountalexandercollege.vic.gov.au

Department of Education and Training Overseas Student Provider Code: 00861K



School map



Ways to Get to School

Closest Bus Route

[959, Stop #25 Mount Alexander College/Mt Alexander Road](#)

Closest Tram Route

[59, Stop #25 Mount Alexander College/Mt Alexander Road](#)

Train lines and closest stations

- Flemington Bridge Station on the [Upfield Line](#), 20 min walk from school.
- Newmarket Station on the [Craigieburn Line](#), 16 minute walk from school

MAC School values

<p>Community</p> <p>The provision of a safe inclusive learning environment in which all members of the school community feel a sense of belonging and are valued for their contributions to the school. A sense of community is encouraged through inclusive practices that reflect a respect for individual differences and a celebration of diversity.</p>	<p>Engagement</p> <p>The implementation of a meaningful, relevant and appropriately challenging curriculum and the provision of co-curricular programs that encourage participation, citizenship and student leadership.</p>	<p>Excellence</p> <p>The development of a passion to learn and high aspirations through the pursuit of excellence in teaching and learning. The celebration of personal achievement and success.</p>	<p>Integrity</p> <p>The promotion and modelling of consistently honest, transparent, responsible and ethical behaviour that upholds these core values and principles.</p>	<p>Respect</p> <p>The respect of oneself, others and our environment is a fundamental value. Being courteous and valuing the dignity of everyone is an essential pillar of our learning community.</p>
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International Student Program

Mount Alexander College welcomes international students from Year 7 to Year 12. Our College has a dedicated team that supports all international students who work with the International Student Department at the Department of Education and Training, the families and the host families. It offers the following services:

- airport pick-up
- orientation program (school tour, local student mentor program)
- Chinese/Vietnamese and Arabic speaking staff to assist students settling in Australia.
- Assistance with the establishment of bank accounts and mobile network

- assistance with the purchase of books and uniform
- friendly homestay accommodation
- course counselling and subject selection
- applications for university studies
- personal counselling through, Mentors, Heads of House, and the Student Welfare Coordinator
- EAL support and homework club
- International students social events such as termly lunch activities, excursions and multicultural celebration (i.e., Lunar New Year, Mid-Autumn festival, Dragon Boat Festival...)

International Student Coordinator



The school's International Student Coordinator (ISC), Ms Angie HO, works closely with the Principal Team, House Leaders, and Mentors to ensure your academic needs are being met and closely monitored. Angie can be contacted by email or phone. Contact Angie for all primary concerns. She is your main support through your stay at the school including any problems with school, home, or personal life.

For any students who are living with homestay families, we ensure that your welfare needs are being met and that you are happy with your accommodation arrangements. We communicate regularly with your homestay provider and will conduct twice yearly home visits to ensure you and your homestay provider are happy. If you experience any problems with your schooling or your homestay arrangements, please do not hesitate to speak to our ISC or your Principal.

Further support is available from the onsite doctor, nurse and psychologist.

International Student Applications

Mount Alexander College offers for International Education Division from Years 7 to 12. Applications must be made directly to the International Students Program - Department of Education and Training, Victorian Government Schools International Student Program. Please [click here](#) to follow the application process.

Through this website you can 'find a school' (which provides details of schools with an International Student Program across Victoria) and 'apply' – both are listed under the 'Go' menu on the home page of

the website. Once IED receives your application with MAC as your top school preference, MAC will be able to view your documents and contact your family or agent to arrange the interview with student.

Students applying to MAC will need to demonstrate academic results for the last two years of school. Students who achieve IELTS 6.0 (at least 5.5 for each section) can commence at a mainstream school without completing the 21-week English course in ELC. Selected students will be interviewed in English to gauge not only their level in English, but also their suitability to living and studying successfully away from home in a second language and vastly different cultural environment than their own.

If you have further questions regarding the application process, please contact international@education.vic.gov.au for more information.

Support on Arrival

For international students, whose welfare responsibility lies with the school (option 3 nominated homestay & option 4 school arranged homestay), your parents or education agent will be required to complete the Department's Flight Details Form and send it with an English copy of your plane ticket to the Department four weeks before you expect to arrive in Australia. The Department is not responsible for your welfare more than seven days before your studies commence. Please do not arrive at your homestay before this time.

For homestay students, when you arrive in Melbourne, the school's International Student Coordinator (ISC), arranged school staff or homestay family will be at the airport to greet you and transfer you to your homestay (*). You can also require for an onshore transfer, e.g., hotel to homestay. The ISC will introduce you to your homestay and provide a homestay induction to ensure you have a smooth transition at the new environment.

You will receive an Arrival Support Form before you leave your home country. This will include:

- The school ISC's name, photo, and contact number
- Photos of the airport meeting point
- Emergency contact details

(*) Please be aware, your ISC is not responsible for the transport of any additional persons (including family members) to your homestay.

Safety

Emergency Contacts

International Student Emergency Card is given on your orientation day. Please keep this with you at all the time. On the card, you will find the following information:

- Your student ID numbers
- Your current homestay's address
- Emergency number (police, fire, ambulance): 000
- School contact information
- ISP contact number after school - Angie Ho: 0451 131 202

DET is regulated by the Victorian Registration & Qualifications Authority (VRQA).

Students can contact: www.vrqa.gov.au

Emergency, crisis, and support services are available at all times and in all locations. Dial: 112 (from mobile, even if you have no signal or network connection).

You also can download the Emergency+ application (app) from the Apple, Google and Android. The Emergency+ app helps provide critical location to emergency services

Important contact details

Angie HO email: 09735958@mountalexandercollege.vic.edu.au

School Principal - Daniela ANGELICO email: Daniela.Angelico@education.vic.gov.au

Assistant Principal - Meg RAWLINS email: rawlins.megan.l@edumail.vic.gov.au

Safety points to remember:

- Keep your emergency card with you at all times.
- Be able to give your full name, address and telephone number, if required.
- Do not give out your friend's number without permission.
- Do not send sexy pictures of yourself or others to your friends via mobile phone or online. Once pictures are sent via mobile or posted online, you no longer have any rights to the image or file; it is free for anyone's use.
- Never accept lifts from people you do not know or go anywhere with people you do not know.

- Do not go out alone at night. Travel in groups and always have a mobile or point of contact.
- Never accept food or drink that you have not seen prepared for you.
- Sexual assault is sexual activity that a person has not agree to.
- Keep your personal belongings safe and secure at all times.

Legal points to remember:

- It is illegal for you to purchase cigarettes and alcohol under the age of 18 years old. It is illegal for someone over the age of 18 years old to purchase cigarettes or alcohol for anyone under the age of 18.
- It is illegal to be in a sexual relationship under the age of 16.
- It is illegal to travel on public transport without a valid ticket.
- A driving learner's permit from overseas cannot be used to drive in Victoria. You can apply for a learner's permit at 16 years old, but there are strict rules once you have passed your test.

International Student Policies

Attendance Policy

International students have very strict attendance requirements tied to their visa conditions. Students whose attendance rate below 90% will receive email from ISC to ask for the explanation. Students whose attendance rate below 85% would receive 1st Attendance Contract and 2 weeks observation for improving; if the student breaks the contract, 2nd contract will be given - the Principal Contract. When the attendance rate is below 80%, students will put their visa at risk and will be reported to the Department of Education and Training for breach of International Student Policy.

What do I do if I am sick?

Any absence from school requires a doctor's certificate or a note from your parent/guardian explaining your absence. Your parent/guardian can contact our ISC and advise her that you will be absent from school, but a note or medical certificate is still required. When you go to the doctor, please bring your OSHC insurance card with you.

If you feel sick at school, please advise your teacher or the office staff and they will attend to you straight away.

What do I do if I am late or need to leave school early?

If you arrive late to school, you must go to the general office and ask for a late pass. If you are late due to a medical appointment you should obtain a doctor's certificate from your doctor and give this to the general office when you arrive. If you are late for reasons other than illness, you must bring a note from your parents/guardian explaining your reason for being late.

If you need to leave early, you will also need a note from your parent/guardian asking permission for you to leave class early. You will then need to meet your parent/guardian at the administration office so they can sign you out.

You must not leave early without having your parent/carer/guardian sign you out.

If you turn 18 years of age in Year 11 or 12, you are still required you to bring a note explaining that you need to leave early, and you still need to sign out at the general office.

Course Progress Policy

The school assesses a student's performance each term using the requirements set by the Victorian Curriculum and Assessment Authority, which is same for domestic students. The student must maintain satisfactory course progress.

Students requiring assistance with their academic performance will receive support and counselling. Counselling will include suggestions for improving performance such as additional support for the subject specific tutoring. Course progress agreement between the student and the school may be developed to assist with improving performance. If the performance agreement is not met, the student will be reported to DIBP for non-compliance with visa conditions.

Overnight Stay and Travel Policy

International students need permission from parents or legal custodian before they wish to stay overnight in a different location either in Victoria or interstate. To get the overnight stay approval, you will need to complete the **ISP Overnight Stay/Travel Permission Form** and provide the following requirements to your International Student Coordinator:

- Written approval from your parents/legal custodian.
- Approval from the school Principal/Assistant Principal

- If you are living in a homestay, you need to let your homestay know the details of your travel arrangements.

You are also required to inform your International Student Coordinator your travel plan during school holiday. If you travel overseas, your parents will have to email a written approval with your flight itinerary to your ISC.

Carers

What is my carer's role?

In most of our cases at Mount Alexander College, students live with approved blood relatives while studying in Australia. The blood relative must be appointed by parents and approved by DIBP before they can take on the role as a carer. If a blood relative is approved by DIBP, they are also the welfare provider (guardian) of the student. Some students do not have relatives in Australia, and parents choose for you to stay with family friends. If you are staying with family friends in Australia, they are known as "third parties". They are NOT your welfare provider. If you are living with family friends or a homestay family, the principal and the ISC of MAC will act as your welfare provider. Carers other than an approved blood relative must have a Working with Children Check. (<http://www.workingwithchildren.vic.gov.au/>).

It is the role of your welfare carer to monitor your progress at MAC. He/she is responsible for reporting to your parents, regarding your progress or any problems you may be facing while at MAC.

Homestay Policy

Mount Alexander College requires all International Students whose welfare belong to the school irrespective of age, to obtain homestay accommodation approved by the school. Students are not permitted to live independently or without adult supervision. The ISC will regularly monitor your homestay agreement. We encourage you to respect your homestay and work together to discuss household rules, customs, and expectations. If you are having problems with your host family, please talk to your ISC.

Homestay agreement

You are expected to behave as a contributing member of the household and obey the homestay rules on the Homestay Responsibility Agreement on arrival.

If your parents are visiting Melbourne and your family would like to stay together, please contact ISC to ask for permission. You may only stay with your parents if this is approved by the school.



MAC Homestay
Agreement Dec 2022

Student Visa Conditions

The Department of Immigration issues visas for all international students in Australia. Student visas carry the following conditions:

- You must be enrolled in a fulltime course.
- Mount Alexander College expect you to attend school every day. If you are ill, you must let Ms Li know.
- You must notify Mount Alexander College of your address in Australia within seven (7) days of arrival. You must notify Mount Alexander College of any changes to your address within seven (7) days.
- You cannot change schools in the first six (6) months. If your course is less than six (6) months, you must study the full duration of the course before changing.
- You must always maintain your overseas student health cover (OSHC) while studying in Australia.
- If you have to extend your studies in Australia, or you want to do some travelling before you return to your home country, you must apply for an extension to your visa, or apply for a new visa.

Please remember the Mount Alexander College rules:

- You cannot move out of your homestay or Department of Immigration approved relative's home when you turn 18.
- You cannot live independently when you turn 18.
- You must stay with your homestay or Department of Immigration approved relative until your course completion date.

What happens if I break the school rules or visa conditions?

If you break any school rules you may be given a detention or suspension. If you continually break rules that affect your student visa you will be placed on a work or behavioural conduct agreement where your behaviour will be monitored. After a specified period you will be reviewed. If your behaviour or work has not improved, the DIBP will be notified, and your visa may be cancelled. If your visa is cancelled, you must return home by the specified date. Note that if your visa is cancelled you may not be able to return to Australia for three years. Parents or relatives are notified of all stages of disciplinary action that the school has taken.

Some simple rules to remember:

- You must attend school and each class, every day.
- You must inform your ISC for all your plans including overnight stay, overseas travel, transfer, withdrawal....at least 2 weeks in advance.
- You must not go out of school grounds during school hours. When you have a private study period, you should spend your time constructively at the Resource Centre or the Senior Study Centre
- You must wear school uniform every day.
- You must bring your books and equipment to every class.
- You must attend all Mount Alexander College school wide activities, including sporting, educational and cultural events.
- No smoking, drinking or other substance abuse will be tolerated.
- You must return to your home stay family every day and will need to seek permission from the ISPC and home stay hosts if you wish to return late or stay overnight at a friend's house.
- You must obey home stay rules set by your host family, keep your own room clean and tidy, do your own laundry and clean up after yourself. Remember, your host family is not your servant.
- You must always behave in a courteous and respectful manner both in school grounds and the local community.

School Facilities and Resources

Mount Alexander College has many great facilities to take advantage of in class, at lunchtime, and before and after school:

- wireless connection throughout the school
- state-of-the-art science laboratories
- arts and technology study areas
- personal training gym
- roof top basketball court

- careers centre
- Senior Common Room
- Resource Centre
- canteen.

Gymnasium

Mount Alexander College has a dynamic sports program to encourage students to stay fit when they are not in class. There are activities throughout the week during lunch and after school.

We also have a newly refurbished personal training gym that is open to all students and staff throughout the week.



IT Helpdesk and Support

The IT Helpdesk and Support is located in the Resource Centre. See Mr Craig Draycott and Peter Nguyen if you have any computer or internet problems.

Kitchen

The school kitchen supports our rich Masterchef program with a dedicated team. It is a fully functional teaching kitchen with stations for teams of students and a dining area for the students to enjoy their food.

Outdoor facilities

The school has outdoor futsal courts, practice cricket nets and basketball courts that students use during and outside class time. There is a vegetable garden that is used by students in clubs and societies and in the kitchen. There is also a nature-based adventure playground that students of all ages use to climb on or relax in.

Mac Lab

The school's Mac Lab provides you with the resources you need for the design and technology classes. It has enough iMac computers for each student in a class. Some of the classes that use the Mac Lab are Robotics, Visual Communications, Media, Digital Art and Photography.

Music Facilities



The music room provides you access to musical instruments, music recording technology and performance space. You are able to enrol in instrumental lessons, which are taken in practice rooms, as well as join with other students in music groups.

Makerspace

The Makerspace is a newly resourced robotics centre with custom built computers to support a growing Robotics program and other electronics and systems subjects. You can get involved in robotics and compete in national competitions.

Resource Centre

The Resource Centre is the social hub of the school. It is open from 7.30 am until 4.30 pm, Monday to Friday. The Resource Centre is a large, bright, airy space for students to relax, read, chat and study.

Students have access to the Resource Centre to relax in, socialise or spend time studying or completing homework. There is access to microwaves, sandwich makers, a refrigerator and café in the Senior Common Room.



The Resource Centre supports the learning program within the school by providing space for students to spend their quiet study time and promoting reading for all levels. The staff guide student's use of the library

and the internet for research. There is access to computers and reading material in the Resource Centre. There are also comfortable leather couches, tables and chairs, and diner booths.

Students can borrow a wide variety of books. The library's current catalogue can be viewed [here](#)

Canteen

Our canteen is run by Bocca Foods. The canteen is open at recess and lunch. You can order a hot meal at the beginning of each day to collect at lunch.

Please [click here](#) for more information of how to register for online ordering and menu update.

School Uniform

Mount Alexander College has a strict uniform policy. You must comply with uniform expectations and not mismatch the academic and sports uniform. You may be sent home if you are unable to produce a note from your parent or guardian if you are out of uniform. The uniform is available online from DCS Uniforms or from the onsite uniform shop on Monday and Thursday afternoons between 3.00 and 4.00 pm. The shop is accessed via the external door on Bignell Street.

In addition to the school uniform, students should have a school house colour t-shirt (yellow, green, red or blue) for the house events that are run during the year.

DCS Uniforms

Online store: www.dcsuniforms.com.au/collections/mount-alexander-college/

Phone: 0498 756 550

Email: sales@dcsuniforms.com.au

All students are required to wear the complete academic uniform to school. Students are to change into their PE uniform at school. The only expectation is that students are permitted to wear their PE uniform to school if they are timetabled for PE in period 1. Similarly, students who have PE in Period 4 may be dismissed at the end of the day without the need to get changed. The correct PE uniform must be always worn.

Second-hand Uniform

If you are looking for a high-quality uniform item at a heavily reduced price, you may find it at the Second hand Uniform Shop. The Second-hand Uniform Shop is operated by the MAC Parents & Friends Association with all profits going directly back to the school.

Where: Wellbeing Centre

When: The first Monday of the month during school terms from 3.30pm to 4.00pm

Prices: 50–70% off the RRP

How to pay: CASH ONLY

Queries from Parents/Carers prior to visiting the Shop are welcome. Please email your uniform query to: mac.parents.friends@gmail.com or contact the General Office on (03) 9376 1622.

Please [click here](#) for more information about the Uniform policy.

Booklist and Stationaries

Our booklists are available through [here](#). On their website you will need to create an account to order the books.

Booklist can be viewed on [MAC school website](#)

Lockers and Padlocks



You will be allocated a locker. Padlocks are provided to you on your first day. It is your responsibility to keep your locker clean and tidy and to keep your combination safe. Staff may request to see inside the locker. To ensure the safety of belongings, you are reminded to never give other students your combination. Bags are not allowed in classrooms for safety reasons. Bags must be placed in your locker at the beginning of the day. Bags left in corridors or taken to class will be confiscated and can be retrieved from the House Office at 3.20pm. Lost locks will incur a fee.

Bring Your Own Devices (BYOD) and other Computer Services

Mount Alexander College has a Bring Your Own Device (BYOD) policy that requires you to bring your own laptop to school daily to provide an authentic and rich learning experience. When purchasing a device please refer to the below information to ensure that the device you buy meets these specifications and requirements.

You must have a laptop that meets the following requirements: iPads and tablets are not suitable.

Operating system minimum specifications:

- Windows 10
- All operating systems must be patched with the latest service pack.

Laptop minimum requirements:

- Wi-Fi connection
- 11-inch screen
- 8GB RAM
- recommend 120GB SSD.
- up-to-date antivirus/anti malware/anti spyware programs installed.
- minimum six (6) hour battery life.

BYOD Expectations and Agreements

You are expected to:

- return a signed BYOD Acceptable Use Agreement annually.
- keep computer software up to date.
- Always take full responsibility of your devices. The school is not liable if your device is stolen or damaged at school. If a device is stolen or damaged, it will be handled through administrative procedures, in the same manner as other personal property that is impacted in similar situations.

You acknowledge and agree that you will:

- comply with teacher's instructions regarding the use of devices in the classroom.
- be safe, responsible, and ethical ICT users and not participate in online bullying or use social media to bring disrepute to the college, any student or staff member.
- bring a working and charged device to every class unless instructed otherwise.
- keep your password secret from everyone but the system administrator.
- only use verified and non-pirated software. Mount Alexander College is not liable for copyright or pirated software found on a BYO device.

You understand that MAC will support you with:

- configuration of access to the school wireless network. This configuration will not prevent or affect the use of the device at home or elsewhere.
- installation of Office 365 as needed.
- assistance with access to Google applications
- factory restoration if the device has a factory restore partition.
- installation of antivirus software if required.

Mobile Phones

The state government has implemented a mobile phone ban in all schools. You are required to store your phone by 8:45 am each morning and not access it until after school at 3:20 each afternoon. Parents who need to communicate with you urgently are asked to contact the school front office during the day. If you need to contact home, you will be able to access a phone at the Heads of House office. Your mobile phone will be confiscated if it is used in class or at recess or lunchtime.

Compass

[Compass](#) is a school management platform, enable for students and parents to engage with school activities and information Parents and guardian are given a separate access to Compass on commencement at the school. It is recommended for parents to download the Compass app on their phones. Teachers communicate to students, parents or guardian through Compass and may assign work for student in the case of absence. It is important that students and parents/guardian check their Compass regularly:



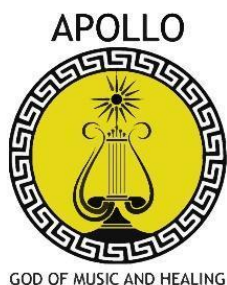
- approve excursions.
- see the student's reports.
- report absences
- email teachers
- see assigned tasks.
- see teacher's feedback to tasks.

Go to <https://www.compass.education/guide> for the Compass Guide.

Having difficulties? Try troubleshooting via the Compass FAQ www.compass.education/support/parent-faq

School Houses

You will be placed in one of the four school houses when you start at the school. You will also be placed in a mentor group and will meet with your mentor leader once a week. Your mentor group will be with other students from your schoolhouse.



House Leaders



Apollo House Leader

Mr Jordan Donnelly



Artemis House leader

Mr Tom Grocott



Athena House Leader

Ms Maddison Whyte



Poseidon House Leader

Mr Shannon McVeigh

Leading teacher



Leading teacher Junior School Leading teacher Senior School

Ms Claire Runci

Mr Michael Buckingham

Your leading teachers will help you with your subject selection, subject change, study plan throughout the years.

Wellbeing team



Leading Teacher Student

Engagement

Kate Stavanovic

Student Wellbeing

Coordinator

Clark Mitchell

Mental Health

Practitioner

Elaine Wong

Community Health

Education Nurse

Michelle Hynson

Kate Stavanovic leads Mount Alexander College's wellbeing team, which includes a youth worker, careers and pathway coordinator, school nurse, psychologist, counsellor, doctor and nurse practitioner. The primary goal of team is to ensure students feel safe, engaged and connected at school. If you need to make an appointment to see any member of the wellbeing team, see your Head of House.

Students see the counsellors as independent adults with whom they are able to talk things over. Typical situations include personal matters such as family break-ups, relationship problems, anxiety states including “exam nerves”, panic attacks, abuse, homelessness, peer pressure, mental health issues, drug and alcohol use, death and grieving, depression, dreading coming to school, thoughts of suicide, controlling frustration and anger, losing motivation about schoolwork, or not being able to concentrate. Students concerned that they have learning difficulties can also seek an intellectual assessment.

Our wellbeing staff helps with referral to other agencies if required. All discussions with wellbeing staff are confidential, providing there is no risk of harm to the student or to others. Sexual, physical or verbal abuse, or neglect by a primary caregiver, requires a breach of confidentiality due to mandatory reporting requirements. If this happens, generally a wellbeing staff member will discuss this with the student in advance to let them know the expected outcomes from such a referral.

Respectful Relationships

The school runs the Respectful Relationships program for all students. The program develops students’ social, emotional and positive relationship skills. Efforts to promote social and emotional skills in young people have been shown to improve health related outcomes and subjective wellbeing and reduce antisocial behaviours. The program will also include Health Education sessions with the school nurse, Michelle Hynson.

The program includes eight topics on social and emotional learning:

- | | |
|--|-------------------------------|
| 1. Emotional Literacy | 2. Personal Strengths |
| 3. Positive Coping | 4. Problem Solving |
| 5. Stress Management/Safer Socialising | 6. Help Seeking/Peer Support |
| 7. Gender and Identity | 8. Positive Gender Relations. |

Online Doctor and Nurse

Mount Alexander College has an onsite doctor and nurse for the students. They are at the school one day a week. If you need to see the doctor or nurse, you can speak to someone in the Wellbeing team.

Learning at MAC

School term dates and holidays

The Melbourne public school year runs on the calendar year, usually begin late January and end around December 19th for the summer holidays. Students attend school for about 40 weeks per year, divided into

four school terms holidays between each term typically last for two weeks. The summer holiday break is significantly longer at five to six weeks.

You can find out more about school term dates in Victoria [here](#).

Class timetable

Normal Timetable	
Period	Times
Period 1	9.00 am – 10.15 am
Change over	10.15 am – 10.20 am
Period 2	10.20 am – 11.35 am
Recess	11.35 am – 11.55 am
Lockers	11.55 am – 12.00 pm
Period 3	12.00 pm – 1.15 pm
Lunch	1.15 pm – 2.00 pm
Lockers	2.00 pm – 2.05 pm
Period 4	2.05 pm – 3.20 pm

Shortened Day Timetable	
Period	Times
Period 1	9.00 am – 10.15 am
Change over	10.15 am – 10.20 am
Period 2	10.20 am – 11.35 am
Recess	11.35 am – 11.55 am
Lockers	11.55 am – 12.00 pm
Period 3	12.00 pm – 1.15 pm

Curriculum



There are over 150 possible electives available to students at MAC. All classes are vertical classrooms; they have students from different year levels. All students go through course counselling and create individual pathway plans.

Our conversation with students is about their learning, what they would like to learn, the importance of literacy and numeracy and the importance of breadth e.g., have I chosen a science subject, does my plan include the arts, humanities?

The individual pathway plans are flexible, change from year to year and require a partnership with the student's parent/guardian. We also work backwards from the senior curriculum to map out the learning.

The English and Maths classes are at the appropriate level for each individual student rather than their chronological age. Entry into pre-VCE subjects is based on students' results and recommendation. However, if a student insists on doing a subject, we do not prevent them from attempting it, as long as it does not interfere with the learning of others or a teacher's capacity to teach the class.

Students in Year 7 (Entry), Years 8-10 (Above Entry) and Year 11 (Graduate) study six subjects per semester.

In **Year 7 (Entry)**, students undertake core subjects and spend the majority of their time in the same class group. Core subjects include: Quest (English and Humanities), Maths at their ability level, Green the Apocalypse (Science), Health and PE and one vertical class elective each semester.

In **Years 8-10 (Above Entry)**, students choose semester-long subjects from Humanities, Sciences, Arts and Technology. Students undertake year-long Health and PE, Maths at the appropriate level and semester-long English subjects that are chosen from language and text.

PreVCE subjects, notionally chosen at **Year 10 level**, prepare students for VCE. These subjects are available to younger students who are interested and demonstrate the required capacity.

Please refer [here](#) to view the Student handbook and learn more about subject selection at MAC.

Careers & Pathways



Alison Lovett, our Careers and Pathways Coordinator, predominantly works with students in Years 9 to 12 to develop an individual Career Development and Pathways Plans. The plans are done at a minimum on yearly basis. Alison works with students on strategies for their short- and long-term goals and aspirations. This helps to inform their course selection.

Some of the ways Alison helps the students with their career pathways is through:

- facilitating career interviews with Morrisby Consulting
- assisting with work experience placements
- assisting students complete job applications
- one-on-one career counselling
- organising career-focused excursions
- facilitating a student-run Career Expo.

The Careers and Pathways Office is located on the top floor of building B.

Please [click here](#) for more information.

Senior School

All students are guided through their decision making about VCE or VCE Vocational Major (VM). The yearly counselling with the students looks at what will be the best outcome for individual success.

Students are encouraged to follow the best pathways for their needs e.g. three year senior school plan, dual enrolment in a VET and VCE, unscored VCE pathway, scored VCE pathway or VM. We believe it is important to tailor the senior years to give all our students the best chance of success and look after their wellbeing.

VCE Course Programs

Mount Alexander College delivers an extensive VCE program that allows students to tailor their course to a broad range of interests and potential pathways.

The majority of VCE students' study six subjects (12 units) in Unit 1 and 2 at Year 11 and five subjects (10 units) in Unit 3 and 4 combinations at Year 12. Some students are permitted to enrol in a Unit 3 and 4 subject in Year 11. This enables you to have an extra Unit 3 and 4 sequence over the two years of your

VCE adding a small bonus (10% of your lowest study score) to your ATAR. It should be remembered, however that most students do better in Year 12 subjects when they are in Year 12 (and a year older) and the majority of your ATAR comes from your performance in English (or EAL or English Language) and your next best three.

Some subjects can be taken at a Unit 3 and 4 level without having completed Units 1 and 2. You can discuss this at Course Counselling. Acceptance into a Unit 3 and 4 subject is not automatic. You will only be permitted to take this on if you have an excellent work ethic and a high overall level of performance. If you have completed a VCE subject during Year 10, the minimum requirement to move onto a Unit 3 and 4 of that subject in Year 11 is 70% for the mid-year exam and passing all your SACS without resit.

Vocational Education and Training Program (VET)

Vocational Education and Training (VET) is learning where you develop targeted and practical skills. The skills you learn relate to a career pathway, so you can apply them at work or in further education and training. When you add a VET subject to your VCE studies, you gain practical skills in an industry in which you are interested. International Students can study VET subjects starting in Year 2023, but there are limitations. Please speak to your ISC and school Careers Counsellor for more details on VET subjects.

Languages



Mount Alexander College offers two languages on site: Chinese and Japanese. Students can also study other languages, supported by the school, through Distance Education or the Victorian School of Languages.

International students also have an opportunity to learn their first language at [Victorian School of Languages \(vsl.vic.edu.au\)](https://vsl.vic.edu.au) every Saturday morning. Language study is adjusted up to the initial VTAC scaled study score average.

Co-curricular



Our co-curricular programs enrich the learning and wellbeing of all our students. All students have the access and opportunity to participate in the many camps, clubs, international programs, Melbourne City Football Club, music lessons and bands, and sporting events – social and competitive. Students at MAC also have the opportunity to be involved in many other co-curricular programs. These change every year, as they are adapted to best suit the cohort of students,

and the subject electives chosen. These co-curricular activities cover a number of different disciplines. Some of the popular programs at school including:



- The Arts and Technology Festival
- Science Workshops and Shows
- School Production
- Drama Workshops
- Literacy Extension
- Competitions
- Local partnerships
- School camps and tours
- Student Employment and Entrepreneurialism

Tuition fee and other payments

Tuition fee

Your tuition invoice will be sent from International Education - Student Finance to your family/agent email. Your ISC will also send you an email for payment reminder. You will need to contact International Education Division - Student Finance at isfinance@edumail.vic.gov.au with

your full name and international student number directly for any request regarding your tuition fee payment.

Please [click here](#) for payment instruction.

International Student Tuition Fees for Victorian Government Schools can be found at [Standard Tuition Fee Rate Card](#)

VCAA

The [Victorian Curriculum and Assessment Authority \(VCAA\)](#) charge administration fees for a range of services. These fees apply to all students, include international students. Administration fees are for examinations, statements of marks or study scores, replacement certificates and other VCAA services.

You will receive a VCAA invoice from ISP office when you are in Year 10, Year 11 and Year 12. Please be aware that failure to pay all full-fee-paying overseas student invoices received over the period of their enrolment in the VCE program (which may be over one or more years) will result in final results being withheld from the student, the school and VTAC.

Please call or come to the front office in person to arrange the payment after you receive your invoice.

For more information, please visit [International Student Program School Fee Page](#)

Life in Melbourne

Health Care system

Overseas Student Health Cover (OSHC)

OSHC is insurance to assist Overseas students meet the costs of (Public) medical and hospital care that they may need while in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services.

Details and costs of policies, including what an OSHC policy will and will not cover, and any waiting periods that may apply to certain treatment types, can be obtained by contacting each insurer directly. OSHC is considered adequate health insurance, however, if you find your OSHC policy does not cover you for everything you want, you can take out additional private health/travel insurance. You should check with your OSHC provider website as the services and support provided can vary from provider to provider.

Common advice and support OSHC providers may provide include:

- medical assistance
- referral to a doctor for medical treatment
- counselling services
- family and friends messaging services in the event of an emergency.
- personal safety

OSHC providers in Australia include:

- Australian Health Management (ahm) www.ahmoshc.com.au
- Allianz www.allianzassistancehealth.com.au
- BUPA Australia www.bupa.com.au
- Medibank Private www.medibank.com.au
- NIB Health Funds Limited www.nib.com.au/overseas-students

(*) Please note that international students need to provide your OSHC information include e-card copy with membership number and expired date to ISP for system records.

Medibank Health Insurance



Your Medibank Private number: _____

Medibank Phone Number: 132331

Medibank have a special section for international students on their website. Go to <https://www.medibank.com.au/overseas-health-insurance/oshc/>

Doctors

Moonee Ponds Medical Centre

Address: 34/46 Holmes Rd, Moonee Ponds VIC 3039

Phone: (03) 9945 7777

Netcare Medical Family Super Clinic

Address: 122 Puckle St, Moonee Ponds VIC 3074

Phone: (03) 9975 8745

SIA Medical Centre Moonee Ponds

Dentist

Primary Dental Moonee Ponds

Address: 34-46 Holmes Rd, Moonee Ponds VIC 3039

Phone: (03) 9945 7730

Moonee Ponds Dental Group

Address: 81 Holmes Rd, Moonee Ponds VIC 3039

Phone: (03) 9370 1633

Address: 641 Mt Alexander Rd, Melbourne VIC 3039

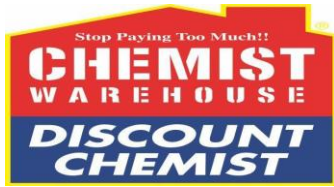
Phone: (03) 9370 7733

Mooneevale Clinic

Address: 24 Shuter St, Moonee Ponds VIC 3039

Phone: (03) 9326 2914

Chemists



Chemist Warehouse Newmarket

Address: 3/390 Racecourse Rd, Flemington VIC 3031

Hours: 9:00am -9:00pm

Phone: (03) 9376 7228

Chemist Warehouse Ascot Vale

Address: 564/566 Mt Alexander Rd, Ascot Vale VIC 3032

Hours: 9:00am -9:00pm

Phone: (03) 9326 2388



My Chemist Moonee Ponds

Address: 7/641-649 Mt Alexander Rd, Moonee Ponds VIC 3039

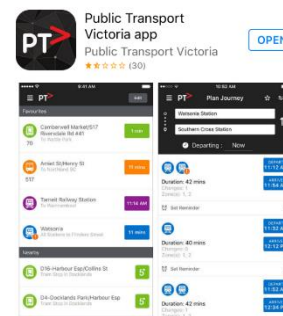
Hours: 9:00am -9:00pm

Phone: (03) 9370 4664

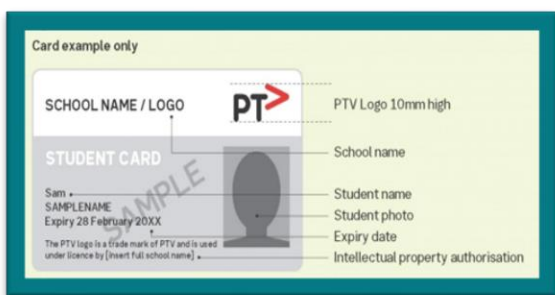
Public Transport Victoria

Your main source of transport will be public transport (bus, train and tram). It is important that you get to know the public transport website (www.ptv.gov.au).

There is also an app (PTV) that you can download on your phone or device. You will be able to look up all three modes of transport on this and find your quickest route to your destination.



PTV School Student Pass



School students can get public transport ticket discount by applying the PTV school student pass. Please [click here](#) to download the application form or get the hard copy at the general office. You will need to prepare 2 photos ID and fill in the form to get the approval in the general office. PTV approved school student ID card must be carried along with your myki

when travelling.

Taxis

Melbourne taxis are easy to spot, as they display a lamp on the cab roof and most are painted yellow, silver, or white. Drivers wear uniform and always show an identity card on the dashboard. Melbourne's major taxi companies include:

- 13 CABS (Ph 13 22 27 – in Australia) 13cabs.com.au
- Silver Top Taxi (Ph 13 10 08 – In Australia) silvertop.com.au
- CABiT (Ph 13 22 22 – in Australia) cabit.com.au

You can also request a ride with Uber, Ola or Shebah* apps from your phone.

(*) Shebah is an all -women rideshare service which deliver a safe transport option to women. Please [click here](#) for more information.

Banking

There are more than 30 different banks in Melbourne. The Big Four major banks are:

- National Australia Bank (NAB)
- Commonwealth Bank (CBA)
- ANZ bank (ANZ)
- Westpac.



Banks are open from approximately 9:30am to 4:00pm Monday to Thursday and until 5pm on Friday. Some banks also open on Saturday mornings. Your host family or carer will help you open a bank account.

Telephone/Mobile networks

All international students are expected to have a mobile phone in Australia and are required to advise the school of their local mobile number as soon as possible. You need to notify us if you change your mobile number at the earliest convenience.

Your guardian or homestay can help you to buy a sim card. Optus and Telstra are the two biggest service providers in Melbourne. You will need to bring your passport and proof of address to purchase your sim card and mobile data plan.

Local Area

Mount Alexander College is located in Flemington, which is in the City of Moonee Valley. It has many facilities that students can explore during their study in Mount Alexander College. The College is 5 kilometres from Melbourne City District.

Libraries

In addition to the Resource Centre, we encourage students to use the local libraries for study and research. Close by are three Moonee Valley Library branches: Ascot Vale Library, Flemington Library and Sam Merrifield Library. You can join up with the Moonee Valley Libraries online (www.mvcc.vic.gov.au/for-residents/libraries.aspx). They provide online learning, eBooks, audiobooks, online research databases, online tutoring, and essay feedback.



Ascot Vale Library

165 Union Road
Ascot Vale, 3032
Phone: 8325 1990

Flemington Library

313 Racecourse Road
Flemington, 3031
Phone: 8325 1975

Sam Merrifield Library

762 Mt Alexander Road
Moonee Ponds, 3039
Phone: 8325 1950



State Library of Victoria

The State Library of Victoria is a common place for students to meet and study. It is easily accessible from Melbourne Central Train Station.

328 Swanston St, Melbourne VIC 3000

Parks

Royal Park

Royal Park is in Parkville and is a short tram ride or walk from the school. It is a large park that includes sporting fields, walking tracks and ponds.

Fairbairn Park

Fairbairn Park, located next to the Maribyrnong River, has a series of open spaces for walking, jogging and cycling. Dogs are able to exercise off leash here. You can also access the river front for fishing and canoeing activities.

Aberfeldie Park

Located beside the Maribyrnong River is a popular park with walkers and fitness groups.

Maribyrnong Park

Maribyrnong Park is a large reserve that borders the Maribyrnong River. The park features two sports fields and it also has an excellent path network for walking and cycling to surrounding areas.

Shopping Centres

Highpoint Shopping Centre

120-200 Rosamond Rd,
Maribyrnong VIC 3032
(03) 9318 1699



Moonee Ponds Central

Shopping Mall
Moonee Ponds VIC
(03) 9370 5411



Showgrounds Village

Shopping Mall
Ascot Vale VIC
(03) 9376 7430



DFO Essendon

Outlet Mall
Essendon Fields VIC
(03) 9937 722



Emporium Melbourne

Shopping Mall

287 Lonsdale St, Melbourne VIC 3000



Swimming pool

Kensington Community Recreation Centre

Address: Cnr Kensington Rd & Altona St, Kensington VIC 3031

Phone: 9376 1633

Ascot Vale Leisure Centre

Address: Corner Epsom and Langs Roads, Ascot Vale

Phone: 9375 3411



Queens Park Swimming Pool

Address: Corner Pascoe Vale Road and The Strand, Moonee Ponds

Phone: 9375 3651

Other useful websites

Studying in Melbourne & FAQ

[Studying in Victoria](#)

[Predeparture-Guide.pdf \(study.vic.gov.au\)](#)

[Study in Melbourne](#)

[Victorian School Terms](#)

[Australian ALL IN ONE in Chinese](#)

[Australian ALL IN ONE in English](#)

International Student Visa Condition

[Student Visa Information](#)

Melbourne life

[Visit Victoria](#)

[What's On in Melbourne](#)

Moonee Valley City Council

[Moonee Valley City Council](#)

Student life

[Bullyingnoway](#)

[Naati – Language Translation](#)

[Brunswick Star Newsletter](#)

[National Youth Mental Health Foundation](#)

Child Safety

[Protect](#)

[Australian Competition & Consumer Commission](#)

Legal services (advice)

[Youth Law Australia](#)

Children & Pedestrian Safety

[Vic Roads Pedestrian Safety](#)

This handbook is designed to help you during your school life at Mount Alexander College. Please keep it in a safe place.