

# Welcome to Mount Alexander College



## Family Information 2024



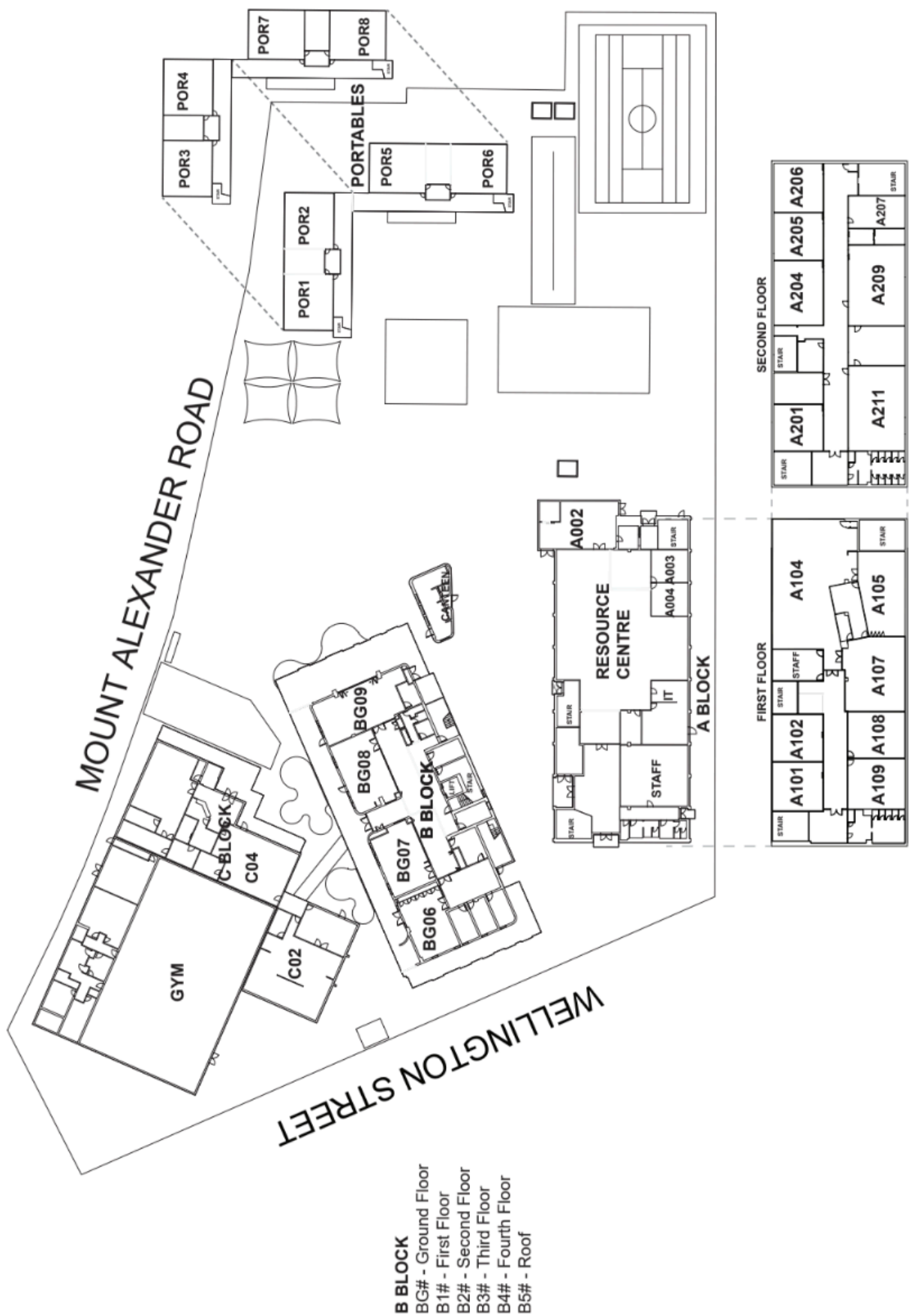
## Welcome to MAC

This handbook is designed to help you during your child's time at Mount Alexander College.

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## School map



## School information

### School motto

Our school motto is 'empowering students'.

### School vision

MAC's vision is to foster an inclusive and supportive learning environment empowering students to direct their own learning. We endeavour to create a school that remains connected and engaged with the community and caters for all kinds of success. Students are inspired to work towards their full potential and become voices of the future.

### School values

#### Community

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.

#### Engagement

The implementation of a meaningful, relevant and appropriately challenging curriculum and the provision of co-curricular programs that encourage participation, citizenship and student leadership.

#### Excellence

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.

#### Integrity

The promotion and modelling of consistently honest, transparent, responsible and ethical behaviour that upholds these core values and principles.

#### Respect

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.

### Contact details

Address: 78 Wellington St, Flemington, Victoria, 3031

Phone: (03) 9376 1622

Fax: (03) 9376 5232

Email: [mount.alexander.712@education.vic.gov.au](mailto:mount.alexander.712@education.vic.gov.au)

Website: [www.mountalexandercollege.vic.gov.au](http://www.mountalexandercollege.vic.gov.au)

Provider Code: 00861K

## The Principal Team



**Principal**  
Ms Dani Angelico



**Assistant Principal**  
Ms Meg Rawlins

## Houses

Students are placed in one of the four school houses when they start at MAC. Houses are organised in mentor groups. Students are placed in a mentor group and meet with their mentor teacher every morning. The mentor teacher is the student's primary point of call for student support. Every house is led by a staff member called a Head of House. Students get further support from their house leader. Family members are placed within the same house. There are regular house competitions and students are encouraged to dress in their house colours for these events. There are two school captains, and two house captains and five student mentor leaders for each house. Students are strongly encouraged to take on leadership roles in their houses and to use their voice to make change.

### Heads of House



#### Apollo House

Apollo House is named after the Greek god of music and healing. Their house colour is yellow.



**Mr Shannon McVeigh**



#### Artemis House

Artemis House is named after the Greek god of animals and wilderness. Their house colour is green.



**Mr Thomas Grocott**



### **Athena House**

Athena House is named after the Greek god of wisdom and peace. Their house colour is red.



**Ms Sarah Radford**

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### **Poseidon House**

Poseidon House is named after the Greek god of the sea. Their house colour is blue.










**Mr Jordan Donnelly**

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## Student support team

	<b>Leading Teacher Senior Academic Advisor – Ms Nicole Lawrence</b> Ms Lawrence looks after the academic welfare of students in Above Entry (10) and Graduate.
	<b>Leading Teacher Junior School Transitions and Programs Leader – Ms Claire Runci</b> Ms Runci looks after the academic progress of students in Entry to Above Entry (9). She also coordinates and facilitates the Grade 6 Transition Program.
	<b>Leading Teacher Student Engagement – Ms Kate Stevanovic</b> Ms Stevanovic works with the Heads of House and the Student Wellbeing Team to manage Student Wellbeing, positive behaviour, attendance, house activities and student leadership and engagement opportunities.
	<b>Student Wellbeing Coordinator and Youth Worker – Mr Clark Mitchell</b> Clark provides wellbeing support for students, staff and families. He provides one-on-one or small group training to improve social skills and feelings of connectedness and assertiveness. Students can self-refer or be referred by parents or carers, or staff. The counselling sessions are usually 30-40 minutes. Students can email Clark <a href="mailto:clark.mitchell@education.vic.gov.au">clark.mitchell@education.vic.gov.au</a> or pop into his office to make a time. Clark supports students to achieve academic success and social and emotional wellbeing.
	<b>Mental Health Practitioner – Ms Elaine Wong</b> Elaine works closely with Clark. She supports students with mental health needs. Elaine works Tuesdays and Wednesdays.
	<b>Careers &amp; Pathways – Alison Lovett and Fiona Smith</b> Students can see Alison and Fiona for career and work experience advice.
	<b>IT Helpdesk and Support – Craig Draycott &amp; Peter Nguyen</b> The IT Helpdesk and Support is located in the Resource Centre. Peter and Craig help you with Wi-Fi passwords and Compass and school logins.
	<b>Attendance Officer &amp; First Aid Officer — Ms Helen Gafford</b> Helen collects the medical certificates and signed late notes at the General Office. Arrivals and departures outside normal times are done on the Compass Kiosk at the General Office. Helen also looks after students unwell or injured at school and contacts the parent or carer if required.
	<b>Transition &amp; Enrolment – Ms Joanna Krasopoulaki</b> Joanna looks after all new enrolments. You will meet Joanna when first you enrol and she will check on you to make sure you have settled into school well.
	<b>Resource Centre, Communications and Marketing Manager – Ms Carla Iannarella</b> Carla looks after all the resources in the Resource Centre. Students can see her for recommendations on books to read. She also manages the website, social media, newsletters, and yearbook.
	<b>Health Promotion Nurse – Ms Michelle Hynson</b> Michelle works at MAC on Mondays and Tuesday. She supports the health and wellbeing needs of students through identifying and building on existing school initiatives and providing appropriate preventative health care.
	<b>International Student Coordinator – Ms Angie Ho</b> Angie looks after the international students.

**Daily Organiser & Timetabler – Ms Meg Rawlins**

If students have problems with their timetable, they should see their Mentor Leader first.

**Doctors in School GP and Practice Nurse**

The Doctors in School GP and Practice Nurse are available via Telehealth. Appointments are made through Ms Stevanovic or Mr Mitchell.

## Student expectations

We aim to achieve a cooperative working environment where everyone upholds the school's values. For this to happen, we have **high expectations of our students – in and out of the school.**

### Student behaviour expectations

We expect students to have:

- **Mutual Respect** - always and everywhere
- **Aspiration** - striving for excellence
- **Contribution** - to the school, the local and global community.

**Mutual Respect** means that we expect students to:

- respect their own learning and the learning and opinions of others
- be prepared for classes
- respect the environment by contributing to its safety and cleanliness
- respect all property and equipment
- wear the full school uniform correctly
- represent the school with pride and professionalism
- be considerate and courteous on public transport
- behave safely, attending to their needs and those of others
- be a safe, responsible and ethical online citizen
- respect the privacy of others online
- use digital technologies with dignity, care and respect for themselves and others.

**Aspiration** means we expect students to:

- seek assistance and feedback when necessary
- do their best and keep trying
- use their time effectively
- set specific, measurable, achievable, realistic and timely (SMART) goals and aim to succeed
- take initiative
- demonstrate and uphold the school values
- support the needs of others
- be a good role model in the community
- use the internet and electronic devices to support their learning
- use digital technologies in a collaborative and innovative manner.

**Contribution** means we expect students to:

- make positive contributions and participate in school activities
- be friendly and supportive to others
- take up leadership opportunities
- embrace opportunities to access learning
- take learning risks and try things out
- encourage and support the school community

**BE  
YOUR  
BEST**



- volunteer in the community
- support community events
- contribute to those in need
- contribute to the world-wide-web in a positive and ethical manner
- report inappropriate, disrespectful or hurtful use of digital technologies.

### High expectations

When students don't meet these expectations, we have a staged response based on procedural fairness and restorative practices.



## Bring your own Device (BYOD)

Mount Alexander College has a Bring Your Own Device (BYOD) policy that requires students to bring their own laptop to school on a daily basis to provide an authentic and rich learning experience. When purchasing a device please refer to this page to ensure that the device bought meets these specifications and requirements.

Students **must** have a laptop that meets the following requirements; ipads and tablets are not suitable.

### Operating system minimum specifications

- Mac 10.12
- 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.

Families have the option of purchasing a device through LWT (Learning with Technologies) via an online portal. The devices nominated on this portal have been selected by Mount Alexander College and are ones that best meet the curriculum and technical requirements of the college. The main benefits of purchasing a device through the portal includes:

Onsite servicing and repair of devices by LWT in a timely manner

Extended warranty and insurance options available

Improved service by school technicians

Orders before 25/11/22 will have free delivery and ensure they will be ready before term 1 starts.

Please refer to the Portal for any questions: <https://mountalexandercollege.orderportal.com.au/>

### BYOD Expectations and Agreements

Students are expected to:

- return a signed BYOD Acceptable Use Agreement annually
- keep computer software up-to-date
- take full responsibility for privately-owned devices at all times. The school is not liable for any device 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.

Students acknowledge and agree that they 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 their 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.

Students understand that MAC will support them 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. The school does not take responsibility, however, if the device is subsequently infected.

## Mobile phones

The State Government has implemented a mobile phone ban in all schools. Students are required to store their phones by 8:45am each morning and not access them until after school at 3:20pm each afternoon.

Parents who need to communicate with their child urgently are asked to contact the school front office during the day. Students who need to contact home will be able to access a phone at the Heads of House office.

## Uniform protocols

Mount Alexander College has a compulsory uniform. All students are required to be in full uniform from their first day of school. The correct wearing of the uniform promotes a sense of school pride and belonging to the school, encourages equality and contributes to the safety of students at school and on excursions. It is also cost effective for parents. In uniform, our students are ambassadors for the school and we expect them to behave in accordance with school values and our Student Code of Conduct.

All students are expected to dress in full school uniform and to present a neat appearance whilst travelling to and from school, on school grounds, for excursions (unless otherwise notified), for school functions and to exams. We ask for your support by ensuring that your child wears the full school uniform correctly from leaving home to their return.

We provide all students with options in their uniform, to allow for diversity. Please see over for the different options available. Every student is placed in one of the four school houses, and are encouraged to dress in house colours on certain days, e.g. Athletics Carnival, Swimming Carnival and Cross Country. You will find out your child's house on their first day of school.

Your child will need to have acceptable and practical footwear for school. They must wear plain black school shoes with black laces or straps, a buckle or T bars. The sturdy, black and leather footwear ensures safety and supports the *Code of Safety Practices for Secondary Schools*, which states that '...suitable footwear must be worn at all times in practical areas. Such footwear must be in good condition, and the tops must be fully enclosed.'

**Please note:** Frayed or torn pants are not acceptable. Additional clothing such as windcheaters, hoodies, beanies, long sleeved shirts under the school shirt, and coloured t-shirts are not permitted. Students will be asked to remove these items. Hoodies and beanies will be confiscated and returned at the end of the school day. Parents will be contacted if uniform breaches continue.

If you have a Health Care Card, Entry students may be eligible for State Schools Relief and this may assist you with your uniform purchase.

Our uniform supplier is DCS Uniforms. Items are available to purchase from their shop located at the school on Mondays and Thursdays 3.00pm and 4.00pm. The shop is accessed via the external door on Bignell Street. They also have an online store. For all enquiries outside the shop hours, you can call or email (see below).

### DCS Uniforms

Online store:

[www.dcsuniforms.com.au/collections/mount-alexander-college/](http://www.dcsuniforms.com.au/collections/mount-alexander-college/)

Phone: Patl on 0498 756 550

Email: [sales@dcuniforms.com.au](mailto:sales@dcuniforms.com.au)

## Uniform options

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.

Students may wear any of the uniform options as long as they are only wearing the school uniform. 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 worn at all times. See below for the uniform options.

### Academic Uniform

Shirt – fitted or straight cut in long or short sleeve, white with logo  
Polo – short or long sleeve, white with logo  
Skirt – school check patterned skirt, knee or ankle length  
Shorts – college style or fitted tailored, school grey  
Pants – fitted tailored trousers or fitted tailored slacks in school grey  
Dress – school checked patterned dress  
Jumper – red woollen jumper with embroidered logo  
Socks – mid or knee high  
Tights – black 70 denier  
Jacket – black and red with logo  
School blazer – black with logo  
Head scarf – plain black or white  
Shoes – **all black**, leather school runners, sneakers, T-Bars, canvas shoes or boots (without heel) (see images under Acceptable Footwear)

### Sport Uniform

Polo – short sleeve with logo  
Shorts – with school logo  
Skort – black skirt with inbuilt shorts with school logo  
Track pants – black with school logo  
Socks – white, plain ankle length  
Shoes – runners

#### Note:

- The Parents and Friends Association sells second hand uniforms from the school every Tuesday after school. They are located in A104, above the Resource Centre.
- The school may also be able to access assistance for uniform items in the event of financial hardship. The Youth Worker can be contacted in this instance.
- All uniform items should be clearly labelled with your name.
- The school reserves the right to make alterations to the uniform policy as necessary from time to time.
- Students can purchase uniforms from DCS Uniform, which operates at the school on Mondays and Thursdays from 3.00 pm until 4.00 pm. Entrance is on Bignell Street

## Uniform price list

Academic Uniform Options		
Dress	Checked pattern in school colours	\$60.00
Polo	Short sleeve – White with logo	\$25.00
	Long sleeve – White with logo	\$27.50
Shirt	Short sleeve straight cut – White	\$30.00
	Long sleeve straight cut – White	\$32.00
	Short sleeve fitted- White	\$30.00
	Long sleeve fitted- White	\$32.00
Shorts	College style – grey	From \$40.00
	Fitted tailored – grey	\$40.00
Slacks	Fitted tailored – grey	\$50.00
Trousers	Fitted tailored – grey	From \$50.00
Skirt	Check pattern – knee length	\$65.00
	Check pattern – ankle length	\$80.00
Jumper	Woollen red V-neck with logo	\$75.00
Blazer	Black with logo	\$169.00
Jacket	Black with ruby red panels and logo	\$80.00

Accessories		
Socks	3pk	\$9.99
Tights	Black Opaque 70 Denier	\$9.99
Tie	School colours – Ruby red/black	\$20.00
Bag	With logo	TBC
Hat	With logo	TBC
Scarf	With logo	TBC
Shoes	Black	From \$69.99
Tie	Checked colour	\$20.00

Sports Uniform		
Polo	Short sleeve with logo	\$30.00
Shorts	With logo	\$25.00
Pants	Track pants with logo	\$40.00
Skort	Black knee length skirt with built in shorts	\$40.00

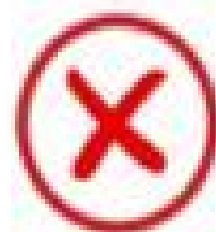
\*Prices are correct at time of printing and are subject to change.



## Acceptable Footwear



Examples of acceptable shoes/boots



Examples of unacceptable shoes/boots

## Class times

Mount Alexander College does not have bells; we expect students to take responsibility for arriving to class and mentoring on time every time.

Every second Wednesday of the term, the day runs to a shortened-day timetable as the staff have professional development in the afternoon.

Normal Timetable	
Period	Times
Period 1	9.00 am – 10.14 am
Change over	10.14 am – 10.20 am
Period 2	10.20 am – 11.34 am
Recess	11.34 am – 11.54 am
Lockers	11.54 am – 12.00 pm
Period 3	12.00 pm – 1.14 pm
Lunch	1.45 pm – 1.59 pm
Lockers	1.59 pm – 2.05 pm
Period 4	2.05 pm – 3.19 pm

Shortened Day Timetable	
Period	Times
Period 1	9.00 am – 10.14 am
Change over	10.14 am – 10.20 am
Period 2	10.20 am – 11.34 am
Recess	11.34 am – 11.54 am
Lockers	11.54 am – 12.00 pm
Period 3	12.00 pm – 1.14 pm

The Shortened Day Timetable runs every second Wednesday and the majority of students are dismissed at 1.14 pm. Some students will be required to stay for the afternoon session for SACs or study skills. The canteen is only open at recess on this day, not for lunch time.

## Attendance

Students must remain at school for the whole school day unless they are on an approved excursion. We expect students to attend school for all lessons and mentoring every school day of the year. We understand that there are times when students are ill or need to attend appointments. The student's parent or guardian must let us know if the student is unable to attend school for whatever reason by adding an attendance note via the Compass portal, calling the school number 9376 1622 or providing a signed written note (as early in the day as possible).

### Punctuality

We expect students to be at school by 8.30am. This allows time to put bags in lockers and prepare for class.

### Arriving late

Punctuality is expected, but if students are late, they will need to see Helen, the Attendance Officer, at the General Office and check into the Compass Kiosk. You must bring a signed explanatory note from your parent or guardian.

### Leaving early

We encourage parents/carers to make medical appointments outside school hours if possible. If students need to leave early, they must sign out on the Compass Kiosk and provide a signed explanatory note from their parent or guardian to the Attendance Officer, at the General Office. Alternatively, parents/carers can add a student departure note on Compass or call the school's Attendance Officer. Where possible, we prefer that students are collected from school. It is the responsibility of the student to remember when they need to leave. Unfortunately, the College does not have the resources to collect students from class and will only do so in unforeseen circumstances or emergencies. For more information visit our webpage:

<http://www.mountalexandercollege.vic.edu.au/about-mac/mac-community/>

### Absences

Parents or guardians need to approve all absences through Compass. Medical certificates must be taken to the General Office.

## Canteen

The canteen is open at recess and lunch. Lunch orders can be placed online or at the canteen. Order online via <https://boccafoods.com.au/>

## Compass

Parents and guardians are required to use Compass. Families are given access to Compass on commencement at the school. It is a good idea to download the Compass app. Teachers communicate to students and parents through Compass and may assign work for students who are absent. It is important students check Compass every day and parents and guardian check at least once a week to:

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



Go to [www.compass.education/guide](http://www.compass.education/guide) for the Compass Guide for parents.

Having difficulties? Try troubleshooting via the Compass FAQ [www.compass.education/support/parent-faq](http://www.compass.education/support/parent-faq)

## Co-curricular activities

We have many co-curricular activities that students can participate in. These range from debating, instrumental music, maths and science competitions, science shows, arts festivals, school productions, sporting carnivals, literacy extension and workshops with authors just to name a few. Above Entry students can choose to participate in the Go for Gold program which will enable them to work toward getting their Duke of Edinburgh's Award.

### Music

We have an inclusive music program. Mr Tony Le coordinates the instrumental music lessons and the different bands. Students can talk to him about joining one of the existing bands, learning an instrument or practising. The weekly instrumental music lessons are offered for percussion, voice, guitar, bass guitar, brass and woodwind. Students can hire brass and woodwind instruments on a yearly basis.



There are also plenty of opportunities to learn about all aspects of the music industry with students not only playing and performing music but also doing live sound mixing and lighting, song writing and recording and producing music of their own.

Our current ensembles at the school are:

- EMO (Electric MAC Orchestra)
- percussion ensemble
- VCE Band
- Choir
- Hypersonic (Junior Concert Band)
- classroom bands.



### Sport

Sporting activities run throughout the year and are normally announced through Compass. These include interschool sports, house sports, and before and after school sports.

### Camps

Camps are held throughout the year for different groups of students. Entry Level students attend a camp in their first month at the school; this is a great opportunity to get to know each other. There are additional camps for other students across year levels.

### Excursions

Parents/guardians must consent and pay (if applicable) for all incursions and excursions at least three school days prior to the event. There are no exceptions to this rule. Consent and payment for the event must be completed electronically by accessing the parent portal through Compass. Parents/Guardians will receive an email alert once an event has been published for their child. Any outstanding events that require action will also appear on the dashboard of the parent/guardian Compass profile. If the event does not go ahead as planned, payments will be applied as a credit against future fees or events.

### Lockers

Every student is allocated a locker. Padlocks are provided to students on their first day. It is the student's responsibility to keep their locker clean and tidy and to keep their combination safe. Staff may request to see inside the locker. To ensure the safety of belongings, students are reminded to never give other students their 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 Heads of House Office at 3.20pm. Lost locks will incur a fee.

## Parent involvement

**MAC Parents & Friends** Mount Alexander College has an active parent community including the MAC Parents and Friends Association. They meet the first Monday of the month at 6.00 pm and work together to support the school in many ways. Parents or guardians interested in joining MAC Parents and Friends Association can send an email to [mac.parents.friends@gmail.com](mailto:mac.parents.friends@gmail.com)

Your child.  
Your school.  
Your voice.

## School facilities

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

### Resource Centre

The Resource Centre is open before and after school each school day. It is a space for students to relax, read, and study. The Resource Centre supports the learning program within the school by providing access to learning resources, space for students to study and promoting reading for all levels. The Resource Centre houses a collection of contemporary and classic fiction and non-fiction for students to borrow. The students also have access to an ebook and audiobook platform and online video resource platform. Staff guide students' use of the library and the internet for research.



### Gymnasium

Mount Alexander College has a dynamic sports program to encourage students to stay fit when they are not in class. There are organised and supervised activities throughout the week during lunch and after school in the gymnasium and in the well-equipped fitness area.



### 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.

### 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 in class.

### MAC Lab

The school's MAC Lab provides students the resources they 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 students access to musical instruments, music recording technology and performance spaces. Students are able to enrol in instrumental lessons in brass, woodwind, voice, percussion, and guitar. This

is a user pay program. Students have one lesson per week on a rotating timetable. Lessons are in small groups or individually based on year level.

### **Dance and Drama**

The new building boasts a large studio space for dance and drama, as well as a performance space and amphitheatre.

### **Senior Study Centre and Common Room**

Year 12 Graduates have their own quiet space and study during their study periods. The room is used recreationally during recess and lunch and has kitchen facilities and an outdoor space overlooking Flemington and the city.

### **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. Students can get involved in robotics and compete in national competitions.



## Successful transition tips

We recognise that any kind of transition can be difficult, whether going from primary school to secondary, or from one school to another. Students can speak to their mentor teachers, heads of house, Ms Stevanovic, or Clark Mitchell if they are finding transition difficult.

If transitioning from primary school, students take part in a transition program. This starts with the information sessions in September and the Orientation Day in December. The program continues with transition activities as soon as students begin and at the Entry Level camp. Students will experience many changes throughout this transitional phase and we work with the students and families to ensure students are supported with this new and significant change. Our aim is for students to feel happy, confident, connected and engaged.

### What is different at high school?

- timetable
- locker
- more teachers, more subjects
- devices
- new environment
- new rules and responsibilities
- new people
- more homework.



### Communication

- talk to parents or guardians about the positive and negative things
- talk to mentor teacher.

### Getting the balance right

- develop a good routine for homework and leisure
- eat breakfast
- make time for relaxation.

### An organised workspace

- use a clear, flat surface for working (not bed!)
- keep your workspace clear from distractions
- limit technology use so as not to end up with an overload
- ask for help if needed.

### Homework

- check Compass every day
- prioritise tasks
- make an immediate start on long-term assignments
- set achievable goals
- break down large tasks into smaller, more manageable tasks and slot these into a planner
- stick the timetable up in the bedroom, or above the desk.

## Transport

When travelling on public transport to and from school, students represent the school. Always touch on and off with a valid myki, be in full uniform and behave in an ethical and courteous manner.

It is important to get to know the public transport website ([www.ptv.gov.au](http://www.ptv.gov.au)). There is also an app (PTV).



### Myki



A number of our excursions use public transport so it is essential for students to have their own myki and remember to bring it to and from school. It is illegal to travel on public transport without a myki card. As long as students are under 18 years old, they can purchase a 'child' myki for \$3; however, they must carry their student ID at all times. Myki cards are available from most train stations, post offices and some newsagents.

It is best to register the myki online ([mymyki.com.au](http://mymyki.com.au)). That way if it is lost, it can be cancelled without losing money.

### Touch On, Touch Off

Always touch on and touch off while using public transport

### Trams and trains

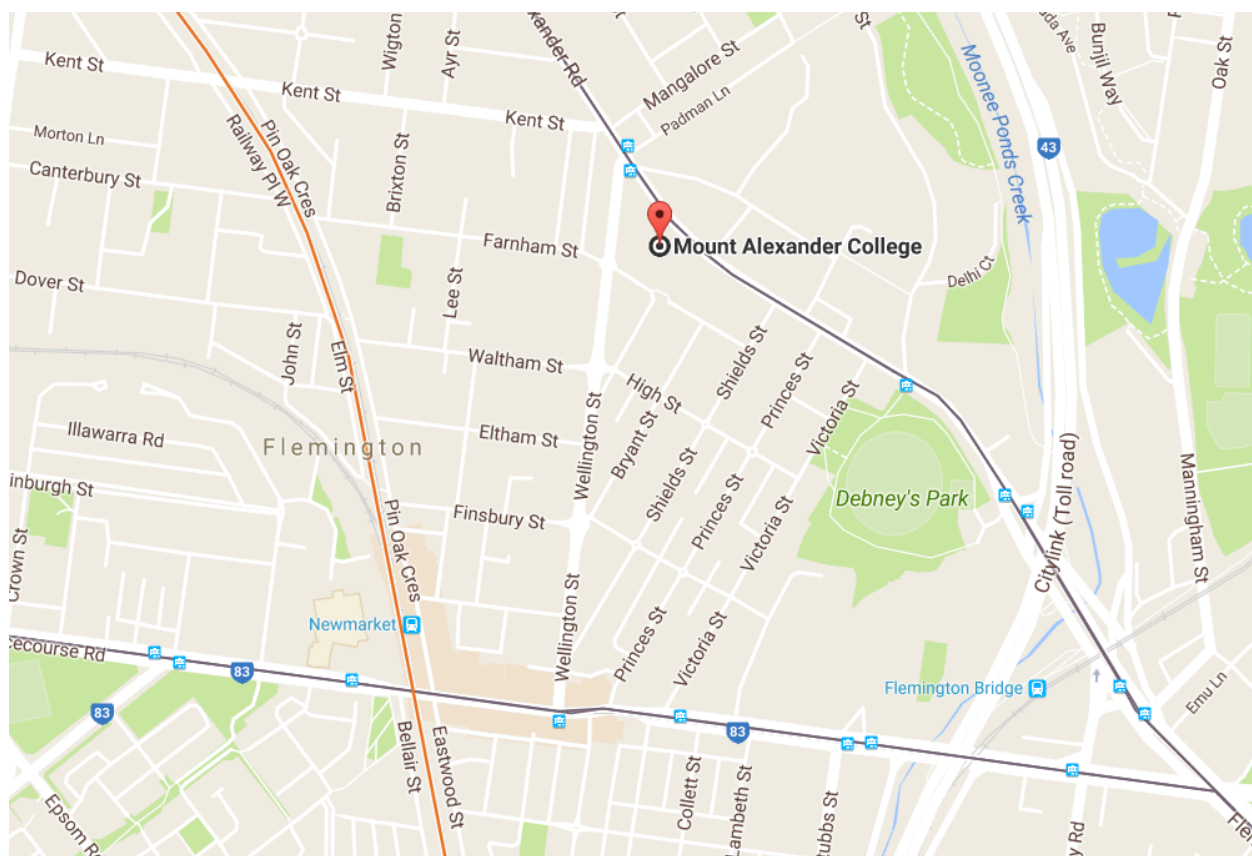
#### Trams

The tram route that runs along Mount Alexander Road is Route 59.

#### Trains

The two closest train lines to the school are the Upfield and Craigieburn lines. The closest trains are Flemington Bridge Station on the Upfield line, and Newmarket Station on the Craigieburn line.

## Local area map



## Libraries

In addition to the Resource Centre, we encourage students to use their local library for study and research. The closest ones to Mount Alexander College are the Moonee Valley Libraries and the State Library.

### Moonee Valley Libraries

The Moonee Valley Library branches are Ascot Vale Library, Flemington Library and Sam Merrifield Library.

#### Ascot Vale Library

165 Union Road  
Ascot Vale, 3032  
Phone: 8325 1990

#### Sam Merrifield Library

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

#### Flemington Library

313 Racecourse Road  
Flemington, 3031  
Phone: 8325 1975

### 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  
Open: Mon–Thurs 10am–9pm, Fri–Sun 10am–6pm



Welcome and we hope you enjoy your time at Mount Alexander College



78 Wellington Street  
Flemington VIC 3031

Phone: (03) 9376 1622

Fax: (03) 9376 5232

Email: [mount.alexander.712@education.vic.gov.au](mailto:mount.alexander.712@education.vic.gov.au)

Website: [mountalexandercollege.vic.edu.au](http://mountalexandercollege.vic.edu.au)

CRICOS Provider Code: 00861K

