

Welcome to Mount Alexander College



empowering students

**Student Orientation
2024**



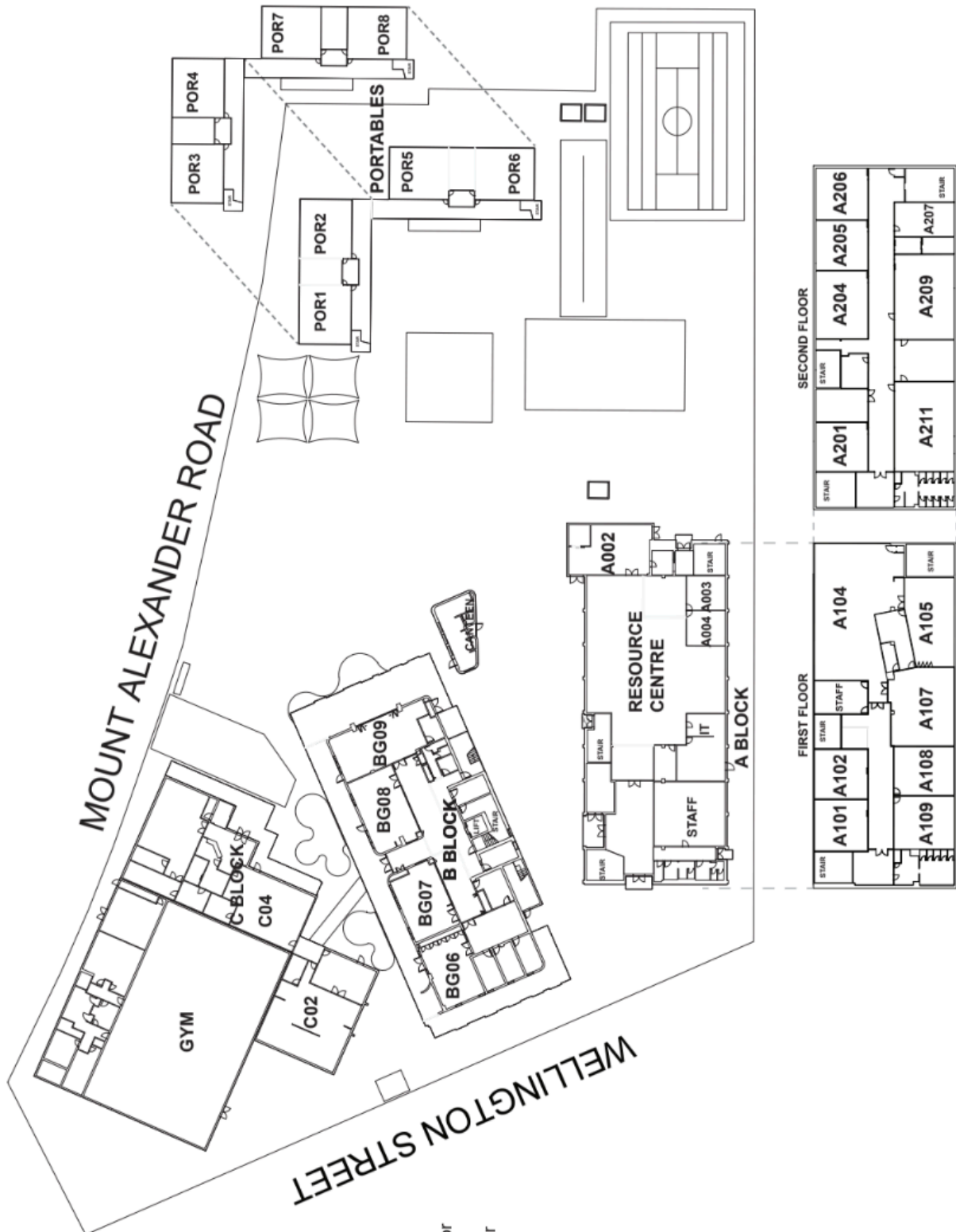
Welcome to MAC

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

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School map



- B BLOCK**
- BG# - Ground Floor
- B1# - First Floor
- B2# - Second Floor
- B3# - Third Floor
- B4# - Fourth Floor
- B5# - Roof

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 you to direct your own learning. We endeavour to create a school that remains connected and engaged with the community and caters for all kinds of success. You are inspired to work towards your full potential and become voices of the future.

School values

Community

The provision of a safe inclusive learning environment in which you feel a sense of belonging and are valued for your 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 yourself, 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: 167-175 Mount Alexander Road, Flemington, Victoria, 3031

Phone: (03) 9376 1622

Fax: (03) 9376 5232

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

Website: www.mountalexandercollege.vic.gov.au

Provider Code: 00861K

The Principal team



Principal
Ms Dani Angelico



Assistant Principal
Ms Meg Rawlins

Houses

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



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









Poseidon House

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



Mr Shannon McVeigh

Student support

	<p>Leading Teacher Senior Academic Advisor – Ms Nicole Lawrence</p> <p>Ms Lawrence looks after the academic welfare of students in Above Entry (10) and Graduates.</p>
	<p>Leading Teacher Junior School Transitions and Programs Leader – Ms Claire Runci</p> <p>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.</p>
	<p>Leading Teacher Student Engagement – Ms Kate Stevanovic</p> <p>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.</p>
	<p>Student Wellbeing Coordinator and Youth Worker – Mr Clark Mitchell</p> <p>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 clark.mitchell@education.vic.gov.au or pop into his office to make a time. Clark supports students to achieve academic success and social and emotional wellbeing.</p>
	<p>Mental Health Practitioners – Ms Elaine Wong and Ms Sandra Harvey</p> <p>Elaine and Sandra work closely with Clark. They support students with mental health needs. Elaine works Mondays and Tuesdays. Sandra works Wednesdays and Thursdays.</p>
	<p>Careers & Pathways – Alison Lovett and Fiona Smith</p> <p>You can see Alison and Fiona for career and work experience advice.</p>
	<p>IT Helpdesk and Support – Craig Draycott, Peter Nguyen, Chao Teng</p> <p>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. Craig works Monday to Wednesdays. Peter works Mondays. Chao works Wednesdays to Fridays.</p>
	<p>Attendance Officer & First Aid Officer – Ms Helen Gattford</p> <p>Helen collects your 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.</p>
	<p>Transition & Enrolment – Ms Joanna Krasopoulaki</p> <p>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.</p>
	<p>Resource Centre, Communications and Marketing Manager – Ms Carla Iannarella</p> <p>Carla looks after all the resources in the Resource Centre. You can see her for recommendations on books to read. She also manages the website, social media, newsletters, and yearbook.</p>
	<p>International Student Coordinator – Ms Angie Ho</p> <p>Angie looks after the international students.</p>
	<p>Daily Organiser & Timetabler – Ms Meg Rawlins</p> <p>If you have problems with your timetable, you should see your Mentor Leader first.</p>
	<p>Doctors in School GP and Practice Nurse – Erin Gordon and Clara Davies</p> <p>The Doctors in School GP Erin Gordon and Practice Nurse Clara Davies are available via Telehealth. Erin works Tuesdays. Clara works Tuesdays. Appointments are made through Ms Stevanovic or Mr Mitchell.</p>

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 you – in and out of the school.**

Student behaviour expectations

We expect you 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 you to:

- respect your 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 your 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 yourself and others.

Aspiration means we expect you 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 you 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
- 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 you 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 you to bring your 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 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

- 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

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

BYOD Expectations and Agreements

You are expected to:

- return a signed BYOD Acceptable Use Agreement annually
- keep computer software up-to-date
- take full responsibility for your devices at all times. 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. 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. You are required to store your phone by 8:45am each morning and not access it until after school at 3:20pm 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.

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.

DCS Uniforms

Online store:

www.dcsuniforms.com.au/collections/mount-alexander-college/

Phone: 0498 756 550

Email: sales@dcsuniforms.com.au

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

Please note:

- The Parents and Friends Association sells second hand uniforms from the school every Tuesday after school. They are located in the MAC Makerspace.
- 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.

Acceptable Footwear



Examples of acceptable shoes/boots



Examples of unacceptable shoes/boots

Class times

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

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

Attendance

You must remain at school for the whole school day unless you are on an approved excursion. We expect you to attend school for all lessons and mentoring every school day of the year. We understand that there are times when you are ill or need to attend appointments. Your parent or guardian must let us know if you are 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 you 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 you are late, you 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 you to make medical appointments outside school hours if possible. If you need to leave early, you 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 you are collected from school. It is the responsibility of you to remember when you need to leave. Unfortunately, the College does not have the resources to collect you 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

Your parent or guardian needs 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

You and your parent or guardian are required to use Compass. Your parent or guardian are given separate access to Compass on commencement at the school. It is a good idea for you and your parents to download the Compass app. Teachers communicate to you and your parent or guardian through Compass and may assign work for you if you are absent. It is important you 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 <https://www.compass.education/guide> for the Compass Guide.

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

Co-curricular activities

We have many co-curricular activities that you 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. 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. You 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 not only playing and performing music but also doing live sound mixing and lighting, songwriting and recording and producing music of your own.

Our current ensembles at the school are:

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



Sport

There are a number of extra sporting activities that are offered throughout the year. They 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 or guardian 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 or 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

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.

Parent involvement

MAC Parents & Friends Mount Alexander College has a very active parent community. There are many ways for your parents or guardians to get involved. One way is through the MAC Parents and Friends Association. They meet on the first Monday of the month at 6.00pm and work together to support the school in many ways. If your parents or guardians are interested in joining MAC Parents and Friends Association, they can send an email to mac.parents.friends@gmail.com



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 you 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 you to borrow. You also have access to an ebook and audiobook platform and online video resource platform. Staff guide your use of the library and the internet for research. There is access to computers and reading material in the Resource Centre.



Gymnasium

Mount Alexander College has a dynamic sports program to encourage you to stay fit when you 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 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 spaces. You are able to enrol in instrumental lessons in brass, woodwind, voice, percussion, and guitar. This is a user pay program. You 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. You can get involved in robotics and compete in national competitions.



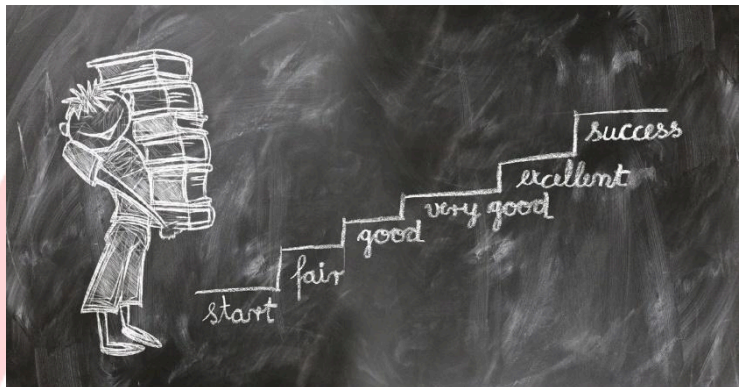
Successful transition tips

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

If transitioning from primary school, you will 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 you begin and at the Entry Level camp. You will experience many changes throughout this transitional phase and we work with you and your family to ensure you are supported with this new and significant change. Our aim is for you 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 your parents or guardians about the positive and negative things
- talk to your 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 your bed!)
- keep your workspace clear from distractions
- limit your technology so you don't end up with an overload
- ask for help if you need it.

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 your planner
- stick your timetable up in your bedroom, or above your desk.

Transport

When travelling on public transport to and from school, you 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). There is also an app (PTV).



Myki



A number of our excursions use public transport so it is essential for you to have your 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 you are under 18 years old, you can purchase a 'child' myki for \$3; however, you must carry your 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). 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

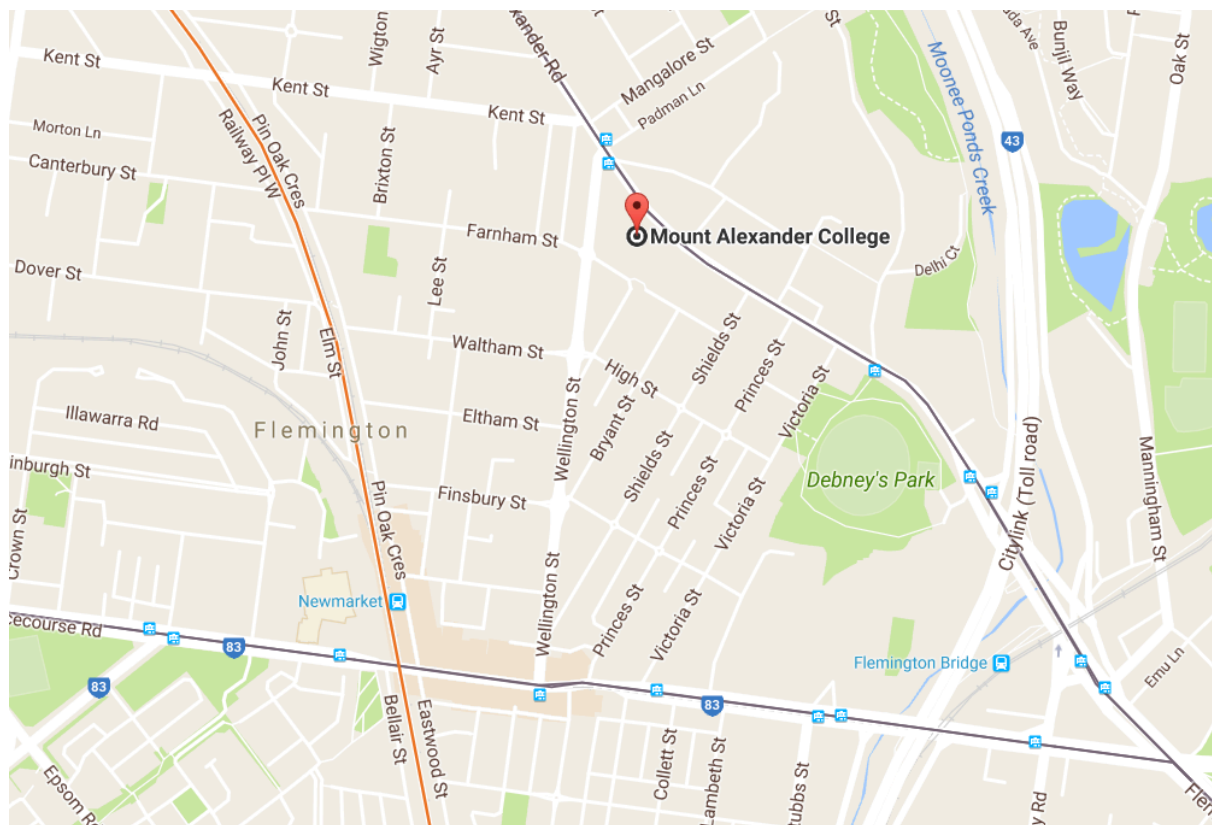
Trams

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 you to use your local library for study and research. The closest ones 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
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Website: mountalexandercollege.vic.edu.au

CRICOS Provider Code: 00861K

