

International Student Program Orientation

New Student Orientation Session

Wednesday 13th July 2022

**WELCOME TO ALL STUDENTS AND THEIR
FAMILIES, FRIENDS, GUARDIANS, HOMESTAY
PROVIDERS & HOST SCHOOL STAFF**



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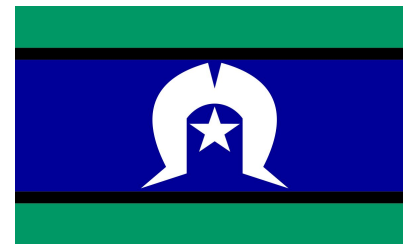
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International Student Program Orientation

Acknowledgement of Country

I begin today by acknowledging the Wurundjeri people, Traditional Custodians of the land on which we gather today, and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.



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Today we welcome students who will be starting their educational journey in Melbourne by participating in one of the following programs:

1. Intensive English Language Centre (IELC) at Macleod College

Upon successful completion of the 20 week program students will attend one of several quality local Victorian Government Schools including Macleod College, Viewbank College, Reservoir High School, Thornbury High School and Charles La Trobe College

OR

2. Mainstream education at Macleod College



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Macleod College International Student Program Staff

Andrew Arney – Acting College Principal

Colleen Cochrane – International Student Coordinator

Ketty Karalis – Intensive English Language Centre (IELC) Program Manager

Greta Kechayas – International Student Program Administrative Assistant

Jie (Joanna) Wan – Multicultural Education Aide (Chinese)

Ngoc (Tammy) Hoang – Multicultural Education Aide (Vietnamese)



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Useful Websites

Victorian Department of Education and Training, International Education Division:

www.study.vic.gov.au

Macleod College: www.macleod.vic.edu.au

Department of Home Affairs: www.homeaffairs.gov.au

Public Transport Victoria: www.ptv.vic.gov.au

Medibank: www.medibank.com.au/overseas-health-insurance/oshc/



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ACHIEVE

We aim high and embrace all opportunities to accomplish our goals.

RESPECT

We demonstrate care, compassion and understanding for ourselves, our community and our environment.

CONNECT

We belong to a diverse and inspiring community and build positive relationships.



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Child Safe Practices

Macleod College is committed to the safety and wellbeing of all children and young people by providing a safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

*Important Child Safe documentation is available on our College Website

We all have a role to play in keeping our children safe from harm



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Monitoring student learning and progress - COMPASS

All students, local guardians and overseas parents will receive an **individual COMPASS account with a personal username and password**

The COMPASS portal can be used by families and students to do many things, such as:

- check student **timetables** and **lesson plans**
 - monitor student **attendance** and provide absence approvals
 - monitor learning task **results**
 - view and download **reports**
 - provide **permission and payment** for events and excursions
 - communicate** with classroom teachers
- and much more.....



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Formal Reporting to Parents/Guardians

There are several opportunities for teachers to provide formal feedback to parents and guardians regarding student progress:

Learning Task Results are available on COMPASS after being assessed by staff

Progress Reports provide a brief overview of student work habits

Formal Reports provide a comprehensive report of student achievements

Parent Teacher Student Conferences allow for meaningful discussions to assist students learning progression

***Parents and guardians/homestay providers are required to regularly check their COMPASS accounts and emails to ensure that they stay informed**



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Attendance Requirements

Macleod College requires that students maintain an **attendance rate above 90% per term**

Any students whose attendance rate falls below 90% will be placed on an attendance contract and issued a formal warning

As part of all student visa conditions, students MUST maintain an attendance rate above 80% each term, for each subject or they could be reported the Department of Home Affairs (DHA) for breaching their visa conditions



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Attendance Requirements

If students are going to be absent, this should be discussed with their parent/guardian and the parent/guardian should provide **written notification to Colleen Cochrane (0425 749 344) prior to 9:00am**. The students should visit with a doctor that day and bring in the **medical certificate** upon return to school

If students arrive to school late or need to leave early, their parent/guardian should provide **written notification to Colleen Cochrane** and the student should **sign in/out at the General Office**

***Student absences should not be a surprise to the International Student Program staff**



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Student Holiday Travel

Students must apply for holiday approval with the International Student Program Team prior to booking tickets, as many factors need to be considered and the school is required to know if a student is not at their usual address

The application process requires students to provide: completed travel application form, written parental permission, copy of the ticket/itinerary

All holidays, either back home or elsewhere, should only be taken during school holiday breaks and approved prior to making any travel or accommodation bookings



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School Uniform

All students at Macleod College are required to **wear full school uniform every day**, with the exception of short term visitors

Students studying in the Intensive English Language Centre (IELC) who will move on to another host school at the completion of the program are required to **wear their full host school uniform** (*contact host school for details)

Sports uniform and shoes can be worn on days when students have a PE/Sports class

*Macleod College uniform can be purchased at the onsite uniform shop on Tuesday and Thursday from 3:15 - 5:00pm

*Macleod College second-hand uniform shop is open on Thursday from 3:00 - 3:30pm



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Bell Times 2022

Period 1: 9:00am – 10:00am

Period 2: 10:00am – 11:00am

Recess: 11:00am – 11:20am

Period 3: 11:20am – 12:20pm

Period 4: 12:20pm – 1:20pm

Lunch: 1:20pm – 2:10pm

Period 5: 2:10pm – 3:10pm



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2022 Term Dates

	Start Date	Finish Date
Term 1	Friday 28th January (Staff only) *Students start on or after 1st February	Friday 8th March
Term 2	Tuesday 26th April	Friday 24th June
Term 3	Monday 11th July	Friday 16th September
Term 4	Monday 3rd October	Tuesday 20th December *Year 12,11 and 10 mainstream students will finish studies before this date (exact dates to be confirmed early in term 4)



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What do students need to bring with them each day?

1. Laptop device

As specified by the student's host school

2. Pencil case with basic writing equipment

Pens, pencils, ruler, scissors, eraser etc

*Provided by Macleod College for all IELC students

3. Relevant book listed items

4. Morning tea, lunch, water bottle

We also have a canteen where students can purchase various foods and drinks



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Enrolment processes that need to be completed today

1. Submission of completed Enrolment Form, Authority Form, ISP Student Contract, ISP Rules and Regulations Acknowledgement

*Local Guardians/Homestay Providers sign forms as the Parent/Guardian

*If you are a Family Nominated or School Sourced Homestay Provider, forms will be co-signed by host school staff

2. Student Visa and Passport provided for copying

*Option 1 & 2 Parent/Guardian Passport, Visa and Vevo Permission requested, if applicable

3. Student OSHC certificate of cover provided for copying

4. Payment of \$200 resource fee

*Intensive English Language Centre (IELC) students only



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Today's Schedule

Time	Orientation Activity
9:30am	International Student Program (ISP) Orientation Presentation
10:30am	Macleod College Tour
11:00am	Music Academy Performance
11:15am	Morning Tea (Guests leave afterward)
11:45am	Intensive English Language Centre (IELC) Orientation Presentation
12:45pm	Lunch
1:30pm	Intensive English Language Centre (IELC) Orientation Activity
3:00pm	Home Time



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Any Questions?



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