

International Student Orientation

New Student Orientation Session

Wednesday 29th January 2020

**WELCOME TO ALL STUDENTS, THEIR FAMILIES,
GUARDIANS AND HOMESTAY PROVIDERS**



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Department of Education and Training CRICOS PROVIDER CODE: 00861K

International Student Orientation

**Today we welcome students who will be participating in the
following program:**

Semester 1 2020 Intensive English Language Centre (IELC)

Upon successful completion of the 20 week program students will attend one of several quality local Victorian Government Schools (Macleod College, Viewbank College, Reservoir High School)

Mainstream classes at Macleod College



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Macleod College International Student Program (ISP) Staff

Colleen Cochrane – International Student Coordinator

Ketty Karalis – Intensive English Language Centre Program Manager

Greta Kechayas – International Student Program Administrative Assistant

Joanna Wan – Multicultural Education Aide (Chinese)

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.border.gov.au
 - Public Transport Victoria: www.ptv.vic.gov.au
- Medibank: www.medibank.com.au/overseas-health-insurance/oshc/



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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 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 learning task **results**
 - view and download **reports**
 - provide **permission** for events and excursions
 - communicate** with classroom teachers
- and much more.....



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Formal Reporting to Parents

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

1. **Progress Reports** (brief review of student work habits)
2. **Formal Reports** (comprehensive report)
3. **Parent Teacher Conferences**

*Learning task results are made available once they have been assessed by staff

*Parents and guardians are encouraged to regularly check their COMPASS accounts



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	Normal	Early Finish (usually the last day of each term)
Homegroup	8:54-9:00	8:54-9:00
Period 1	9:00-10:00	9:00-9:50
Period 2	10:00-11:00	9:50-10:40
Recess	11:00-11:25	10:40-11:05
Period 3	11:25-12:25	11:05-11:55
Period 4	12:25-1:25	11:55-12:45
Lunch 1	1:25-1:50	12:45-1:10
Lunch 2	1:45-2:10	1:05-1:30
Period 5	2:10-3:10	1:30-2:20



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2020 Term Dates

	Start Date	Finish Date
Term 1	Tuesday 28th January *Students start on or after 29th January	Friday 27th March
Term 2	Tuesday 14th April	Friday 26th June
Term 3	Monday 13th July	Friday 18th September
Term 4	Monday 5th October	Friday 18th December *Year 12,11 and 10 students will finish studies before this date (exact dates to be confirmed early in term 4)



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Attendance requirements

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

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 semester, for each subject



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Attendance requirements continued:

If students are going to be absent this should be discussed with their guardian and the guardian should provide **written notification to Colleen Cochrane 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 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 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 the 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 anywhere else, should only be taken during school holiday breaks



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School Uniform

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

Students studying in the Intensive English Language Centre 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)

*Macleod College uniform can be purchased at the onsite uniform shop after school on Tuesday and Thursday every week. *Students wear summer uniform in term 1 & 4 and winter uniform in terms 2 & 3



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What do students need to bring with them each day?

- A **laptop device** as specified by the student's host school
- **Pencilcase with basic writing equipment** (Pens, pencil, eraser etc)
(provided for all IELC students)
 - **Relevant booklisted items**
 - **Morning tea, lunch, water bottle**
(refrigerator, kettle and microwaves available for student use)



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Enrolment processes that need to be completed today:

1. Submission of completed CASES enrolment form, Student Contracts, Acknowledgments, Permissions and Policies

*All local guardians need to sign forms as the parent/guardian.

*If you are a Third Party or Homestay Provider, forms will be co-signed by school staff

2. Copy of Visa and Passport

*Option 1 & 2 Parent/Guardian Passport and Visa also required

3. Copy of OSHC certificate of cover (if arranged privately)

4. Payment of \$150 for all Intensive English Language Centre (IELC) students



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Your first day in class

Thursday 30th January 2020

9:00am - 3:10pm



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Question time



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