



Victorian College of the Arts Secondary School  
57 Miles Street, Southbank, Victoria, Australia, 3006  
Telephone. 03 8644 8644 Facsimile 03 8644 8699

## INFORMATION FOR INTERNATIONAL STUDENTS

- International students are expected to abide by the VCASS Student Code of Conduct Policy
- Students are not permitted to smoke or drink alcohol at any time.
- School begins at 8:30 am and finishes at 3:45 pm.  
After school classes run from 4pm for all specialist programs
- Students are expected to attend school in neat, casual clothing.
- If students are either absent or running late parents/guardians must ring the office (8644 8644) by 9am **OR** enter this absence/late arrival on COMPASS.
- When students are late, they are to sign in electronically at Reception.
- Students are reminded that they must meet **90% attendance** rate for International Students.
- Students mustn't leave the school without permission from their Year Level Coordinator or Mr Sargeant
- Students should ensure that their parent/guardian knows where they are at all times. If students are staying unexpectedly late at school for any reason, please ring home.
- Students performing in the evening for the VCA Secondary School please see the office or Mr Sargeant for a taxi voucher.
- If students wish to spend any time away from home, even for a night, their parents must inform the Mr Sargeant.

### REMEMBER

If you make *any changes* to your VISA,

or

If you are *going home* for the holidays,

or

If you are *returning late* from your holidays,

or

If you wish to *obtain a work VISA*,

or

Just going *away on holidays*.

or

*Staying with anyone other than your Parent/guardian* for any length of time,

or

*Wishing to change accommodation arrangements* because you *are 18*.

You **MUST** see Mr Sargeant,  
International Student Manager  
before you take any of these actions

Please remember, one of your objectives is to learn English, thus speak and read it as much as possible – **English is spoken in all classes.**