



IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

- School begins at 8:30 am and finishes at 3:45 pm (for music students).
- Students are expected to attend school in neat, casual clothing.
- Students are to ask their Homestay (or parent) to ring the office (8644 8644) or me (8644 8625) if they are either absent or running late.
- When students are late, they are to sign in electronically outside the office and take the advice slip to the class teacher.
- Students mustn't leave the school without permission from the Year Level Coordinator*/Dr Richards.
- Students are not permitted to change Homestay/move out into private accommodation without the school's permission, regardless of their age.
- Students should ensure that their Homestay/parent knows where they are at all times. If students are late for any reason, especially for meals, please ring home.
- Students are not permitted to smoke or drink alcohol at any time.
- Students performing for the VCA Secondary School or have late rehearsals please see the office/Dr Richards for a taxi voucher.
- Students are reminded of the school's 90% attendance policy.
- If students wish to spend any time away from home, even for a night, their parents must inform the International Student Manager.

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
Homestay/parent* for any length of time,
or
Wishing to change accommodation arrangements
because you *are 18*.

You **MUST** see Dr Richards,
International Student Coordinator
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 – ***we insist that English is spoken in all classes.***