



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

- 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) if they are either absent or running late.
- When students are late, they are to sign the late book at the office and take the advice slip to the class teacher.
- Students mustn't leave the school without permission from the Year Level Coordinator. \*
- 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 knows where they are at all times. If students are late for any reason, especially for meals, please ring the homestay.
- 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 for a taxi voucher.
- Students are reminded of the school's 90% attendance policy.
- If students wish to spend any time away from their homestay, 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* for any length of time,

or

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

You **MUST** see Mrs Servadei,  
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 – ***we insist that English is spoken in all classes.***

### \*Year Level Coordinators

- Year 7 Mrs Servadei
- Year 8 Mrs Servadei
- Year 9A – 9B Mr Wigg, Ms Gannon, Mr Crossley
- Year 10 Mr Button
- Year 11 Ms Ibbott
- Year 12 Mrs Cullie

## Upon Arrival

### Airport pickup

Upon your arrival in Melbourne, VCASS will arrange for a school representative to meet you at the airport and take you to your homestay.

### At homestay

After you have settled, you and your homestay will make contact with the school. If in years 10, 11 or 12 you will be asked and counseled, to select your subjects so that your student timetable can be finalized.

The International coordinator will assist you to open a bank account and purchase textbooks/a Myki ticket.

### Orientation

There will be an orientation session at the beginning of the year where you will meet key staff members in either music, dance or art and a school buddy, who is in the same specialist group, will provide a tour of the school.