

Student Handbook 2019



A Guide for Parents and Students

Outstanding
students

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The History of The Mac.Robertson Girls' High School

The Mac.Robertson Girls' High School traces its history to the first Victorian state secondary school, the Melbourne Continuation School, which was established in 1905. The school, originally co-educational, was housed in the buildings of the National Model School, Spring Street, Melbourne. Later it became known as Melbourne High School. In 1927 the boys moved to their new building at Forrest Hill leaving the girls in the old building.

As part of a generous gift to Victoria on the occasion of its centenary, Sir MacPherson Robertson presented £40,000 for the provision of a high school for girls. The present building was officially opened in November 1934.

Extensive building and renovating has enabled the school to be on one site using state-of-the-art buildings.

OUR MISSION

To excel in the provision of education for girls in an intellectually vibrant community.

GUIDING VALUES

The Mac.Robertson Girls' High School is committed to:

- engendering a love of learning
- offering an education based on liberal/democratic values
- achieving unequalled academic success
- providing a challenging, tolerant and supportive environment
- fostering confidence, responsibility and self-discipline
- cultivating integrity and mutual respect
- developing effective leadership skills
- meeting the challenges of the future while respecting the past

Welcome To Mac.Rob

Subject Selection Information Session (Year 10 students only) Wednesday 22nd August, 2018

New students entering year 10 in 2019 are invited to a subject selection information session on August 22nd. This will commence at 1.30pm on school grounds, and conclude by 3pm. All students entering year 10 are encouraged to attend to understand the selection process. Please meet in the foyer.

2019 YEAR 9 STUDENTS ORIENTATION DAY – Wednesday 12th December, 2018

The Orientation Day is Wednesday 12th December 2018. Students should arrive at 8.40am and go to the gym first (which is next to the theatre) to collect their orientation booklet. There will then be an assembly in the school theatre commencing at 9am for students. Students who would like to be part of the Transport Buddy Program will have the opportunity to sign up on the day. (This is a program where Year 10 students assist new Year 9's in travelling to school.) The Orientation Day will conclude at approximately 2.15 pm. Uniform is not required on this day and lunch will be provided.

2019 YEAR 10 & 11 STUDENTS ORIENTATION DAY – Thursday 22nd November, 2018

The Orientation Day is Thursday 22nd November, 2018. Uniform is not required on this day. A timetable of the day will be sent to families.

Term Dates & Public Holidays

2019 TERM DATES

Term 1: *29 Jan – 5 April
*New students start – 30 Jan
Term 2: 22 April – 28 June
Term 3: 15 July - 20 September
Term 4: 7 October – 20 December

2019 PUBLIC HOLIDAYS

Labour Day 11 March
Good Friday 19 April
Anzac Day 25 April
Queen's Birthday 10 June
Melbourne Cup Day 5 November

Information about the First Day of 2019 – New Students (9, 10 & 11)

School resumes for New Year 9 students on **Wednesday 30th January, 2019**. Students are expected to arrive at school by 8.25am and be in full school uniform. When Year 9 students arrive they are to meet in the theatre at 8.30am for a brief meeting. There will be signs to assist students in where to go. The day will involve assemblies with their Year Level Coordinators and time to meet with their Form Teachers as well as other students. They will also spend time with their Peer Mentors - Year 10 girls who will act as buddies for new students. New Year 10 and 11 students will also commence on this day. So you won't be the only new students!

On the first day, **Wednesday 30th January**, Students should come prepared with a **folder, paper, pen, and food for recess**. (The canteen will not be open on the first day.) Students **should not bring all their textbooks**. During the course of the day lockers will be assigned to students along with a sturdy padlock. Students should also bring any forms (e.g. Language selection form) that have not yet been returned. Orientation activities will be undertaken by all Year 9 students on the first day. Students will be dismissed at approximately 2.00pm on this day.

The first day of timetabled classes for all 2019 students will be Thursday 31st January. Classes will commence at 8.30am. Students should be at school no later than 8.20am.

Wednesday Afternoons

Each Wednesday, timetabled classes finish at 1.35pm. The afternoon is used to accommodate our students who are enrolled in VET courses. For students not studying VET this time is also used for activities such as Middle School co-curricular activities, excursions, guest speakers, private study, accessing learning technology and watching films, which are essential to, or an extension of, class work. Music and drama rehearsals, sporting activities and special tuition may also be arranged by the school for this time.

All students must be available to participate in school activities from 1.35pm until 3.10pm. Wednesday afternoon should **not** be regarded as "free" time for going shopping, scheduling appointments or part-time employment. Parents and students will be given as much notice as possible regarding forthcoming activities for Wednesday afternoons.

Daily School Procedures

Attendance and Absence

Regular and punctual attendance is expected of all students. Bell times are published in the School Diary. Students are expected to be at school by 8.20am in time for an 8.30am start and to remain at school until 3.10pm with the exception of Wednesday afternoons, when special arrangements apply. Prolonged absence from school due to family holidays should be avoided and require parents/guardians to request the permission of the School Principal to grant leave.

Procedure for entering Student Absence

For any absence of either 1 or 2 days, please go to the Compass Parent Portal and authorise the absence. If the absence will be 3 days or over please email studentabsence@macrob.vic.edu.au

Please include the following information in the message:

- Student Name
- Student Code
- Student Form
- Reason for absence
- Duration of absence (if known)

Parents will be provided with login details to our attendance and reporting system called Compass. All parents will have online access to this system; here you will be able to record the approval of all absences. This is our preferred method of absence approval.

Compass

Compass is the main communication interface that Mac.Rob uses to manage attendance, reporting, parent-student teacher interviews, daily notices and connecting families with staff. It is a school expectation that families familiarize themselves with the use of Compass and access this portal on a weekly basis. Here you will be able to contact staff, see your daughter's report and notify her teachers of impending absence. You will be provided with login details, it is important you login at the beginning of the academic school year, should you encounter any Compass issues, please notify the school on office@macrob.vic.edu.au or phone 98647700 immediately so we can ensure your ongoing access.

More information about our attendance policy and procedures will be given at the start of 2019.

Illness and Sickbay

Students who are ill should be kept at home as the school has neither the facilities nor the full-time human resources to adequately care for sick students. If a student becomes ill whilst at school she will be placed in the sickbay and/or parents will be contacted. Students who are unwell will not be sent home without the prior consent of parents. In an emergency a student may be taken to hospital by ambulance; it is therefore essential for the school to have accurate and current home, business and emergency telephone numbers, and that parents are covered for ambulance costs.

Uniform

School uniform is a visible sign of the school as an entity and of the individual student's membership of a school. The wearing of school uniform symbolises both the wish to belong to the school and pride in the school and its traditions. Students seeking to enrol at The Mac.Robertson Girls' High School accept the responsibility to wear the school uniform as approved by the School Council on all occasions when they are representing the school, and in a manner that will bring credit to the school. Parents are expected to provide active support of the school's uniform policy. The school is happy to accommodate cultural needs of students.

The school blazer must be worn to and from school, except on days of exceptional heat. Under no circumstances is the jumper to be worn as an outer garment to and from school. Students who do not observe this requirement will incur a detention.

Summer

- Charcoal grey blazer with school braid and badge;
- Short-sleeved, A-line style knee-length dress in school colours;
- School V-neck pullover – red Year 9 & 10, green Year 11 & 12;
- White knee-high socks; and
- Black lace-up school shoes or black T-bar sandals.
- Alternative:
- Plain white collared shirt
- Grey school shorts
- School V-neck pullover – red Year 9 & 10, green Year 11 & 12;
- White knee-high socks; and
- Black lace-up school shoes

Winter

- Charcoal grey blazer with school braid and badge;
- Tartan skirt in school colours of grey, green and red—**knee length** or longer;
- School V-neck knit pullover only – red Year 9 & 10, green Year 11 & 12 (no other garments allowed under blazer);
- School approved charcoal grey pants may be worn as an alternative to the skirt;
- School tie;
- Long sleeved white shirt with stiffened collar;
- Black tights (sheers are not allowed); and
- Black lace-up school shoes. T-bar sandals may be worn but are not recommended for winter wear.
- Alternative:
- Plain white collared long-sleeve shirt
- School pants
- School V-neck pullover – red Year 9 & 10, green Year 11 & 12;
- White knee-high socks; and
- Black lace-up school shoes

Sport & Physical Education

- Polo knit T-shirt with school monogram;
- School sport shorts;
- School track pants and rugby top;
- The school monogrammed sports cap; and physical education drawstring bag

Uniform (cont.)

Accessories / Jewellery

The following uniform accessories are available at school:

- House badges \$4.00;
- School badges with safety chain \$5.50.

Jewellery must be simple and appropriate for wear with school uniform. A watch and one pair of plain sleepers or studs for those who have pierced ears are acceptable items of jewellery. Nose rings or studs or other facial piercings are not acceptable at school. Inappropriate jewellery may be confiscated and returned following contact with parents.

School Bags

Students are required to purchase the official school bag: a monogrammed, nylon backpack available at Bob Stewart.

Uniform Suppliers

Bob Stewart of Kew, 205 High Street, Kew (near the old Post Office) Telephone 9853 8429.

Bob Stewart of Albert Park 119-121 Victoria Avenue, Albert Park. Telephone 90367379

www.bobstewart.com.au

Administration – Organisational Structure

Assemblies

Form assembly is held each morning after recess, except for Wednesday. School assemblies and year level assemblies are held on Mondays and House assemblies are held on Wednesdays.

Communication with Parents

The Mac.Robertson Girls' High School recognises the importance of regular communication between the school and home to foster a shared commitment to the education of its students.

This is achieved through:

- Compass online
- The school newsletter that provides information about the school and forthcoming events. This is issued electronically every Friday and on our school website. Hard copies are also available. As there are often reply slips requesting information, it is essential that parents receive the newsletters;
- Parents contacting the Year Level Coordinators to discuss their daughter's education and welfare;
- Year Level Coordinators contacting parents when they are concerned about the absence, conduct, welfare and progress of students; and
- Class teachers and form teachers contacting parents about student welfare and progress.

Financial Assistance

Two main forms of Financial Assistance can be sought. Camps, Sports and Excursions Fund is available for eligible families. Please visit the Department website for more information.

For students over the age of 16 an Austudy Allowance is available; special conditions apply.

Parents experiencing financial hardship should not hesitate to contact the Student Welfare Coordinator, Mrs. Baldock or the Principal, Dr. Toni Meath. All enquiries are treated in strict confidence

Financial Information

Parent Contributions

- Each year the School Council determines a set of recommended Parent Contributions to support the learning programs and other goods and services provided to students

at each year level.

- Additional charges are the Year 9 Orientation Camp, Year 10 Camp, occasional excursions during the year and requested voluntary donations to the School Building Fund.

Administration – Organisational Structure (cont.)

Forms

The school is organised on a form basis (9A – 9J, 10A-J etc.). In Year 9 the forms are determined according to Language choice. Each form teacher exercises a pastoral care role, and attends to roll marking, social service planning and general administrative matters.

Houses

Students are allocated to one of four Houses: Dryads (green), Naiads (blue), Nereids (white), Oreads (red). A lunchtime program operates which includes approximately twenty sports, public speaking and debating activities. The highlights of the House Activities Program are the swimming and athletic carnivals and the competitions in chorals and drama. The House Activities are designed to foster team spirit and enjoyment. All students are encouraged to support and participate in the program.

Parents' Association

The Parents' Association meets at the school on the first Tuesday of every month. All parents are invited to join the association and attend its meetings. Office-bearers are elected at the Annual Meeting held in March each year.

School Council

School Councils have a major responsibility for the educational policies and planning in a school, for the administration of finance and the maintenance of buildings and facilities. Membership is representative of groups affected by Council policy. The Mac.Robertson Girls' High School, School Council consists of fifteen members, six non-DET employees (elected from the parent community), five DET employees, with the Principal as Executive Officer and elected staff members, and four co-opted members (representing student and community bodies).

Student Representative Council

The Student Representative Council enables students to have a voice in decision making. Each Form is represented on the Council, and there are two Student Representative Council Executives elected by each year level.

Student Wellbeing Coordinator

The Student Wellbeing Coordinator, Mrs Gillian Baldock, is available to cater for the wellbeing needs of all students. She works in conjunction with the Principal, Assistant Principals, Heads of School, Year Level Coordinators and other staff. Parents and students are welcome to make appointments directly with Mrs. Baldock on 9864 7713 or bal@macrob.vic.edu.au

Year Level Coordination

At both the Senior and Middle School, student support and welfare are the responsibilities of a team led by the head of each sub school and supported by the Year Level Coordinators. Year Level Coordinators organise class groups according to subject selections, provide counselling as required, discipline students and communicate with parents. Year Level Coordinators liaise with form and subject teachers in attending to the academic and social needs of the students in their charge.

Assessment and Reporting

Authenticity of work

For all students there is continuous assessment. Work done in class, homework exercises, assignments and topic tests are included in this assessment. Students are reminded that cheating and plagiarism are not acceptable. This includes copying from other students or from resources, such as the internet, journals or books. Where a teacher has concerns that work is not genuine, students may be asked to provide evidence to support their submission. Work that is determined not to be a student's own will be referred to the Year Level Coordinator. Students may also be penalised if they knowingly assist someone else to break these rules.

Student Reports

Reports are issued online to parents at the end of each semester. Reporting is based on a student's progress and achievement against the expected statewide standard in each subject. Reports will be issued electronically and accessed by parents using the online School Management System – Compass.

General Information

Year 9 Camps

2019 Year 9 Orientation Camps

Week 1: Tuesday 5th to Friday 8th February 2019 - 9A, 9B, 9C, 9D, 9E

Week 2: Tuesday 12th to Friday 15th February 2019 - 9F, 9G, 9H, 9I, 9J



The camp facilities are comfortable. Each fully-carpeted room contains between six and eight bunk beds and an ensuite. Linen is provided; students will need to bring their own towels and pillow. The students are responsible for maintaining their rooms in a clean and tidy condition as well as setting and



The 2019 Year 9 Orientation Camp will be held at Valley Homestead, Ovens near Myrtleford, at the base of Mount Buffalo. This is an essential part of each student's orientation to the school and we expect that every Year 9 student will attend. The Year 9 Orientation Camp is designed to facilitate the development of friendship groups amongst the students and to increase the cohesion of the entire

year level. The camp provides a relaxed environment for the girls to begin identifying with their new school and socialising with their peers and staff. The program encourages participation, cooperation and most importantly, it's fun! It is how students make new friends, settle in and have shared experiences at the start of Year 9.

later clearing tables at meal times (on a roster basis). Camp gives new students the chance to make friendships and share an amazing educational experience.

Outstanding
students

Year 10 Camp

Exact dates will be confirmed during 2019. This camp is an important part of the transition from Middle School to VCE and also enables students to strengthen their friendships with their peers. More information on Year 10 camp will be provided during the year.

Canteen

The School Canteen is open during recess and lunchtime from the 31st January 2019. Students may lodge orders for lunch at the Canteen.

Co-curricular Activities

The Mac.Robertson Girls' High School offers an extensive co-curricular program. A great way of settling into the life of a new school is to get involved in a few co-curricular activities. Numerous activities are held during lunchtimes in which all students are invited to participate. Activities include house competitions such as lip-synching, theatresports and a variety of sports. This friendly, inter-house competition is well organised, with aggregate scores leading to the award for the House Shield at Speech Night.

A large variety of clubs and leadership groups are run during lunchtimes, such as the Environment Group, Drama Club, Amnesty International, language clubs and many more. The Mac.Robertson Girls' High School is also involved in an extensive range of inter-school activities including debating and public speaking, competitions and conferences in different learning areas, leadership training and combined concerts and productions with Melbourne High School.

Grounds

At The Mac.Robertson Girls' High School each student is expected to be conscious of the environment and ensure that the grounds in and around the school are kept tidy. Students are encouraged to eat their lunch outdoors whenever weather is suitable. Provision is made for students to use certain rooms in the main school building during inclement weather. From late February until Labour Day altered pedestrian and vehicular conditions necessitated by the staging of the Grand Prix will be evident. Expectations of students with respect to these areas will be made known as the changes take place. Students should be mindful of the safety issues associated with these events and accommodate activities accordingly.

Homework

Homework is set on a regular basis at all levels. As well as assignments, essays, and exercises, careful and constant revision and wide reading are encouraged as part of the homework program.

Recommended Time to Be Spent on Homework

Year	9	1.5 hours per night
	10	2.0 hours per night
	11	2.5 hours per night
	12	4.0 hours per subject per week.

Year Level Coordinators are available to advise students about planning and use of study time. Parents can assist by providing suitable conditions for study and ensuring that homework is recorded in the school diary and that set work is completed. **Students are encouraged to have a healthy balance between their academic studies, extra-curricular activities and time to do other things such as relax and chill out. Sleep is important and acts as food for the brain. Teens need 8 to 10 hours of sleep each night to function best.**

Information Literacy Program

Provision of an Information Literacy Program is an integral part of the service provided by the Learning Resource Centre (LRC) staff. Information literacy forms the basis for lifelong learning. It is common to all disciplines, to all learning environments, and to all levels of education.

It enables students to become self-directed learners who can:

- define a research project efficiently and effectively;
- locate and select appropriate traditional and electronic resources;
- organise and synthesise information;
- present findings in a manner best suited to the task and audience; and
- evaluate the learning process.

The skills learnt in this program are particularly pertinent in preparing students to embrace the 'knowledge economy'. All students in Year 9 participate in the information literacy program. The first stage of the program is a whole day session, which is held early in the year. At the beginning of this day students are given a pre-test to establish their existing knowledge of the information literacy process. Students are then introduced to the process of defining a project, locating and selecting resources, organising and synthesising information and, presenting and evaluating a research project.

The skills learnt in this intensive program, are further developed within the context of the English program and are practised across the curriculum. At the end of the year, students are given further sessions by LRC staff, which assists in the refinement of students' information literacy skills. At this time, a post-test and a student evaluation survey is conducted.

Learning Resource Centre (Library)

The Learning Resource Centre (LRC) is open from 8.00am every morning and until 3.30pm on Tuesday, Wednesday and Friday and 4.30pm on Monday and Thursday. Three librarians are available to attend to the needs of students. Loans are usually made for a fourteen-day period. Reference loans, however, are only made overnight.

Lockers & Care of Property

Each student is assigned a locker at the beginning of the year, which must be secured with a sturdy combination lock (supplied by the school) and maintained in good order throughout the year. Students are responsible for the cleanliness of their locker and the surrounding locker area. Items should not be left outside the lockers.

All items of clothing, books and bags should be clearly marked with the student's name. Musical instruments should also be clearly identified and not left lying on top of lockers. The music practice rooms are available for storage purposes. Although every effort is made to locate lost property, students are ultimately responsible for their own belongings.

Money and Valuables

Should students need to bring large sums of money or valuables to school, these must be handed to the bursar or General Office for safekeeping. Students are advised not to leave valuables in their lockers. Students may keep their mobile phone on them but it must be off during classes and during assemblies.

Music - Instrumental and Performance Music at Mac.Rob

There is a thriving music performance program at Mac.Rob. All students are offered opportunities to be involved in large and small ensembles, choirs and other combination of bands throughout the year in concerts, soirees, competitions and other events, Students who are not enrolled for instrumental lessons are welcome to join any of the school ensembles. 2019 ensembles include: The Symphony Orchestra (auditioned), Symphonic Wind Band, Chamber Voices (auditioned), Chorale, String Ensemble, Chamber Strings (auditioned), Percussion Ensemble, Clarinet Ensemble, Saxophone Ensemble, Flute Ensemble, Flute Quintet (auditioned), Stage Band (auditioned), Brass ensemble, String Quartet, Musical Theatre pit orchestra, Combined Orchestra (with MHS), Combined Strings (with MHS), Combined Choir (with MHS), and various rock bands.

Music - Instrumental Music Lessons

To support the ensemble performance program at Mac.Rob, individual and group instrumental lessons are offered through the Music Department. The school employs specialist instrumental teachers who have experience training students at VCE level, tertiary level and for external music examinations. There is a non-refundable subject levy upon enrolment and students are expected to learn for the whole year. Instruments offered are: Violin, Viola, Cello, Double Bass, Classical Guitar, Flute, Oboe, Clarinet, Saxophone, Bassoon, Trumpet, French Horn, Trombone, Tuba, Orchestral Percussion, Drum kit, Voice and Piano.

Lessons are given to students on a rotational withdrawal basis so students will only miss one class per week when they have their instrumental music lesson. All students who learn an instrument in the school are assigned to a core ensemble, but can also join any other groups. Students may commence study of an instrument without any prior experience on the instrument. The allocation to have group or individual lessons is at the discretion of the Director of Music. There are some instruments available for hire for students enrolled for lessons or in the ensemble. Students interested in having lessons at school need to submit an application form, available from the music office.

Palladians

Palladians is the alumni association which meets regularly throughout the year. Through the Palladians and their newsletter ex-students are able to maintain their ties with the school. A reunion for the previous year's VCE students is held mid-year. Other social occasions are organised. The Palladians annual meeting is held at the school in March.

Pallas

Pallas is the school magazine which is published annually. It is a record of the school year using words, graphics and photographs; a memorable keepsake. All students are encouraged to contribute to the magazine.

Parent/Student/Teacher Conferences

Parent/Student/Teacher Conferences are held twice a year: early in term 2 and during term 3. Parents have the opportunity to meet with subject teachers and the Year Level Coordinator at these times to discuss their daughter's progress.

School Photographs

At the beginning of the school year all students are photographed for their school identification card and for personal purchase. These photographs are available to parents on a sale or return basis. Individual photographs may be ordered. Full details will be given in the newsletter.

Speech Night

Speech Night is the major event in the school calendar held at the Melbourne Town Hall in term 4 each year. **Attendance is compulsory.** Speech Night is highlighted by performances from the various music groups within the school, and awards presented in recognition of academic achievement, good citizenship and participation in the House Activities Program. Speech night in 2019 is scheduled for 19 November. This is a compulsory school event for all students.

Sport

Sport, in a variety of fields including athletics, swimming and team sports, is organised for students to compete in at inter-house and district levels. Some of the school's swimmers, athletes and team players advance to the zone finals and then to the state finals. Students competing at a state or national level should make this known to the Year Level Coordinator to ensure that allowances are made for their sporting and academic commitments.

Student Compass Newsfeed

Compass newsfeed is used to communicate with students and parents. Please check this every day via the front page of Compass.

Student Code of Conduct

The School Discipline Policy incorporates the Department of Education guidelines and the values expressed in the School Profile. The support and co-operation of parents in carrying out the policy of the school is expected.

In order to make the most of their educational opportunities, students should expect to:

- be given access to a broad range of school activities;
- be able to learn without distraction or interference from others;
- have an environment which provides an atmosphere and facilities which will enhance their prospects of success;
- be shown respect, concern and interest from their teachers;
- feel safe from discrimination, harassment or indoctrination;
- be encouraged to participate in the school's decision making processes;
- receive regular communication about their progress;
- have ready access to assistance in resolving school-related problems.

Students are expected to:

- behave at all times in a manner which shows regard for their own safety and that of others;
- conduct themselves in an appropriate manner at all times when representing the school;
- attend all scheduled classes and remain within the school boundaries throughout the school day unless authorised to be elsewhere;
- come to class prepared for work and be responsive to guidance and advice;
- interact courteously with teachers and with each other;
- respect the rights of other students to have equal access to information resources;
- place the highest value on honesty in their dealings with teachers and with each other;
- respect their personal health and comply with the school and legal prohibitions associated with the use of cigarettes, alcohol and other drugs;
- care for their own property and respect the property of fellow students and the school;
- care for the environment and assist in keeping the school grounds clean and tidy;
- wear the school uniform correctly.

Responses to breaches of this Code of Conduct include:

- resolution of the problem, without recourse to sanctions, by consultation between student, teacher and the Year Level Coordinator;
- interviews which may involve parents, Student Welfare Coordinator, Year Level Coordinator, Head of Sub School and/or Assistant Principal;
- sanctions including a conduct card, detention and/or daily reporting;

The Mac.Robertson Girls' High School Student Engagement and Well-Being Policy, provides guidelines on how to deal with serious discipline procedures.

Student Leadership and Special Interest Groups

There are many opportunities for students to be involved in leadership positions at the school and to participate in workshops and leadership training. There are a number of form positions available to students including Form Captain, SRC Representative, Social Service Representative, Environment Representative, I.T. Representative and Ethos (student magazine) Representative. These positions are all filled through form elections in the first few weeks of school.

There are a number of other leadership groups which meet regularly at lunchtimes such as the Pallas (School Magazine) Committee and IT/Web design Committee, which all students are welcome to be part of.

Students interested in advocating on behalf of others at the school may run for a Student Representative Council (SRC) position or those with an interest in community and charity work may run for a Social Service Representative position. Concern for others is reflected in the effort which the students put into fundraising for Social Service. Fundraising is organised on a form group basis, each form selecting the charity to which they will donate the money raised. Environmentally minded students are invited to join the Environment Group and further details of all of these activities can be found in the Co-curricular Handbook, issued later in the year. More information can be found in the Co-curricular Handbook.

Student Course counseling

Students in Year 9 and 10 will have some form of course counseling. This is to assist them with planning their subjects and/or electives. It will also help students map out their future studies such as VCE and provide extra support in order for them to do so.

Student Consideration of VCE Studies

Students at Mac.Rob are expected to study six Unit 3, 4 studies so as to maximise their ATAR score. They must study a MINIMUM of four Unit 3, 4 studies in Year 12. Therefore, the whole of the two year program must be considered when planning to incorporate studies outside of school. This includes external Language studies undertaken as Saturday schools and University Enhancement studies. If planning to study a University Enhancement Study, it is carried as the "fifth" subject while in Year 12 – students contemplating this should therefore only undertake ONE Unit 3, 4 study when in Year 11. If a student wishes to study an external Language, that decision must be factored into the subject selection at the school. For example, should a student wish to study a University Enhancement Study as well as an external Language, her course at school would incorporate the remaining four Unit 3, 4 studies being undertaken in Year 12 and six Unit 1, 2 studies being taken when in Year 11. The external Language could be incorporated when the student is in Year 11 but would count as a seventh study in that year. Students will be given more information about VCE as they move through the year levels.

Students Studying Language outside of school

A student at Mac.Rob may decide to study a Units 3 and 4 Language outside of school, providing it is not a subject offered by the school. However, it should be noted that this externally-offered Units 3 and 4 subject will be counted as one of the six Unit 3/4 subjects that they may complete during their time at Mac.Rob. (Note: Students are permitted to study a maximum of six Units 3 and 4 subjects during their time at Mac.Rob, four of which must be during Year 12.)

Finally: What our students say.

The Mac.Robertson Girls' High School is a learning community that strongly believes in the importance of student voice. For this reason we asked our current Year 11 and 12 students; **What advice or words of wisdom would you give a new student coming to Mac.Rob in 2019? Here is what our students said:**

“Get involved in every extracurricular you possibly can because after Year 9 it's very difficult to immerse yourself into activities. oh and remember House is your family!!”

“Just remember that everyone has/is going through the same thing you are. People will be understanding. Try and embrace all the opportunities you have, and all the people you meet.”

“Get involved in as many extra-curricular activities as you want, getting involved will help with meeting more people/new friends with similar interests as you (and will also help with any applications you may need to write in the future). There are plenty of support mechanisms set in place for new students (and all students, in fact), and know that there is no shame seeking help if you ever need it.”

“Everybody is very friendly - just approach them”

“It's ok if you don't find friends as quickly as you anticipated or if you don't find them until a few weeks into the first term. Some students might even feel isolated or like they don't belong at Mac.Rob until midway through term one, but everyone takes a different amount of time to adjust and that's ok too. While you might have a hard time finding your place at Mac.Rob, that time will pass.”

“The best way to make friends is to join clubs and participate in extracurricular activities, you'll find others with the same or similar interests in these clubs etc. and it will help you find like-minded friends a bit quicker!”

“Most students will also have preconceived ideas about what the school will be like and will sadly, or not so sadly find, that most of what they thought it was going to be isn't actually true. Also, while getting advice like this is great, I certainly never heeded any of it (partly because the advice itself was too overwhelming), so some people will just learn as they go:)”

“Do not be sucked into the wormhole of "I need a tutor because my smart friend has a tutor therefore I will be smart if I get a tutor" - the two are mutually exclusive and the sooner you realise this the easier your life will be!! Your teachers are your number one go to, even if asking questions in class is scary don't ever stop asking questions! Choose the subjects you are most deeply intrigued by, not just those that seem useful or scale up, and most importantly realise that this is an environment full of highly talented, ambitious, young people so instead of being overly competitive, try leaning on each other to help everyone be the best they can. Good luck!”

“Don't be shy! Participate in everything even if you don't know how to do it. It will help you open up and make friends”

“Your Mac.Rob experience depends on how much you put into the school. Take it as a new opportunity to think about who you want to be in life and walk through the doors on that first day as that person. Mac.Rob offers you a safe environment to develop your sense of self, so that on your final day in Year 12; you'll walk away the best version of yourself.”

“Never forget that you earned your place in this school for a reason, have fun and enjoy these four years.”