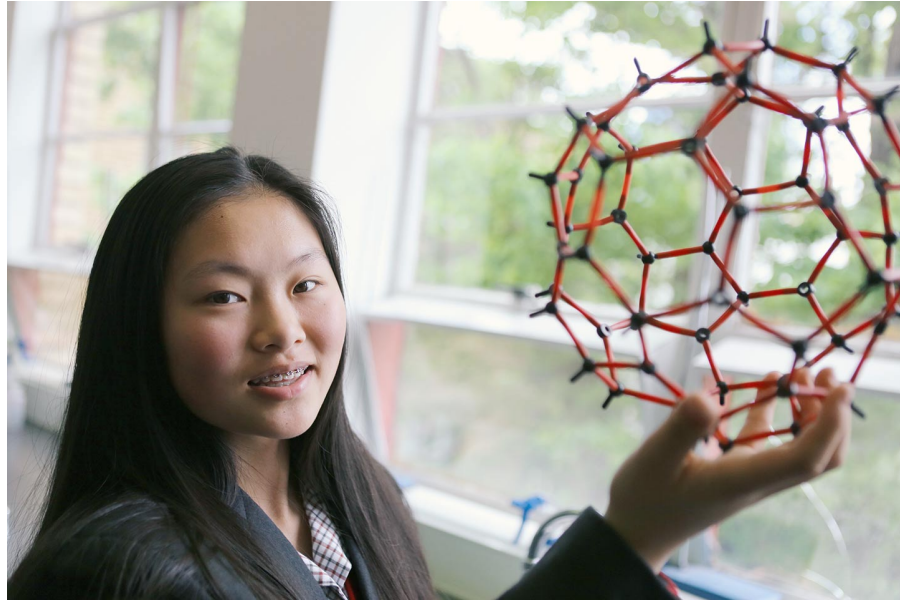


# The Mac.Robertson Girls' High School



## 2020 Year 09 Transition Booklet

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欢迎！ සාදරයෙන් පිළිගනිමු

Chào mừng! **Welcome!**

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### SCHOOL CONTACT DETAILS

The Mac.Robertson Girls High School  
350 – 370 Kings Way Melbourne Victoria Australia 3004

9864 7700

[office@macrob.vic.edu.au](mailto:office@macrob.vic.edu.au)

[www.macrob.vic.edu.au](http://www.macrob.vic.edu.au)



## WELCOME TO MAC.ROB

*from 2019 School Captains, Chelsea and Sinali*

We are very excited for you to join our community and we hope your Year 9 at Mac.Rob will be the start of a fulfilling stage of your life full of growth, learning and fun.

Moving school is about new beginnings where there are many opportunities at Mac.Rob for new experiences, rewarding friendships and learning together. At Mac.Rob we have methods in place which will support your smooth transition into our community, these include transport buddies, peer mentors and club memberships to meet other students.

Mac.Rob is a very special environment where like-minded students describe themselves as determined, ambitious, passionate and independent. These qualities are supported and aided by the Mac.Rob's variety of clubs, house events, sports, music ensembles, opportunities for leadership positions and other extracurricular activities. We encourage you to get involved and make the most of your time at Mac.Rob!

Our hope for you is that Mac.Rob is a place where you will experience the most incredible journey, learning in a supportive environment.

We warmly welcome you to Mac.Rob!

Chelsea Truong - School Captain 2019  
Sinali Ratnayake - Vice Captain 2019

## 2020 TERM 1 DIARY DATES

Year 9 students commence: Wednesday 29th January

Valley Homestead Camp 9A-9F: Tuesday 4<sup>th</sup> – Friday 7<sup>th</sup> February

Valley Homestead Camp 9G & 9L: Tuesday 11<sup>th</sup> – Friday 14<sup>th</sup> February

Swimming Carnival: Wednesday 26th February, MSAC - 1.30pm twilight meet

Labour Day Holiday: Monday 9th March Last day of term: Friday 27th March





## TRANSITION PROGRAM:

The transition program for future Year 9 students is comprehensive and supportive. At the transition events you will be introduced to your teachers, meet your peers and learn about life as a student at Mac.Rob. Your attendance is required at all events to help achieve a smooth transition and we look forward to welcoming you into the Mac.Rob community.

Transition dates

**DAY 1** Information Evening: Thursday 14th November 7pm, School Hall

**DAY 2** Orientation Day: Wednesday 11th December 8.45am Theatre

**DAY 3** First day @ Mac.Rob: Wednesday 29th January 2020 8.30am

Please notify your current school that you have Orientation Day on Wednesday 11th December 2019

### Orientation Day

#### ***Where to meet on Orientation Day?***

Students should assemble in the school theatre, marking their names on lists in foyer by 8.45am.

Parents are welcome to drop their children off and then return to pick them up by 2.30pm.

#### ***The program will include:***

- Locker Allocation
- Email login and access
- Meet your teacher and friends of your form class
- The curriculum of Mac.Rob and the subjects you may be studying
- Allocation to a House group and your first House Meeting
- The significant relevant locations for year 9 around the school
- Camp 2020 Information at Valley Homestead, Ovens
- A review of major events at Mac.Rob for the year
- Sign Up for Transport Buddy

#### ***What to bring?***

Dress in comfortable clothing appropriate for the weather, school uniform is not required for this day.

Bring a pen, notepad and device if you wish to make notes on it.

A packed lunch should be brought, along with a water bottle and snacks to keep nourished throughout the day.



## SCHOOL UNIFORM

School uniform is a visible sign of you belonging to our school. The wearing of school uniform symbolises both the desire to be part of the school community and pride in your school and its traditions. Students attending 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 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 pleased to accommodate cultural needs of students.

The school blazer must be worn to and from school, except on days of exceptional heat.

All uniforms can be purchased from 'Bob Stewart'. [www.bobstewart.com.au](http://www.bobstewart.com.au)

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 9036 7379

## ATTENDANCE

Bell times will be published in the School Diary which you will receive at the beginning of the school year.

Arrive at Mac.Rob by 8.20am for an 8.30am start each day.

All school days finish at 3.10pm with the exception of Wednesday afternoons, when timetabled classes finish by 1.45pm and special arrangements apply.

## ABSENCE PROCEDURE

All absences should be recorded by parents by logging onto the Compass Portal.

Prolonged absence from school due to family holidays should be avoided and require permission of the school Principal to grant leave during term time.

## BYOD (Bring Your Own Device) PROGRAM

As a school we focus on the use of digital technologies to enhance the teaching and learning environment for both teachers and students at Mac.Rob. Our aim is for every student to have a personal device that they bring to school on the first day of 2020 and every day thereafter.

If you have a laptop or tablet program from your previous school, we highly recommend that you bring these devices to Mac.Rob. Students are welcome to bring their device on orientation day in December when email login and password will be available.

There are specific requirements for hardware and software, but generally any device purchased within the last 3 years should be suitable provide it meets the following requirements:

- Has an external keyboard

- Is able to run Google Chrome
- Has a battery that would last a full school day
- Device needs to support 5ghz band for wireless
- Is ergonomic (e.g. is portable and sturdy, ergonomic to use over a period of time.)

## STUDENT SUPPORT SERVICES

### ***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](mailto:bal@macrob.vic.edu.au)

### ***Peer Mentors***

Peer Mentors are Year 10 girls who will act as buddies for our new incoming year 9 students. Buddies help new students with understanding their new school environment, support them to adjust to Mac.Rob and be a reassuring friend during transition.

## KEY KNOWLEDGE

### ***Student holidays during term***

If a student is planning to have extended leave of absence, written notification must be given at least 4 weeks prior to the absence so that a Learning Plan can be provided by teachers. Parents must seek Principal permission for their daughter to take leave during term time.

### ***Canteen***

The School Canteen is open during recess and lunchtime from the 30th January 2020. Students may lodge orders for lunch at the Canteen and electronic payment facilities are available.

### ***Instrumental music***

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.

Some of the ensembles are by audition and students who are not enrolled for instrumental lessons.

#### *Auditioned groups:*

The Symphony Orchestra; Chamber Strings; Flute Quintet; Stage Band; Chamber Voices

#### *The ensembles:*

Flute; Percussion; Clarinet; Saxophone; String, Brass;

*Orchestras and Choir which are conducted with Melbourne High School boys are:*  
Combined Orchestra; Combined Strings; Combined Choir.

*Other musical groups:*

Symphonic Wind Band; Chorale; String Quartet; Musical Theatre pit orchestra, and various rock bands.



***Learning Resource Centre – (LRC) Library hours***

Monday and Thursday 8am – 4.30pm

Tuesday, Wednesday and Friday 8am – 3.30

Three librarians are available to attend to the needs of students.

Loans are usually for a fourteen-day period. Reference loans, however, are only for overnight loan.

***Lockers***

Each student is assigned a locker at the beginning of the year and are provided with a combination lock (supplied by the school). Lockers are located in year level groups; all students are assigned a locker on their first day of 2020.

***Important Belongings***

It's a great idea to label items of clothing, books and bags with the student's name.

Musical instruments should also be clearly identified, and 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.

### ***Lost property***

Students are encouraged to fully label every clothing and personal item worn or brought to Mac.Rob to avoid items being lost or going missing.

Lost property is handed in to the first aid office, located in the Kings Way building. Students can check there for any items lost during the day.

### ***Mobile phones***

Students may bring their mobile phone to school and are able to keep their phone with them however it should be turned off in class time and during all assemblies.

### ***School bags***

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

## **COMPASS SCHOOL MANAGER**

The Compass website is the main communication interface which Mac.Rob uses to connect families with the school.

On the Compass website you will be able to:

- See what is happening at the school
- Look at your daughter's reports
- Contact staff and see daily notices
- Notify her teachers of impending absence
- Make parent-student teacher interview times

You will be provided with login details and it is important that you login at the beginning of the academic school year. If you have any Compass issues, please notify the school at [office@macrob.vic.edu.au](mailto:office@macrob.vic.edu.au) or phone 9864 7700 immediately so we can ensure your ongoing access.

It is a school expectation that families familiarize themselves with the use of Compass and access this portal on a regular basis.

More information about our attendance policy and procedures will be given at the start of 2020.





# SCHOOL COMMUNITY

## Parents' Association

The Parents' Association is a wonderful way to meet other parents, be involved with the school's development and help raise funds to benefit the wellbeing of your daughter and her peers at Mac.Rob.

Our meetings and activities are informative, fun and sociable and open to all parents. All parents and guardians of the Mac.Rob community are welcomed and encouraged to be active in the Association which meets at the school on the first Tuesday of every month.

You are welcome to be at our first meeting for 2020:

Date: Tuesday 3<sup>rd</sup> March 2020

Time: 6.50pm for a 7pm start,

Venue: first floor meeting room in the Kings Way Building (entry is via the Front Reception Area door).

Contact Tamaris (President PA) [macrobpa@macrob.vic.edu.au](mailto:macrobpa@macrob.vic.edu.au)

## School Council

The School Council is the body responsible for establishing and monitoring the policies of the school. The Council approves of the Strategic Plan and is responsible for ensuring the school's accountability both to the government and to the school community.

School Council has a major responsibility for the following:

- Educational policies and planning in a school
- Administration of finance
- Maintenance of buildings and facilities

The School Principal acts as the Executive Officer to the Council and is responsible for the implementation of Council policy as well as the administration of the school.

The members of Council are elected from parents, teachers and the community.

Students and past students are represented in the community group.

The council reports to the wider school community at the Public Reporting meeting held each year.

Membership is representative of groups affected by Council policy

The Mac.Robertson Girls' High School, School Council consists of 15 members made up of the following:

The Principal as Executive Officer, plus

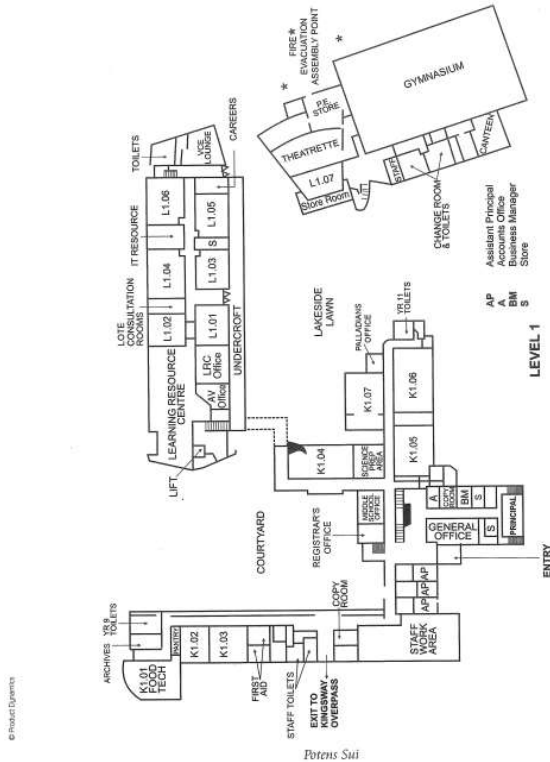
5 Department of Education and Training employees, (elected staff members)

6 non-Department of Education and Training employees (elected from the parent community)

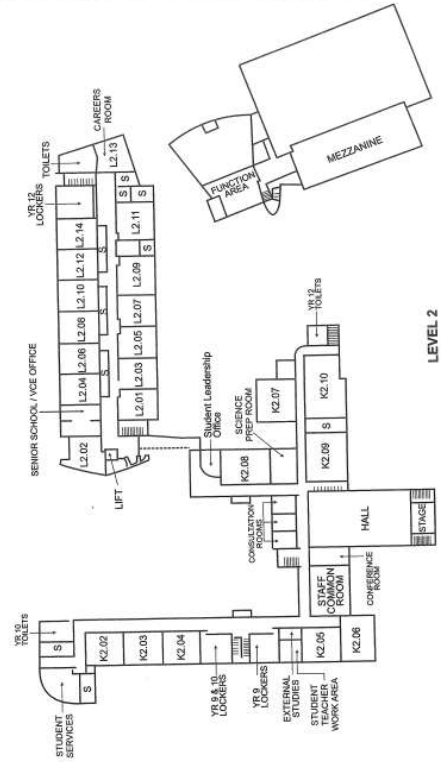
4 co-opted members (representing student and community bodies).

# SCHOOL MAP

THE MAC.ROBERTSON GIRLS' HIGH SCHOOL PLAN – LEVEL 1



THE MAC.ROBERTSON GIRLS' HIGH SCHOOL PLAN – LEVEL 2



## TRANSPORT LINKS

### Access from Flinders Street railway station:

Walk or catch any of the following trams:

Tram 72, 67, 64, 16, 6, 5, 3.

Tram stop #22 on corner of St Kilda Road/Toorak road is best for access to Mac.Rob.

### Access from South Yarra Station: Tram numbers 58 Tram stop #22 on corner of St

Kilda Road/Toorak road is best used for access to Mac.Rob