Introduction
Welcome to Presentation College Windsor. We hope that students arriving in Melbourne will respond positively to the exciting and challenging opportunity of living and studying in Victoria. This information handbook is for prospective international students and their families to gain an understanding of the programs and administrative practices that relate to our international students. We hope you both enjoy and make the most of living and learning in Melbourne’s vibrant heart.

Choosing the right school for your daughter’s secondary school education will be one of the most carefully considered decisions you will make. As one of Melbourne’s oldest schools, founded in 1873 by the Presentation Sisters, PCW is proud of its strong educational history. We understand that schools have the capacity to influence adolescent development and at PCW our objective is to provide a learning environment with moral purpose, where every student matters and where the culture of deep learning is embedded in every activity, event, policy and project. Presentation College Windsor is renowned for its multi cultural, ethnically and socially diverse community. International students will benefit from this as they adapt to the educational setting. They will also provide a taste of global citizenship to Australian resident students by extending friendship beyond known boundaries and intellectual and social horizons.

PCW will do all it can to assist international students in meeting their academic and regulatory obligations during their stay. Child safety and wellbeing of all students is a priority. We are confident that you will find PCW is a school where your daughter can grow and mature into all that she has waiting for her in life.

Antonella Rosati
Deputy Principal
History of Presentation College Windsor

Presentation College Windsor is a Catholic Girls’ Secondary School established by the Presentation Sisters in 1873. The School is a Christian community assisting the parents and parishes in handing on the Christian message and values and the teachings and experience of the Catholic Church. Presentation Schools draw special inspiration from the spirit and life of Nano Nagle.

Presentation Sisters

At the end of the 18th Century, an Irish woman, Nano Nagle, founded the Presentation Sisters. Nano Nagle opened “Hedge Schools” in Cork at a time when Catholic schools were forbidden in Ireland. The Catholic children of Cork were receiving no education, Catholics were suffering persecution. Nano Nagle taught religious education in her schools which were giving a general and useful education to both girls and boys. She also spent much time visiting the poor and lonely of Cork. She was a woman of courage and compassion, with a sense of justice.

It was from Ireland about one hundred years after Nano Nagle had started her first schools that, in 1873, seven Presentation Sisters came to St. Kilda to provide a Christian education for young people. Mother Paul Mulquin was the leader of the small group. From Windsor the Presentation Sisters established a number of other schools and houses throughout Victoria. Their emphasis in education has always been the well-being and growth of the individual student and a commitment to the Christian education of young people. Today, Presentation Sisters continue to be involved in education in many areas of the Victorian Church – schools, parishes, Catholic Education Office and pastoral care of families, sick, aged in parishes and hospitals.

Presentation Sisters today are working with many people in continuing to develop an education that is suitable for our young people in this twenty-first century, mindful of our traditions, and at the same time, creating our future.
About Melbourne

- Melbourne is set around the shores of Port Phillip Bay. The city itself, laid out in a large rectangle and boasting a lively and cosmopolitan pulse, sits on the northern banks of the Yarra River, about five kilometres from the bay.

- **CBD**
  One glance at a map and it’s obvious that Melbourne is a planned city: a tidy, balanced grid of neatly angled streets. But beneath this sense of everything in its place lies a restless creative energy constantly pushing back at the city’s seeming conservatism. The CBD is made up of precincts – distinct enclaves each with its own flavour and charm. Some are just a lane or two, while others cover the banks of the Yarra River or a busy CBD street.

- **City fringe**
  Extending around the bay are a number of inner suburbs, each with its own distinct character and personality. A short tram ride from the city centre, Melbourne’s suburban neighbourhoods are a must see for anyone wanting to experience what life here is really all about.

- [www.visitvictoria.com](http://www.visitvictoria.com) for additional information about Melbourne and surrounds
**PCW Location**

Presentation College is centrally located just 6kms from the city centre of Melbourne. Our proximity to most lines of train, tram and bus transport makes it easy for students to access the College. For this reason the College attracts applicants from a wide range of inner city and suburban areas.

Tram services operate along Dandenong Road, Chapel Street and High Street and bus services along Orrong and Williams Roads. Windsor Train Station is very close to the school, giving access to PCW from Bayside suburbs (Sandringham Line) and Western suburbs (Williamstown line) and all suburbs that connect through Flinders Street Station.

PCW’S central location gives our students close proximity to cosmopolitan shopping strips, the bay and beachside suburbs, as well as Melbourne’s major cultural and sport centres. This easy access enables students to enjoy and participate in a greater range of facilities, excursions and activities that would normally not be possible, making the learning experience even more stimulating and varied.
International Student
Enrolment & Application Process

1. Enrolment
Students may enrol at the start of Term 1, Term 2 (only if students are enrolling in Year 10 or have completed Year 11) and the start of Semester 2.

**Academic Year - 2017**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>3 February to 31 March</td>
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<tr>
<td>Term 2</td>
<td>20 April to 30 June</td>
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<tr>
<td>Term 3</td>
<td>18 July to 22 September</td>
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<tr>
<td>Term 4</td>
<td>10 October to 8 December</td>
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New students must start school on the first day of term. If students are unable to start at the beginning of term due to visa or flight arrangements, this will have to be negotiated with International Students Co-ordinator.

2. Application Process

**Step I**
Complete the "Application for Enrolment“ and attach the following:

i) A copy of birth certificate or other evidence of date of birth (or passport)
ii) A copy of the parent’s passport or identification with signature
iii) Copies of recent school reports - 2 years (translated and certified if not in English)
iv) Copies of any public examination results

**Step II**
Forward this material to the College, Australian International Education Consortium, or to any other agent representing the College as far in advance as possible.
Pending assessment of the application and the availability of places in the College, students will be made an offer of a place.

In the “Letter of Offer” students will be asked to make a payment to cover:

- Tuition fees for 6 Months
- Basic School Uniform
- Health Insurance for the duration of secondary studies

**Step III**
To accept this offer, forward payment to Presentation College Windsor within 14 days. The College will then issue an "Electronic Confirmation of Enrolment for Overseas Student“ for study at the College. This will enable students to apply for a Visa.

N.B.: If payment is not made per the conditions in the “Letter of Offer” the position will be passed to the next candidate.
**Studying in Australia**

**Australian Immigration Department Procedures**
Under Australian Government policy, all applications for entry of overseas students to Australian schools must be processed by the Australian Consular Officials in your country.

You will also require the “Confirmation of Enrolment” form which will be issued by the College. You cannot make application for an entry visa without this form.

Medical cover for students in Australia must be paid for in full in order for you to obtain your visa. The medical cover is called the “Overseas Student Health Cover” (OSHC).

The Australian Authorities require a guarantee of suitable accommodation for students who will be under 18 years of age on arrival in Australia. This accommodation should be with a College appointed Homestay or a close friend or relative who is a permanent resident in Australia who has been subject to a Police Check.

**Visa Requirements for International Students**
To study in Australia, students are required to have a Student Visa which is issued and administered by the Department of Immigration and Citizenship (DIAC). As part of its ongoing obligations to the DIAC in managing its overseas students, PCW must report directly to the Department on breaches of a student’s visa conditions.

In particular continued non-attendance, unsatisfactory attendance and/or unsatisfactory academic performance have serious consequences.

Attendance requirements and procedures pertaining to breaches are outlined in the College’s Attendance Monitoring Procedures.

Failure to meet these requirements can result in the Student Visa being withdrawn by DIAC. General inquiries about visa applications and conditions should be addressed to DIAC.

**Studying in Australia—VCE Requirements for International Students**
Overseas students studying VCE must also be familiar and compliant with the Victorian Curriculum and Assessment Authority’s (VCAA) and PCW’s expectations regarding attendance and completion of work and assessment requirements.

**English Language Assessment and Assistance**

All instruction at PCW takes place in English; therefore, students must possess an adequate level of proficiency in the language to enable them to participate meaningfully in class and meet written and oral class requirements. English language competence must be demonstrated in the student application and the College reserves the right to seek evidence of a student’s capability in English prior to enrolment.

English as an Additional Language (EAL) teachers are employed by PCW to assist students in their development of English proficiency. EAL students who meet the necessary Government or VCAA criteria are expected to attend EAL classes.

A student is eligible for EAL status depending on the length of time she has been a resident in Australia and the length of time that English has been her main language of instruction.

EAL English classes are offered at VCE level Units 1-4.

In some cases students may be required to attend an Intensive Language Program in Australia prior to commencing at PCW. The program is likely to be at Hawthorn Language Centre or another accredited venue.

**International Student Accommodation**

All international students are placed in a College approved Homestay or with an approved Guardian. All members of the household over the age of 18 are required to have a Working With Children Check.

PCW rules specify that no International Student, irrespective of age, is permitted to live in accommodation other than that arranged through or approved by the College.

**HOMESTAY**

The College uses Australian Homestay Network (AHN) to source and manage our students’ homestay arrangements. The company carefully chooses Homestay Families, after an interview is conducted, house inspection and obtaining a current police check and a “Working with Children Check”. These families assume responsibility of parents in the day to day care of their host student. The families will be located within close proximity to the College and have access to public transport, if not within walking distance.

**GUARDIAN ACCOMMODATION**

Where a relative or guardian of the student is providing accommodation, they must be police checked, have a Working With Children Check and be approved by the College. The College will not agree to students, irrespective of age, living alone in flats or houses or sharing accommodation with other students.
Homestay Guidelines

Health Matters

- If a student is sick and cannot attend school, please call the College Sick Bay on 8517 2716.
- As an international student on a student visa, students are required to have Overseas Student Health Cover (OSHC) for the duration of their studies. OSHC is medical and hospital insurance that they may need while studying in Australia. It is a government requirement and is compulsory.
- OSHC covers the students when they need to visit a doctor or go to hospital. They may possibly be required to pay at the time of consultation approx $50 – $55. They should pay, and obtain a receipt from the doctor’s receptionist.
- They can obtain a claim form online: http://www.medibank.com.au – Overseas Student Cover claim form. This should be forwarded to your provider with their receipt and receive a rebate of 100% of the Medicare Benefits Schedule fee.

What are the students covered for?

- Medical practitioners (including specialists) who treat you at the doctor’s surgery, in hospital or at home.
- Pathology services as such blood tests
- X-rays
- Hospitals – Public or Private
- Emergency ambulance transport (medically necessary).
- OSHC pays 100% of the charge for medically necessary ambulance transport when medical attention is required immediately.
- OSHC provides benefits for prescription medicines. Students are required to pay a contribution towards the cost of each prescription item. The health care provider will pay the rest of the cost up to a maximum of $50 per item.
- If they become sick they can either go to the Homestay's Family doctor or one of the Medical Centres approved by the College.

Guidelines for Good Behaviour

At the homestay students are expected to:

- Be financially independent. Meet all personal expenses for travel, entertainment, telephone calls, medical expenses and other personal, incidental costs.
- Pay the homestay host 2 weeks in advance.
- Respect and adhere to the Household Rules expected by the homestay family.
- Offer to help with household chores like food preparation, washing dishes, etc.
- Be considerate and keep noise to minimum after 8.30pm.
- Ask the family before inviting friends over.
- Advise the homestay family about any social activities and when they will not be home for meals.
- Pay for any damage to family property you are responsible for.
- Keep all valuables, money, passport and airline tickets in a safe place.
- Behave appropriately and be prepared to participate in reasonable family activities.
- Respect and be aware that cultural differences and beliefs of the homestay family may be different from your own.
• Communicate with your homestay family on a day to day basis.
• Be open about your needs. For example, if you need to make a phone call late in the night (after 10pm).
• Advise the International Students Co-ordinator immediately with health or welfare concerns which arise in the homestay environment.
• Students are required to give two weeks notice prior to their intended departure date from the homestay.

Travel Arrangements

• All travel arrangements should be made in consultation with International Student Co-ordinator.
• Copies of tickets must be given to the College and the Homestay family as soon as arrangements are confirmed.
• Travel plans should be made for school holiday times only, in consultation with the International Student Co-ordinator.
• It is expected that the student will pay the Homestay family half the agreed rent per week whilst overseas.
• Interstate travel or trips within Victoria are to be arranged in consultation with the International Students Co-ordinator. These can only occur if parental permission has been gained.

International Student Support

PCW appreciates and values the trust placed in it as the educational choice for international students and seeks to carry out its responsibilities in this regard with sensitivity and close attention.

PCW has a thorough and cohesive program of pastoral care and administrative support for all its students, including international students.

Welfare
Our Deputy Principal, is available at all times to assist with any problems International Students may face. She works closely with all members of staff to ensure that students settle down to a comfortable and enjoyable routine at PCW. In addition, our Student Counsellor is available for students to discuss matters that are of concern and to assist them.

In addition to the Orientation program, The Deputy Principal and International Student Coordinator will support all international students with the following:

• Homestay Accommodation
• Health Insurance
• Student Welfare
• School Counsellor
• EAL Support
• Payment of Tuition Fees
• Work and Study
**Academic**
Advice regarding subject selection is available at all times from the College Pathways Coordinator and Director of Learning. In addition, subject teachers are always available to advise and assist students. Our Pathways Coordinator will offer assistance with regard to subject selection at all levels.

In particular, our Pathways Coordinator offers personal assistance in the selection of VCE/Tertiary preferences, enrolment procedures and application.

**Orientation Program**
An orientation program is held prior to the student commencing at PCW in order to familiarise students and their parents with PCW.

- Arrival at airport transportation provided by Homestay family or College
- Travel provided to residence to meet with families
- Briefing regarding school procedures
- Tour of school
- Meeting staff and buddies (special friend at PCW)
- Uniform fittings

**Student Wellbeing**
At Presentation College we understand that the best way to maximise student learning is to know students well and to care for them. The wellbeing and safety of students is provided for by a partnership between staff, parents and students which underpins the academic, emotional and spiritual dimensions of the entire College community. Pastoral care and Positive Education programs are carefully designed to nurture and support the individual, encouraging difference and faith in oneself and resilience. PCW looks to develop in each student the capacity to relate effectively with others and to foster leadership qualities and a sense of justice local and global.

**Positive Education** "Positive education is defined as education for both traditional skills and for happiness. The high prevalence worldwide of depression among young people, the small rise in life satisfaction, and the synergy between learning and positive emotion all argue that the skills for happiness should be taught in school. There is substantial evidence from well controlled studies that skills that increase resilience, positive emotion, engagement and meaning can be taught to schoolchildren.” From Positive education: Positive psychology and classroom interventions by Martin E.P. Seligman, Randal M. Ernst, Jane Gillham, Karen Reivich, and Mark Linkins.

Leadership development is especially encouraged at the College. College Leaders, Class Captains and Peer Support Leaders all receive training and encouragement. A Student Representative Council (SRC) is active in the life of the school. We also have an International Student Leader as part of the Student Leadership group in Year 12.

The Homeroom group is the basis of the Pastoral Care program with Homeroom teachers playing a key role in ensuring the needs of students in their care are addressed.
Learning support is provided at PCW for all students requiring additional support or enrichment programs. Our International students are also provided with extra support in English and Maths.

Trained counsellors are available if required for counselling - supporting the school community on a wide range of issues such as educational, personal, and family or peer related nature.

Our Chinese teacher translates reports and acts as a conduit between parents and the College. She contacts parents regularly in relation to progress and allows parents to ask questions regarding their daughter at the College.

**Learning at Presentation College**

**Senior School Curriculum Overview**

PCW strives to develop the academic talents of each student, catering for individual needs and differences in terms of learning styles and course content. Throughout PCW, the dynamic nature of the curriculum extends well beyond the classroom.

The curriculum at senior levels offers multiple pathways for students. The VCE (Victorian Certificate of Education) provides student pathways to further education at University, TAFE & employment. VCAL is a recognised senior school qualification and focuses on ‘hands on’ learning for students wishing to enter training programs or employment. VET (Vocational Education & Training) enables students to combine vocational studies with either their VCAL or VCE studies and pursue industry based subjects. There are some shared senior classes with CBC (Christian Brothers College, St Kilda), designed to maximise the student choice of VCE subjects available across both schools.

We have a four period day and a redesigned curriculum structure. This shift provides an improved structure that leads to increased student engagement, is supportive of in-depth learning and a thinking curriculum that actively supports the development of our students as independent and lifelong learners ready to embrace the social, economic and technological challenges of the 21st century.

All students, Years 7 to 12, will use an iPad or Laptop in class. These tools are used regularly in classes as they assist students in managing the changing demands of technology.
Year 7

The objective of the Year 7 Learning Agenda at PCW is to ensure that students are exposed to a broad, common curriculum that enables all students to experience and discover their learning strengths.

In Year 7 students study:

- Religious Education
- English
- Mathematics & Science Super Subject*
- Humanities: History, Geography and Economics
- Health & Physical Education
- Art & Textiles
- Music
- Drama
- LOTE: students study 1 language and select from – French, Italian and Japanese
- Numeracy

In Year 7 all students participate in the Premier’s Reading Challenge, Peer Support and the ICT Orientation Program.

* Year 7 Maths & Science Super Subject is a combined class that provides opportunity for rich tasks and increased class frequency. The class focuses on numeracy and scientific skills within the Australian Curriculum with a single specialist teacher.

Camp

Camp will be held at *Phillip Island Adventure Resort*. All four classes will attend. The camp is a 42-hectare facility situated in the beautiful coastal town of Cowes on Phillip Island. It is an outdoor, activities based experience and is accessible to all levels of fitness. The activities are designed to build self-confidence, problem solving skills, teamwork skills and trust. Some of the activities include rope courses, archery, canoeing, the giant swing and flying fox, an initiatives course and bush walking.
IB – International Baccalaureate Middle Years Program

PCW Melbourne is a candidate school for the Middle Years Programme. Our school is pursuing authorization as an IB World School. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that PCW Melbourne believes is important for our students.

The MYP is a challenging framework that encourages students to make practical connections between their studies and the real world, the MYP is inclusive by design; students of all interests and academic abilities can benefit from their participation.

It encourages student’s aged 11 to 16 to make practical connections between their studies and the real world, preparing them for success in further study and in life.

The programme empowers students to inquire into a wide range of issues and ideas of significance locally, nationally and globally. The result is young people who are creative, critical and reflective thinkers.

For further information about the IB and its programmes, visit http://www.ibo.org

PCW Melbourne’s program development towards authorisation for the IB MYP will begin in 2016 with trial programs in Years 7 & 8.
**Year 8**

The objective of the Year 8 Learning Agenda at PCW is to ensure that students are exposed to a broad, common curriculum that enables all students to experience and discover their learning strengths.

In **Year 8** students study:

- Religious Education
- English
- Mathematics
- Humanities: History, Geography and Economics
- Science & Technology
- Health & Physical Education
- Art & Textiles
- Music & Drama
- Food Technology
- LOTE: students study 1 language and select from – French, Italian and Japanese

Mini-Masters Program: All Year 8 student’s complete 2 semesters of a Mini-Masters course. The Mini-Masters courses allow students to develop a range of specialised skills in areas of interest. These courses are offered in conjunction with the Year 8 core studies.

Courses Available in 2017 include:

1. Literary Genres
2. Space Science
3. Performing Arts
4. Music Before You Were Born
5. Mini Master Chef

By the end of Year 8 students have a good understanding about their own learning and are in a strong position to begin to personalise their learning program as they begin subject selection.
Year 9

The objective of the Year 9 Learning Agenda is to ensure students have the opportunity to select a variety of subjects from the key learning areas that enable our students to build on their particular learning strengths and ensures the relevance of learning in today’s world.

To ensure exposure to a broad curriculum students are required to study the core subjects and also have the opportunity of choosing a selection of five subjects from the elective areas of Arts, Humanities and Communication & Technology, in addition to one language from LOTE. Students must choose at least one subject from each elective group.

CORE SUBJECTS

- Religious Education
- English
- Mathematics
- Science
- Their Service, Our History
- PPS (Physical, Personal & Social Learning)

ELECTIVE SUBJECTS (select six: at least one from each group)

LOTE:

- French
- Japanese
- Italian

HUMANITIES:

- Geography
- Women in History
- Have I Got News For You
- Making a Better World

COMMUNICATIONS & TECHNOLOGY:

- Design & Technology
- ICT
- Food Technology
- Writers’ Workshop

ARTS:

- Art
- Drama
- Music 1
- Music 2
- Visual Communication & Design

MATHS & SCIENCE:

- STEM: Science technology, engineering and maths
EACHTRA

In Year 9 students participate in the Eachtra Program (meaning Adventure). The focus of the program is educating the Mind, Body and Spirit and the activities within this program prepare students for the successful transition between Middle School and Senior School.

The Eachtra program is made up of many parts and runs throughout the year. It recognised that Middle School students need to be given opportunities to learn in a variety of ways. The range of activities is designed to achieve this.

Adventure One – PPS Program
A focus on improving the current and future health, fitness and well-being of our Year 9 students. The program focuses on goal setting from both a physical and academic perspective.

Adventure Two – Community Service
The theme for the Term 2 project week is: collaborate, create, contribute and communicate. Students work in small groups along with a facilitating teacher to undertake a community service project.

Adventure Three – Working Towards My Future
Succeeding at school is essential for all students as they work towards their future. This part of Eachtra focuses on ensuring students are able to do their best in their classroom program. It begins to open up the big questions of Senior School for the first time and assist students in selecting future pathways. This program includes a Pathway Evening for Year 9/10 students and parents.

Adventure Four – Ultimate Adventure
Students work in small groups as they plan and navigate their way through the final adventure. On a rational basis, students have the opportunity to take part in many engaging activities and learning opportunities. At the successful completion of the program students are awarded the Eachtra Badge and Certificate.

The Term 4 program is a two-week adventure consisting of three distinct components:

2. Healthy, Wealthy and Wise: - Proud Race, Step up and Smart Start
3. Body, Mind and Spirit: - students will participate in a four day camp at the Presentation Family Centre, Balnarring or Wilsons Prom. Students will attend the camp in groups of about 20-25 living in 5-6 houses on the property.
4. All parents will be invited to an expo of their daughters work in early December.
The objective of the Year 10 learning agenda is to ensure that students have developed a confidence in their capacity to direct their future learning as they are provided with greater subject choice in their transition into post secondary education.

Students are required to study the core subjects and also have the opportunity of choosing a selection of three subjects from the elective areas of LOTE, Arts, Humanities and Communication & Technology, Physical Education, Science or VET.

Students also have the opportunity to begin their VCE program incorporating 1 or more VCE units into their program.

**CORE SUBJECTS**

- Religious Education
- English
- Mathematics
- Pleiades (Science/History)
- PE/ Health

**ELECTIVE SUBJECTS**

**ARTS:**
- Art
- Music
- Theatre Arts
- Visual Communication & Design

**HUMANITIES:**
- Geography
- Know your rights/Know you Business

**COMMUNICATION & TECHNOLOGY:**
- Food Technology
- Language & Literature
- Information Technology
- Product Design & Technology

**LOTE:**
- French
- Italian
- Japanese

**PHYSICAL EDUCATION & HEALTH:**
- Sports Science

**SCIENCE:**
- Science 1 (Physics, Chemistry, Yarraville Project & Chemical Analysis)
- Science 4 (Psychology, Biochemistry, Science Expo & Gene Technology)

**VET (VOCATIONAL EDUCATION & TRAINING):**
- 1. Interactive Digital Media
Senior Pathways Years 11 & 12

Students may select to study The Victorian Certificate of Education (VCE) or The Victorian Certificate of Applied learning (VCAL).

The Victorian Certificate of Education (VCE)

Is a certificate that recognises the successful completion of secondary education. The VCE provides pathways to further study at University, Technical & Further Education (TAFE) and to employment.

VCE Core Studies

- Religious Education
- English

VCE Study Selections

**English:**
- Literature
- English Language

**Humanities:**
- 20th Century History
- Accounting
- Business Management
- Economics
- Geography
- History Revolutions
- Legal Studies
- Politics
- Philosophy

**LOTE:**
- French
- Italian
- Chinese (First Language)
- Japanese

**Mathematics:**
- General Mathematics
- Further Mathematics
- Mathematical Methods
- Specialist Mathematics

**Performing Arts:**
- Music performance
- Theatre Studies

**Physical Education & Health:**
- Health & Human Development
- Physical Education

**Religious Education:**
- Religion & Society
- Text & Traditions

**Science:**
- Biology
- Chemistry
- Physics
- Psychology

**Technology:**
- Product Design & Technology
- Information Technology

**Visual Arts:**
- Art
- Studio Art
- Visual Communications & Design
The Victorian Certificate of Applied Learning (VCAL)

VCAL is a recognised senior school qualification for students in Years 11 & 12. Where VCE is used as a pathway to university, VCAL focuses on ‘hands on’ learning and aims to increase pathways for students into training and employment. Students undertaking VCAL are more likely to train at TAFE, take on an apprenticeship, traineeship or seek employment post Year 12.

VCAL CORE STUDIES

- Numeracy
- Literacy & Numeracy
- Personal Development
- Work Related Skills

Vocation Education & Training (VET)

In conjunction with VCE or VCAL studies students have the opportunity to undertake a VET subject. A VET study enables students to combine the senior school studies with vocational training, thereby gaining two certificates by the end of Year 12. PCW is part of the IMVC (Inner Melbourne Vet Cluster) and can offer students a selection of 18 VET studies.

VET Studies most commonly undertaken at PCW include:

- Business Administration (on campus)
- Hospitality
- Interactive Digital Media (on campus)
- Sport & Recreation
Religious Education

PCW Melbourne welcomes students from many different ethnic and religious backgrounds and our commitment to the gospel of Jesus is expressed through this welcome and also through our strong engagement with the narratives, history and practice of the Catholic Church. Religious Education is central to the educational program at PCW Melbourne. Religious Education Courses for Years 7 - 12 are based on selected topics taken from the official Secondary Guidelines for Religious Education- enhanced by the text "To Know, Worship and Love”.

As well as the RE classroom program at each level, the College aims to create an environment that fosters the development of Christian values, attitudes and ways of behaving. Religious Education gives students the opportunity to enter into a wonderful relationship with the mystery of God and to explore the big questions of what it means to be fully human.

The Presentation Sisters and their founder, Nano Nagle, provide students and staff with a wonderful model of Christian mission and action. Through their education and social justice programs they continue to give witness to the Gospel and offer a compelling example of making a difference in their world.

Within the school curriculum the following opportunities are provided throughout the year:

• Prayer in classrooms, Assemblies and other events

• Celebrations of the Eucharist

• Social justice experiences and opportunities to express in practical ways concern for the needs of others

• Retreats for all students in Years 7, 8, 9, 10, 11 & 12

• Chapel Assemblies
The Health and Physical Education curriculum at PCW is focused on providing a lifelong interest in health and fitness. It is a core subject in Years 7-10, with senior students having multiple options to choose from within their VCE or VET studies.

Year 7 & 8 activities include Gymnastics, Fitness, Athletics, Basketball, Dance, Tennis, Softball, Indoor Soccer and Netball.

Year 9 activities include the opportunity to undertake a special program with The Richmond Football Club where students participate in a semester long program with a strong emphasis on fitness training, nutrition and lifelong health and wellbeing. The partnership with RFC enables PCW to offer students greater access to facilities and training sessions and support staff.

Senior studies include Year 10 Sports Science, VCE Health & Human Development, Physical Education and VET Sport and Recreation.

Year 10 Physical Education is a program that aims at introducing students to recreational physical activity, engaging in easily accessible walking, riding, swimming, personal training programs and gym based activities. These sessions are complemented by student participation in community activities of rock climbing, kick boxing, zumba, cheerleading and circus. Students are also workshopped in areas of nutrition and mental health.

Co-Curricular Sport - Interschool Competitions

PCW competes in several competitions at interschool level – SCSA (Secondary Catholic Sports Association). Involvement in multiple team sports is encouraged. These include:

- Indoor cricket
- Indoor soccer
- Swimming
- Athletics
- Cross country
- Tennis
- Basketball
- Volleyball
- Netball
- Softball
- Hockey
- AFL
- Soccer
- Lacrosse
Music & Performing Arts – The Music Department offers all students many exciting opportunities to be involved in the musical life at PCW.

All students in Year 7 & 8 study music as a subject. Year 7 students have the opportunity to learn a woodwind or brass instrument during their music classes. This gives many of our students a pathway into participation in our extra-curricular music programs for the remainder of their school years. Year 8 students are also invited to be a part of the Mini Masters Music Course, which allows students to pursue their musical studies in a rich and challenging learning environment.

Music is offered as a variety of elective subjects during Year 9 & 10, and senior students are able to study VCE Music Performance Units 1-4.

Co-Curricular Music – There are a wide range of extra curricular music programs available to students within the school.

PCW offers individual and group music lessons.

Students are given the opportunity to participate in a number of instrumental and vocal ensembles such as the Junior and Senior Choirs, Liturgy Choir, Year 8 Concert Band, Senior Symphonic Band and Guitar Ensemble.

Members of the extra-curricular ensembles are invited to attend the annual PCW/CBC Music Camp, where students rehearse in preparation for our Music Showcase concert.

A musical highlight for the students each year is PCW’s Music Festival, held at Hamer Hall at the Arts Centre. Music Festival is an exciting evening of song and dance that is choreographed, conducted and rehearsed by our senior Music Captains.

Performing Arts – Drama and Performing Arts are studied at PCW as part of the curriculum, as well as additional performance opportunities being available to all students.

Our Theatre-in-Education program across all levels includes:

- Middle Years Drama Club with regular performances
- Year 8 Monologue performances. The best performer is crowned Drama Queen.
- In-House performances
- Year 10, 11 & 12 - evening performances
- Theatre visits to a variety of Melbourne’s renowned performance venues.
- Theatre-in-Education companies perform and provide workshops across year levels

Co-Curricular Performing Arts

- School Musical – an annual combined event between PCW and CBC. All year levels are encouraged to audition.
Choose Your Own Device

ICT and other learning resources are extensively used at PCW for academic and administrative purposes. This ranges from our Choose Your Own Device Program through to an Online Portal available for students, staff and parents accessible anywhere, anytime.

“Contemporary learning aims to empower students with knowledge, skills and capacities to respond creatively to the challenges of their world” (CEOM, 2011). Emerging technologies are one of the tools that support students in connecting with the world around them. In 2016 all staff and students, Years 7-12 will have an option to choose their own device to assist with their learning now and in the future.

![Apple iPad Air 2](image1)
*Wi-Fi available in 32GB & 128GB*

The thinnest iPad ever is also the most capable. It's loaded with advanced technologies, including the Touch ID fingerprint sensor.

![Apple iPad Pro](image2)
*Wi-Fi available in 32GB & 128GB*

Stunning 9.7" Retina display. An incredible 7.5mm thin and less than 500g weight. Powerful and power-efficient 64-bit A7 chip.

![Apple MacBook Air](image3)
*Available in 13" 128GB*

Intel Core i5 processor.
Intel HD Graphics.
Flash storage.
Thin, light & durable.

![Microsoft Surface 4](image4)
*128GB Tablet*

Perfect balance of performance and value. Intel Quad Core Atom™ processor. 10.8" Full HD. 10 point multi touch display.

![Lenovo ThinkPad Yoga](image5)
*12.5" Display*

Multitouch with Digitiser Pen. Intel i3 processor. 4GB Memory with 128GB SSD. Windows 10 Home 64bit.
Online Assessment

Each parent is assigned a unique portal login password enabling him or her to access the College Portal for information regarding his or her daughter’s learning program. The online system provides information live to students and parents throughout the term. Thus the feedback, which will refer to both student achievement and areas for improvement, will always be current and allow parents to monitor progress throughout the year. Increasingly it is recognised that effective and meaningful reporting is a major driver of improved student performance and achievement. We believe that this system assists parents to be more closely engaged with their daughter’s learning and progress and assist her to achieve her potential.

Years 7 - 10  An interim report at the end of Terms 1 and 3 gives an overview of student progress. These are distributed at the Progress Interviews in March/April and August/September. A detailed report, including assessment on the basis of profile statements and learning outcomes, is completed at the end of Terms 2 and 4 and will be available to Parents/Guardians via the Portal. A hard copy can be requested via the Principal’s Assistant if required.

Years 11 – 12  An interim report is completed at the end of Terms 1 and 3. Detailed reports are prepared by the College at the end of Term 2 for Year 12 and Terms 2 & 4 for Year 11. Year 12 students receive VCAA results in mid-December.

Progress Interviews

Progress Interviews are conducted over a two evening program in Terms 1 and 3 each year. The Interim Report is distributed during this period. Parents can make bookings for these interviews online using an internet based booking system in the fortnight before the scheduled interviews. At all times, parents are encouraged to contact their daughter’s class teacher if concerns arise as to her progress and Subject Teachers may contact parents at any point during the year if there is a need.
**Reporting & Assessment**

All work completed by students during the year, is considered in assessing each student’s achievements. At PCW, we view embedding assessment as an essential part of teaching and learning. The role of the student is paramount in this process and we work to ensure that our students have the opportunity to take a direct and active role in setting their learning objectives and work with their teachers to reflect on their achievements to date, as well as to set personalised learning goals for the future.

**Homework**

Homework is an important part of education. The following times are a guide for each night (varying with individual student):

- **Year 7** - 1 hour
- **Year 8** - 1¼ hours
- **Year 9** - 1½ hours
- **Year 10** - 2 hours
- **Year 11** - at least 2½ hours
- **Year 12** - at least 3 hours

A regular pattern should be established each night and the iPad calendar/diary should be used to assist in planning and organisation. Types of homework include: set work, reading, written work, memorising, research, extended projects or assignments. Students should also develop the habit of regularly revising work studied previously and are encouraged to seek assistance when necessary.
CareMonkey

To eliminate the need to continually complete medical details at the start of each year, and to avoid some of the difficulties experienced at the start of this year, the College has engaged the services of CareMonkey.

CareMonkey is an innovative parent controlled electronic medical form for schools, clubs and other groups with a duty of care. It’s an electronic version of the paper-based forms you have to fill in for excursions, camps, etc. It provides parents the opportunity to update medical information promptly and accurately while providing the College with instant access to the emergency information provided by you. Similarly, excursion letters and permission forms will be sent using CareMonkey to your email address **from the start of 2017**. You simply respond to the permission request as indicated on your CareMonkey account. There is no need to return a paper reply slip to the teacher in charge of the excursion. A copy of the letter, with details of the excursion, remains in your daughter’s profile for future reference. As with all excursions, your daughter would be unable to attend unless you respond to the permission request via CareMonkey.

Users can use a PC, laptop, tablet or smartphone to enter the details including:
- emergency contacts
- medical contacts
- medical checklist including asthma, allergies, seizures, diabetes
- health and ambulance insurance details
- notes and other care instructions from parents

There is no need to upload a photo on your daughter’s profile, as the College will do this. You will continue to receive a reminder email until your daughter’s profile is complete. I am sure you will find this a much more efficient system to obtain your consent for camps and excursions via the electronic permission system and for the College to automatically access your daughter’s emergency medical and contact details.

Please visit [www.caremonkey.com.au](http://www.caremonkey.com.au) for more information, privacy and security details and instructions on downloading the **free** iPad or mobile phone app.

**If you are you having trouble completing your CareMonkey profile?**

Please click on the help button located at the bottom of the CareMonkey website.

It’s important that you log a help request directly through the CareMonkey website and their support team will assist you promptly with your query.
The College Uniform

The uniform policy of PCW Melbourne addressed the total appearance of the student travelling to and from and while at school. The uniform is seen as an external statement of the quality education offered at the College. In effect, it presents to the public an image, which is in line with the College ethos. The uniform is a means of developing unity and pride within our community. It is the expectation that all students comply with this policy in all its requirements.

All students are to wear the correct College uniform at all times. The PE Uniform is NOT to be worn on non-PE days.

**Summer Uniform (Term 1 and 4)**
- **Dress**: PCW Summer Dress (Blue and white design)
- **Blazer**: Navy blue, College pocket
- **Jumper**: Navy blue crew with College emblem
- **Socks**: Short white or knee high white socks (No anklets)
- **Shoes**: Black lace up school shoes.

**Winter Uniform (Term 2 and 3)**
- **Skirt**: Winter skirt
- **Shirt**: Green chambray with white collar
- **Tights**: Navy blue only - no socks
- **Scarf**: College scarf only

**Sports Uniform (To be worn only when the student has Physical Education classes)**
- **Shorts**: Navy blue
- **Trackpants**: Navy blue with College emblem
- **Polo top**: Polo top with emblem
- **Rugby Top**: PCW striped top
- **Sports Jacket**: PCW navy blue and green
- **Hat**: Cloth brimmed
- **Shoes**: Must be able to be laced up, provide sufficient grip for wooden surfaces, provide support through the arch of the foot and be predominantly black in colour.

In the interests of good dress sense and school spirit the following matters are particularly stipulated and disciplinary action may result for a breach of regulations.

1. Uniforms are to be worn as specified above. Summer, winter and sports uniforms are not to be interchanged.
2. Makeup, nail polish, non school badges and jewellery are not be to worn.
3. Piercings: Students are permitted to wear up to two small sleepers or studs in each ear.
   - No mouth, tongue or other facial piercings are allowed
   - Nose and other facial piercings must be removed
   - Students are not allowed to cover nose rings or other piercings with band-aids or other strips.
4. Hair must be maintained in a tidy manner and must be off the student’s face. Hair longer than the shoulder must be neatly tied back. Navy blue, bottle green and white headbands and ribbons are permitted. Hair must be of a natural colour!
5. Shoes are to be cleaned at regular intervals and laces up when worn.
6. Uniform is to be kept free of marks and is to be repaired when necessary.
**Senior School Jumper** – All Year 10-12 students may purchase and wear the PCWM Senior School Jumper. This is available from the uniform shop at the College.

**Year 12 Commemorative Garment** – While a Senior School jumper is worn by Years 10, 11 and 12 students, traditionally there has also been a Year 12 commemorative top designed by the students and worn later in their final year. This may take the form of a jersey, hoody or varsity jacket. The design and cost will be negotiated at the start of Year 12. Year 12 students will be permitted to wear this from the start of September.

**Uniform Suppliers**

Dobson's Uniforms, 667 Glenferrie Road, Hawthorn. Tel: 9819 1122

PCW Melbourne – next to the staff room

Tuesday 8am-11am

Thursday 1pm – 4pm

**Purchasing Books**

All books are ordered online directly through Lamont Books.

Booklists and Stationery lists will be available online at [www.lamontbooks.com.au](http://www.lamontbooks.com.au) from Monday November 16. Please go to this website and follow the instructions for the purchasing of books.

**Canteen**

Students are available to purchase breakfast, recess and lunch from the canteen. Microwaves are also available for student use.
Extra Curricular Activities

- Instrumental Music Lessons
- Choir / Band
- Drama
- Debating
- Running Club
- SCSA Sport (Tennis, Swimming and Diving, Indoor Cricket, Athletics, Hockey, Cross Country, Basketball, AFL, Indoor Soccer (Futsal), Soccer, Volleyball, Netball and Lacrosse)
- Lunchtime Sport
- Social Justice
- Writers Collective
- Bright Sparks
- Short Film Festival

Trips

- India
- Vietnam
- Italy
- Japan
- Singapore
International Student Fees

General

– Upon enrolment International Student Tuition Fees are payable six months in advance.
– The initial fees must be paid within 7 days of receipt of our letter of offer of a place.
– In subsequent years, fees will be billed 2 months prior to the anniversary date of commencement at PCW and must be paid within 14 days of receipt of account.
– Tuition may be withdrawn until fees are paid.
– Students completing Year 12 only will be billed on a pro rata basis.

Method of Payment

Currency is in Australian Dollars. All payments are to be made by Bank Draft in favour of PCW or International Bank Transfer. If paying by Bank Transfer the bank fees are an additional cost to be incurred by the applicant.

Accounts are payable within 21 days from the date of issue. A Late Payment Fee may apply if a payment is not received by the College by the relevant due date.

If parents or guardians have financial difficulty meeting the account they are encouraged to contact the Business Manager.

Application Fee – AUD$250 payable on application for enrolment and is non refundable.

Overseas Student Health Cover (OSHC) – It is an Australian Immigration Regulation that all students must have medical insurance whilst studying in Australia. The College cannot issue a “Confirmation of Enrolment” until a copy of the OSHC is received.

Tuition Fees – The academic year at PCW is from January to December. It is divided into two semesters. Each Semester consists of two school terms. Tuition fees are charged in two equal instalments. The College requires that tuition fees be paid at least six months in advance.

The Tuition Fees for the academic year for Years 7 – 12

AUD$25000 (2017)

N.B.: Tuition Fees will be inclusive of subject levies and extra-curricular costs for camps, sporting activities and excursions. For new enrolments the first instalment of twelve months tuition must be paid in advance.
Refund Policy

Tuition fees will be refunded in case of:

- visa application by the student is unsuccessful and student visa not granted
- the student has provided a written cancellation of enrolment as per required timeline (one term notice)
- the provider default
- if the College is unable to continue to provide the course in which a student has enrolled
- Refunds will be reimbursed in Australian dollars and the payment sent to the applicant’s home country unless otherwise requested in writing.

Refunds will be paid to the student (for 18+) or the parent specified in the Written Agreement.

Presentation College Windsor International Students Fees and Refund Policy applies to all course monies paid to the College.

All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the College Principal at least one term in advance.

Refund of tuition fees will not be paid in the case of:

- student default
- failure to pay course money
- College cancelation of the enrolment due to the student’s breach of College policies

Note that only tuition fees are protected under ESOS Act. For full details on fees and refunds refer to the International Students Fees and Refund Policy, attached to the enrolment pack.
# Appendix 1

## Schedule of Fees for International Students

### 2017 School Year

All fees are in Australian Dollars (AUD).

| **Tuition** | $25000 per year payable in 2 instalments at least 6 months in advance  
- Semester 1 due 31\(^{st}\) March  
- Semester 2 due 31\(^{st}\) August  
  Tuition costs are inclusive of VCAA fees.  
  (please note VCAA fees are subject to change in the following year) |
<table>
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<tbody>
<tr>
<td><strong>Application Fee</strong></td>
<td>$250</td>
</tr>
<tr>
<td><strong>English Language Assessment Fee</strong></td>
<td>$250 (if required)</td>
</tr>
<tr>
<td><strong>Guardianship Fees</strong></td>
<td>NIL</td>
</tr>
<tr>
<td><strong>Airport Transfers</strong></td>
<td>Transport arranged to and from the airport if required</td>
</tr>
</tbody>
</table>
| **Homestay** | $300 per week payable directly to the Homestay Company (AHN)  
  - $240 One Off placement fee |
| **Homestay Holding Fees** | To hold a place with a Homestay:  
  - During the summer vacation - $ Half the Homestay rate  
  - During an absence greater than one week – $ Half the Homestay rate. |
| **College Uniform** | Approximately $1000 |
| **Stationery** | Approximately $50 depending on Year Level |
| **Public Transport Costs** | This may cost up to $50 per week (depending on where you reside). |
| **Spending Money** | This is a family decision – generally $50 per week is adequate |