



# Noble Park Secondary College

## International Student Handbook

For Students and Parents

### Learning for every student

At Noble Park Secondary College, our vision is to provide a nurturing, supportive and safe learning environment for all members of the Noble Park Secondary College Community.

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[www.study.vic.gov.au](http://www.study.vic.gov.au)

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## School Profile

### Welcome to Noble Park Secondary College.

Our college welcomes international students into our school community with open arms. Noble Park Secondary College is accredited to deliver quality programs to international students studying in Melbourne. While studying at Noble Park Secondary College, students will improve their English language skills and have access to science, technology, music and sport facilities. Our committed staff ensure our students are being provided with the upmost care and support to further their development and education.

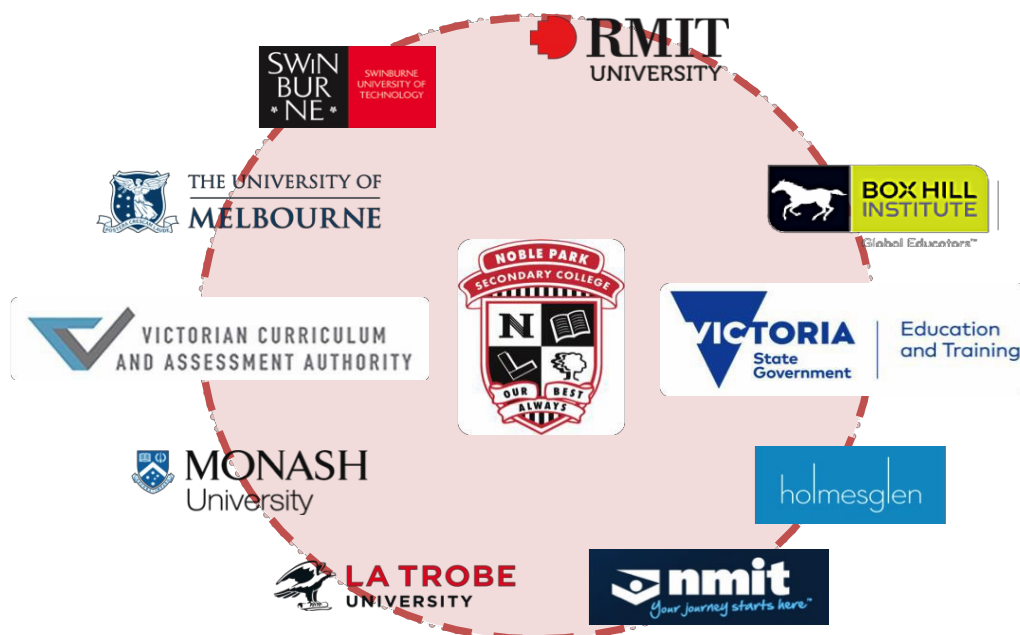
The college has a well-resourced library, senior studies wing, hall, student cafeteria, drama centre, careers room, media centre, science laboratories, arts/technology wing and a gymnasium.

We run "Galileo Enhancement Program" for Year 7 students that offers an enriched curriculum in English, Mathematics, Humanities and Science. The "Galileo Enhancement Program" is designed to prepare students to achieve high achievement levels at senior levels that will allow for advanced opportunities and scores to gain desired tertiary entrance.

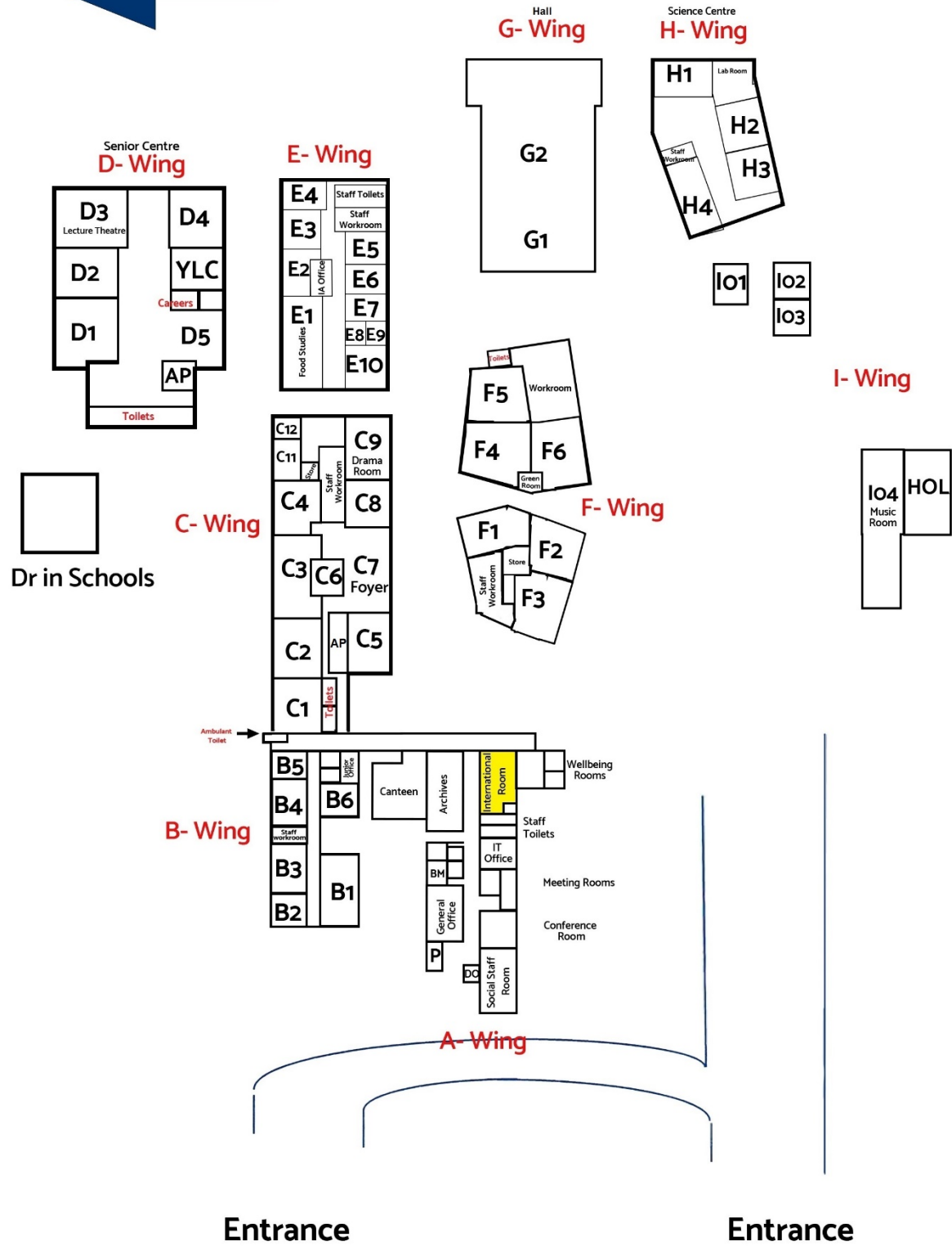
Our senior curriculum offers VCE and VET Programs. This will deepen the breadth of pathway choices for our Year 10 to Year 12 students. Noble Park Secondary College is highly regarded within its local community.

## School map

The school is mainly divided into ten blocks, Block A, B, C, D, E, F, G, H, I and Doctors Office.







## International Room

We provide an International Centre consisting of an office, meeting room, and a student room allowing students to comfortably use the fridges, microwaves, sandwich press, kettle, sink, books, games.



## International Team

Head of International Program:  
**Ms Elizabeth Roshiah**



Assistant International  
 Student Manager:  
**Ms Cindy TAGG**



Multi Educational Aide  
 (Khmer):  
**Ms Monique Savath**



Multi Educational Aide  
 (Vietnamese):  
**Ms Thien Nguyen**



## Teachers @ NPSC

Principal  
**Ms Pam Dyson**



Assistant Principal (Senior):  
**Mrs Helen Karagounis**



Assistant Principal (Junior):  
**Mr Gavin Ferrier**



Year 7/8 Coordinator:  
**Ms Halime Bajrektarevic**



Year 9 Coordinator:  
**Mr Scott Caughey**



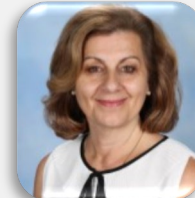
Year 10 Coordinator:  
**Ms Emily Cotela**



Year 11 Coordinator:  
**Mr Mark Ward**



Year 12 Coordinator:  
**Mrs Mary Soumplis**



Head of Junior School (7-9):  
**Ms Annette Beattie**



Head of Senior School (10-12):  
**Ms Suzanne Menezes**



Literacy Leader:  
**Ms Maria Theoharis**



Maths Learning Specialist:  
**Mr Carl Costolloe**



EAL Learning Specialist:  
**Ms Tracy Marr**



## School Policy

### Personal mobile phone and electronic devices

In accordance with the Education Department's Mobile Phones Policy, personal mobile phones and personal electronic devices **must not** be used at NPSC during school hours. Students who used their personal mobile phones or personal electronic devices inappropriately during school hours will be asked to hand their phone to the staff member and it will be locked securely in the front office. The parent or guardian will be contacted to collect the phone at their earliest opportunity.

Please refer to **NPSC Student Mobile Phone Policy 2020** for more information.

### Attendance

All International Students must satisfy their visa conditions in order to maintain their fulltime studies within Australia.

These conditions include:

- All International students must have an **attendance rate of 90%** as per Noble Park Secondary College Attendance Policy – as well as ensuring students attend all classes on time.
- Must complete all set tasks, including homework and assessment tasks.
- Must comply with College and classroom rules.

Student's attendance will be monitored regularly. When the student is late to school or is absent without a proper reason, there will be detention afterschool given by the Year Level Coordinator.

**IMPORTANT NOTE:** When students' attendance rate is **less than 90%**, the student will be placed on a contract to improve their attendance, as well as the attendance procedure template will be completed.

### Lateness and Absences

Lateness	Absence
<ol style="list-style-type: none"> <li>1. When late with a reason, please text the International Team Staff member</li> <li>2. Once arriving at school, print a late pass at the front office</li> <li>3. Go to the class and take the late pass to your class teacher</li> </ol>	<ol style="list-style-type: none"> <li>1. Call the International Team</li> <li>2. Text/call/messenger text the International Team Staff member</li> <li>3. Go to the doctor to obtain a medical certificate if applicable</li> <li>4. Also ask your guardian to write a note</li> <li>5. Bring the medical certificate and note to international office when you come back to school</li> </ol>

## Course Progress

All International Students must pass or demonstrate competency in at least 50 per cent of the course requirements for a study period (i.e. a semester). The International Students must successfully complete sufficient units of study to enable completion within the approved Confirmation of Enrolment (CoE) duration in each study period (i.e. semester). E.g. for Year 11 and 12 students satisfactorily complete sufficient units to achieve a VCE/VCAL qualification.

**IMPORTANT NOTE:** When student has more than one subject with unsatisfactory progress, a meeting with the International Student Coordinator and the Leading Teacher will meet with the student. When there are more than one subject with unsatisfactory progress, the student will be placed on a Course Progress Contract with regular monitoring.

## College Uniform

All students from Year 7 to Year 12 are required to wear the Noble Park Secondary College uniform in a neat, tidy and well-groomed manner. Please refer to **NPSC Uniform Code Agreement**.

When students are not in the correct uniform, they **MUST** go to their Year Level Coordinator for a uniform pass. Students without correct uniform may be sent home to change, or be removed from any school programs for the day.

## Reports – Continuous Reporting

NPSC has moved to CONTINUOUS REPORTING in 2022 for Years 7-12. Continuous reporting refers to the process of teachers providing timely and targeted feedback to students about their learning progress in a subject. This is done through Compass and the feedback and assessment information is then made visible to students and parents.



## Careers Counselling

Careers Coordinator: **Ms Rose Schiavello**



The college Careers Coordinator, Ms Schiavello will provide you with the information and material for the next stage of your education.

After completing the Victorian Certificate of Education (VCE), you can continue your studies at a Victorian University or a Training and Further Education Institute (TAFE). You can apply through VTAC, the Victorian Tertiary Admissions Centre, just like local students. The Careers Coordinator will run sessions towards the end of Year 12, to help you complete the VTAC application and tertiary entrance.

The careers teacher will provide you with:

- Ongoing careers counselling and advice
- Assistance with all types of applications for tertiary institutions
- Further counselling, assistance and adjustment of course preferences when your VCE results become available

The International Student Program Coordinator will work with the Careers Coordinator to make sure the international students have the support and information and to prepare them for their life outside the college community.

## Success Stories

Noble Park Secondary College has had many success stories including recent students completing the following tertiary studies:

Bio medics – Monash University

Engineering – RMIT, Melbourne University, Monash University

Accounting – Deakin University, RMIT, Swinburne

Architecture – RMIT

Commerce – Monash University, RMIT

Graphic Design – Monash University, RMIT

## Library

Library Manager: **Ms Karen Matthews**



Noble Park Secondary College Library is located at Building E. Students can visit the library before school, lunch time and after school to borrow books and laptops, study, play chess or relax. Please speak to Ms Matthews if you need more information.

## Netbooks and Laptops

IT Network Manager: **Mr Adam Van Leeuwen**



At Noble Park Secondary College, students can visit the computer technology support team to get their own laptop set up with school WIFI, and/or download Microsoft office suites and/or Adobe Apps. If student does not have a laptop, they can purchase a laptop from a recommended website by the school. Please ask the computer technology support team to find out more. Please visit them before school, during recess/lunch or after school for computer assistance.

## Marketing and Photography

Marketing Officer: **Miss Annie Salter**



The college Marketing Officer, Miss Salter is responsible for the school social media accounts, college newsletters, and photography at school assemblies including any carnivals or special events the school may hold amongst other duties.

## Nurse & Wellbeing

When a student is feeling unwell, or needs to talk to someone about his or her issue, Ms Lynda Chapman will be there to help.

Student & Staff Wellbeing Coordinator:  
**Ms Lynda Chapman**



School Nurse:  
**Ms Theresa Sprekos**



## Doctors @ School

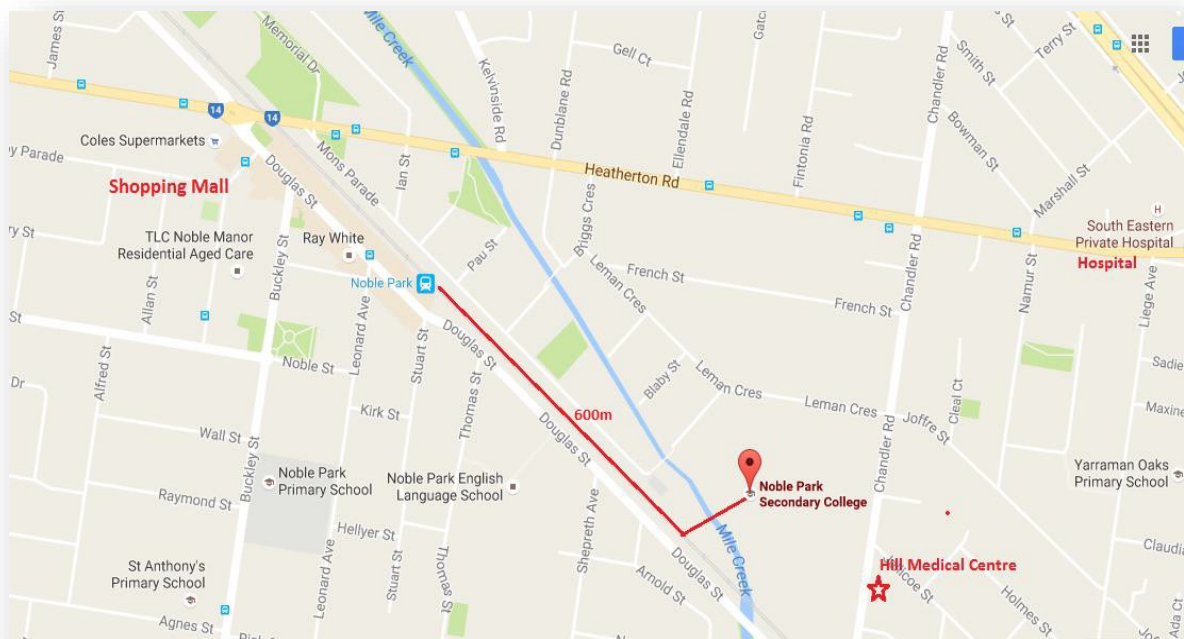
Dr David Lee, Dr Kishara Galappatthi (also known as Dr Kish), Dr Carmen Yau (currently on maternity leave till mid July) and/or Nurse Sarsha from Hill Medical Services visits our school **every Thursday**. Should you need to see the doctors at school, you can inform the international office in advance. Alternatively, you can email Ms Sprekos ([nurse@nobleparksc.vic.edu.au](mailto:nurse@nobleparksc.vic.edu.au)) directly to book an appointment.

## College School Bus Service

Our college has a bus service which is currently offered to International students free of cost. It is offered to students in the Keysborough, Springvale South and Dandenong North areas who would otherwise find access to the College difficult. There may be a waiting list to get this service so please feel free to enquire.

## School location

Noble Park SC is in an established and demographically stable south-eastern suburban residential area, approximately 25 km from Melbourne's CBD. It is very convenient for students to access through the Victorian public transport network. Noble Park train station is approximately 600 meters away from our college and the shopping centers are nearby (Noble Park Shopping Centre, Parkmore Shopping Centre).



## Access to the Public Transport network

Students can use a myki card to access to the public transport system (trains, buses & trams). <https://www.ptv.vic.gov.au/>



## Access to Public Libraries

The Greater Dandenong Libraries offer everyone with free access to a wide range of e-resources and enable you to place holds online. Students can enjoy reading books/e-books, utilizing advanced technology, and attending a variety of workshops of their interests. The friendly library staff would like to meet with you and talk to you more about their service. <http://www.greaterdandenong.com/section/1456/library>

 <p><b>The Vault - Search and Renew</b> Access your library online 24/7 and discover new items, renew and place items on hold, download ebooks, research online resources and more.</p>	 <p><b>About the Libraries</b> The Greater Dandenong Libraries are your portal to a wealth of services and resources. Discover information on programs and services, opening hours, locations, contact information and more.</p>	 <p><b>Library Membership</b> Library membership is free, open to everyone and provides members with access to a huge range of resources and services. Our friendly, skilled staff can guide you through the services available.</p>
 <p><b>Digital Access</b> The use of library computers is free for all library members and free WiFi is available at both the Dandenong and Springvale libraries.</p>	 <p><b>What's on in the Libraries</b> The whole community can enjoy our wide range of educational, fun and interesting activities, most of which are free!</p>	 <p><b>Language &amp; Literacy Program</b> Learn English, improve your reading, writing and literacy, gain information about further study and work skills and more.</p>





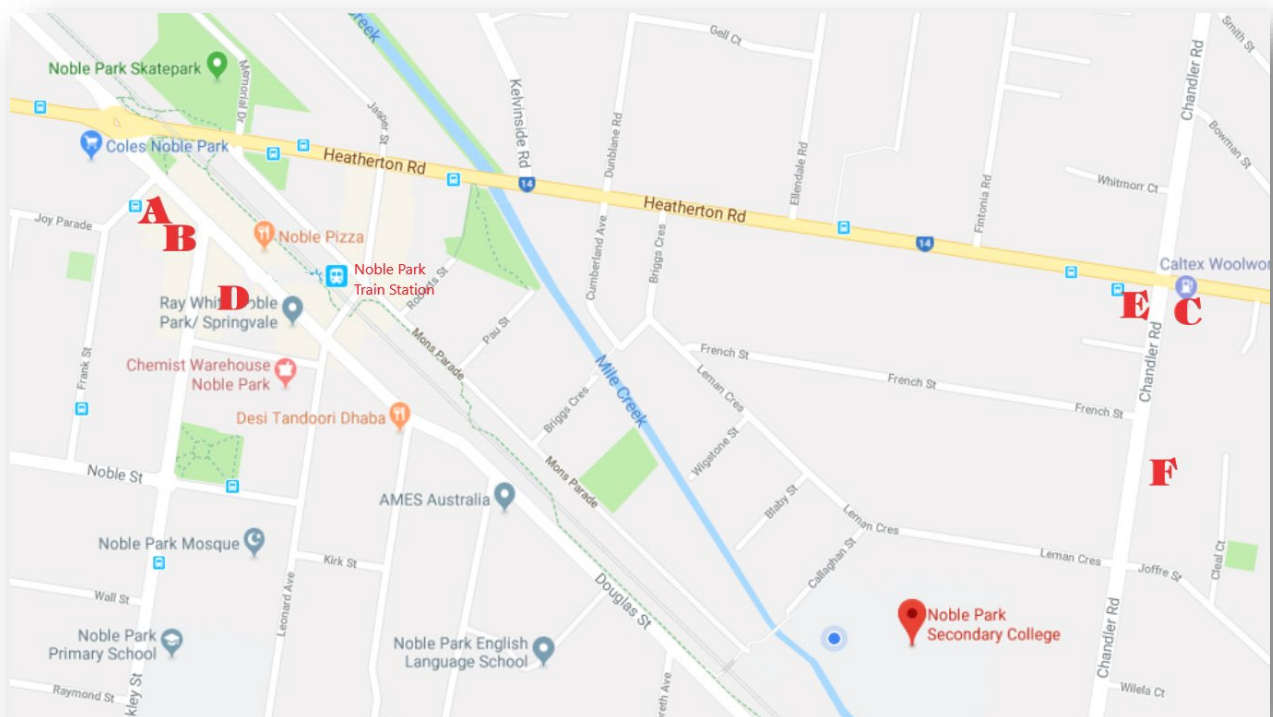
## Other facilities

### The Noble Park Aquatic Centre

Features a 50 metre heated outdoor pool with ramp access, water features and a boom to enable conversion into two 25 metre pools. It also features Melbourne's biggest water slide, a heated indoor program/leisure pool, and a large water splash/play area with tipping buckets and fountains.

<http://www.nobleparkaquaticcentre.com.au/>

### Banks, Post Office and Clinic



- A** Commonwealth Bank  
17 Douglas Street, Noble Park, VIC 3174  
Contact: (03)9547 5455  
Monday - Thursday 9.30am – 4pm  
Friday 9.30am – 5pm  
Saturday & Sunday Closed
- B** ANZ ATM  
42 Douglas Street, Noble Park, VIC 3174  
Contact: 13 13 14  
24 Hours
- C** ANZ ATM (Caltex Woolworths)  
Chandler Hwy Cnr, Heatherton Rd, Noble Park, VIC 3174  
Contact: 1300 655 055  
24 Hours

- D** Australia Post Noble Park Post Shop  
1/31-32 Douglas Street, Noble Park, VIC 3174  
Contact: 13 13 18  
Monday - Friday 9am – 5pm  
Saturday & Sunday Closed
- E** Australia Post Noble Park East LPO  
1276 Heatherton Road, Noble Park, VIC 3174  
Contact: 13 13 18  
Monday - Friday 9am – 5pm  
Saturday 9am – 12pm  
Sunday Closed
- F** Hill Medical Services  
51 Chandler Road Road, Noble Park, VIC 3174  
Contact: 03 9562 4766  
Monday - Friday 8am – 8pm  
Saturday 9am – 12pm  
Sunday Closed

## Child Safe

Children have the right to be safe and protected whilst in the school environment. Noble Park Secondary College champions child safety and has a zero tolerance of child abuse.

Noble Park Secondary has developed a Child Safety Policy in accordance with the Victorian Government's seven Child Safe Standards.

1. Strategies to embed an organizational culture of child safety, including through effective leadership arrangements
2. A Child safe policy and statement of commitment to child safety
3. A code of conduct that establishes clear expectations for appropriate behavior with children
4. Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
5. Processes for responding to and reporting suspected child abuse
6. Strategies to identify and reduce or remove risks of child abuse
7. Strategies to promote the participation and empowerment of children

Please refer to **NPSC Child Safety Policy 2021**.

## Important Information

### COVID-19 Information

The Department of Education and Training recognises this is a difficult time for international students and their parents, homestay families, school staff and education agents. A range of resources have been developed to help provide information during the coronavirus (COVID-19), including information about students travelling to and from Melbourne, Victoria. For more information, you can visit,

<https://study.vic.gov.au/en/international-student-program/coronavirus/Pages/default.aspx>. For further information on COVID-19, please also visit, <https://www.coronavirus.vic.gov.au/>.

### International Student Support

International students can get free support while studying in Australia. There is a Study Melbourne Student Centre in the city (17, Hardware Lane. Telephone: 1800 056 449), open Monday to Friday 9am – 5pm. For more information, you can visit <https://www.studymelbourne.vic.gov.au/help-and-support/study-melbourne-student-centre>. Alternatively, you can also visit <https://www.studyinaustralia.gov.au/english/live-in-australia/support-services#>.

Greater Dandenong Youth Services works with young people and their families aged 12-25 who live, work, study or have a significant connection to the municipality. If you need any counselling and support, engagement and participation in this vicinity. For more information, you can visit <https://youth.greaterdandenong.com/>

## Personal Health & Wellbeing

Victoria's health system offers a vast range of services and support across the state. Below are some helpful pages that could be useful to you should you need any support.

Australia has the highest rate of skin cancer in the world. Students, families and visitors are encouraged to protect themselves from over-exposure to the harmful UV radiation from the sun, especially during September to April. Noble Park Secondary College recommend using SPF30 (or higher) broad-spectrum sunscreen, sun-protective hat, long-sleeved clothing and seek shade whenever possible. For more information, you can visit Cancer Council Victoria's SunSmart Website at <https://www.sunsmart.com.au>.

At Noble Park Secondary College, we promote eSmart and believe in being responsible cyber citizens. eSmart focuses on helping students and parents deal with things like cyberbullying, maintaining a positive digital reputation, identity theft, encountering offensive and illegal content and unwanted contact. For more information, visit <https://www.nobleparksc.vic.edu.au/about/esmart/>. You can also visit <https://www.esmart.org.au> or <https://bullyingnoway.gov.au/>

Water play at the pool, water park or the beach is popular in Australia especially on warm days. It is important to ensure we do it safe and always go with someone and it is best to swim in places that are supervised by a lifeguard. For more information, visit <https://kidshealth.org/en/teens/water-safety.html>. You can also visit <https://www.royallifesaving.com.au/kidzone>.

Having a good health is important and allows us to be productive and happy. The following websites can help us with maintaining a better health and lifestyle.

General Health: <https://www.betterhealth.vic.gov.au/> or <https://www.eatforhealth.gov.au/> or <http://healthtranslations.vic.gov.au/>

Mental Health: <https://www.beyondblue.org.au/> or <https://www.headspace.com/> or <https://griefline.org.au/>

Eating Disorder: <http://www.feedyourinstinct.com.au/>

Dental Care: <http://www.adavb.net/>

Alcohol & Drug Use: <https://drinkwise.org.au/> or <https://adf.org.au/> or [www.quitnow.gov.au](http://www.quitnow.gov.au)

Safe Partying: <https://www.police.vic.gov.au/party-safe>

Other Useful Sites: <https://www.mshc.org.au/> or <https://www.secasa.com.au/>

## Legal, Employment and Working Rights

For legal advice, visit <https://www.studymelbourne.vic.gov.au/help-and-support/the-law-and-my-rights/legal-advice>. You can also visit <https://www.legalaid.vic.gov.au/>.

For employment and working rights, visit <https://www.studymelbourne.vic.gov.au/employment-and-work/your-rights-at-work>.

## Complaints and Appeals

For complaints and appeals procedures, visit <https://www.study.vic.gov.au/Shared%20Documents/en/StandardApplicationTermsConditionsPolicies.pdf>.

## Emergency contact

Emergency (Police, Fire, Ambulance): 000

Pam Dyson (Principal): +61 410 652 955

Elizabeth Roshiah (International Student Coordinator): +61 434 434 714

Cindy Tagg (Assistant International Student Coordinator): +61 412 363 557

Noble Park Secondary College: 03 9546 9066

E-mail: [noble.park.sc@edumail.vic.gov.au](mailto:noble.park.sc@edumail.vic.gov.au)

***DET is regulated by the Victorian Registration & Qualifications Authority (VRQA).  
Students can contact [www.vrqa.gov.au](http://www.vrqa.gov.au)***