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The History of The Mac. Robertson Girls’ High School

The Mac. Robertson Girls’ High School can trace 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

**2016 YEAR 9 STUDENTS ORIENTATION DAY - Wednesday the 9th of December, 2015**

The Orientation Day is on Wednesday the 9th of December 2015. 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.

**2016 YEAR 10, 11 & 12 STUDENTS ORIENTATION DAY - Thursday the 26th of November, 2015**

The Orientation Day is on Thursday the 26th November, 2015. Uniform is not required on this day and a light lunch will be provided. A parent is invited to attend this day with their daughter. A timetable of the day will be sent to parents.
Term Dates & Public Holiday’s

2016 TERM DATES
Term 1: *27 Jan – 24 March
  *Year 9's start – 29 Jan
Term 2: 11 April - 24 June
Term 3: 11 July - 16 September
Term 4: 3 October – 20 December

2016 PUBLIC HOLIDAYS
Labour Day 14 March
Good Friday 25 March
Anzac Day 25 April
Queen’s Birthday 13 June
Melbourne Cup Day 1 November

Information about the First Day of 2016 – New Students (9, 10, 11 &12)

School resumes for New Year 9 students on Thursday 28th of January, 2016. 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 their Form Teacher in the courtyard area. 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 Links Leaders, (Year 10 girls who will act as buddies for new students).

On the first day, Thursday 28th January, it will be sufficient to 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 and it is advisable that students come prepared 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 2016 students will be Friday 29th January, this day will commence at 8.30am.. Students should be at school no later than 8.20 am. New year 10, 11 and 12 students will also commence on Friday 29th January.

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 girls 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. If a student is unable to attend school, parents are required to contact the school on 9864 7759 or email studentabsence@macrob.vic.edu.au and leave a message informing the school of this absence.

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. Alternatively, following an absence, a note addressed to the form teacher, indicating the date/s and reason for absence should be provided. This should be brought on the first day that the student returns to school.

If a student is to be absent for more than two days it is the parents' responsibility to contact the Year Level Coordinator. In the case of absence for which there is no known reason or in the case of truancy from classes, parents will be contacted. Telephone checks are made when there are doubts regarding student absence.

Illness & Sick Bay
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 sick bay 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.

Lateness
Punctuality is expected at all times. Should a student arrive late to school she must sign in electronically on Compass using her student card, then report directly to the Middle School office (years 9 and 10 students) or the Senior School office (years 11 and 12 students). The lateness will be recorded by her Year Level Coordinator. Students should also provide a note from home explaining the reason for the lateness. Alternatively, parents are able to log the reason for the late arrival in Compass.

Out of Uniform
If for any reason a student is not wearing the complete school uniform she must report before school (before 8.20 am) to the Year Level Coordinator with a note of explanation. If a student repeatedly infringes the uniform code, the Year Level Coordinator will impose appropriate penalties and may require an interview with the parent/guardian of the student.

Permission to Leave School during School Hours
A student who needs to be excused from school for part of any day must have parent/guardian permission to do so. Parents are able to log this information in Compass specifying the date, time and reason for the absence. Prior to departure from school the student must sign out of school by swiping their student card on the Compass machine outside Middle School office.
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 which 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. 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 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.

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.

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

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 or they may choose to use a plain grey or black bag instead. Where students choose to purchase their own bag, a backpack with hip belt to support the weight of school books is advised.

Second Hand Uniform Sales
Second-hand uniform sales are held by the Parents’ Association. The sale of limited second-hand items of uniform and second hand books will be held on Saturday the 5th of December 2015, at the school.

Uniform Suppliers
Bob Stewart of Kew, 205 High Street, Kew (near the old Post Office) Telephone 9853 8429. 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:
- The school newsletter which 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.

Forms
The school is organised on a form basis (9A – 9I, 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. 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 fourth 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-DEECD employees (elected from the parent community), five DEECD 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 & 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

2016 Year 9 Orientation Camps
Week 1: Tuesday 9th to Friday 12th February 2016 - 9A, 9B, 9C, 9D, 9E
Week 2: Tuesday 16th to Friday 19th February 2016 - 9F, 9G, 9H, 9I

The 2016 Year 9 Orientation Camp will be held at Valley Homestead, Ovens near Myrtleford, at the base of Mount Buffalo. This is an important part of each student’s orientation to the school and we expect that every Year 9 girl will attend. Given that the girls have come to The Mac.Robertson Girls’ High School from a wide range of schools, geographical locations, and social, cultural and economic backgrounds. 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, which includes games, outdoor activities, abseiling, a lateral thinking obstacle course, rafting and bush survival, encourages participation and cooperation.

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 later clearing tables at meal times (on a roster basis). Further information about the camp

Year 10 Camp
There is an end of year camp at Phillip Island, which all Year 10 students are expected to attend. This is held in the first week of December; exact dates will be confirmed during 2016. 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 this camp will be provided during the year.

Canteen
The School Canteen is open during recess and lunchtime from the 1st February 2016. Students may lodge orders for lunch at the Canteen.

Co-curricular Activities
The Mac.Robertson Girls’ High School offers an extensive co-curricular program. 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.

Excursions
Day excursions and some extended excursions are organised by Faculty Coordinators and staff as an integral part of the curriculum. Attendance is compulsory. Parents are notified as early as possible about planned excursions.

Students Studying Language outside of school
A student at MacRob 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.

10
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

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<th>Hours per Subject</th>
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<tr>
<td>9</td>
<td>1.5 hours per night</td>
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<tr>
<td>10</td>
<td>2.0 hours per night</td>
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<tr>
<td>11</td>
<td>2.5 hours per night</td>
</tr>
<tr>
<td>12</td>
<td>4.0 hours per subject per week</td>
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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.

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 MacRob
There is a thriving music performance program at MacRob. 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. 2013 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 MacRob, 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 name given to the ex-students 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 Information Sessions
Parent/Teacher Nights 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.

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 Bulletin
The student bulletin is a daily information sheet posted on Compass daily and communicated within forms. It is used to communicate information to students by staff and other students. Notices to be advertised via the student bulletin are completed on the proforma available and deposited in the tray provided in the Assistant Principal's Office - Kings Way Building - by the end of lunch time each day or via email to studentbulletin@macrob.vic.edu.au.

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 of 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 fund-raising 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.

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.