



**Alkira**  
Secondary College

*Personalised learning for all. Respect for the individual learner.*

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## **Alkira Secondary College- Student Compliance Contract**

**Student Name:**

**ID Number:**

I, Student, agree to follow the conditions listed below, which are necessary for my continued enrolment at *Alkira Secondary College*. If these conditions are not followed, school will notify the Department of Education & Training and this notification may lead to a contract with the International Student Program Unit (ISPU) and the cancellation of my visa.

1. Attend College regularly and bring a doctor's certificate, explaining any absence, to my Home Group Teacher immediately upon my return to school.
2. Maintain an attendance rate of a minimum of 90%.
3. **Text Ms Kang** of Alkira Secondary College by 8.45am if I am not going to attend school on that particular day, and hand in doctor certificate on the next day.
4. If I am absent from school, I will find out about missed work from the class teacher as soon as possible on my return to school. I will also discuss with the teacher, a program to catch up on the missed work.
5. Attend all timetabled classes and arrive at all classes on time.
6. General requirements-
  - Make a genuine effort to improve in my studies
  - Being punctual in presenting work,
  - Bringing correct equipment to class,
  - Completing homework,
  - Completing all outcome tasks satisfactorily,
  - Attending all tests and examination sessions,
  - Paying attention in class and participating in class activities, and
  - Using my class-time effectively.
  - Wear school uniform correctly daily.
  - Students must be in uniforms under school requirements at school, or to and from school.
  - Students are not permitted to smoke and drink alcohol at any time.
  - Students are not permitted to buy a car or drive a car in the duration of their studies with Alkira SC.
  - **Going out after school and at weekends-** Students must ensure their homestay parents have a contact number at all time. Homestay parents are entitled to know where the students are after school.

**Monday to Thursday:** The school strongly discourages students going out unless to a school event. Students should go to bed at 11.00pm.

**Friday & Saturday:** Students may go out at the discretion of the homestay parents. Students should always inform the homestay if they will miss a meal. Melbourne Public Transport does not operate after about 11.30pm. Please return home before dark.

**Sunday:** This is the day to catch up on homework and prepare for the new week.

7. **Overnight Stays-** in general, students are not permitted to stay out overnight except with permission of the school. The contactable details need to be available to the homestay parents. You should not invite friends for overnight stay.
8. Students are not permitted to change their homestay without school permission.
9. **Part-Time Job:** students are not to undertake part-time job without school permission, especially within the duration of school terms.
10. Any travel back home will only be booked within the dates provided by the college and not during school terms.
11. **Dying Hair / Piercings / Jewelry / Make-up rules:** students must maintain the hair, piercing, jewelry and make-up policies of the College.
12. Must satisfy course requirements and obey all Alkira Secondary College school rules.
13. Must follow IED and Alkira's *Student Engagement Policy*, including the *Welfare Policy* and *Homestay policy* (as well as homestay rules)
14. At the request from the host family, the student must be at home by a specified time.
15. I will maintain excellent grades, study regularly, complete all tasks set, including homework. I will remain at school for all study periods and also attend Homework Club every Wednesday afternoon, if required to support my learning.
16. I will follow all Alkira Secondary College general rules, including wearing the correct uniform and not leaving the school premises without permission.

This school contract will be reviewed every semester.

## Signatures

International Student

**Carlyn Kang**  
International Student Manager

**Paul Looker**  
Assistant Principal

Date

Date

Date