



# Welcome to the Mildura English Language Centre (MELC)

This brochure introduces you to MELC.  
It explains what we value and  
what we expect from our students.



## School Times

School starts at **8:50am**.  
Do not come to school  
before 8:30am.



School finishes at **3:00pm**.  
Children must be picked up or  
leave at this time.



## Uniform

The MELC uniform is navy blue. There is no logo.  
The best shoes to wear to school are runners.  
Children play outside for one hour each day and  
have sports classes. They need good running shoes  
for this.

**Students must wear their uniform  
every day.**



## Books / Bag / Bottle

MELC will provide students with all the  
books and pencils they need to learn.  
Please provide your child/ren with a  
backpack for their lunch and homework.  
They will also need a water bottle.



## Phones

Students can bring mobile phones to school but  
they are not to be used between 8:50am and  
3:00pm. Students must turn their phones off and  
leave them in their bags.



## Travel

If you live more than 4.8km from the school your child will receive a  
bus pass to travel to and from school.

## Food

Students must bring their own food for snack and lunch. Children are given time to eat observed by the teacher. They should also bring a bottle of water for drinking.

**Students cannot use the microwave to heat their food.**

**Snack** is eaten at 11:10am.

Good snacks are: fruit, vegetables, popcorn, yoghurt, boiled eggs, and dried fruit.

**NO CHOCOLATE, NO CHIPS, NO LOLLIES!**



**Lunch** is eaten at 1:40pm.

Good lunch is: rice, pasta, vegetables, fish, meat, sandwiches.

**NO CHOCOLATE, NO CHIPS, NO SOFT DRINKS!**



## Assembly

Every Monday morning and Friday afternoon we hold a whole school Assembly. Families are welcome to attend the Friday afternoon Assembly from 2:45pm.

At Friday Assembly we award Student of the Week certificates.

## Homework

Teachers will give your child work to complete at home. The most important work your child can do is read in English. We have a 'Read At Home' system at MELC. Your child will bring a book home every day from school to read.



## Excursions

We often take the students out of the school on excursions. By signing the permission at enrolment, you are consenting to local excursions around Mildura. If we are going on Camp or Swimming we will ask for written and signed permission.



## Sickness

If your child shows any sign of sickness, they must not come to school. Please let us know your child is sick by calling: **5051 4700** OR text **0458 221 066**

**If your child is taking medication you must inform the MELC Office.**

## Documents

If your visa changes or is renewed you must provide us with a copy of the new visa.

If you are provided with a new Medicare or Health Care Card you must provide us with a copy.

## Details

If you address or phone number details change you must provide us with the new details so we are able to contact you.



## Length of Stay

Your child's time at MELC will depend on their past education and levels of English. Your child could stay at MELC from 3 months to over one year. In this time, you will be asked to meet with the classroom teacher so you can hear about your child's progress and receive a report.

## Transition

When your child has finished their time at MELC we will help to enrol them into a mainstream school of your choosing. We will discuss with you the best Year level for their abilities and learning.



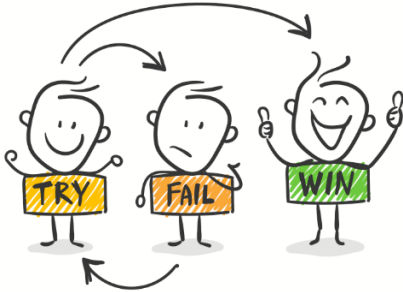
# We Believe In

## ★ PEACE AT MELC ★

### Our Values

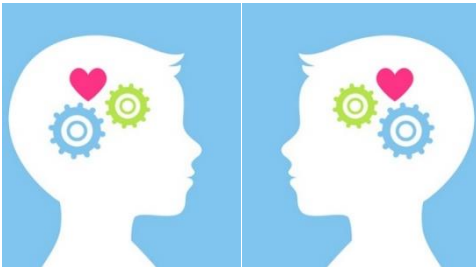
### Look Like

#### Persistence



- Trying again and again
- Never giving up
- Working hard on skills

#### Empathy



- Asking, "Are you ok?"
- Ask someone to play with you
- Taking care of your friends

#### Aspiration



- Working hard
- Setting goals
- Thinking about your future

#### Community



- Cleaning up after yourself
- Picking up balls
- Helping each other

#### Engagement



- Working hard
- Asking questions
- Sit up, look and listen



# Expectations of MELC Students

## Students at MELC are expected to ...

- listen to and be respectful of all staff
- wear the MELC school uniform everyday
- behave according to the MELC values
- engage in all school activities in a responsible manner
- take responsibility for yourself, your equipment and actions
- ask for assistance when you do not know what to do or need help
- engage in all learning activities, for example, sit up, look, and listen
- work collaboratively with all other students, no matter their gender, language, or cultural background
- actively listen when being spoken or read to, for example, look at teacher, nod, ask questions
- answer when spoken to; a response is expected, any response, for example, a nod, an "Ok"
- follow school rules, for example, raising hand to speak, asking before leaving the classroom, not running on the deck
- enter and exit classrooms in a disciplined manner, for example, not running out of the classroom as soon as the bell goes

## At MELC students are taught to:

- be resilient and confident
- learn in an Australian school context
- be proud of their individual achievements
- behave appropriately at school in Australia
- build and have the confidence to 'have-a-go'
- appropriately express a full range of emotions
- use appropriate tone and intonation when speaking
- respect the learning process, that it has a purpose and an aim; it is not just finishing first



# Behaviour Policy

At MELC we believe it is only when students are not engaged in their work that we need to check behaviour.

A MELC teacher will warn a student that they are not behaving in an appropriate manner. The student will be given a warning in the form of a choice, for example, “Do your work, or be removed to a buddy class.”

If a student does not comply the teacher will move to Act, and follow the steps below.

A Major Incident is one involving violence or extreme and continual bad behaviour, for example, continually ignoring teacher direction or causing a fight.

	Remind	Warn	Act
	Step One	Step Two	Step Three
Act	<ul style="list-style-type: none"> <li>• student spends time inside at recess</li> <li>• removal from class to buddy class</li> </ul>	<ul style="list-style-type: none"> <li>• student sent to office</li> <li>• apology from student</li> <li>• parents informed</li> </ul>	<ul style="list-style-type: none"> <li>• meeting with parents</li> <li>• Behaviour Management Plan</li> </ul>
Major Incident	<ul style="list-style-type: none"> <li>• removal from class/yard and attend AP Office</li> <li>• apology from student</li> <li>• parents informed</li> </ul>	<ul style="list-style-type: none"> <li>• meeting with student, teacher, AP and parents</li> </ul>	<ul style="list-style-type: none"> <li>• Behaviour Management Plan</li> <li>• suspension or expulsion</li> </ul>



## If you need help from school:

Talk to your teacher or Miss Claire

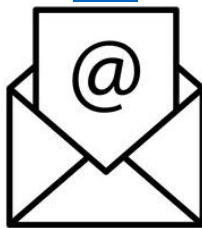


Call: 5051 4700 OR 0458 221 066



**Email:**

[mildura.senior.co.elc@education.vic.gov.au](mailto:mildura.senior.co.elc@education.vic.gov.au)



**Message:** MELC Facebook

<https://www.facebook.com/MilduraEnglishLanguageCentre>



## If you need help in Mildura:

<https://smecc.org.au/>



<https://headspace.org.au/>



<https://foundationhouse.org.au/>



<https://masp.org.au/>



<https://www.catholiccarevic.org.au/directory/locations/mildura>



<https://kidshelpline.com.au/get-help/webchat-counselling>

