

321-FM-MGS Macquarie Grammar School – Orientation Programme

| Time | Activities | Contact Person | Venue |
|---|--|--------------------------|--------------------|
| ON ARRIVAL, PLEASE PROVIDE RECEPTION WITH YOUR PASSPORT, thank you. | | | |
| 08:30 – 09:15 am | Registration 1. Complete registration & guardianship forms 2. Complete subject selection form (Yrs 11 and 12 only) 3. Timetable Distribution 4. Meet with the PEO/Headmaster | Admissions Officer | Level 8 classrooms |
| 09:15 – 10:00 am | Form Completion 1) Guarantee and Indemnity 2) Application for Student ID Card 3) Student Computer Use Agreement 4) English Placement Test (For overseas students only and if requested by MGS) | Admissions Officer | Level 8 classrooms |
| 10:00 – 10:05 am | Welcome from the PEO/Headmaster Meet your Teachers | Teachers | L8 Assembly Area |
| 10:05 – 10:30 am | Introduction to Macquarie Grammar School Agenda / Mission Why Macquarie Grammar School Family friendly / safe environment Our world class facilities / high standards; Wi-Fi facilities Leadership team & responsibilities Academic calendar; Assessment / Procedures Tuition Protection Services, Complaints Policy Accreditations | PEO/ Headmaster | |
| 10:30 – 10:45 am | Ice Breaker | Student Services Officer | |
| 10:45 – 11:00 am | Break | | |
| 11:00 --11:30 am | Student Services & Welfare Overview Campus location / transportation; Courses Student Services & Staff support; Visa requirements Forms / procedures / policies (eg Refund policy) Student cards / benefits Class rules / evacuation / further help | | |
| 11:30 -- 11:40 am | School Tour (First Time Visitors) | | |
| 11:40 -- 12:45 pm | Uniforms / Text Books 1 st : 7-10 Uniforms (dining room) 11&12: Text books (classroom) 2 nd : 7-10 Text books (dining room) 11&12: Uniform (classroom) When finished, complete forms, read through info pack (classroom) Return forms to L8 Student Services Officer | | |
| 12:45 – 3:00 pm | Clarence Street Campus – ID Visit Admission and Marketing Staff | | L8 & L4 |

Name: Orientation Completed: / /20..... Signed:



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Revision History

Review Date: March 2023

| Revision | Date | Description of modifications |
|----------|------------|--|
| 1 | 11/06/2014 | Original Policy Draft |
| 2 | 29/03/2016 | Roles and Procedures |
| 3 | 18/03/2018 | Updated Terminology and Responsibilities |
| 4 | 27/03/2023 | Updated Terminology and Responsibilities |