

Pinnacle of Academic Excellence

# Melbourne Tutorials

Main Campus: 203 Palmers Rd, Palmers Gateway, Truganina  
Junior Campus: 11/45 Tallis Cct, Sapphire Square, Truganina



[www.melbournetutorials.com.au](http://www.melbournetutorials.com.au)

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## Melbourne Tutorials Werribee Centre

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## How to address the teachers?

# Ms. or Mr.

### Melbourne Tutorials fosters a culture of respect:

Fostering a culture of respect means valuing professional relationships based on healthy boundaries.

We respect all of our clients, both parents and students, irrespective of any differences.

Parents play a vital role in children's education, and building a positive relationship with their teachers is crucial. One way to show respect and establish this relationship is by addressing teachers with a formal title, such as 'Mr.' or 'Ms.', followed by their name. This practice may seem outdated to some; however, it is generally considered a polite and respectful practice in many educational settings.

Parents are requested to use salutation (**Mr. or Ms.**) followed by the teachers' **first or last** name in all forms of communication including emails.

If parents are not sure of the first or last name, you may ask the teacher, please.

### Examples:

**Mr. John, Ms. Kelly, Ms. Jasmeet, Mr Singh etc.**

Parents may also address the teacher as '**Teacher**' or '**Sir/ Ma'am**', whatever they are comfortable with.

The provisions apply for all staff as well.

Similarly, parents shall be addressed as 'Mr.' or 'Ms.' followed by their first or last names.

**As mentioned above, these norms are followed in many prestigious institutes, schools in Australia.**

### Why are parents requested to use proper salutation?

Here are the most important reasons:

- Melbourne Tutorials workplace norms
- Healthy boundaries
- Parental language impacts child's attitude and behaviour
- Parental support for compliance
- Expressing gratitude towards teachers

Thanks for your understanding and best wishes!



## Selective Entry Exam- Selection and offers process

Only students who sat the examination are eligible for selection to the Selective Entry High Schools. At Selective Entry High Schools, the majority of students (85 per cent) are accepted based on examination results only.

In addition, up to 10 percent of enrolments are through the equity consideration category and up to 5 per cent of enrolments can be made under the principal's discretion category. Noting the principal's discretion category can only be applied when the quota from any one source school has not been reached.

With the exception of the equity category, a quota applies to the number of Year 8 students from any one source school who can be accepted across the four Selective Entry High Schools.

No more than 4% of students are offered 'standard' places at Selective Entry High Schools from a single feeder school (excluding P-9 schools). The quota that applies to a P-9 school is up to 10%. Quotas apply to minimise the impact on feeder schools.

An illustrative example of the quota process is offered below. At ABC High School, the maximum number of standard offers that can be made is 4 based on 100 students enrolled at Year 8. The Principal Discretion Category cannot be used as the Year 8 quota for this school has been reached. However, offers can be made under the Equity Consideration category to eligible students as this category is not subject to the quota policy.

School name	Year 8 student enrolment	Standard Offers	Equity Offers	Principal's Discretion Offers	Total Offers
ABC High School	100	4	1	n/a	5
Example P-9 School	50	4	1	1	6

The entry score required for each school varies from year to year depending on the demand for places at the school and the scores achieved by those students who have listed the school as their first preference.

It should be noted that examination outcome reports are confidential and should not be compared with other students' reports as a range of factors are taken into consideration when making offers, for example, quotas on source schools, school preferences etc.

### Equity consideration category

Equity consideration helps ensure that all students have access to the same opportunities. Students are eligible for a place in the equity consideration category if they:

- have parents with either a Commonwealth Health Care Card or a Pension Card, and who qualify for income support benefits.
- identify as Aboriginal or Torres Strait Islanders on the application form.

### Principal's discretion category

The Principal of each Selective Entry High School has the authority to offer up to 5% of places under the principal's discretion category, as long as this does not exceed the Year 8 quota of students from any single school. Principals from each Selective Entry High School identify from the examination results those students who they wish to invite to submit an application under the principal's discretion category. These applications, including the due dates for submission, are handled by the individual schools.

An invitation to submit an application for a principal's discretion category is not an offer of a place at the school. The principals shortlist and interview students from the applications received, and make offers directly to students. If a student accepts an offer at a Selective Entry High School and receives an offer to apply for principal's discretion for a higher preference school, the student can retain the initial offer while the principal's discretion process is undertaken.

## Term Dates 2023

- **Term 1 : 30 January to 9 April**
- **Term 2 : 24 April to 25 June**
- **Term 3 : 10 July to 17 September**
- **Term 4 : 2 October to 10 December**

## Admissions 2023

Please complete Expressions of Interest to secure a place in the wait list.

<https://melbournetutorials.com.au/enrollment/>

Appointments by booking only. Please email the concerned branch