



MITCHELTON STATE HIGH SCHOOL INTERNATIONAL STUDENT PROGRAM ORIENTATION BOOKLET



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REALLY IMPORTANT PHONE NUMBERS

Put these numbers into your phone!

Names	Numbers	email
Your Homestay -mobile		
Home		
Ms Judy Martin International Student Coordinator	0423 311 278	jmart295@eq.edu.au
Mrs Fumika Keal International Homestay Coordinator	0411 551 692	fkeal0@eq.edu.au
Ms Chen Ji International Teacher Aide	0449 820 805	cji3@eq.edu.au
Emergency from mobile number	000 / 112	

OTHER IMPORTANT FACTS ABOUT PHONES



Your phone must be charged!

Your phone must have some credit!

Your phone MUST be on silent in class!

**If we do not answer your call, please send us a text.
Do not use voicemail.**

Answer your phone when your homestay or we call you.

If you change your number, you must tell us.

If you have an I Phone, register it.

We are available 24/7 for emergencies.

Phone manners

- In class, phones are not in sight.
- Do not take your phone with you to the dinner table or leave the dinner table to answer your phone. Your homestay will think you are very rude.
- When sending a text, please remember to sign your name.

Phone safety

- Keep your phone in your pocket or leave it at the office for safe keeping. Do not leave your phone in your bag.

Local Medical contacts Nationality	Contact	Doctors/Dentists
Dr. Hur Sth Korean	3210 2111 Myer Centre Albany Creek	Doctor
Sakura Family Practice Dr Mayumi Yoshida/ Dr Dion Dewar	3003 0100 141 Queen St, Brisbane	Doctors
Dr. Michael Yang Chinese	3351 6122 Arana Hills	Doctor
Dr I Ferguson Australian	3355 1947 Keperra Medical Centre – Dallas Pde	Doctor
Medicine on Blackwood	3855 9888 Blackwood Street Mitchelton	Doctors
Dr Gordon. J. Phun	3351 1979 Unit 2/ 1300 Samford Rd Ferny Grove	Doctor
The Travel Clinic Doctor (Translators via phone)	3211 3611 Level 1/245 Albert Street, Brisbane	Doctors
Dr. Theresa Mac (other dentists also available)	3351 3366 Dentarana Shop 5, Patricks Place Arana Hills	Dentist
Dr. Eileen Liu	3216 0216 231 Brunswick St Fortitude valley	Dentist
Dr. Lorraine Esparcia	3855 5199 11 Dallas Parade, Keperra	Dentist
Dr Jason Dixon	The Grange Practice, Level 1, Suite 3, 3 Days Road 0416 628 000	Counsellor – Japanese speaking
Colin Kong	3340 5159	Psychologist
Dr Marilia Lebara	Lev 9/248 Edward St City	Psychologist-Jap/Portuguese/Eng language

Emergency Services

Ferny Grove Police Station	3851 4499	Cnr Tramway St & Samford Rd
Asian Specialist Unit Korean officer Chinese officer Vietnamese officer	3364 6200 0410 504 074 0411 719 092 0411 134 159	200 Roma Street Station- City
Prince Charles Hospital	3139 4000	Chermside
St Andrews Hospital	3834 4444	457 Wickham Tce Spring Hill (Japanese translators)
Japanese Consulate Monday to Friday 9:00 a.m. to 12:30 p.m.+2:00 p.m. to 4:00 p.m	3221 5188	Level 17, 12 Creek Street, Brisbane
Chinese Consulate 09:00am-- 12:00noon, Monday--Friday	3210 6509- ext.200	Level 9, 79 Adelaide Street, Brisbane
South Korean Consulate	02-9210-0200	Level 13, 111 Elisabeth St, Sydney
EMERGENCY Fire, Police, Ambulance	000 from landline 112 from mobile	
Poisons Information Centre	131126	
QR Lost Property	13 16 17	Roma Street Station- Monday – Friday 7.30am -5pm
Trainwatch QR	1800643443	problems on train
Translink –Bus Lost Property	3403 8888 /131230	13 number allows for an interpreter as well
Ferries – Lost Property	3403 8888	
Black & White Taxis	133222	
Yellow Cabs	131924	SMS 0428 13 1924 enter your name and exact street pick-up address and suburb

OVERSEAS STUDENT HEALTH COVER

Students who started school in 2013 have their Health Cover through Allianz. Some of you may be using other companies.

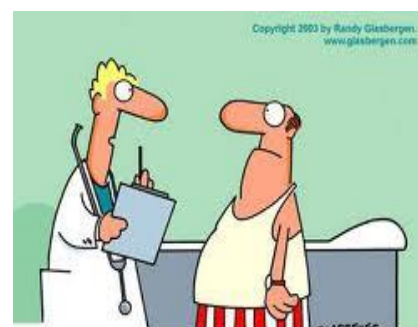
So you all have medical insurance. The websites for Allianz is:
www.oshcallianzassistance.com.au

If sick, go to the doctor NOT the hospital.

Hospitals are only for more serious problems or emergencies.

Allianz Overseas Student Health Cover provides:

- Cover if you need to go to hospital
- Cover if you need to visit a doctor or specialist
- Ambulance services
- Benefits for some of your prescription medicines
- [24/7 emergency advice and assistance](#)
- [Allianz 1800 814 781](#)
- Access to the online health and wellbeing programs and fact sheets



"What fits your busy schedule better, exercising one hour a day or being dead 24 hours a day?"

Specific hospital cover



- Private hospital accommodation
 - Overnight admissions in a private or shared room
 - Same day admissions
 - Intensive care
 - Theatre fees
- Public hospital accommodation as a private patient
 - Overnight admissions (shared room only)
 - Same day admissions (shared room only)
 - Outpatient accidents and emergency department fees, including outpatient medical and post-operative services (fees raised by the hospital for treatment where you are not an admitted patient)
 - Theatre fees
- Surgically implanted prostheses and other items on the Federal Government's Prostheses Schedule
- FAQ's answered in various languages in Allianz;

Services which are not covered under your policy:

- a. Services provided by physiotherapists, osteopaths, chiropractors, naturopaths or any other ancillary services.
- b. Medications, drugs or other treatments not prescribed by a doctor or not included in the Pharmaceutical Benefits Schedule.
- c. Any costs associated with dental treatment, unless the services provided meet the requirements of the Medicare Benefits Schedule.
- d. Optical charges.
- e. The co-payment and/or gap payment payable by you under Australian law or as a result of the provider charging in excess of the Medicare Benefits Schedule Fee.
- f. Service fees charged by a doctor or hospital which are not included in the benefits covered under your policy

Benefits are not payable for pre - existing conditions in the first 12 months

Waiting periods: 12 months for obstetrics and pregnancy-related services.

Process at the doctor:

1. You pay the fee
2. Keep the invoice/receipt
3. Go online to make a claim
4. Must include banking details – Account number and BSB number of Bank
5. Allianz will reimburse you the scheduled fee for the service, into your bank account
6. There will be an out of pocket expense – **you do not get all the money back**

Doctor's consultation fee	\$78 approx
Medicare rebate to patient (100 per cent of Schedule fee)	\$37.05
Out-of-pocket expense to patient	\$41.00

Problem solving

Adjusting to life in Australia

- Homestay
- School
- Society
- Language
- Behaviour
- Food

Yes, there will be Problems, Misunderstandings
Miscommunications



1. What do I do about them?

The first thing you do is to tell us that you have a problem and tell your homestay.

2. Who do I talk to about the problem?

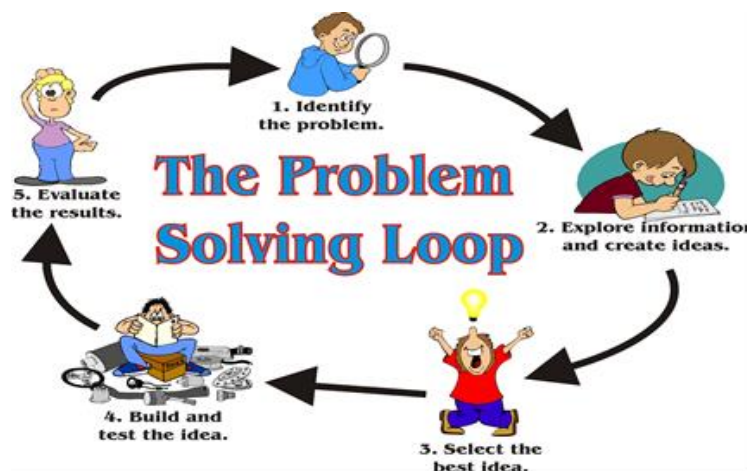
You talk to us, Ms Judy, Ms Fumika, Ms Chen about the problem and we will discuss it with you and together try to find a solution. You are also able to see the Guidance Officer or the school nurse about the problem.

Talking about a problem is always the best way to solve it because most are caused by misunderstandings on both sides.

3. How is the problem solved?

Most problems are solved by listening carefully and explaining reasons for things. Also most problems are solved by negotiation and sometimes compromise, not like our cartoon.

However, if there is a serious problem, you will be asked to write down your complaint as per the Complaints and Grievances Policy in the Policy handbook P5, P6. The ISC will write down a solution to that issue. If you are not happy with that solution you may see the Principal for his solution. If you are still not happy then you may see EQI about the problem. Again the complaint must be in written form. See flowchart P9.



<http://www.problemsolvingactivities.org/>

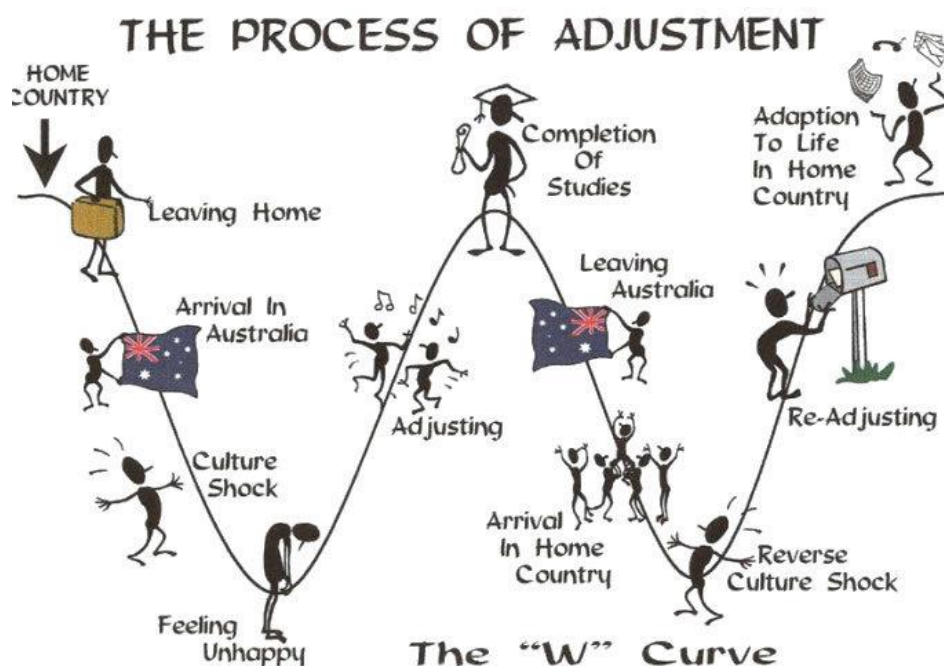
Culture Shock - is a natural and human response to new cultural experiences. It describes the emotional and physical discomfort a person suffers when moving to a completely new environment.



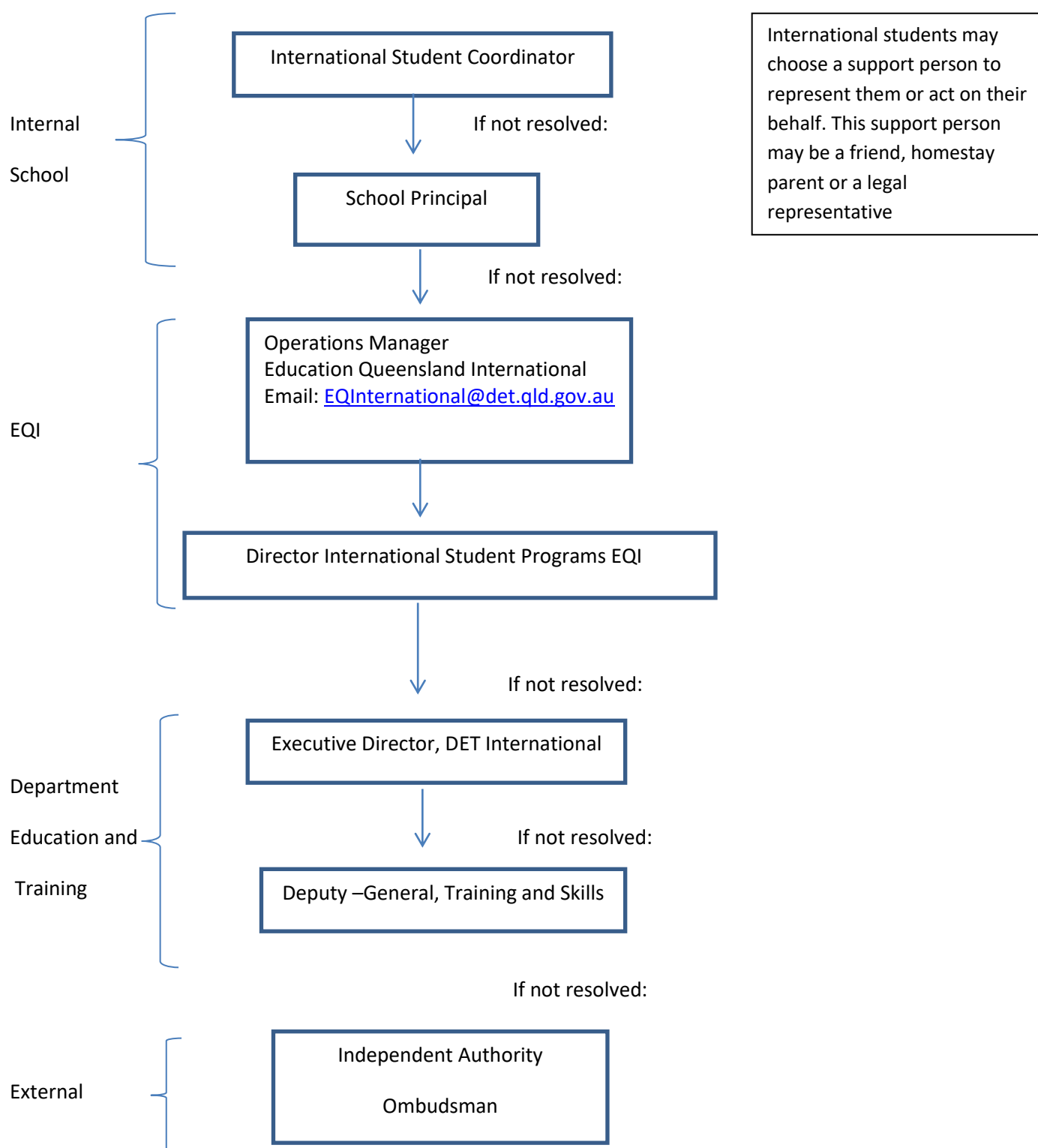
Reactions - things you might feel when suffering culture shock:

- a lack of direction
- a feeling of not knowing what to do or how to handle things
- not knowing how to react and what is acceptable (OK) or unacceptable (not OK)
- may feel homesick,
- bored or withdrawn in their host country
- might spend all their time with other people from their home country, avoiding the host nationals
- may drink, eat or sleep too much
- may get headaches or get ill more often than normal
- might feel hostile or critical of the host culture,
- may cry over unimportant problems.
- may experience this on your return home

Not everyone will experience culture shock.



FLOWCHART FOR COMPLAINTS AND APPEALS POLICY



PARTICIPATION, ACCOUNTABILITY, RESPECT

- ✿ Opened 1956
- ✿ Traditional school - uniforms
- ✿ Our motto is
Mens sana in corpore sano
A sound mind in a sound body
- ✿ Vision
Inspiring Individual Excellence
- ✿ 2017 student population 410
- ✿ 49 international students
- ✿ Care class system
- ✿ 3 House groups
- ✿ **CENTAURUS**
- ✿ **PEGASUS**
- ✿ **SCORPIUS**
- ✿ Acting Principal – **Ms Bampton**
- ✿ 2 Deputy Principals
Mrs Wainwright-Smith: 10/11/12
Mrs Hamman: 7/8/9 (Acting)
- ✿ 9km from city
- ✿ Good public transport
- ✿ Wide subject selection
- ✿ Leafy green environment
- ✿ Air conditioned rooms
- ✿ Trade Training Centre
- ✿ 2 Industrial kitchens
- ✿ Music
- ✿ Dance
- ✿ Drama
- ✿ Sport
- ✿ Clubs – Leo's, Music, Dance, Art,
Tech Crew, Choir, Bookclub

Part 2

YOUR SCHOOL –MITCHELTON SHS

Be proud of your school

Be proud of yourself

Be proud of your uniform

Every policy at our school is based on 3 values:

PARTICIPATION, ACCOUNTABILITY, RESPECT.

Participation is a noun. It means: *The act of taking part or sharing in something*

How can you participate?

.....

.....

.....

Accountability is a noun. It means: It means being answerable or responsible for your decisions and actions.

What are some things for which you are responsible?

.....

.....

.....

Respect is a noun. It means: a feeling or understanding that someone or something is important, serious, and should be treated in an appropriate way.

In what ways can you show respect?

.....

.....

.....

MITCHELTON SHS VALUES



Bell Times

Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
CARE	9:00-9:10	9:00-9:10	9:00-9:45 Assembly	9:00-9:10	9:00-9:10
L1	9:10 – 10:20	9:10-10:20	9:45-10:55	9:10-10:20	9:10-10:20
L2A	10:20-10:55	10:20-10:55		10:20-10:55	10:20-10:55
Break 1	10:55-11:25	10:55-11:25	10:55-11:25	10:55-11:25	10:55-11:25
L2B	11:25-12:00	11:25-12:00	11:25-12:00	11:25-12:00	11:25-12:00
L3	12:00-1:10	12:00-1:10	12:00-1:10	12:00-1:10	12:00-1:10
Break 2	1:10-1:40	1:10-1:40	1:10-1:40	1:10-1:40	1:10-1:40
L4	1:40-2:50	1:40-2:50	1:40-2:50	1:40-2:50	1:40-2:50

➤ In Years 11 and 12, student tutorials are scheduled. They are compulsory for international students

Things to remember about bells:

- when the bell rings – go to class
- Teacher may mark you late
- If you are late to school, you must go to class and the teacher will mark you as a late arrival
- If you arrive after 9:30 you go to the Office to sign in
- You are not allowed into class without this slip after that time
- Being late will result in a meeting with the ISC
- There are special bells for emergencies – **Fire**



Lockdown

In case of Fire

FIRE EVACUATION PROCEDURES

= Continual ringing of the bell

REMAIN CALM

All people move quickly to assembly area on SCHOOL OVAL.

LEAVE ALL BELONGINGS BEHIND

Students assemble in Care classes and have names marked off by care teachers

Staff and visitors report to Deputy Principal at assembly area
Silence should be maintained until the 'STAND DOWN' is given by the Principal or Deputy.

DET Cricos No: 00608A

Mitchelton State High School



Intrusion or other dangers

LOCKDOWN PROCEDURES = continuous short rings of the bell



REMAIN CALM

All people move quickly to NEAREST occupied classroom/staffroom

Teachers take charge of any students near them at the time of the lockdown.

Staff members also take charge of any visitors at the time of the alarm.

Close all doors, windows – secure them from the inside.

Turn lights, fans, air conditioners, equipment off

– **including mobile phones.**

Everyone sits on the floor in an 'out of sight' position (if possible) or under desks.

Remain in the room until the 'STAND DOWN' order is given

There are regular fire drills and lockdown drills. All Queensland schools must hold these.

Mitchelton State High School

Student Timetable - Semester 1 2018, Version 6

Year 11, Centaurus, 11C1 (Ms Hall)

	Monday	Tuesday	Wednesday	Thursday	Friday
CARE	9:00-9:10 11C1 HALLMI EC01	9:00-9:10 11C1 HALLMI EC01	9:00-9:45 11C1 HALLMI EC01	9:00-9:10 11C1 HALLMI EC01	9:00-9:10 11C1 HALLMI EC01
L1	9:10-10:20 ALT111D BROWDE CCL8	9:10-10:20 PHY111A LOWST0 SLB2	9:45-10:55 CHI111A WANGNA AC05	9:10-10:20 ENL111A MARTJU PC01	9:10-10:20 ACC111A BROWDE CCL8
L2A	10:20-10:55 ENL111A MARTJU PC01	10:20-10:55 MAB111A HEALBR CC09		10:20-10:55 CHM111A ROBEPE SLB1	10:20-10:55 ALT111D BROWDE CCL8
B1	10:55-11:25	10:55-11:25	10:55-11:25	10:55-11:25	10:55-11:25
L2B	11:25-12:00 ENL111A MARTJU PC01	11:25-12:00 MAB111A HEALBR CC09	11:25-12:00 RIS111A HURLTI CC12	11:25-12:00 CHM111A ROBEPE SLB1	11:25-12:00 ALT111D BROWDE CCL8
L3	12:00-1:10 CHM111A ROBEPE SLB1	12:00-1:10 ENL111A MARTJU PC01	12:00-1:10 PHY111A LOWST0 SLB2	12:00-1:10 MAB111A HEALBR CC09	12:00-1:10 CHM111A ROBEPE SLB1
B2	1:10-1:40	1:10-1:40	1:10-1:40	1:10-1:40	1:10-1:40
L4	1:40-2:50 MAB111A HEALBR CC09	1:40-2:50 ALT111D BROWDE CCL8	1:40-2:50 ACC111A BROWDE CCL8	1:40-2:50 ACC111A BROWDE CCL8	1:40-2:50 PHY111A LOWST0 SLB2
L	2:50-4:00 CHI111A WANGNA AC05	2:50-4:00 CHI111A WANGNA AC05			

Legend:

Class Code	Class Name	Teacher Code	Teacher
11C1	Roll Class	BROWDE	Ms Brown
ACC111A	Accounting	HALLMI	Ms Hall
ALT111D	Alternate Study	HEALBR	Mr Healy
CHI111A	Chinese	HURLTI	Mr Hurley
CHM111A	Chemistry	LOWST0	Mr Low
ENL111A	English for ESL Learners	MARTJU	Mrs Martin
MAB111A	Mathematics B	ROBEPE	Mr Roberts
PHY111A	Physics	WANGNA	Ms Wang
RIS111A	Resilient Individuals Strive for Excellence		

- 4 lessons each day
- You move to different class rooms for subjects
- Line up outside your class
- Your class is BC06 = Your class is in B Block Classroom 6
- Your Care group are students from the same year level

Assembly is on

MAT stands for

Who teaches him Science?

Which Block and Room is his English class?
.....

What time is CARE?

STUDENT EXPECTATIONS

- ✓ Be at school = accountability
- ✓ On time = accountability
- ✓ In class = accountability
- ✓ In uniform = respect + participation
- ✓ have your correct books and equipment = accountability
- ✓ Absences – all must be explained as soon as possible = accountability
- ✓ Complete your assessment = accountability
- ✓ Be polite = respect
- ✓ Participate actively and positively in class = participation
- ✓ Do homework – if you can't, speak to your teacher = accountability



.....



.....



.....

GET AN EDUCATION



STAY IN SCHOOL

.....



.....

Electronic Device Policy

For full policy refer to the Responsible Behaviour Plan for Students

- In order that all students have the maximum opportunity for optimal use of class time, mobile phones and other personal electronic devices need to be kept out of sight during lessons and other supervised activities.
- Teachers communicate the rules with regards to electronic devices at the commencement of each new course and posters are displayed in the school reinforcing this message.
- Personal electronic devices are not to be used in class without prior expressed permission from the classroom teacher.
- When a student is seen using or interacting with an electronic device during lessons or other supervised activities, the student is reminded of the rule and is required to take the item to the office where it is logged and kept for collection at the end of the day.
- Collection of the device will be by the student or their guardian depending on the circumstance and number of offences.
- No responsibility will be taken by the school for loss, theft or damage to personal electronic devices brought to the school by students. All electronic equipment brought to school is done so at the owner's risk.

Procedures

1. Electronic devices are not to be used in any way that is disruptive to the normal routine.
2. Students turn their mobile phones off or to silent during lessons and other supervised activities and they are kept out of sight.
3. In all classrooms, electronic devices are not to be used as calculators, for playing games or sending/receiving messages.
4. Appropriate action will be taken against any student who photographs, films or records other individuals without their consent. (Refer to the Mitchelton State High School Safe School Policy)
5. Disciplinary action will be taken against those who use electronic devices to send harassing or threatening video, audio or text messages. (Refer to the Mitchelton State High School Safe School Policy)
6. Disciplinary action will be taken against any student who uses an electronic device during exams.
7. Students may face disciplinary action if they fail to follow a teacher's direction when enforcing the expectations of this policy – as per the behaviour matrix.

FAQ's

Get text books or reading books? You go to the Library and show your ID card.

I remember my homework? You are given a diary where homework is written.

Make friends? You join in to as many activities as you can. It does not matter whether you are good at the activity or not! And say hello to people and smile!

I want to see the Guidance officer? You can go to the Office and request an appointment OR make an appointment with the GO OR see me and I can make an appointment for you.

I arrive late to school? You go to your class and the teacher will mark you here and note the time. If you arrive after 10am you must go to the Main Office to sign in.

I am not in correct uniform? Between 8.10am – 9.30am, you must go to A1. If you have a note from caregiver or text, then there is no detention. You will be given a slip which you keep for the day. The Uniform coordinator will lend you the missing item if possible. Return item to main Office at the end of the day. More than 3 times out of uniform will result in a Uniform detention. You need to listen to Care notices to hear if you are required to do a detention.

If I am feeling sick at school? I ask my teacher for permission to go to sick bay, which is in the Office. You will be able to stay there for 20 minutes. If you are still not feeling any better, the Office staff will contact your homestay to collect you. **On no account do you ever leave the school grounds without permission.**

I forget my computer password? Tell your teacher who may be able to reset it for you. Otherwise, see Mr. Martin in C block at break times only.

Do I need exercise books and pens? Yes. Every student needs a pencil case with pens, pencils, ruler, eraser, glue, sharpener. Every student needs an A4 exercise book for each subject

I use my phone in class? It can be confiscated by the teacher and you will have to go to the office at the end of the day to get it. If this behaviour continues there will be further consequences. See p16.

Visa Conditions

You are on a **500 Student Visa** which is a student visa. This means that there are conditions that you must follow.

Explaining student visa conditions

- 8105** Cannot work more than 40 hours per fortnight while course is in session.
- 8202** Must maintain enrolment in registered course,
Maintain satisfactory course progress and
Maintain satisfactory attendance.
- 8516** Continue to satisfy the requirements of the grant of the student visa such as ensuring the main course of study matches your student visa or that you still have financial capacity.
- 8533** Notify education provider of change of address in Australia within seven days.
- 8501** Maintain health insurance.



Deferral and Suspension of studies

Deferral means that you are not able to start your studies on the correct date.

The reasons for requesting this are compelling or compassionate ones. Examples are natural disasters in the area you are from, delays in getting a student visa, or a medical condition that has suddenly arisen.

What must you do?

Contact EQI, at least 7 days before your start date to ask for a deferral form. Your agent can assist you.

A deferral must be less than 6 months. For further information and the form see

<https://eqi.com.au/for-students/policies-procedures/deferral-suspension-and-cancellation>

Temporary suspension of studies means that you are to be absent from school for more than 4 school days. The reasons for requesting this are compelling or compassionate ones. Examples are illness or death in the family or having to return to the home country to sit for university entrance exams.

The reason to apply for this is that you will not then break your student visa conditions around attendance. (see P21)

What must you do?

The ISC will assist in completing the Request to temporarily suspend studies form and it will be sent to the Manager ISP, EQI for assessment and then sent to the Director ISP, EQI for approval.

If the application is refused, the student will be given written notice and will have 20 working days to appeal to the Deputy Director-General, Training and Skills.

The Director, ISP, EQI may suspend a student's enrolment, at EQI's initiative, in the case of:

- compassionate or compelling circumstances; or
- unsatisfactory behaviour

For further information and the form see

<https://eqi.com.au/for-students/policies-procedures/deferral-suspension-and-cancellation>

Academic Progress: Visa condition 8202

- students must make sound progress – pass 50% of your subjects
- If the International Student Coordinator thinks that you are having difficulties, then helpful strategies will be put in place to help you
- These will be noted in your file and your agent and parents will be informed
- Also noted will be whether you take advantage of the interventions
- If, after another term you are still failing and you have not made any use of interventions, then a meeting will be had with you. If still no improvement the Academic Warning letter will be sent to EQI, Agent and parents
- There is 1 Academic warning letter only
- You will have 20 days to appeal the cancellation of your visa
- My responsibility is to make sure that you are on target to achieve your goals
- There will be meetings with me and the Guidance Officer or HOD Performance and Engagement

How to make sure of your academic progress:

- Be on time for class – then you will know what the class is about
- Be prepared for class – have the right books ready so that you are not wasting time searching for your equipment
- Do your homework – it is practice of class work and will give you an idea of your understanding- **go to Homework Club**
- Seniors need to do Maths homework every night
- Be active in your classes – ask and answer questions
- The more you talk to your teachers the quicker your progress will be
- Use an English dictionary
- Write your homework down in your diary
- Make a study plan and keep to it
- You need 8 hours sleep each night – you need to be in bed by 10 -10.30pm.(see <http://www.betterhealth.vic.gov.au>)
- You need to eat breakfast for energy
- Also for senior students you can receive a Z grade even if you are in class but you are sleeping
- Seniors will be at school during their alternate study periods
- You must go to any tutorial that is being offered – you are working in a second language and need to take every opportunity offered for help
- Use time on weekends for study
- Start work on assignments when given because you will end up with maybe 5 assignments all due around the same time
- **ORGANISATION OF TIME AND PRIORITIES ESSENTIAL**

ATTENDANCE: Visa condition 8202

- **Attendance is critical for academic progress**
- School and visa condition states that all absences must be **explained**
- Must maintain an attendance rate of 80% for DIBP but **95%** for school
- This means your homestay must ring the school, email me or write a note regarding the reason for any absence
- If you are away 2 days you must get a medical certificate from the doctor
- If you are late to your class, it is **your responsibility** to remind the teacher to mark the roll
- All absences will count towards your attendance rate
- School activities such as excursions, sporting events, competitions do not
- Attendance is monitored weekly
- If you arrive after 9:30 you must go to the Office for a late slip - lates are also monitored as is being marked absent from a specific lesson during the day
- There is 1 warning letter regarding continued absence
- These are sent to EQI, agent and parents
- Text message or oral reminder from ISC will be received when your rate of absence is between 2% -5%
- Letter 1 will be sent after the meeting
- You will have an interview with the Guidance Officer
- You will then have 20 days to appeal the cancellation of your visa – see flowchart

How to make sure that your attendance is good

- ➡ **Be at school every day**
- ➡ Only be away when you are sick
- ➡ Participate actively in your education to reach your goals
- ➡ Get off the computer late at night
- ➡ Be in bed by **10.30pm** – you need your sleep even though you think you don't! (see <http://www.betterhealth.vic.gov.au>)
- ➡ Eat sensibly and forget diets
- ➡ Use simple hygiene rules to stay well – wash your hands after going to the toilet
- ➡ Do not share water bottles
- ➡ Blow your nose if you have a cold and put the tissues in the bin
- ➡ Do not spit on the ground
- ➡ Cover your mouth when you cough or sneeze
- ➡ Engage in physical activity
- ➡ Get into a time routine that allows you to get to school on time **even though the bus is late**
- ➡ **ORGANISATION and BEING RESPONSIBLE for your Attendance is essential**

ADDRESS: Visa condition 8533

DIPB must be notified within 7 days of any change of address

While you are in homestay, we do this for you when there is a change of homestay

If you are living with a family member and there is a change of address, you must inform us so that the necessary notifications can be made.

PERMISSION to WORK

Your visa allows you to work.

- Students under 16 years of age may work up to 12 hours per week during course time and up to 20 hours per week during holiday periods.
- Students over 16 years can work up to 20 hours a week during course time and full-time during holiday periods. You will need to speak to school staff about your wish to work after you have started school. This permission to work will be reviewed by your school principal if working has a negative impact on your studies or academic results.

<https://eqi.com.au/about-eqi/faq>

You cannot work during school hours.

You need to ensure that work does not interfere with your schoolwork and study.

You should apply for a tax file number which you get from the post office.

TRAVEL POLICY

**ALL TRAVEL MUST BE APPROVED BY PARENTS,
HOMESTAY AND SCHOOL.**

There is only one travel form.

- Sleepovers are non-routine travel and need natural parent approval
- Student who is travelling fills in the form
- Day trips to the Coasts are the same
- Hand in travel form with enough time for us to get signatures of natural parents
- No dangerous activities will be permitted
- When returning home you must give us a copy of your ticket
- To return home, the Form needs to be in 2 weeks before travel
- Fly within the correct dates – no early leaving or late arrival back unless discussed with me first
- Make arrival time of return flight at a time that homestays can pick you up
- Always give your homestay a copy of your flight details
- Always let the school and your homestay know if there is a change in flight details
- On return, text or call your homestay to say you have arrived
- Then wait outside for your homestay to pick you up
- Thank your homestay for transporting you to and from the airport



Term Dates 2018

Queensland term dates

Term 1	Monday 22 January – Friday 29 March	10 weeks
Easter holiday	Friday 30 April to Monday 16 April	
Term 2	Tuesday 17 April - Friday 29 June	11 weeks
June holiday	Saturday 30 June to Sunday 15 July	
Term 3	Monday 16 July - Friday 21 September	10 weeks
Sept holiday	Saturday 22 to Monday 1 October	
Term 4	Tuesday 2 October - Friday 14 December	11 weeks
Summer holiday	Saturday 15 December to Monday 28 January 2019	

Public holidays

Australia Day	26th January 2018
Anzac Day	25th April 2018
Labour Day	7th May 2018
Queen's Birthday	1st Oct 2018
Ekka holiday	8th August 2018

FINAL DATES

Year 12	Friday 16 November 2018
Year 10/11	Friday 30 November 2018
Year 7/ 8/9	Friday 14 December 2018

STUDENT FREE DAY

TERM 4 Monday 22nd October 2018

Make your plane bookings in relation to the dates.

Book the summer flight well before November

Travel forms must be handed to me 2 weeks before you leave

Travel will not be approved if leaving early/returning late

If you have more than one unapproved travel for leaving early or returning late you will get a Behaviour warning letter

Critical Incident

What is it?

Critical incident means any serious injury or illness suffered by an overseas student enrolled in an Education Queensland International Program and any serious threat to a student's health, safety or wellbeing.

A critical incident may take place at school or outside of school.

Examples of student centred critical incidents can include but are not limited to:

- any fatality, near fatality or incident likely to seriously affect a number of staff and/or students
 - suicide or attempted suicide
 - diagnosis of a serious medical condition
 - a student's mental health has become a concern (depression, self-harm)
 - overdosing of prescribed medication or illicit drugs
 - serious bullying or harassment (e.g. extortion)
 - a female student has fallen pregnant or a male student has been involved in a female falling pregnant
 - possession of illegal drugs
 - a student has demonstrated addictive behaviour (drugs, alcohol, gambling)
 - criminal activity
 - traffic accidents involving students
 - severe emotional trauma relating to family or friends
 - sexual assault
 - any incident involving an international student reported by the Queensland Police
 - Service to a school or EQI
 - assault or threats of violence
 - significant theft or loss of personal property (e.g. value over \$1 ,000)
 - trauma as a result of a natural disaster or event in the student's home country.
-
- Critical incidents of a more general nature that international students may be exposed to as part of the school community may include but are not limited to:
 - bomb threat or explosion
 - fire
 - acts of terrorism
 - death or serious injury to teaching staff and students
 - natural disasters (floods, bush fires, cyclones).

Complaints and Appeals

For certain types of critical incidents where a student's visa may be cancelled, deferred or suspended the student must be advised of their right to access the EQI Complaints and Appeals process in accordance with Standard 8 of the National Code 2007

HOMESTAY

You have to get used to them and they have to get used to you!

Changes to routines are made by everyone.

They will respect you and you will respect them.



What makes a successful homestay?

Communication.....communication.....communication!!!

- Phone numbers must be given to your homestay.
- You need to use your phone to let your homestay know when there are changes to your routine.
- For example, you are staying back at school to work with a teacher and you won't be home till 5.30pm but you are normally home by 3.30pm.
- You ring your homestay and tell them of the change.

WHY?

- You do this because they will be worried about you and it is the polite thing to do!

It is normal in Australia to tell your parents where you are going and with whom you are going and the time you will return home.

What will you talk

- Your family – show photosthen talk about their family
- Your country their country
- Your city/townwhere do they come from
- Your friends
- Your intereststheir interests/hobbies
- Your sports.....the sports they like to play/watch
- Your pets.....their pets
- Your school at home
- Your reasons for coming to Australia
- Some places you would like to see in Australia.....their favourite places in Australia
- Some things you would like to do in Australia
- Your feelings – happy, sad, nervous, fearful, anxious, excited

Why is *participation* important for successful homestay living?

- ☺ There are 24 hours in a day and 6 hours are spent at school.
- You spend most of your time in the homestay.
- You therefore should be spending a lot of time in conversation with family members or doing things with them.
- Then your English language will improve a huge amount.
- 10 minutes a day talking with your homestay is not enough!!
- If your homestay asks you to come somewhere with them, then take that opportunity and go.
- All of this will result in better English and understanding of the culture.
- Again the message is:
- **Like school, the more that YOU participate in family activities, the more fun you will have and the more English you will speak.**

Remember - why are you here in Australia?

It is to learn English.

Then how will you do this?

By participating in the whole culture.

Can't I learn English just by listening in class?

No, you did this back home and your levels are low.



What will life be like in an Australian homestay? Cultural differences – make life interesting!!

Different, different to life with your natural family, but it is a great way to understand the new culture.

Australia is a multicultural country, so expect that some homestay families will come from overseas. Not all families are Mum, Dad and some kids (children). Some might consist of an older retired couple who have adult children living away or a couple with younger children. Some might consist of a single parent and children and some might just be a single person without children. It is not uncommon in Australian families that both parents work. However, the similarity between all families is that they are interested in sharing their lives with you and are interested in you.

You may call your host parents by their Christian names – given names.

- ☀ Many of the families have more than one child. This usually means that Australian families are very busy and sometimes noisier than what you are used to. Sometimes you might even think that the children are disobedient, especially if they do something that you have asked them not to do. If this should happen just talk with your homestay mother and explain the situation. The children will be interested in you and will enjoy your interaction with them. It will all help your English language improve.
- ☀ In Australian families, the older children usually have some jobs to do around the house. This is because the parents are working and there are not extended family members living with them, such as grandparents. This means that you too will be expected to do a small job. This is usually something like unpacking the dishwasher or perhaps bringing in clothes from the line. The benefit of doing these tasks, if you are not already used to them from your own families is that you get an idea of what you will need to do when you are finally looking after yourself at university. Also you become a part of the family quickly. Your bedroom is also your responsibility, although your homestay may want to clean the floors on a weekly basis.
- ☀ It is usual for Australian children to tell their parents where, when and with whom they are going out. This will be expected of you also. This is a safety aspect and must be complied with. Australian children will also ask their parents if a friend can sleep over. If you would like a friend to sleep over, you do the same.
- ☀ Because families can be very busy, it is very important that you also tell them of any specific needs that you may require them to do for you. For example, if you want to be picked up at the train station on Saturday night, then make sure you have discussed this at least a day or so before. This then gives them a chance to plan for it or to work out an alternative arrangement with you.
- ☀ Each family will have its own rules and routines which you must follow. If your homestay is doing your washing for you and she wants your washing on certain day each week, then that is when you have it

ready. You have to fit in with their routines as they will make adjustments for you. It is a family home and not a hotel! If they say that you cannot have a shower after 9pm then that is what you do. There are valid reasons for their specific rules. If you do not know the reason then you can ask.

- ☀ Food will be very different here for most of you. Your homestay will want to know what you like to eat and what you don't like to eat. Please tell them. Don't think you are being polite by saying that you like something that you have been given for lunch when you don't. Your homestay does not want unwanted food thrown away, because it is wasteful and expensive. They also don't want you unnecessarily buying food from shops all the time. That too is expensive for you. If you would like some rice with your meal then just ask for it.
- ☀ The evening meal is the important one for the family. You will be expected to eat with the family. They will think that you are very rude if you don't. At the table, there will be conversation and you will be included. This is a time to share with them your activities through the day or your plans for the weekend. If you have really enjoyed the meal, then the way to show this is to say how delicious it was to the cook. At the end of the meal, it is considered helpful if you help to clear the table with everyone.
- ☀ Lunch will usually be prepared for you. But each family is different and you may have to prepare your own lunch. We have suggested that leftovers and rice would be a good lunch to bring to school. However, sometimes there aren't enough leftovers and you have to take some sandwiches. Your lunches will be placed in a lunchbox, usually with a piece of fruit and a drink. Please take your lunchboxes home each day as well as any forks that have been given to you. These will need to be washed.

On weekends, your homestay will probably expect you to make your own lunch. Many students don't get up until lunch time only to find that the family have gone out. There will be food in the fridge and the pantry for you to use to create your meal. Please do not use the stove unless you have spoken to your homestay and they are happy for you to cook. If you are permitted to cook, then it is expected that you also clean up the dishes and saucepans that you have used. **Remember, you tidy up after yourself.** This means that if there are no dishes in the sink before you use the kitchen, then there are no dishes in the sink when you have finished in the kitchen.
- ☀ Breakfast is the meal that most students get for themselves. Everything is there for you. Breakfast is an important meal and one that you must have. Otherwise you will not have the energy needed to work well through the day. Most Australian students will have cereal followed by toast, juice or milk and maybe some fruit. Do not fall into the trap of skipping breakfast at home and buying coke and other sugary foods from a shop while on the way to school. That's a quick way to become fat and not be able to concentrate well in class! It's not hard to boil an egg!

- ✿ **If you are not sure about anything ask your homestay. They are there to help and support you.**
- ✿ If you spend all the time in your room, your homestay will think that you are not interested in them. Even if you feel shy, it is really important to share some activity with them. **Watching the TV news** or some other show with them will help to overcome this problem and it will help your listening skills. **Go shopping** with your homestay sometimes and you can ask them to **assist you with homework**.
- ✿ **Your homestay will have restrictions on the amount of internet time and download you will have. You must not be downloading movies or TV programs.** Be careful with programs such as QQ and Kugo as the ads will use download as will Youtube. Make sure that you always log off from the internet before you turn off the computer otherwise downloading continues. The reason that all this can become a problem is because the amount of internet in Australia is not unlimited. Even though most of our families have what is called unlimited access, this still means there is a limit. Go over the limit, and the internet speed becomes a crawl and won't open for anyone, until the next month. This will frustrate everybody so you must be careful. If you are using too much your homestay will speak to you about this. If you are still on the internet after 10pm – 10.30pm then your homestay will turn off the modem.
You must remember that you are here to study and to use your English. You cannot afford to be tired in class the next day.
- ✿ **Shared family areas like the kitchen, bathroom and toilet are used by everyone!** You must leave them in a clean and tidy fashion.
- ✿ Shower and Toilet use in Australia. **It is expected that you will have a shower every day.** Your homestay may want you to only have short showers = 4 minutes.
This is because of water restrictions. Each person is expected to only use 170 litres maximum per day. They may ask you not to let taps run whilst cleaning teeth. Hang your wet towel on the rail. After you finish your shower, make sure that you stand on the bath mat to dry yourself. Otherwise there will be a lot of water on the floor which you will have to clean up. Because it can become very hot in Brisbane, you must use deodorant. Homestay parents will not want you putting just a few articles of clothing into the washing machine and then filling it up to wash.
- ✿ If the toilet has dual flush try to use the correct button. Boys need to lift the seat when urinating and then put it down when finished. Boys need to check that there is no urine on the toilet floor. Make sure that **you flush the toilet after use. Do not leave the toilet bowl dirty.**
- ✿ Your room is your responsibility but your homestay may want to clean the floors and they may take your clothes into the room. **All homestays will not want you eating in your room.** Even though the homes are sprayed for insects, if you leave food in your room it will attract ants and cockroaches. Also your room will start to smell.

- ☀ The water in Australia is clean and safe to drink.
- ☀ Families in Australia usually are in bed by 10.30pm. It is expected that you will be quiet. There should be no late showers or clattering in the kitchen, or speaking on the phone with friends. This is because people leave early in the morning and you also have to fit in with those routines and be up and getting organised for school.
- ☀ You will be given a key to the house. Put it on a key ring and keep it safe. Make sure that you understand how to lock the home if you are the last person to leave home. If you have to go to a temporary homestay for a short time, your homestay will request the key to their home be returned to them.
- ☀ Keep your passport in a safe place and never leave too much money in your homestay as places do get robbed.
- ☀ **Please** and **thank you** are important words in social dialogue and Australians expect you to use them.
- ☀ It is important that if something should break while you are using it; or you lose something belonging to your homestay; or you forget to do something that was requested by your homestay – do not ignore it! Tell your homestay straightaway.
- ☀ You may notice the lively relationship between parents and children. In Australia, children question their parents and discuss issues such as rules and responsibilities, obligations and expectations. It sometimes seems very impolite. Many subjects are openly discussed in families.
- ☀ In shops, canteens and movies, we line up and wait for our turn to be served and always then say *thanks*.
- ☀ Electricity costs have increased hugely and your homestays will be **expecting/asking you to turn off lights and fans when you are not using them. This includes turning your computer off at the wall when you have finished using it and the same with hairdryers and phone chargers.**
- ☀ **If you are constantly losing keys or not bringing your lunch box home your homestay may require you to pay for replacements**
- ☀ **You need to be respectful of others' belongings.**

HOMESTAY RESPONSIBILITIES

Provide a safe and welcoming homestay family environment that will encourage students to experience life as a member of the family and, where suitable, include students in family related activities;	Notify the homestay coordinator two weeks in advance, or as soon as practicable if this is not possible, of any change of circumstances in the household including:
Provide an orientation within the family home, the use of facilities and security. This should include household protocols and safety rules about access and the use of shared areas or facilities such as swimming pools, internet, telephone, mealtimes, visitors and appropriate times to return home during the week and on weekends;	» if the homestay provider proposes to materially change the homestay residence in such a way that will affect their ability to meet the homestay residence standards listed above;
Orient students to the local area including public transport and getting to and from school; the location of shops, doctors or medical facilities; and recreation areas;	» if the homestay provider is temporarily unable to provide accommodation or suitable supervision for periods of holidays or other periods;
Ensure the student is aware of emergency numbers including 000, location of police stations and Australian laws pertaining to under 18 year olds;	» if the homestay provider intends to change address or contact details;
Ensure that students are appropriately supervised at all times throughout the duration of residing in the homestay including:	Ensure the student resides in their approved address at all times and notify the homestay coordinator and the school immediately if the student fails to do so or intends to move
maintaining suitable supervision of students outside of school hours;	Assist and support the student's attendance at the school and support the completion of homework assignments where required;
monitoring the student's general welfare including the students' social activities;	Meet with the international student coordinator or homestay coordinator, as required by the school/education provider;
Attend interviews with school staff, at enrolment, parent meetings and as required by the school;	Assist the student to access any necessary medical, dental, hospital or other health-related services, including making appointments and, where necessary, accompany the student to those appointments and if required advise the school / homestay coordinator of any medical issues.

SEE ATTACHED TERM AND CONDITIONS FOR STUDENT RESPONSIBILITIES

Student Safety -MSHS / Student Safety - Australia



Australia is a safe country. Mitchelton SHS is a safe school. However, unfortunate incidents do happen. Therefore, **you** also **must** take some responsibility for your safety.



School safety

- Know the evacuation and lock-down procedures (see poster in classrooms and page 12,13 of handbook).
- Know and follow the school safety rules - see Prospectus
- Know and follow the school safety procedures
- Name your belongings, especially your hat, school bag, school jumper and valuable items.
- If you bring valuables to school put them in the Office safe – don't leave them in your bag or unattended
- Tell the International Student Coordinator about any people or incidents that have made you uncomfortable or have hurt you.
- Report broken or dangerous equipment to International Student Coordinator.
- Report strangers or people acting suspiciously immediately to Office/International Student Coordinator

Basic safety measures

- Always tell your homestay where you are and with whom
- Always have your phone's battery charged
- You can call emergency numbers even though you may not have credit. These should be programmed into your phone (page 5 Booklet)
- You can also reverse the charges and call your homestay if you are in trouble
- Remember you can contact us
- Stay where there are lots of people especially in the evening
- You must not travel alone at night – always be in a group
- Do not leave wallets or bags unattended
- Do not use ATM machines at night
- Call a taxi from the train service rather than walk home
- Do not get into stranger's cars or go anywhere with strangers
- Do not give personal information to strangers
- Do not walk with earphones in your ears as you are not aware of what is happening around you
 - especially when you are crossing a road
- Use traffic lights or zebra crossings whenever possible crossing roads
- Look right, left, right again, when crossing roads
- Look around you and be aware of what is happening
- Always wear your handbag across your body
- Always try to look confident

- In Australia you can trust the police – they will help you

Water safety

- Always swim with friend
- Never dive into water if you can't see the bottom – walk in
- Wear sunscreen, hat when at the beach/pool or during summer days
- Always swim between the flags when at the beach
- Do not swim in the ocean in the evening
- If you get into trouble, stay calm and signal for help by raising your arm
- Check http://www.beachsafe.org.au/Visiting_the_bea

Remember the 5R's

Realise	Realise people you chat with may not be who they say they are.
Refuse	Refuse requests for personal information and ensure your internet profile is private.
Review	Review your contacts. It's not "kewl" to have contacts you don't know.
Respond	Respond quickly if you ever feel uncomfortable while on-line. Close the program, tell your parents or a trusted friend.
Report	Report any suspicious or dangerous on-line contact to the police.



On-Line Safety Tips

- Never give out personal information on the net, like your full name, address, phone number or school.
- Ensure your screen name does not reveal personal information about you.
- Review your online profile. Predators can use this personal information to find you.
- Only allow your friends to view your personal blog and profile.
- Never send your picture to someone you don't know.
- Don't accept invitations to view webcams from unknown internet users.
- Never arrange face-2-face meetings with people met online.
- Understand predators ask personal questions and attempt to become friends quickly.
- Time chatting online to a person does not equal trust or knowing the person.

<https://www.police.qld.gov.au/programs/cscp/personalSafety/children/surfsafely.htm>

What is cyber bullying?

Cyber bullying is intentional and repeated cruel or hurtful behaviour that is carried out using technology, such as:

- SMS or text messages
- email
- blogs
- chat rooms
- discussion boards
- instant messaging
- online games
- photo sharing apps, eg Snapchat and Instagram
- social networking sites and apps like Facebook, Twitter and Ask.fm.

Cyber bullying can include:

- sending cruel and threatening messages or material
- putting embarrassing photos of people on the web
- creating fake profiles that are mean or hurtful
- sending unwanted messages online, teasing and making fun of others.

A cyber bully can be someone you know or a stranger.

How do I stop cyber bullying?

- Don't give out your private information like passwords, names, addresses, phone numbers, school names, photos or family information online to people you don't know or trust. This information can be used by bullies and others to harm you.
- Don't exchange photos or give your email address to people on the internet you don't know or trust.
- Don't send messages when you're angry. This can start a heated conversation that may lead to bullying.
- Don't reply to messages from a bully. Bullies will often get bored and stop their behaviour if you don't respond.
- Leave a chat room or instant message service immediately if you are feeling harassed.
- Block the person so they can't contact you.
- Use caller ID blocking to hide your phone number when making calls.
- Don't leave your name on your voicemail.
- Report the bully. You can anonymously report the bully and if the bully has breached a website's terms and conditions their account may be disabled.
- Take a screenshot to keep as evidence of the bullying

What should I do if I am being cyber bullied?

Tell someone

Nobody should have to deal with bullying alone. Tell a trusted adult, like a parent, teacher, school counsellor, family friend, or even an older brother or sister.

If you need to talk to someone you can also call Kids Helpline or Lifeline. You can call them anytime—they are available 24 hours a day, seven days a week.

Stop the activity

People who bully get their kicks from knowing they've upset the person they're bullying. If you don't let them know they've upset you, you will have taken away half of their fun and they are more likely to stop.

Block the sender's messages

If you are being bullied through email or instant messaging, block the sender's messages. Never reply to harassing messages.

Tell your school

If you are being cyber bullied by someone in your school, let a teacher, counsellor or your school principal know. Schools must provide a safe, supportive, disciplined learning environment for students—bullying is not tolerated. Schools have discipline policies, guidelines or codes of conduct to prevent or deal with any cyber bullying behaviour.

You can also report online harassment and physical threats to your local police and your Internet Service Provider.

If you are being bullied by text messages you may need to change your phone number.

What should I do if my school has not been able to stop the bullying?

Bullies can be very persistent, but if a bully receives a letter from a lawyer or is contacted by the police this will often bring an end to their bullying behaviour

Legal Aid Queensland or a community legal centre can help you understand your legal rights if you are being cyber bullied. These services are free for people aged 17 and under.

Is sexting a crime?

Yes. It is illegal to create, send, possess or intend to possess images of someone aged (or who appears to be aged) under 18 (including yourself) who is:

- involved in a sexual activity
- in a sexual pose
- acting in a sexual way
- showing their sexual parts.

If you make, send or possess illegal sexting images to other people you may be charged with 'distributing child exploitation material' which is a serious crime.

If you are found guilty of this offence you could be sentenced to up to seven years in jail if you are aged 16 or under, or 14 years in jail if you are aged 17 or older.

You will not get into trouble if you were sent sexting images without asking for them and you deleted the images as soon as you could.

Facebook/ Wechat

It's important to remember that any information, photos or videos you post on social media might be copied, pasted, shared and distributed to other people.

Before you post, ask yourself "how would I feel if this content was shared widely at school or with my future employer?"

<http://www.legalaid.qld.gov.au/Find-legal-information/Factsheets-and-guides/Legal-information-guides/Cyber-bullying-sexting-and-Facebook-guide.-Know-the-law-know-your-rights#toc-what-is-cyber-bullying--2>

Young driver laws

<http://www.legalaid.qld.gov.au/Find-legal-information/Cars-and-driving/Young-driver-laws>

Buying a car

<http://www.legalaid.qld.gov.au/Find-legal-information/Cars-and-driving/> Buying-a-car

To drive, you must complete the Queensland driver training and have a Queensland licence

Remember, International students on P plates cannot have another international student in the car. Do not ask your friend who has a licence to drive you somewhere.

Warning letters will be given if this should happen

SUCCESS IS YOURS!

To have a successful experience, both in Homestay and School you need to be:

- ✓ FLEXIBLE
- ✓ OPEN MINDED
- ✓ TOLERATE THE DIFFERENCES
- ✓ STRONG SENSE OF WHO YOU ARE (SELF)
- ✓ SELF MOTIVATION
- ✓ RESILIENCE (ABLE TO HANDLE DISAPPOINTMENTS)
- ✓ POSITIVE REGARD FOR OTHERS
- ✓ SENSE OF HUMOUR
- ✓ ADAPTABILITY/FLEXIBILITY
- ✓ COMMUNICATION
- ✓ POSITIVE AND REALISTIC EXPECTATIONS

If there are any problems, see the International support team. All problems will be resolved in a timely and private manner. You will have access to the Mitchelton State High School Grievance Policy. Moving a student is usually, a last resort solution to a problem. We conduct regular homestay surveys which are confidential, to ascertain if any problems are occurring. The student and the homestay receives them.

Remember there will be times when you are annoyed by or with your homestay, but then there are the many times when your homestay has been fantastic. 😊 Keep feelings in balance.

We hope that your time with us will be productive and that the families that you live with will always remain as a positive feature of your time in Australia.

Administration Team



Ms Bampton
Acting Principal



Mrs Wainwright-Smith
Deputy Principal



Mrs Hamann
Acting Deputy Principal

International Support Team



Mrs Judy Martin
International Student
Coordinator



Ms Chen Ji
International Teacher
Aide



Mrs Fumika Keal
International Homestay
Coordinator



Mrs Bernadette
Duggan
International Teacher
Aide



Ms Na Wang
ESL Teacher



Mrs Cutmore
HoD Student
Performance and
Engagement



Ms Lowis
Guidance Officer



Ms Pearson
Teacher Librarian

Study Tips

1. Homework must be done
2. There is a curfew from Sunday to Thursday inclusive – Home by 6pm at the latest
– you need to be home after school to do your homework and study – also some time on weekends must also be used especially in Year11/12



3. Be organized- use your diary to write homework in and assignment dates
 4. Create a study timetable and follow it
 5. Do not sit on your bed to do work – use your desk – beds are for sleeping
 6. It is very important to have a short break between working on different subjects
 7. Try to write your own notes or draw diagrams of what you have learned
 8. Try to visualize (see) what you are trying to learn – make a mental picture or use a graphic organizer or a drawing
 9. Try to tell your homestay what you have learned
1. Form a study group
 2. Attend all tutorials
 3. Make sure that you go to bed by 10.30pm so that you can concentrate the next day



School Map

You are here. The International Centre is located underneath the library.

