



MITCHELTON STATE HIGH SCHOOL



INTERNATIONAL STUDENT PROGRAM

ORIENTATION BOOKLET 2025



754 Samford Road, Mitchelton Q 4053
T. 07 3550 1111 E. principal@mitcheltonshs.eq.edu.au

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Part 1



Principal's welcome - Mr John Searle

A warm welcome to Mitchelton State High School. You have made an excellent decision to study with us. Our goal is to provide high quality curriculum, powerful teaching and learning and the best outcomes for every student, every day, in every classroom. Our school is small but it offers many rich opportunities. These opportunities include a broad range of academic subjects across the Junior and Senior phases of learning and excellent facilities, such as our Performing Arts Centre and Library and many leadership opportunities. We also offer a wonderful range of co - curricular activities to develop or extend your interests, to meet other students and to enjoy your time with us. You will

have a supportive and caring International team to assist in your adjustment and transition into the mainstream. Our school values are *Respect engagement achievement lifelong learning* and our vision is *Engaging Minds and connecting Hearts*. Working with these values and vision will open up many opportunities, both within our school and after you graduate.

We look forward to meeting and working with you, in order for you to achieve your goals.

A handwritten signature in black ink, which appears to read 'J Searle', written in a cursive style.

School Details

Street Address: 754 Samford Road, Mitchelton 4053

Office Hours: Monday to Friday 8am – 4pm

Telephone: 07 3550 1111

Absentee Line: 07 3550 1160

Postal address: PO Box 126 Everton Park 4053

Website: www.mitcheltonshs.eq.edu.au

Really important numbers – Put 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 Homestay Coordinator | 0435 001 326 | fkeal0@eq.edu.au |
| Ms Chen Ji International Teacher Aide | 0449 820 805 | cji3@eq.edu.au |
| International Students hotline 1800QSTUDY | 1800 778 839 | |
| Emergency access mobile number – police, ambulance, fire | 000 / 112 | |

You can call 1800 QSTUDY before 9.00am and after 3.00pm on school days, and 24 /7 during weekends, public holidays and school vacations.



OTHER IMPORTANT FACTS ABOUT PHONES

Australian law does not allow mobile phones and such devices to be used while at school
At other times for your safety on excursions, outside activities and general communication:

| | | |
|---|---|--|
| Your phone must be charged! | Your phone must have some credit! | You must answer your phone if we call or your homestay calls |
| If we do not answer your call, please send us a text. | If you have an I Phone, register “Find My” app on your phone. | If you change your number, you must tell us. |

Phone manners

- 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.
- Always ask permission to take a photo of someone first.
- Always ask permission to post that photo. If permission is not given, do not post.

Phone safety

- Keep your phone in your locker, pocket or with us. Do not leave your phone in your bag.
- Do not have two ear pods in whilst walking and crossing roads.

Medical contacts

| Medical contacts -local Nationality | Contact | Doctors/Dentists |
|--|---|---|
| Dr. Hur (Sth Korean) Dr Summer Kyung Kim (Sth Korean) | Myer Centre 3210 2111 | Doctor |
| Sakura Family Practice Dr Mayumi Yoshida/ Dr Dion Dewar | 3003 0100 141 Queen St, Brisbane | Doctors |
| Dr. Tatsuo Nagashima | Level 3, 102 Adelaide St 3438 9835 | Doctor |
| Dr. Michael Yang | 3351 8593 McGinn Rd, Ferny Grove | Doctor |
| Dr. Gordon. J. Phun | 3351 1979 Samford Rd Ferny Grove | Doctor |
| Dr Sean Pham (Vietnamese) | 3177 9550 Smart Clinic Westfield Chermside | Doctor |
| Dr. Peter Bai (Mandarin) | 3357 9073 245 Stafford Rd, Stafford | 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. TANG (Chinese Speaking) | Keperra Family Practice | Doctor |
| Dr Miyuki Ono | 3503 6813 Brisbane City Psychologist Level 18, 141 Queen Street, Brisbane | Japanese Psychologist |
| Dr Wei Wang | 3503 6813 Brisbane City Psychologist Level 18, 141 Queen Street, Brisbane | Chinese Psychologist |
| Dr Marilia Libara | 07 3211 1117 Lev 8/288 Edward St City Centre for Human Potential | Psychologist- Jap/Portuguese/Eng language |
| Dr Cheng Guo (Mandarin) | 3177 9550 Smart Clinic Westfield Chermside | Doctor |
| House Call Doctor https://housecalldoctor.com.au/ for further info | 13 5566 (from 6pm Mon-Fri, noon Saturday, all day Sunday/public holidays.) | After hrs Doctors |
| Pitstop | | Psychiatrists |

Emergency services

| | | |
|--|---|---|
| 1800QSTUDY | 1800 778 839 | International student hotline After hours support |
| Ferny Grove Police Station | 3851 4499 | Cnr Tramway St & Samford Rd |
| Multicultural Unit Korean officer Chinese officer Vietnamese officer | 3364 6109 0410 504 074 0411 719 092 0411 134 159 | 200 Roma Street Station- City |
| Prince Charles Hospital | 3139 4000 | Chermside |
| 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, Wed, Friday | 3210 6509-ext.200 | Level 9, 79 Adelaide Street, Brisbane |
| South Korean Consulate | 02-9210-0200 | Level 13, 111 Elisabeth St, Sydney |
| Embassy of the Socialist Republic of Vietnam in Australia | 02-6169-4916 | 6 Timbarra Crescent, O'Malley, ACT, 2606 |
| Royal Thai Consulate-General, Sydney | (02) 9241 2542 | Level 8, 131 Macquarie Street Sydney |
| Nauruan Consulate General in Brisbane | 3220 3040 | Level 3, 99 Creek Street Brisbane |
| EMERGENCY Fire, Police, Ambulance | 000 from landline 112 from mobile | |
| Translation services (TIS) | 131 450 | https://www.tisnational.gov.au/Non-English-speakers/Help-using-TIS-National-services.aspx |
| Poisons Information Centre | 131126 | |
| QR Lost Property | 13 16 17 | Roma Street Station- Monday – Friday 7.30am -5pm |
| 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 |

Useful App's to download

- Allianz (if you are over 16)
- Sonder
- Bank
- Translink
- BRISBANE
- Taxi
- Emergency +

OSHC medical insurance

Everyone has health cover. Most are with Allianz but some may be using other companies.

If you are over 16 you can claim online Allianz app.

Younger students need to complete the claim forms.

We are happy to help you with this.

Usual health insurance companies

Allianz - www.allianzassistancehealth.com.au

Australian Health Management (ahm) - www.ahmoshc.com.au

BUPA Australia - www.bupa.com.au/health-insurance/oshc

Medibank Private - www.medibank.com.au/overseas-health-insurance/oshc

NIB Health Funds Limited - www.nib.com.au/overseas-students



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

If sick, go to the doctor NOT the hospital. Your homestay or we will help you make an appointment and go with you. 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
- Sonder app

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 not covered under your policy:

- a. Services provided by dentists, optometrists, 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 and claiming:

1. You pay the fee
2. Keep the invoice/receipt
3. Claim online if over 16; complete form under 18
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 | \$85 approximately |
| Medicare rebate to patient (100 per cent of Schedule fee) | \$41.20 |
| Out-of-pocket expense to patient | \$43.80 |

- If you are sick for 3 days – you will need to see the doctor and request a Medical Certificate to cover your absences from school
- Remember attendance is very important re your visa
- If you have a lot of one day absences saying you are sick, you may be told that you need to see the doctor each time you are sick or organise a telehealth appointment
- Telehealth appointments cost a similar amount



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?

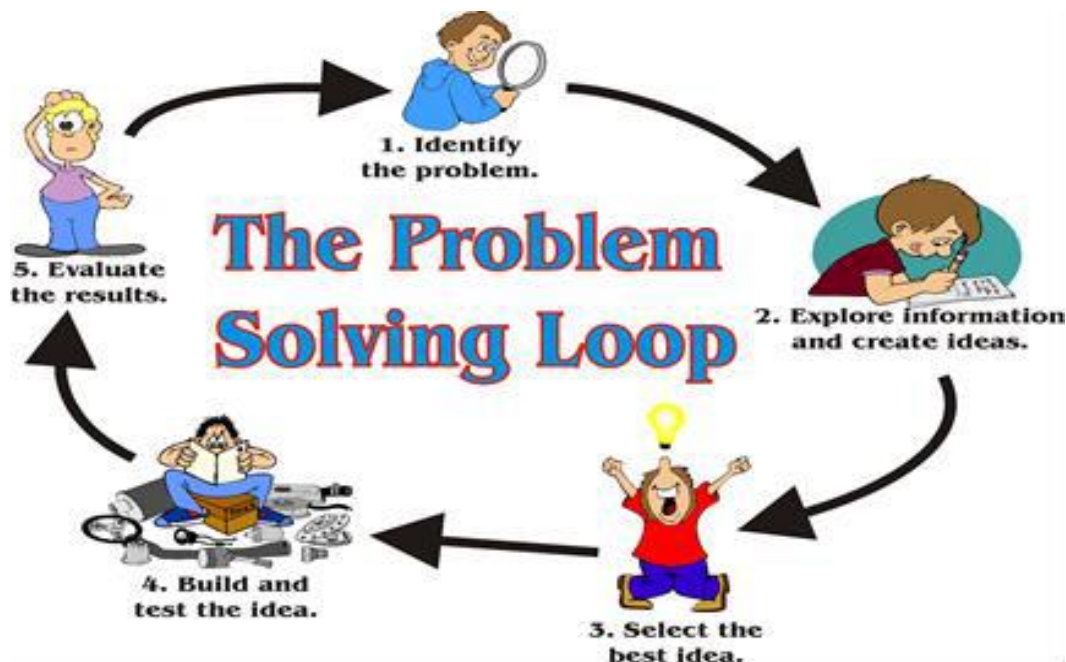
You talk to us, **Ms Judy, Ms Fumika, Ms Chen, Ms Bernadette, Ms Maddy** about the problem and we will discuss it with you and together try to find a solution. You are also able to see the **Guidance Officer** or the **school nurse** about the problem.

Talking about a problem is always the best way to start solving it because most are caused by misunderstandings.

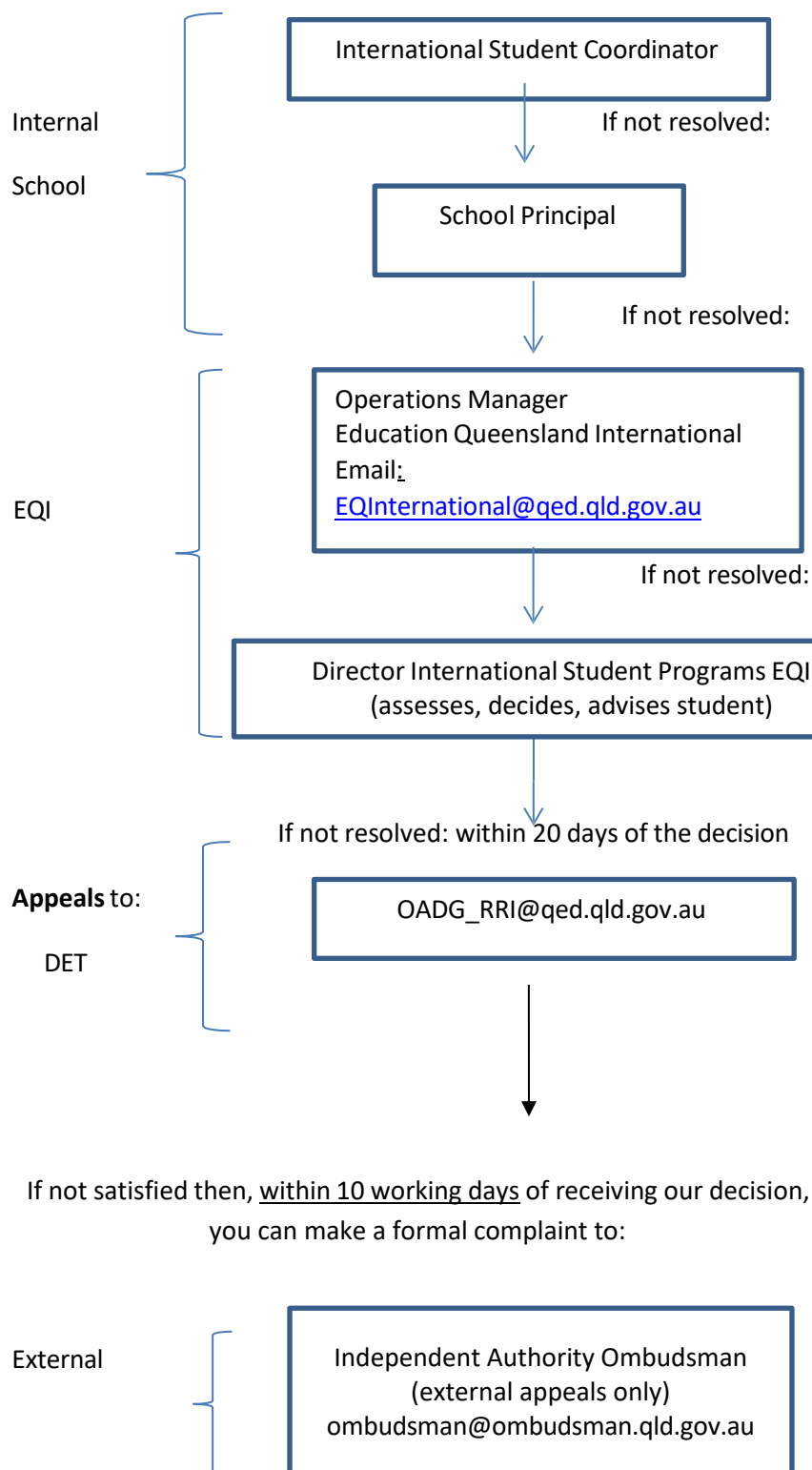
3. How is the problem solved?

Most problems are solved by listening carefully and explaining the causes of the problem. Also, most problems are solved by negotiation and sometimes compromise. So, complaints are first dealt with informally at school.

However, if there is a serious problem and you are not happy with the school's resolution, you can write down your complaint as per the Complaints and Appeals Policy



COMPLAINTS AND APPEALS POLICY



Before you lodge a customer complaint with the department, you are encouraged to contact your school to try to resolve your issue. If you have an issue with your course, your living arrangements or your welfare, you should discuss this with your International Student Coordinator. If you have an issue relating to your International Student Coordinator or a decision they have made, you should discuss this with your school Principal. You can bring a support person to help you at any meeting

In email – subject line
“Complaint – International Student and (name of school)”
subject line (if by)

- student name
- details of complaint
- any steps taken to resolve problem
- outcome student is seeking.

An Overseas student can only appeal the following decisions made by EQI

❑ to report them for failing to maintain satisfactory attendance or course progress;

❑ to refuse a request by the Overseas student to defer or suspend their enrolment;

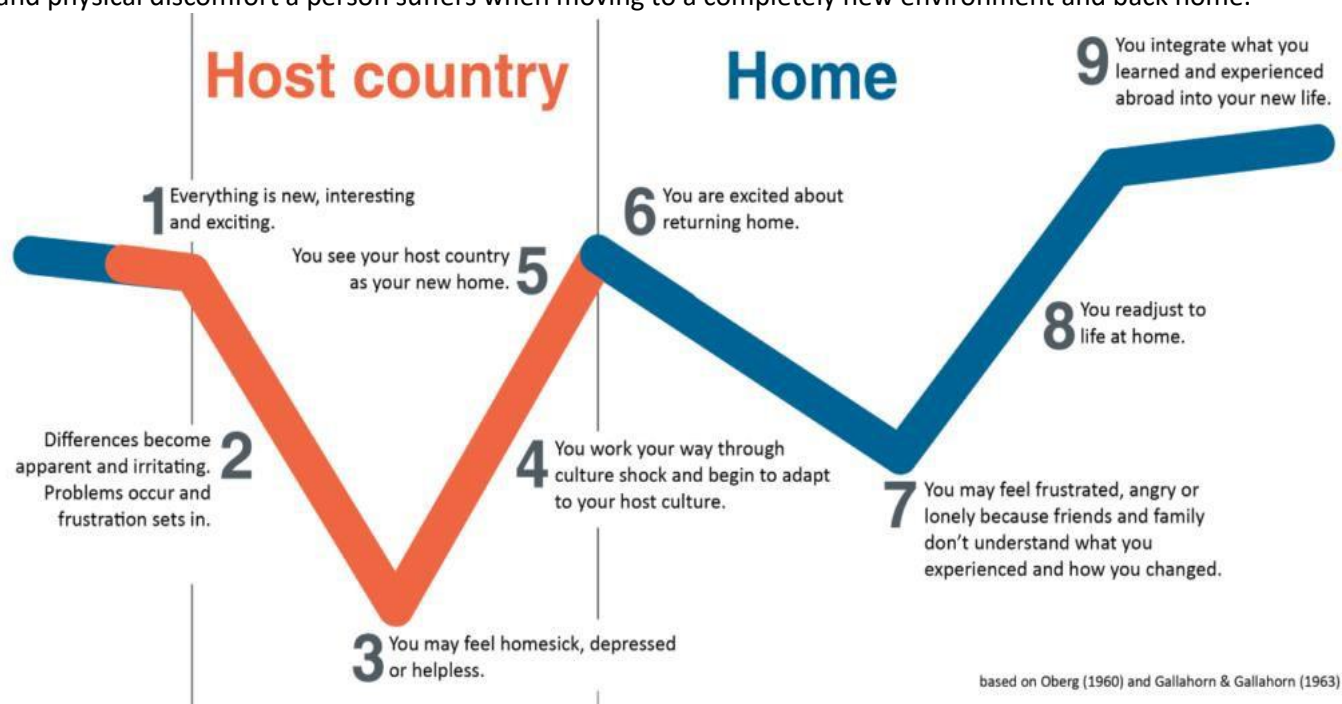
❑ to suspend or cancel their enrolment (initiated by EQI); or

❑ to refuse a request to transfer to another EQI school or another registered provider;

❑ as a result of a complaint to EQI

[International Student Programs \(ISP\) standard terms and conditions](#)
[Customer complaints management policy](#)
[Customer complaints management procedure](#)
<https://ppr.qed.qld.gov.au/attachment/complaints-and-appeals-subclass-500-schools-visa-procedure.pdf>

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 and back home.



Reactions - things you might feel when suffering culture shock and how to reduce the effects

Let us know as we and the Guidance Officers are here to help.

| Reactions to culture shock | Ideas to reduce culture shock |
|--|---|
| A lack of direction, loss of identity | Be prepared for the ups and downs of the adjustment period and keep in mind that it is a process every student goes through |
| Might spend all your time with other people from their home country, avoiding the host nationals | Start conversations with host people – don't worry about mistakes |
| might feel hostile or critical of the host culture | Don't idealise home, nor criticise everything in the new culture |
| Frustration - a feeling of not knowing what to do or how to react - | Keep in touch with fellow students from your own culture. It is often very comforting to be able to talk in your mother tongue |
| May drink, eat too much/ too little | Eat a well balanced diet, exercise regularly |
| bored or withdrawn in their host country | Join social clubs, participate in social activities and events |
| Sleep too much/too little may get headaches or get ill more often than normal | Try to keep to the new culture's time rather than the old |
| Feeling very homesick /may cry over unimportant problems | Keep in touch with family/fellow students from your own culture. It is fine to speak in Language 1 when not with others who don't understand your language. |

Mitchelton SHS FACTS

RESPECT, ENGAGEMENT, ACHIEVEMENT, LIFELONG
LEARNING

- ✿ Opened 1956
- ✿ Traditional school - uniforms
- ✿ **Our motto is**
Mens sana in corpore sano
A sound mind in a sound body
- ✿ **Vision**
Engaging minds and connecting hearts
- ✿ 2025 student population 530
- ✿ 45 international students
- ✿ Principal – **Mr Searle**
- ✿ 2 Deputy Principals
Mrs Wainwright-Smith -Senior Secondary
Ms Burn -Junior Secondary
2 Guidance Officers
- ✿ **Dedicated International Team**
- ✿ **New Performing Arts Centre**
- ✿ **New Learning Hub**
- ✿ 9km from city
- ✿ Good public transport
- ✿ Leafy, green environment
- ✿ Air -conditioned rooms
- ✿ Trade Training Centre -vocational
- ✿ 4 Science laboratories
- ✿ Many extra -curricular club activities
- ✿ LEOS, Art, Dance, Drama, Netball, Rugby, Soccer, Tech Crew, Robotics, Homework Club +

Part 2

YOUR SCHOOL –MITCHELTON SHS

HAS HIGH EXPECTATIONS

- ✓ **Be proud of your school**
- ✓ **Be proud of yourself**
- ✓ **Be proud of your uniform**

School policies are based on the values:

RESPECT, ENGAGEMENT, ACHIEVEMENT, LIFELONG LEARNING

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?

1.
2.

Engagement is a noun. It means: being involved in something eg your education

How can you show you are engaged?

1.
2.

Achievement is a noun. It means: something accomplished, as through great effort, skill, perseverance, or courage.

What can you achieve?

1.
2.

Lifelong learning means: the continuing self-motivated development of knowledge and skills

Give two examples of how you could demonstrate lifelong learning

1.
2.

MITCHELTON STATE HIGH SCHOOL VALUES

RESPECT

Yourself and others.
Act responsibly and ethically.

Results in:
Trust and Understanding



ENGAGEMENT

Be involved in your:
Learning
Decisions
Results in:
Confidence



ACHIEVEMENT

Have specific goals
Takes effort
Takes persistence
Takes a positive mindset
Results in:
Well being, motivation

LIFE LONG LEARNING

Learning that continues after formal education. We learn when we seek feedback from others and we use it
Results in:

Improvement of quality of life
Creation of more options
Creation of a stronger, better you



Bell Times

| Period | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----------------------|------------------------|--------------|--------------|--------------|-------------------------|
| Connect (Care) | 8:50 – 9:00 | 8:50 – 9:00 | 8:50 – 9:00 | 8:50 – 9:00 | 8:50 – 9:00 |
| L1 | 9:00 - 10:10 | 9:00 – 10:10 | 9:00 - 10:10 | 9:00 - 10:10 | 9:00 -10:10 |
| L2 | 10:10 -11:20 | 10:10 -11:20 | 10:10 -11:20 | 10:10 -11:20 | 10:10 -11:20 |
| Break 1 | 11:20 – 12:00 | 11:20 -12:00 | 11:20 -12:00 | 11:20 -12:00 | 11:20 -12:00 |
| L3 | 12:00 -1:10 | 12:00 -1:10 | 12:00 -1:10 | 12:00 -1:10 | 12:00 -1:10 Assembly |
| Break 2 | School Finish Early | 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 |

Things to remember about bells:

- When the bell rings – **go to class**
- Teacher will mark you late - **no time for toilet between classes**
- If you are late to school, **you must go to A2 and sign in**
- **Office will give you a late slip to take to your class**
- **Being late will result in a meeting with the ISC**
- **There are special bells for emergencies**



Evacuation



Rinnnnnnnnngggggggg.....Rinnnnnnnnngggggggg



LOCKDOWN

Ring! Ring! Ring!

EVACUATION PROCEDURES

= CONTINUAL RINGING OF THE BELL.

- Fire
- Internal hazard
- Electrical fault
- Structural damage
- Chemical Spill
- - Bomb Threat

REMAIN CALM

All personnel are to proceed quickly to the Evacuation Area on the School oval at the House seating areas (grand stands). Students take their bags to the evacuation area.

Leave all other belongings behind.

Students to assemble seated in Care Groups where the roll will be marked by Care Teachers and returned to Year Level Coordinators.

Students should be instructed to remain silent for the duration of an evacuation

Wait till instructed to return to your class

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

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

1. Close all doors, windows – secure them from the inside
2. Turn off lights, fans, air conditioners, equipment
– including mobile phones
3. **Everyone sits on the floor in an 'out of sight' position** (if possible) or under desks
4. Remain in the room until the 'STAND DOWN' order is given

Student Timetable - 2025 Semester 1 Term 2 Version 1

Year 9, Gu-air, 9G (Miss Calci)

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----|--|--|--|--|--|
| CCT | 8:50-9:00 9G CALCMA CC03 | 8:50-9:00 9G CALCMA CC03 | 8:50-9:00 9G CALCMA CC03 | 8:50-9:00 9G CALCMA CC03 | 8:50-9:00 9G CALCMA CC03 |
| L1A | | | | | 9:00-9:35 9G CALCMA CC03 |
| L1 | 9:00-10:10 ACH091A KERRCI JC05 | 9:00-10:10 MAT091A CARPCA CCL8 | 9:00-10:10 SCI091A FICKDA SLB4 | 9:00-10:10 ACH091A KERRCI JC05 | |
| L1B | | | | | 9:35-10:10 |
| L2 | 10:10-11:20 ACH091A STIVMA RLB1 | 10:10-11:20 ACH091A KERRCI JC05 | 10:10-11:20 ENG091D MILNMA AC03 | 10:10-11:20 MAT091A CARPCA CCL8 | 10:10-11:20 ACH091A STIVMA RLB1 |
| B1 | 11:20-12:00 | 11:20-12:00 | 11:20-12:00 | 11:20-12:00 | 11:20-12:00 |
| L3 | 12:00-1:10 SCI091A FICKDA SLB4 | 12:00-1:10 HIS091B DIMIJA PC01 | 12:00-1:10 MAT091A CARPCA CCL8 | 12:00-1:10 ENG091D MILNMA AC03 | 12:00-1:10 HIS091B DIMIJA PC01 |
| 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 ACH091A STIVMA RLB1 | 1:40-2:50 HIS091B DIMIJA PC01 | 1:40-2:50 SCI091A FICKDA SLB4 | 1:40-2:50 ENG091D MILNMA AC03 |
| IC | 1:40-2:50 | | | | |

Legend:

| Class Code | Class Name | Teacher Code | Teacher |
|------------|-------------|--------------|--------------|
| 9G | Roll Class | CALCMA | Miss Calci |
| ACH091A | ACHIEVE | CARPCA | Ms Carpenter |
| ENG091D | English | DIMIJA | Mr Di Milia |
| HIS091B | History | FICKDA | Mr Fick |
| MAT091A | Mathematics | KERRCI | Ms Musumeci |
| SCI091A | Science | MILNMA | Mrs Milner |
| | | STIVMA | Miss Stivey |

- 4 lessons/2 breaks each day
- You move to different class rooms for subjects **unless you in Yr7**
- Line up outside your class
- **Follow teacher instructions on entry**
- **Must have all your equipment ready**
- Your Care group are students from the same year level

What happens in CCT?

What Block is Music in?.....

Who teaches her Maths?

How many lessons are each day?

What time does school finish on Monday?

STUDENT EXPECTATIONS

- ✓ Be at school = engagement
- ✓ On time = engagement+ respect
- ✓ In class = engagement + respect
- ✓ In uniform = respect + engagement
- ✓ Have your correct books and equipment = engagement +respect
- ✓ Absences – all must be explained = accountability
- ✓ Complete your assessment on time = achievement
- ✓ Be polite and listen to others= respect
- ✓ Follow teacher instructions = respect
- ✓ Participate actively and positively in class = engagement
+achievement
- ✓ Do homework – if you can't, speak to your teacher = achievement
- ✓ Take note of teacher feedback = lifelong learning

Items that MUST NOT be brought to school or have in your possession:

The Principal or school staff determine when the temporarily removed student property can be returned, unless the property has been handed to the Queensland Police Service.

The following items are explicitly prohibited at Mitchelton State High School and will be removed if found in a student's possession:

- illegal items or weapons (e.g. guns, knives*, throwing stars, brass knuckles, chains)
- imitation guns or weapons
- potentially dangerous items (e.g. blades, rope)
- drugs** (including tobacco)
- alcohol
- aerosol deodorants or cans (including spray paint)
- explosives (e.g. fireworks, flares, sparklers)
- flammable solids or liquids (e.g. fire starters, mothballs, lighters)
- poisons (e.g. weed killer, insecticides)
- inappropriate or offensive material (e.g. racist literature, pornography, extremist propaganda).



Electronic Device Policy

For full policy refer to the Responsible Behaviour Plan for Students

<https://mitcheltonshs.eq.edu.au/supportandresources/formsanddocuments/documents/school%20policies/student-code-of-conduct.pdf>

- **NO PHONES, EARPHONES** are switched off and away during school hours
- 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 (lunch breaks), 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
2. All phones ,earphones and devices are away for the school day
3. In all classrooms, **electronic devices are not to be used as calculators, for playing games or sending/receiving messages.**
4. Students cannot photograph or film other individuals **without their consent.**
5. Students are not to send harassing or threatening video, audio or text messages or engage in any form of cyber bullying. (Refer to the Mitchelton State High School Safe School Policy)
6. Students must not use mobile devices during exams – phones, watches, earphones
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.

All state school students must keep mobile phones switched off and 'away for the day' during school hours.

Wearable devices, such as smartwatches, must have notifications switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.

FAQ's = frequently asked questions

How do I buy a Go Card for public transport? Have your student ID with you to buy a green concessional card from newsagents or train stations – register your GO card online <https://gocard.translink.com.au/webtix/>

Do I need to bring my ID card every day? Yes, especially if you are travelling on public transport on a weekend or you may get a fine. **Always tap on and tap off**

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

What if I lose my text book? You will receive a bill for it.

Where do I go to pay for school invoices -camp, h'stay holding fee? Pay at main office-take invoice with you

When is the Uniform shop open? Monday, Tuesday and Thursday mornings from 8:15 am – 11:30am

Should I leave money in my bag? No, take it to the office for safe keeping.

Can I wear sports uniform to school? Only Yrs7/8/9 and then on days when you have Sport, Phys Ed. or Dance Otherwise, you have to change at school

What if I have not done my homework? See your teacher before class and explain.

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 the Hub(near Tuckshop) to sign in and give a reason.

Too many late arrivals = detention

I am not in correct uniform? Between 8.10am – 8:50am, you must go to A2. 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 read student notices to hear if you are required to do a detention.

I am feeling sick at school? You ask your 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 have to leave early for a medical appointment? See your International Coordinator or go to the office with the note and you will be issued with a leave pass. When you return, go to the main Office and sign in again.

I forgot my computer password? Tell your teacher who may be able to reset it for you. Otherwise, see Ms. Whyte in Library at break times only.

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

What do I do if someone is unkind to me or I feel uncomfortable? See the International staff immediately

Part 3

Visa Conditions — Department of Home Affairs

You are on a **500 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.



The 3 most important visa conditions are: **ACADEMIC PROGRESS** **ATTENDANCE** **ADDRESS**

Academic Progress: Visa condition 8202

- students must make sound progress according to the registered provider– pass all subjects at a satisfactory level (senior students pass 3 subjects)
<https://ppr.ged.qld.gov.au/attachment/ISP-entry-and-course-requirements-standard.pdf>
- If the student's effort is at least "satisfactory", despite not passing all subjects/areas studied, EQI may consider the student to have achieved "satisfactory" course progress
- If the International Student Coordinator thinks that you are having difficulties, then interventions (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 held 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 and HOD Senior Studies

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**
- Students need to do also revise work
- Be active in your classes – ask and answer questions
- The more you talk to your teachers the quicker your progress will be
- Use teacher feedback of your work
- **Write your homework down**
Make a study plan /**create a To Do list every day** and keep to it – See GO or us for help
- You need 8 hours sleep each night – you need to be in bed by 10 -10.30pm.(see <https://www.betterhealth.vic.gov.au/health/healthyliving/teenagers-and-sleep>)
- You need to eat breakfast for energy
- 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
- Complete full drafts on 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% minimum for DHA but **95%** for school
- This means your parent/homestay must ring the school, email me or write a note regarding the reason for any absence
- If you are away 3 consecutive 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, therefore all must be explained
- School activities such as excursions, sporting events, competitions do not
- Attendance is monitored weekly
- If you arrive after 8:50 you must go to The Hub for a late slip. Late arrivals are also monitored as is being marked absent from a specific lesson during the day
- There is 1 warning letter regarding continued absence – 80% attendance
- 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%
- Further absences- there will be a meeting with ISC and GO
- <https://ppr.qed.qld.gov.au/pp/attendance-subclass-500-schools-visa-procedure>
- You will then have 20 days to appeal the cancellation of your visa – see flowchart P10 Complaints and Appeals.

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 <https://www.betterhealth.vic.gov.au/health/HealthyLiving/teenagers-and-sleep>)
- ➔ 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.

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.

Deferral, Suspension and Cancellation Policy

Any deferral, suspension or cancellation of your enrolment is reported to authorities and your student visa may be affected.

You may apply to defer or suspend your enrolment if there are compassionate or compelling circumstances.

BY YOU or BY US

<https://ppr.qed.qld.gov.au/attachment/ISP-standard-terms-and-conditions.pdf>

Deferral

See the International Student Coordinator and discuss the need for a deferral, so that, if necessary forms can be completed.

Compelling and compassionate reasons are taken into account.

Suspension or Cancellation – notified by us

This is usually on the basis of compelling and compassionate reasons or continued misbehaviour in school or homestay,

very poor attendance. In such cases, you can appeal the decision as per the Appeals Policy.

However, you may cancel your enrolment at any time.

Again discuss this with the ISC as notifications must be given.

Attendance Policy

Attending your course is a condition of your student visa. If your attendance is not satisfactory, we must report it to authorities and your student visa may be cancelled.

You should attend school every school day. You should not be late.

If you do not attend the course on the agreed course starting day and you have not:

- notified us in advance; and
 - provided evidence of compassionate or compelling circumstances,
- you will be treated as having cancelled your enrolment.

Absences

The school will record your attendance or absence every day.

Your parent/homestay should always tell the school if you cannot attend for all or part of the day. Check your school's website for details of how to notify absences.

At risk of failing to meet attendance requirements

If:

- you are absent for five consecutive days or more;
- **your attendance falls to 90% of your course contact hours in any school term;** or
- we have other concerns about your attendance record, your international student coordinator will require you to meet with them about your attendance record and provide evidence explaining your absences (such as medical certificates).

If your attendance falls to 85% of your course contact hours in any term, we will give you and your parents/legal custodians and your Department of Home Affairs approved guardian (DHA approved guardian) a written warning.

Unsatisfactory attendance

If you do not attend at least 80% of your course contact hours, we will notify you in writing of our intention to report you to authorities for not achieving satisfactory attendance. We may exercise our discretion not to report you if:

- you provide evidence of compassionate or compelling circumstances explaining your absences;
- we are satisfied that, in all the circumstances, it is reasonable not to report you; and
- your attendance record is at least 70% (if your attendance falls below 70%, we are required to report you).

If you receive a notice of our intention to report you to authorities, you have the rights set out under the Appeals Policy section.

<https://ppr.qed.qld.gov.au/attachment/ISP-standard-terms-and-conditions.pdf>

EVERY DAY COUNTS

Department of Education, trading as Education Queensland International. CRICOS Provider Code: 00608A.

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TRAVEL POLICY <https://ppr.qed.qld.gov.au/pp/non-routine-travel-and-activities-for-homestay-students-subclass-500-schools-visa-procedure>

Always **discuss** plans with your homestay regarding routine travel – shopping, sport, movies, friends

Comply with homestay provider decisions about your plans and follow curfews.

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

There is only one travel form.

- No swimming activities unsupervised unless successful completion of the water skills safety test
- Sleepovers are non-routine travel and need natural parent approval
- Student who is travelling fills in the form
- No dangerous activities will be permitted eg parachuting
- Day trips to the Coasts do not require travel forms
- Hand in travel form early for us to get signatures of natural parents
- 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 return unless first discussed with ISC
- Ensure arrival time of return flight is before 10pm so 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 in pick up area for your homestay to come
- Thank your homestay for transporting you to and from the airport



2025

Queensland term dates

Term 1: Tuesday 28 January to Friday 4 April —10 weeks

Term 2: Tuesday 22 April to Friday 27 June—10 weeks

Term 3: Monday 14 July to Friday 19 September—10 weeks

Term 4: Tuesday 7 October to Friday 12 December—10 weeks

RETURN BY 25 January 2025 FOR THE BEGINNING OF TERM 1 2026

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).

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

Part 4

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 remain at school to work and will be later home than is usual; you miss the bus; catch the wrong train; decide to go to the City rather than Chermside.
- 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 can you talk about

- Your family – show photos.....then talk about their family
- Your country.....their country
- Your city/townwhere do they come from
- Your friends and your plans with them
- Your interests..... their 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
- Anything that you don't understand
- 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 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 go somewhere with them, then take that opportunity.
- 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 and get better at it.

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's 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.
- ✿ Your homestay will knock on your door before opening it.
- ✿ 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.
- ✿ **Follow curfews – Times you must be home by**
- ✿ 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. Remember a travel form needs to be completed for the student travelling.
- ✿ Families can be very busy, so 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 that you must follow. If your homestay is doing your washing for you and wants it on a 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 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 tasty it was to the cook. At the end of the meal, you should help to clear the table with everyone.

Remember, it is okay to ask for more food if you are still hungry. **Do not bring your phone to the table.**
- ☀ Lunch may 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. **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. 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 should 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 makes concentration in class hard! 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; 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 without checking with your homestay.** Most of our families have what is called unlimited access. Check with your family. If you are still on the internet after 10pm – 10.30pm then your homestay will turn off the modem. Manage your game play! 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. most of your homework does not need internet
- ☀ **Shared family areas like the kitchen, bathroom and toilet are used by everyone!** You must leave them in a clean and tidy fashion.
- ☀  Water - 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.

We are water conscious. 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.

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.
- ✿ 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 it could be stolen by an intruder.
- ✿ **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.
- ✿ An important safety aspect with electricity means that your homestay 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 and **hairdryers and phone chargers. Do not charge devices on beds or under pillows as it can cause fires.**
- ✿ 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.



If you are living with a homestay provider, you must:

1. **respect members of the family, their property and the home environment;**
2. **participate actively as a member of the household;**
3. **take responsibility for your own behaviour;**
4. **comply with the household rules;**
5. **comply with the homestay provider's decisions about your actions and welfare, including outings and curfews; and**
6. **keep the homestay provider informed of your whereabouts, and remain contactable by them, at all times.**
7. **have a mobile phone and carry it on your person**

<https://ppr.qed.qld.gov.au/attachment/ISP-standard-terms-and-conditions.pdf#search=homestay%20living>

Driving



To drive, you must complete the Queensland learner driver training and complete the conditions to achieve a Queensland licence.

<https://www.qld.gov.au/transport/licensing/getting>

1. You must not be a passenger in a vehicle driven by an unlicensed driver.
2. You must not be a passenger in a vehicle driven by a driver with a learner (L plate) driver's licence or a provisional (P plate) driver's licence **unless** you have the written permission of your parents or legal custodians and us. Discuss this with the ISC.

You may only drive a vehicle if:

<https://ppr.qed.qld.gov.au/attachment/ISP-standard-terms-and-conditions.pdf#search=driving>

- you obtain a Queensland driver's licence;
- the vehicle is registered in your name or parent or legal custodian's name;
- the vehicle is subject to full comprehensive insurance that has coverage for an at-fault driver;
- you have the approval of your parents or legal custodians.

All documents must be shown to the ISC

With the permission of your parents or legal custodians, you may undertake driving lessons with a professional driving instructor if you hold a Queensland learner licence.

Useful information: Young driver laws :<http://>

www.legalaids.qld.gov.au/Find-legal-information/Cars-and-driving/Young-driver-laws

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

ROAD SAFETY RULES

<https://www.qld.gov.au/transport/safety/rules/wheeled-devices/personal-mobility-devices#whatisadevice>

<https://www.qld.gov.au/transport/safety/rules/wheeled-devices/bicycle>

Pedestrians: Tips for walking safely **STOP LOOK LISTEN THINK** <https://www.racq.com.au/-/media/project/racqgroup/racq/pdf/community/primary-school-primary/streets-ahead---pedestrian-safety.pdf?rev=1770b36a64934aea841edd44671e3aa7&hash=8A7A3C4656BC1F91A3E7BB1F7D1F0040>

- Pay attention when on or near the road. Be aware and cross with care.
- **Never assume a driver has seen you.**
- Use pedestrian crossings, traffic signals or pedestrian refuges wherever possible to cross roads, railway and tram tracks.
- If there is no crossing within 20 metres, cross on a straight part of the road with a clear view of both directions of traffic.
- Always walk on footpaths or nature strips where possible. If there is no footpath or nature strip, walk so you're facing oncoming traffic.
- Be very careful of traffic near crests of hills and curves.
- Stay alert – wearing headphones and using a mobile phone will reduce awareness of what is happening around you.

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 handbook).
- Know and follow the school safety rules – no knives, aerosol cans, cigarettes, alcohol, drugs
- 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 – the school will not take responsibility for them if stolen
- 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 and be in a group
- 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)
- **1800 QSTUDY** after hours and support 1800 778 839 for international students
- 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
- **Road safety:** Use traffic lights or zebra crossings whenever possible crossing roads
- **Road safety:** Look right, left, right again, when crossing roads
- Look around you and be aware of what is happening nearby
- Always wear your handbag across your body
- Always try to look confident
- In Australia **you can trust the police – they will help you**

CURFEWS - the time to be home

All students

Sunday – Thursday – school nights home by 5:30 – 6pm unless your homestay wants you earlier or there is a sports/music practice which you have already discussed with your homestay and gained permission

Friday or Saturday

Yr11/12 - home by **10pm**

Yr 10 -home by **8:30pm**

Yr 9 - home by **7pm**

Yr 7/8 - home by **6pm**



Any changes to arrangements must be communicated to homestay

No student is to walk home alone – all students must be in groups

1. ALL students must gain homestay permission before going out
2. ALL students must tell homestay where they are going
3. ALL students must give homestay the phone number of a friend
4. ALL students must have a safe way or getting home

Water safety – water skills safety test must be completed successfully before any water activity will be approved

If you cannot swim, do not enter water

If you can swim

- Always swim with friend
- Never dive into water if you can't see the bottom – walk in
- Always swim between the flags when at the beach
- Wear SPF 30+ high protection sunscreen, hat when at the beach/pool
- Download the beachsafe app from <https://beachsafe.org.au/>
- 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 <https://lifesaving.com.au/safety-info>



Cyber Safety 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 smart 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.
- Be aware of scams especially online ones – look for these signs to check whether it is reliable- look for a URL starting with 'https' and a closed padlock symbol, or a payment provider such as PayPal <https://www.scamwatch.gov.au/types-of-scams/buying-or-selling/online-shopping-scams>
- 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.

What is cyber bullying?

- Cyber bullying is intentional and repeated cruel or hurtful behaviour via technology, such as: SMS or text messages, email, chat rooms, instant messaging, online games, photo sharing apps, eg Snapchat and Instagram, discussion boards, blogs, social networking sites and apps like Facebook, TickTock.

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



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 (<https://kidshelpline.com.au/teens>) You can call them anytime—available 24/7, 7 days a week **For more information go to:**

[http://www.legalaid.qld.gov.au/files/assets/public/publications/criminal-justice/cyber-bullying-sexting-](http://www.legalaid.qld.gov.au/files/assets/public/publications/criminal-justice/cyber-bullying-sexting-and-facebook-guide-3.pdf)

[and-facebook-guide-3.pdf](http://www.legalaid.qld.gov.au/files/assets/public/publications/criminal-justice/cyber-bullying-sexting-and-facebook-guide-3.pdf) 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 services

Legal help: Legal Aid Queensland or a community legal centre can help you understand your legal rights if you are being cyber bullied. It may help with free advice about most personal legal problems including civil law problems such as consumer issues. You can contact Legal Aid Queensland at www.legalaid.qld.gov.au or call 1300 651 188 Monday to Friday 8:30am to 5:00pm. These services are free for people aged 17 and under.

SUCCESS IS YOURS!

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

- ✓ FLEXIBLE
- ✓ COMMUNICATION
- ✓ OPEN MINDED
- ✓ POSITIVE AND REALISTIC EXPECTATIONS
- ✓ UNDERSTAND THAT THERE ARE DIFFERENCES
- ✓ STRONG SENSE OF WHO YOU ARE (SELF)
- ✓ SELF MOTIVATION
- ✓ RESILIENCE (ABLE TO HANDLE DISAPPOINTMENTS)
- ✓ POSITIVE REGARD FOR OTHERS
- ✓ SENSE OF HUMOUR



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 receive 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



Mr Searle
Principal



Mrs Wainwright-Smith
Senior Deputy Principal



Miss Burn
Junior Deputy Principal

International Support Team



Mrs Judy Martin
International Student
Coordinator



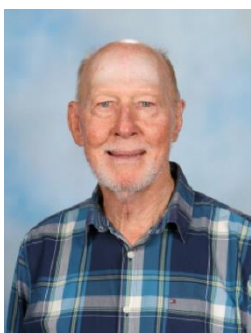
Mrs Fumika Keal
International Homestay
Coordinator



Ms Chen Ji
International Teacher Aide



**Mrs Bernadette
Duggan**
International Teacher
Aide



Mr Steve Gilmore
Guidance Officer

STUDY TIPS

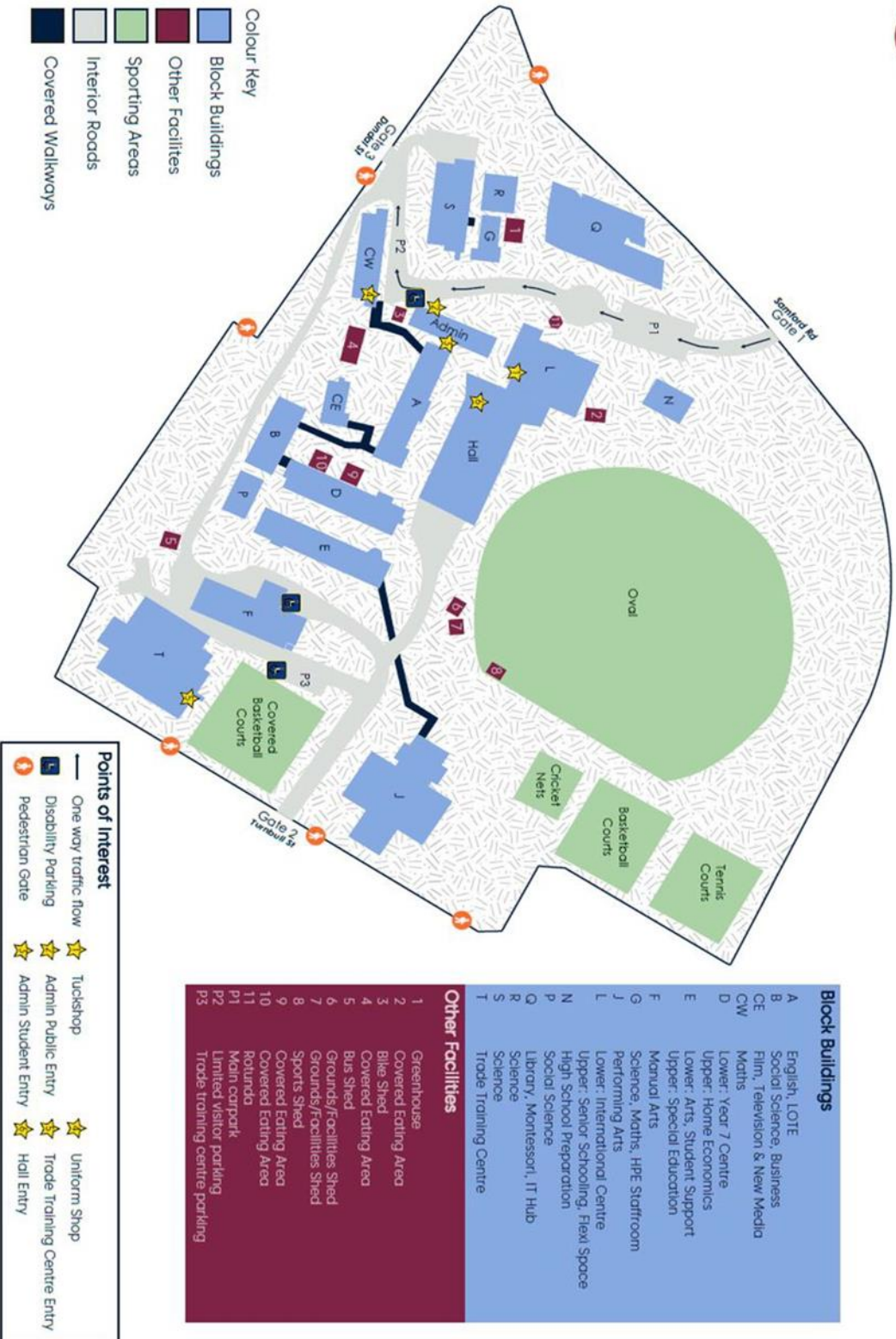
1. Create a study timetable
2. Do homework and **revision** regularly
3. Be organized by using your homework diary
4. Write down the draft and due dates of assignments in your homework diary
5. Start your assignments early and do some work on them each night
6. Use your desk to do homework on – not your bed
7. Have a break every 30 mins from doing homework or study
8. Try to write your own notes or diagrams of what you have learned
9. Use graphic organisers to help to visualize your learning
10. Ensure that your notes are clear – WALT/WILF and TIB
11. Ensure that your notes are in folders and in order, if using the computer
12. Tell your homestay about what you are learning –excellent way to practice your academic vocabulary
13. Form a study group
14. Attend after school sessions that the international teacher aides may organize
15. Attend subject tutorials/ homework club run by teachers
16. Always communicate with your teachers- ask for feedback and advice
17. Make sure that you go to bed by 10:30pm so that you are well rested for the next day





MITCHELTON STATE HIGH SCHOOL
Inspiring Individual Excellence

School Map



School Life

