



INTERNATIONAL STUDENTS **ORIENTATION HANDBOOK**

TURRAMURRA
HIGH SCHOOL



NSW GOVERNMENT SCHOOLS

School Contacts

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INTERNATIONAL STUDENTS ORIENTATION HANDBOOK 2020

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WELCOME



WELCOME

About the School

1. Principal's Message



I am very proud to lead a school which offers an exceptional, high quality educational experiences for all students. Turramurra High School is a unique in so many ways and our students never cease to amaze me with the depth and breadth of their talents and achievements.

I believe that as educators, we have an enormous responsibility and privilege in guiding and shaping the future of our society. Teaching students the skills for success in the 21st Century is a vital part of our role. Continuing to engage students in learning in an era of information is constantly redefining what learning looks like at our school and I am excited to be at the forefront of this approach to education.

Turramurra High School is a welcoming, caring school and we pride ourselves on achieving outstanding learning outcomes for our students, enabling them to reach their personal, social and academic best.

2. School Profile

Turramurra High School is a dynamic and inclusive learning community that seeks to empower individuals to reach their potential through the creation of supportive relationships and a future-focused learning environment. We seek to prioritise collaborative and creative practices to facilitate agency and the promotion of resilience.

Turramurra High School (1207 students), is a comprehensive, coeducational high school with classes for gifted and talented students in Years 7–10 and currently offers an international students program. The school has a reputation for achievement in academic studies, sport and the creative arts, including an outstanding band program. The school is an active partner in the North Shore Secondary Schools Partnership and the Turramurra Learning Community.

Our core values are:

RESPECT

Having regard for yourself and others, lawful and just authority, and diversity within Australian society, and accepting the right of others to hold different or opposing views

RESPONSIBILITY

Being accountable for your individual and community's actions towards yourself, others and the environment

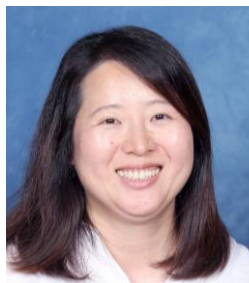
ASPIRATION

Always having a goal or a dream to work to and achieve. Aspiring to be part of the wider school community can be achieved through joining leadership, sporting or special interests teams, clubs or groups.



3. School Directory

School Staff



Elissa Chang
EALD Teacher / International Student Coordinator (ISC)

Ms Chang can speak to you regarding any concerns you may have about your school, health, homestay issues or if you require a leave request or change of address form. She is located in the Mathematics Staffroom in E Block.



Melissa Sharman
Deputy Principal
(Years 8, 10 and 12)

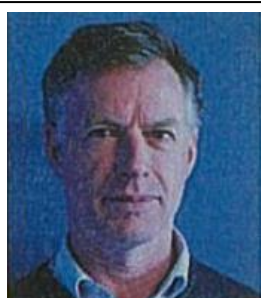


Julie Arrigo
Deputy Principal (Relieving)
(Years 7, 9 and 11)



**Melissa Delnido and
Sue Barnes**
***School
Administrative
Officer*** and
Mark Ma
***Student Liaison
Officer***

Ms Delnido, Ms Barnes and Mr Ma can help you if you are trying to find your International Student Coordinator or counsellor, or need help in the absence of the International Student Coordinator.



Justin Cogley and Julie Robinson
School Counsellor

Mr Cogley and Ms Robinson can speak to you if you have concerns, feel unhappy or are homesick. She/he is located in room in E Block.

If you need help with a problem or feel unsafe at school at any time, go and see your International Student Coordinator or one of the staff listed here 😊

Year Advisers

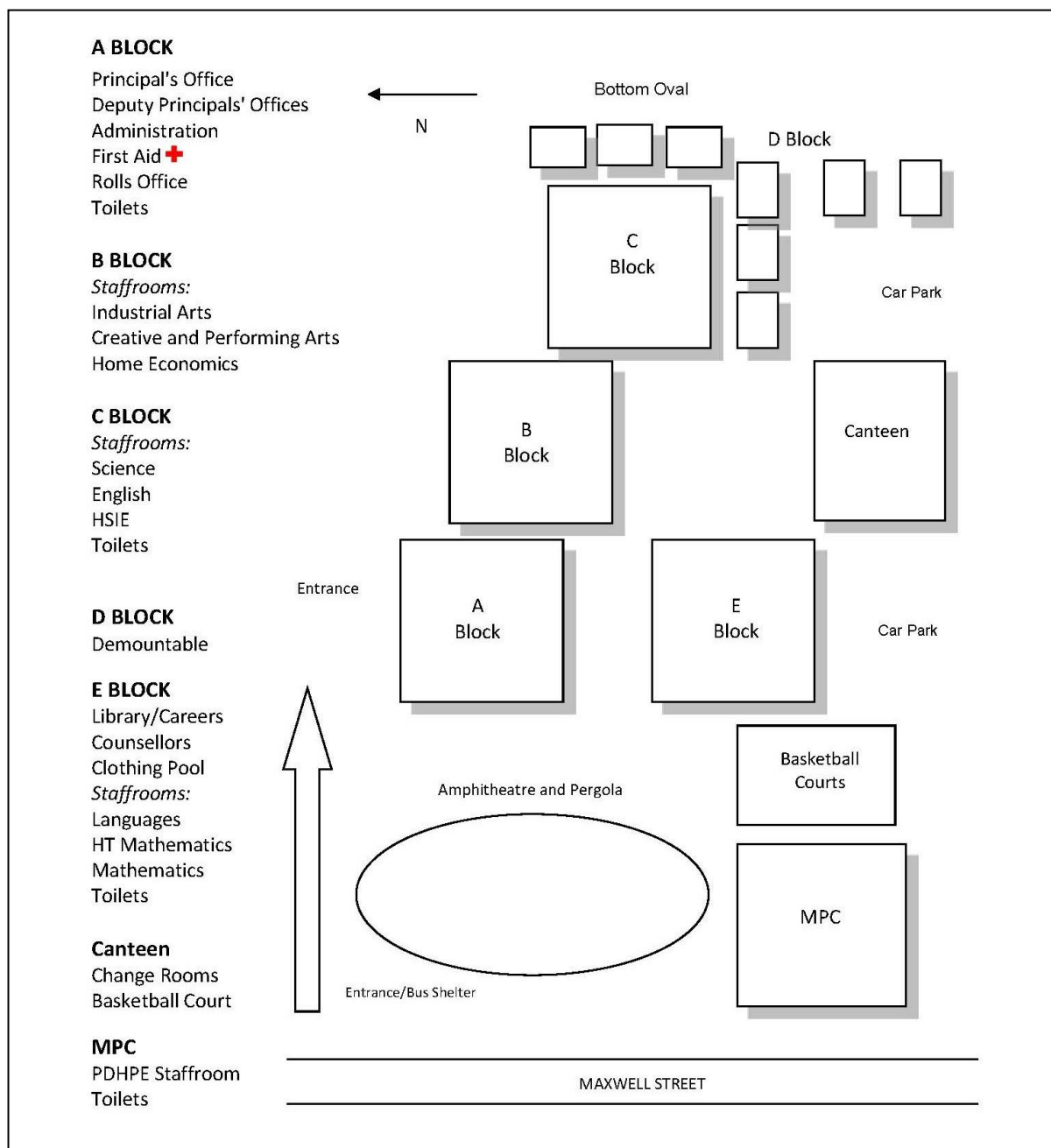
Your Year Adviser can speak to you if you have any concerns about your school work.

Year 7	Ms Nami Morgan and Ms Grace Cummins
Year 8	Ms Melissa Waugh and Mr Douglas Sham
Year 9	Mr Michael Blakeley and Ms Jane Thiele
Year 10	Ms Janelle Garland and Ms Sarah Andrews
Year 11	Mr Mark Crewe and Ms Janine Steele
Year 12	Ms Lusher-Main and Ms Mersina Kourdis

Head Teachers

English	Ms Robyn Wagner
Mathematics (Relieving)	Ms Sharon Roberts
Science	Ms Jenny Miles
HSIE	Ms Fiona Hunziker
LOTE/ESL (Relieving)	Ms Sally Lusher-Main
Industrial Arts (Relieving)	Mr William Delves
CAPA (Relieving)	Ms Jennie Cooper
Home Economics (Relieving)	Ms Janelle Gayford
PDHPE	Ms Pauline Condon
Careers	Mr Andrew Harrison
Welfare	Mr Dave Merrick

4. School Map and facilities



You can use the computers in the Library and get help from the Technical Support Officer (Mr Daniel Gomez) if you have problems with the computers.

First Aid is in A Block

Counsellor's room is in E Block

We are situated in Sydney's beautiful upper north shore in the leafy suburb of Turramurra. The school's main entrance is located at 104 Maxwell Street which runs off The Comenarra Parkway. The school is located only approximately 30 minutes drive away from Sydney's Central Business District and is easily accessible from most suburbs of the city.

5. Support Services

Counselling

Mr Cogley and Ms Robinson are the School Counsellors and they are located in E Block.

What is a School Counsellor?

In all New South Wales government schools, there is a counsellor who is a qualified teacher and educational psychologist with special training to help students with any problems they are having, or to help them get information they may need.

This service is free and confidential.

Why do students see the Counsellor?

Academic problems

- Worries about progress
- Indecision about staying at school
- No quiet place to study at home

Personal problems

- Sadness in missing your country/friends
- Feeling lonely at school
- Home problems such as not getting along with family members
- Feeling anxious about making friends

You can make an appointment to see a counsellor by visiting the counsellor's room in E Block.

EAL/D (ESL) Support

Ms Clark and Ms Chang are the EAL/D (ESL) teachers and they are located in C Block and E Block. ESL teachers teach English for students who are learning English as a second language. ESL teachers are happy to provide any additional help in English, along with other subjects.

Year Advisers/Subject Head Teachers

A Year Advisor is assigned to your year of study. The Year Advisor can provide information on the subjects that are available at Turrumurra High School. You may also approach the Year Advisor if there are any problems concerning your teachers.

International Student Coordinator

The International Student Coordinator can speak to you regarding any concerns you may have about your school, health, homestay issues or if you require a leave request or change of address form. She is located in the Mathematics Staffroom in E Block.

I MUST TELL THE INTERNATIONAL STUDENT COORDINATOR IF:

SITUATION	ACTION REQUIRED
My parents want to change my homestay	<ul style="list-style-type: none"> • Parent nomination for Homestay Form and parent letter
I am 18 years old and my parents agree I no longer need a carer (guardian)	<ul style="list-style-type: none"> • Welfare arrangement form 18+ and parent letter
I am over 18 years old and I am changing my address and/or phone number	<ul style="list-style-type: none"> • Welfare arrangements Form 18+ See front office in A Block
My guardian is changing address and/or phone number	<ul style="list-style-type: none"> • Welfare Arrangements form See Front Office in A Block
My parents have changed address and/or phone number	<ul style="list-style-type: none"> • Welfare Arrangements Form See Front Office in A Block
My guardian has to leave because of an emergency	<ul style="list-style-type: none"> • See Ms Chang (International Student Coordinator), Ms Delnido, Ms Barnes (School Administrative Officer), Mr Ma (International Student Liaison Officer) or DE International URGENTLY
My parents wish me to return home for the holidays	<ul style="list-style-type: none"> • Parent letter, flight tickets to International Student Coordinator • Application for Leave Request (available on Google Classroom)
I have to return home because of an emergency	<ul style="list-style-type: none"> • See International Student Coordinator URGENTLY
I need to take extended leave from school because of illness/ issues at home/ compassionate circumstances	<ul style="list-style-type: none"> • See International Student Coordinator URGENTLY
My parents/employment/other service provider have asked for a letter confirming my enrolment at school	<ul style="list-style-type: none"> • Student request for a school letter of enrolment. see front office
My parents are visiting Australia and would like to see the school	<ul style="list-style-type: none"> • See International Student Coordinator
My parents need an "invitation letter" for immigration purposes	<ul style="list-style-type: none"> • Student request for a school letter of enrolment See Front Office in A Block

Welfare/Learning Support Head Teacher

The Welfare Head Teacher located in E Block can help you if you need with additional learning needs. This includes providing extra support to students with a disability or learning difficulty.

Career Advisers

Students from Turrumurra High School go on to a wide variety of university courses and careers spanning Medicine, Law, Engineering and Veterinary Sciences to International Studies and Communications to Business and Economics courses as well as Fine Arts and Humanities courses.

The Turrumurra High School Careers Centre operates within the school library between the hours of 8.00 am to 3.30 pm. Comprehensive careers information is available to all students and can be found in the Careers Centre as well as in the Library (Senior Study area).

Our students are kept informed with the latest information and opportunities via email and interactive online learning courses. Formal career lessons are taught to Year 10, to encourage students to begin the process of career decision-making and to equip students with basic employment seeking skills.

Class time is also devoted to discussion about senior courses and the structure of the ATAR. All year 10 students complete formal class assessments as part of the compulsory Careers Program.

As an official Partner School of Macquarie University, we have close links to many of their programs. There are also opportunities for our Year 12 students to apply for the School Partners Preferred Admissions Scheme enabling early acceptance to University courses.

With a strong work experience program, careers and subject selection counselling and specific careers lessons as an integral part of our Year 10 teaching and learning program, we are passionate about supporting every student to manage their transition to further education and help them to make informed decisions about their future.

Services Available - Advice and information is available in the following areas:

- * Career Choices
- * Tertiary Study Choices
- * School Subjects
- * TVET Subjects
- * University Entry
- * TAFE Entry
- * Interstate Tertiary Study
- * Registered Training Providers
- * Seeking Employment
- * Work Experience

Turrumurra High School has a Career website that provides access to commonly sought after information. The link to follow is: <http://www.turrumurrahighcareers.com>

Homework Centre

HOW is run by Library and Learning Support staff. The programme academically supports the students undertaking assessments and homework. Students are also supported by staff from each faculty as the need arises, for example, when an assessment task is coming up for a particular year group, staff from the faculty assigning the task will attend HOW to assist the students.

What is HOW?

Our aim is to provide an inviting environment and the resources with which students can complete homework and assessment tasks. We will help students to learn HOW to tackle tasks and what resources they have available to them. To achieve this we will:

- Scaffold the tasks
- Teach students to decipher what the task is actually asking them to do
- Encourage students to work using the Information Skills Process (ISP) – define, locate, select, organise, present and assess
- Provide equipment such as computers, iPads and printers
- Ensure flexible learning spaces are available, for example, areas for groups and individual
- Teach students how to extract information from print and digital sources
- Teach students about source relevancy and usefulness of information
- Ensure students reference their sources and understand the implications of plagiarism
- Work with students on the presentation of their work

Students must bring homework or assessments with them to work on. A light afternoon tea is available for students.

When and where does HOW run?

HOW operates on Monday and Wednesday afternoons from 3 – 4pm in the library. Students can catch either the 571 or the 572 from the front of the school in order to travel to Turramurra station after the regular buses have finished running. Bus timetables are displayed in the library.

International Student Liaison Officer

The Liaison Officers support each students' wellbeing, academic performance and attendance, and provide guidance and advice to students.

Interpreter service

Parents and carers who don't speak English well and deaf parents and carers who use sign language, can get assistance from the telephone interpreter service. An interpreter can be requested for school matters involving your child such as enrolment, subject choice, educational progress, attendance, welfare or behaviour. Interpreters can also be requested for parent-teacher interviews, school meetings, school council meetings, and parents and citizens meetings.

The telephone number to call is 131 450. Ask for an interpreter for the required language and the interpreter will call our school and stay on the line to assist you with your conversation. You will not be charged for this service. Parents and carers who need an interpreter to attend a school meeting should let us know.

6. Rules and Policies

Bell times

Mon/Wed/Fri	Bell Times
Period 1	8:40 – 9:59
Period 2	10:01 – 11:20
Recess	11:20 – 11:40
Period 3	11:40 – 1:00
Lunch 1	1:00 – 1:20
Lunch 2	1:20 – 1:40
Period 4	1:40 – 3:00

Tue/Thu	Bell Times
Period 1	8:40 – 9:48
Period 2	9:50 – 10:55
Recess	10:55 – 11:15
Period 3	11:15 – 12:20
Lunch 1	12:20 – 12:40
Lunch 2	12:40 – 1:00
Period 4/Sport	1:00 – 2:20
Supervision/ Sport	2:20 – 3:00

YEAR 7,8,9 Whole school summer	
Mon/Wed/Fri	Bell Times
Period 1	8:40 – 9:50
Assembly	9:50 – 10:20
Period 2	10:20 – 11:30
Recess	11:30 – 11:50
Period 3	11:50 – 1:00
Lunch 1	1:00 – 1:20
Lunch 2	1:20 – 1:40
Period 4	1:40 – 3:00

YEAR 10,11,12 Whole school winter	
Mon/Wed/Fri	Bell Times
Period 1	8:40 – 9:50
Period 2	9:50 – 11:00
Assembly	11:00 – 11:30
Recess	11:30 – 11:50
Period 3	11:50 – 1:00
Lunch 1	1:00 – 1:20
Lunch 2	1:20 – 1:40
Period 4	1:40 – 3:00

Homework Policy

All homework, assignments and assessment tasks must be completed by the due date. If you could not complete the task by the due date or you would like to request an extension (this must be done BEFORE the due date), you must complete the **Illness/Misadventure Form** or the **Request for Time Extension** form available from the school website:

<https://www.turramurrahighschool.com.au>

Uniform and dress code

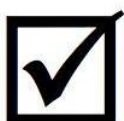


Shoes

Should be black leather and lace-up in the traditional school style. Heels should be no more than 4cm high. Runners, buckled, slip-on or open 'ballet' style shoes are not permitted.

Socks

Boys are to wear grey socks, girls white socks, visible over the ankle, but not pulled up to the knees.



Parents/Guardians: If for any reason your son or daughter cannot wear the correct uniform please provide them with a note indicating the reason and the length of time they will be out of uniform.

Uniform

Parents/ guardians are requested to provide the student with the school uniform and to ensure that the student wear it without individual variations. The uniform contributes to maintaining the tone of the school and is economical in the long- term as it is not subject to the whims of fashion. Items for the school uniform may be purchased from the Uniform Shop. Blazers may be ordered at the Uniform Shop.

If for some reason a student cannot wear school uniform on a particular day, a note signed by the parent/ guardian must be taken to one of the **Deputy Principals**.

For safety reasons, students are to wear no more than one pair of earrings which should be small in size (e.g. sleepers or studs). Necklaces and bracelets are to be limited in number, small, discreet and close- fitting.

Make-up and nail polish are not part of the school uniform and are not to be worn at school

Non-Uniform/Mufti days

Non- uniform/ mufti days are held for charity fundraising and as part of some excursions and/ or sporting activities. On these days, students are able to express some individuality. When given this privilege, they have the responsibility to be dressed appropriately.

Examples of inappropriate dress include:

- beach- type wear, including midriff tops or inappropriate footwear, such as thongs
- skirts or dresses of an inappropriate length
- revealing tops of any type- this includes, but is not limited to, “see- through” clothing and plunging necklines
- offensive language on clothing
- pants that are indiscreet, that is, worn too low on the hips

For safety reasons, closed- in shoes must be worn.

The correct physical education uniform must also be worn for physical education classes.

Uniform Shop

Uniform Shop Opening Times

- Mondays 8am - 1:45pm
- Wednesdays 11:15am - 1:45pm

Please note, the uniform shop does not accept payment by cash or cheque.

Payment options available include: online ordering via Munch Monitor and EFTPOS instore (Savings, Visa, Mastercard, Apple Pay, Google Pay, Samsung Pay)

For further information on payment and ordering options, as well as to access the full uniform list along with prices, please contact the uniform shop.

Phone: 9144 7639

Email: uniformshop@ths.community

Policies and procedures on absences, lateness or leave requests

You have been absent	<ul style="list-style-type: none">• Bring a note from your carer explaining your absences of TWO days OR LESS.• For absences of THREE OR MORE DAYs a doctor's certificate is needed.• Place your note/certificate in the roll office box in A Block. Make sure your name, date, Year group and carer signature is included.
You are late to school	<ul style="list-style-type: none">• Go straight to the rolls office in A Block and speak to the Rolls Officer and sign in.• You should have your library card ready to be scanned. * Remember every period counts towards your attendance.
You need to leave early	<ul style="list-style-type: none">• Take your note to the Rolls Office in A Block when you arrive in the morning.• The Rolls Officer will give you a LEAVE PASS.• Early leave should only be for an emergency e.g. Visa renewal

Absences

- A verbal or written explanation must be provided to the school within 7 days detailing the reason for that absence e.g. illness, injury etc.
- Notification can be by phone, email or written note, preferably on the day of absence or the first day of their return.
- The school sends out SMSs daily (with rare exceptions) to parents of students who are absent without explanation.
- When a student has been absent for three days without explanation, an Absence of 3 Days letter (Compulsory School Attendance – Education Reform Act 1990) is sent to parents/guardians who are requested to reply to this letter promptly.

Lateness

- All late arrivals or early departures must be explained by parents.
- Students must submit a note of explanation signed and dated by the parent to the Rolls Officer before the start of the school day to ensure the absence is recorded accurately on class rolls.
- Specialist appointments (medical, dental etc.) should be, where at all possible, made outside school times (this includes sport time which is part of the school curriculum).
- The Principal may decline to accept an explanation that has been provided if they do not believe the absence is in the best interest of the student. In these circumstances, the student's absence would be recorded as unjustified. This decision would be discussed by the principal and parent.

Year 11 and Year 12 students

- Year 11 and Year 12 students follow a flexible timetable.
- They are expected to be in attendance at scheduled lessons and to undertake all necessary attendance procedures when arriving later than Period one.
- BOSTES guidelines determine that Year 11 and Year 12 students must provide a medical certificate if absent on the day of an assessment or the day prior to an assessment.

Leave requests

Information on Compulsory School Attendance and Application for Extended Leave forms can be found on the Turrumurra High School website: <https://www.turramurrahighschool.com.au/>

International students must complete a leave request (available from the International Student Coordinator and on Turrumurra High School website) at least four weeks before they leave.

Attendance requirements for student visa holders

- All students are expected to attend class every school day.
- International students are on a student visa and have additional attendance requirements as a condition of your student visa.
- International students must attend at least 80% of classes each term or you may be reported to Immigration.

What if my attendance falls below 80%?

- A **warning letter** will be sent to you, your parents and your carer in Australia.
- You will have to attend an interview and explain why you have been away.
- If you have any supporting documentation such as **medical certificates**, present them as evidence.
- Your attendance will continue to be closely monitored. If your attendance does not improve, you will be sent a **second and final warning letter**.

What if my attendance falls below 70%?

- An **Intention to Report** letter will be sent to you, your parents and your carer in Australia. This letter tells you the school's intention to report your low attendance to Immigration because you have breached your student visa condition.
- You will be given 20 school days to **appeal** to the Principal and explain why the school should not report you to Immigration.
- If your appeal is unsuccessful, you will be contacted by Department of Education International to let you know about your further appeal rights.
- If all your appeals are not successful, you will be reported to Immigration and they may decide to cancel your visa.

Policy on misbehaviour, suspension and expulsion

Conditions of enrolment

- You must adhere to school rules, terms and conditions of enrolment as stated on the International Student Application Form. You will receive information about school rules and expected behaviour at orientation.
- Your school may **suspend or cancel** your enrolment on grounds of misbehaviour. For further information about student behaviour, suspension and expulsion of students, refer to the International Student Coordinator at your school.

Long suspension and expulsion

International students will be reported to Immigration if they are:

- suspended for 5 days or more;
- expelled from school because of serious misbehaviour/ involvement in criminal activities.

What happens if I am suspended or expelled from school?

- You will be given an **Intention to Report** letter and will be given 20 school days to appeal to the Principal and explain why the school should not report you to Immigration.
- If your appeal is unsuccessful, you will be contacted by Department of Education International to advise you of your further appeal rights.
- If all your appeals are unsuccessful, you will be suspended or expelled depending on the case. You will be reported to Immigration and they may decide to cancel your visa.

Policy on anti-bullying

Turramurra High School in accordance with directives from the NSW Department of Education (NSW DoE), is totally opposed to bullying in all its forms: physical, psychological, social, verbal and non-verbal. The school will, by raising students', teachers' and the community's awareness, endeavour to produce a safe, harmonious atmosphere where bullying is recognised by all as negative and unwanted behaviour.

If you are bullied	<ul style="list-style-type: none">• speak to a teacher and give them full details of the incident• talk to your carer at home – they can also contact the school
If you see any bullying	<ul style="list-style-type: none">• intervene positively if you can• immediately seek teacher assistance, if they can't intervene positively• offer support to the victim• speak to a teacher and provide full details of the incident

Definition

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyber bullying refers to bullying through information and communication technology.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.

Rights

At Turramurra High School, every person has a right to feel safe; a right to be treated as an individual and with dignity; and every person has a right to learn, free from anxiety.

Any person who bullies or harasses another is denying them these rights. The school will not tolerate any action that undermines a person's right to feel safe, and it will take whatever steps are necessary to stop such behaviours.

Students can expect that their concerns will be responded to by school staff, with appropriate support. Staff have the right to access professional learning activities to enhance their skills and knowledge in these areas.

Dealing with cases of bullying

Different procedures will be used with students according to the nature, severity and frequency of the bullying. There will be counselling and/or consequences.

Counselling

Discussion, interview, mediation, the Method of Shared Concern, developing agreements/contracts, support strategies for the victim, etc.

Consequences

Consequences will be given in accordance with the school's Student Management Plan and the Department of Education's Policy for the Suspension and Expulsion of Students. Consequences may include: parental notification, warning of suspension and suspension.

Detection of bullying, reporting and record keeping

To assist in the detection of bullying, a number of strategies are employed:

- Students will be encouraged to report incidents to relevant teachers
- Parents will be requested to report incidents to the relevant year adviser
- Teachers are to closely monitor classrooms and playground areas

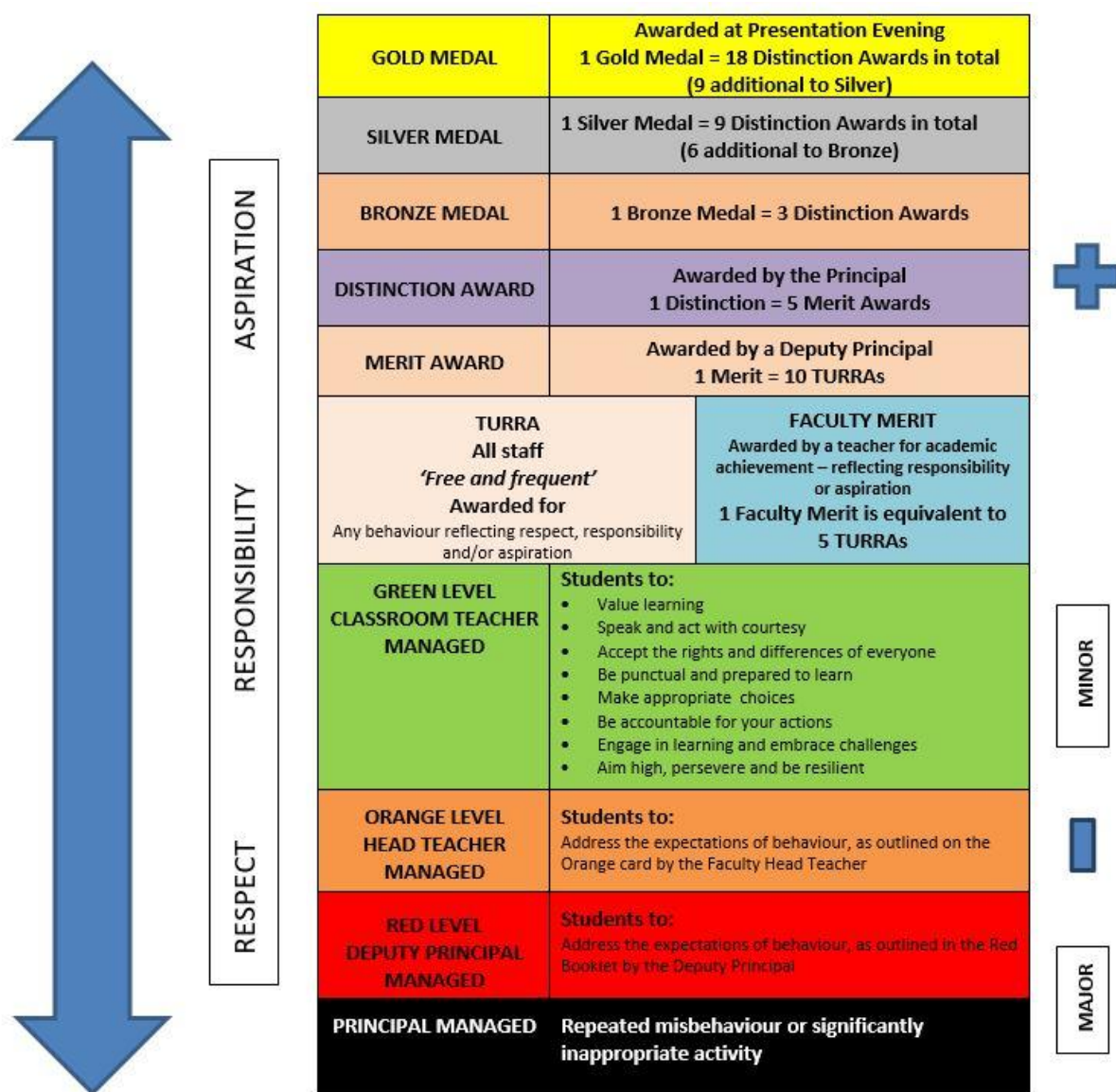
Incidents of bullying will be recorded electronically; the incident will record the victim(s) and the bully/bullies.

Merit system

Positive Behaviour Engaging Learners

Three core behavioural expectations are taught to all students through formal social skills instruction often undertaken within the Pastoral Care program. These expectations are applied across all areas of the school. They are; RESPECT, RESPONSIBILITY and ASPIRATION.

Students are empowered to regulate their own behaviour. In order to promote positive behaviour, students are rewarded regularly through "TURRA's" and acknowledged through the school merit system and assemblies.



7. School Curriculum

The diverse curriculum offered at Turrumurra High School engages and stimulates students creating 21st century learners, celebrating and rewarding personal success. It is delivered by dedicated, expert teachers who engender a passion to academically extend all students.

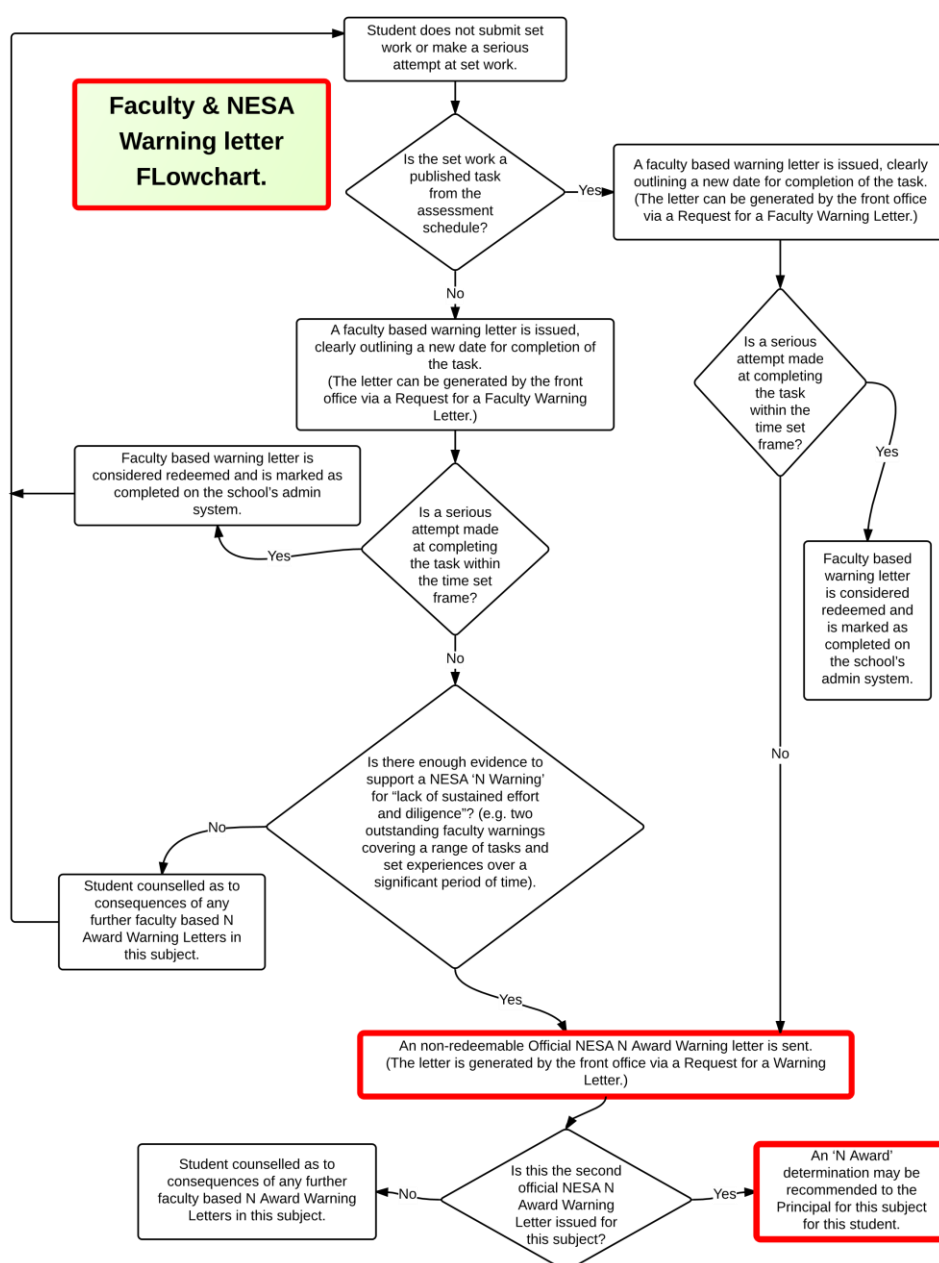
For more details on the school curriculum and requirements, please visit the school website:

Year 10 <https://www.turrumurrahighschool.com.au/content/year-10>

Year 11 <https://www.turrumurrahighschool.com.au/content/year-11>

Year 12 <https://www.turrumurrahighschool.com.au/content/year-12>

Students who fail to submit assessment tasks as they fall due are subject to the procedures outlined below. For further clarification, please speak to the faculty Head Teacher.



Course progress requirements for student visa holders

There are additional course progress requirements for international students.

- If you fail to meet the NSW Education Standards Authority's (NESA) course progress requirements for at least 6 units (50%) of your all your subjects, an **Intention to Report** letter will be sent to you, your parents and your carer in Australia. This letter tells you the school's intention to report your unsatisfactory course progress to Immigration because you have breached your student visa condition.
- You will be given 20 school days to **appeal** to the Principal and explain why the school should not report you to Immigration.
- If your appeal is unsuccessful, you will be contacted by Department of Education International to let you know about your further appeal rights.
- If all your appeals are not successful, you will be reported to Immigration and they may decide to cancel your visa.

8. School Activities

Leadership Programs

Leadership opportunities	How to take part
Student Leadership Open to all students from Years 7 to 12 including our two school captains and two school vice-captains.	<ul style="list-style-type: none">• Nominations occur in Term 1 - check your student email• Elections taking place early in Term 2.• New leadership team starts in Term 3.
Peer Support Training is offered to nominated students in Year 10. This highly successful program teams our year 10 students with our new year 7 students to mentor them through their transition to high school.	See Ms Howland in the English Staffroom (E Block)
Lifesaving Instructors program Training and qualifications with the Royal Lifesaving Society are offered to nominated Year 10 students each year. These student instructors work with our younger students during their swim school program in term 4 each year.	See Ms Condon in the PDHE Staffroom (next to the MPC)

Extra-curricular activities

Extra-curricular activities	How to take part
The Duke of Edinburgh program Open to students in Year 9 and up, there are numerous leadership opportunities within this very worthwhile program.	See Ms Riley in the HSIE Staffroom (C Block)
Outstanding School Bands At Turrumurra High School we have an enviable reputation for outstanding musical achievement. The comprehensive band program enables students to actively participate in a music program that delivers an enriched musical experience, enjoyment and a sense of teamwork.	See the Mr Sham in the Music Staffroom (B Block)

Drama and Dance Ensembles

The Drama and Dance Ensemble is an opportunity for gifted drama and dance students from Years 9 - 12 to extend their skills and creativity. A rich program of playbuilding, improvisation and acting is offered in a weekly after school workshop. Drama Ensemble have the opportunity to workshop with professional theatremakers, attend excursions, drama camp and perform in a variety of events.

See Ms Andrews in the Welfare Office (E Block)

Sports teams

Students can try out for the school grade sport teams twice a year in Term 1, Term 2 and Term3 for the following sports

- Basketball
- Frisbee
- Hockey
- Volleyball
- League Tag
- Soccer
- Netball
- Badminton
- Mixed Table Tennis

Student clubs

Student Clubs	How to take part
Bible Study (Insight)	Fridays at Recess (C11)
Big Hill Strength Conditioning (BHSC)	Tuesdays & Thursdays 7 am
Chess Club	Tuesdays & Thursdays – Lunchtime (E16)
Choir	Tuesdays 8 am in (B4)
Debating Years 9 & 10	Mondays Lunchtime
HOW Program	Mondays & Wednesdays 3 pm to 4 pm (Library)
Maths Club	Mondays – 3 pm to 4 pm (Library)
Photographer of the Month	Website of Photos can be found on: turrahsphotocomp.blogspot.com.au
Sound Studio Come along and join in with Turramurra High School's newest singing group.	Fridays - Lunchtime (A3)
Vocal Ensemble	Fridays 8 am (B4)

Notes:

Living in Sydney

9. Staying Safe

9.1 Emergency Services

Ambulance, Police or Fire Brigade



In case of an emergency or if you are in danger, call **000** and tell them:

- Type of emergency (ambulance/police/fire brigade)
- Your location or location of the emergency
- Your full name and contact number (if possible)



The local police station is **Gordon Police Station**

Address: 2 Park Avenue
Gordon NSW 2072
Phone: 9418 5399



The nearest medical centre:

Name	Address	Phone
Hornsby Medical Centre	Shop 1043 Hornsby Westfield Shopping Centre	9476 6767
Station Medical Centre	430 Victoria Avenue Chatswood NSW 2067	9411 7916
Gordon Medical Centre	772A Pacific Hwy Gordon NSW 2072	9499 999



The nearest hospital to the school:

Name	Address	Phone
Hornsby Kuring-gai Hospital	Palmerston Road Hornsby NSW 2077	9477 9123
Sydney Adventist Hospital	185 Fox Valley Road Wahroonga NSW 2076	9487 9111

9.2 Homestay 24 Hour Hotline

If you are living in homestays, you can contact your homestay host and/or parent nominated carer when you need help.

Your homestay company will also have a 24 hour hotline that you can call. Contact your International Student Coordinator if you do not know which company is your homestay provider.

Auzzie Families Homestay Care

Contact: Ms Gloria Wang
Phone: (+61 2) 9804 4700
Mobile: 0419 628 168 (24 hours)
Email: jun@auzziefamilies.com

Website: www.auzziefamilies.com

Oz Homestay

Contact: Ms Elizabeth Walmsley
Phone: (+61 2) 9325 6988
Mobile: 0421 556 374 (24 hours)
Email: lizwalmsley@ozhomestay.com.au
Website: www.ozhomestay.com.au

Global Experience

Contact: Agnes Ong
Phone: (+612) 9264 4022
Mobile: 0420 530 112 (24 hours)
Email: agnes@globalexperience.com.au;
Website: www.globalexperience.com.au

StayDownUnder

Contact: Mr Gerard and Mrs Rachel Whyte
Phone: (+61 2) 8901 4499
Mobile: 0410 761 499 (24 hours)
Email: info@staydownunder.com.au
Website: www.staydownunder.com.au



9.3 Important Safety Tips

When you are out with friends or by yourself, here are some simple things to remember:

- Always **plan your trip** home, especially at night. You may want to pre-book a taxi or arrange transport with a friend. Always make sure you have enough money to get home.
- **Avoid staying out past 8pm.**
- If you have a part-time job, **do not work during school nights** Monday – Thursday and return home by 9pm on weekends.
- Try to **travel with a friend** or in a group at night.
- **Keep your bag** and belongings **close to your body** and where you can always see them.
- **Leave valuables at home** if you don't need to take them with you. This includes jewellery, electronic equipment such as your laptop and your passport.
- **Do not carry large amounts of money** with you. You can take money out at ATMs found in shops, supermarkets, petrol stations, shopping malls, shop fronts and many other public places.
- **Do not accept parcels** that do not directly belong to you. You will be held legally responsible for the contents of the parcels.
- **Do not pay for school fees through people who offer discounts.** This is a SCAM.
- **Call 000 in the event of an emergency.** Remember, calls to 000 are free of charge.

Did you know?

You must let your school know of **any change of your address and contact details as soon as possible and within 7 days**. It is a student visa requirement, and will help to keep you safe if the school knows where you live and how to contact you in case of emergency.

9.4 Cyber Safety

When using the internet, like anywhere in the world, you should protect yourself against spam, online scams, identity theft and online bullying. Protect yourself by following these tips:

- If you are using a public computer, make sure you **log out of your online accounts** such as your social media account, bank or email accounts, and log out of your computer account before you walk away.
- **Do not give away your personal information.** This includes your name, phone number, address, email address, date of birth, usernames and passwords, and bank details.
- If you think you're being harassed or bullied online, **report the person being abusive** to the website or social media administrators and talk to someone you trust straight away — such as a parent, teacher or friend, or contact **Kids Helpline (1800 55 1800)**
- **Ignore, block or mute** the person being abusive online and do not engage with them



You can find more information on the Kids Helpline website at:
<https://kidshelpline.com.au/teens/issues/online-harassment>

9.5 Road Safety and Public Transport Safety

- Where available, use pedestrian walkways and only cross the street at pedestrian crossings or lights.
- Watch for traffic before you cross by looking left and right for oncoming cars.
- Do not use your mobile phone or put on your ear phones when you are crossing the road.
- Avoid isolated bus, rail and light rail stops.



Public transport is reliable and widely used in Australia, particularly in metro and urban areas. A number of security measures have been implemented to maximise the safety of public transport users including security officers and guards, help points, good lighting and security cameras. However you should still use caution when travelling on public transport:

- Check transport timetables to avoid long waits, particularly at night. You can download an app on your mobile phone such as **TripView**, **TripGo** or **TransitTimes** to view timetables of public transport and plan your trip.
- If you find yourself left in a train carriage on your own or with only one other person you may feel more comfortable moving to another carriage closer to the guard or driver.



Train carriages nearest to the driver or guard have a blue light on it and are safest at night.

9.6 Safety Apps

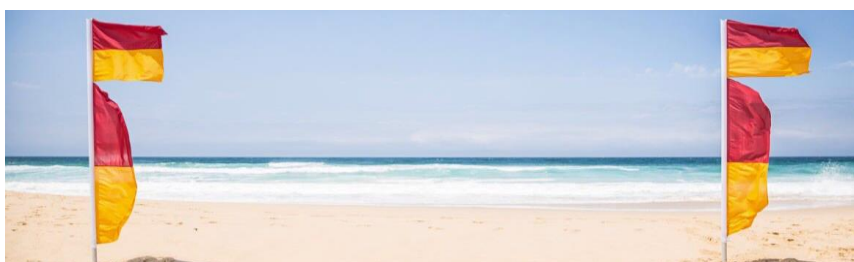
The **Emergency Plus app** is a national emergency app that you can use to get help as soon as possible in an emergency situation.

It tells you the exact location on the map and the GPS coordinates that you can read to the operator when you call the emergency service.



9.7 Water Safety

- Only **swim between the red and yellow flags** on the beach. This is the area where lifeguards and lifesavers patrol to keep you safe. No Flags = No Swim
- Look for, read and **obey water safety signs**.
- **Never swim alone** at the beach.
- Check water conditions and water depth before swimming – never dive head first.
- Never bathe and swim directly after eating or under the influence of drugs including alcohol.
- Learn how to spot a **rip current** and keep clear of the area.
- Always **use sunscreen** to protect exposed skin, put on a shirt, wear sunglasses and a hat when not swimming, and drink plenty of water.



Spot and Survive a rip current

Rips currents are the number one hazard on Australian beaches. The things to look for are deeper, dark-coloured water; fewer breaking waves; a rippled surface surrounded by smooth waters; and anything floating out to sea or foamy, discoloured, sandy, water flowing out beyond the waves.

If you are caught in a rip: **stay calm, float with the current, call out HELP** and **raise an arm** to gain attention of nearby surfers or lifeguards.



Learn about how to spot a **rip** and what to do when you are caught in a rip from the videos (multi-languages) on the **Beachsafe** website: <https://beachsafe.org.au/surf-safety/ripcurrents>

Bullying, assaults and harassments of any forms are not tolerated in Australia. If you have experienced any form of assault (either sexually or physically), harassment or any abuse, or think you are in danger of being assaulted, use the following services:

1. If you are in immediate danger, or wish to report an incident:

Police/Ambulance/Fire Brigade at 000

2. If you need help at school:

- Your **International Student Coordinator Ms Chang**
(Mathematics Staffroom in E Block)
- **School Counsellor Mr Cogley and Ms Robinson**
(Counsellors Office in E Block)

3. If you are concerned for your safety, and you feel you need to speak to someone for support, or for information on any support services that you can use:

- **Kids Helpline** is a free, private and confidential 24/7 phone line and online counselling service for young people. Call **1800 55 1800** or email counsellor@kidshelpline.com.au or visit www.kidshelpline.com.au for more information.
- **Bullying. NoWay!** provides information and helpful ideas about bullying:
<https://bullyingnoway.gov.au/>
- **1800RESPECT** is a confidential information, counselling and support service for sexual assault victims and domestic violence.
Call 1800 737 732 (24 hours) or visit their website at www.1800respect.org.au
Ask for an interpreter if you wish to speak in your own language that is not English.



11. You and the Law

The laws in Australia can be very different from your home country.

For example:

- It is illegal to consume alcohol if you are under 18 years of age
- It is illegal to purchase cigarettes if you are under 18 years of age
- Possession and use of illegal drugs is a criminal offence

Visit the website www.lawstuff.org.au for information about laws relating to you.

11.1 Driving

You need to be at least 16 years old to be a Learner (L Plater) for driving a car. For car drivers, you can attempt a Driving Test to get your P1 (red) licence once you have turned 17 and you:

- have been on your L's for at least 12 months
- have logged at least 120 hours driving time which includes 20 hours night-time driving.

If you are driving a car on a Learner (yellow) or P1 (red) licence:

- You must not drive faster than 90 km per hour
- You must have a zero blood alcohol limit
- You must not use any functions of a mobile phone including hands-free devices while driving.
- You must not drive with more than one **passenger** under 21 between the hours of 11pm and 5am.

If you are driving a car on a P2 (green) licence:

- You must have a zero blood alcohol level
- You must not exceed a maximum speed limit of 100 km/h



- ***Driving without a licence is illegal***
- ***Seatbelts are compulsory for drivers and passengers in Australia.***
- ***Speeding and drink driving are dangerous and are against the law.***
 - ***You could lose your licence or go to jail if you are caught speeding or drink driving.***

12. Taking a Part-time Job and Your Work Rights

12.1 Allowable Work Hours

In order for you to work part-time, you **MUST**:

- **Not** be enrolled in an Intensive English program
- have been **enrolled for at least six months in your current high school**
- have a satisfactory attendance record
- provide your school with a letter of consent from your parents.

Students enrolled in an Intensive English program are not permitted to work.

If you are taking a part-time job, remember:

- Any part-time work during school term must not interfere with your school studies
- You must **NOT** work more than 40 hours per fortnight (14 days) which is a mandatory student visa condition
- You should not work more than 10 hours per week in school terms
- You should not work during school days (Monday – Thursday) as this may impact on your learning
- You should not work past 8pm during the weekend.

12.2 Tax File Number

You must obtain an Australia Tax File Number (TFN) in order to work part-time. Your TFN is your personal reference number in the Australia tax system and you will be asked to provide your TFN to your employer at the workplace. If you do not have a TFN, you will be taxed at a higher rate.

You can apply for a TFN online at the **Australian Taxation Office** website at www.ato.gov.au.

12.3 Know Your Work Rights

Workplace rights

Pay rates and workplace conditions are set by Australian law. All people working in Australia, including those from overseas, have rights and protections at work. These cannot be taken away by contracts or agreements. These rights protect:

- entitlement to a minimum wage and superannuation
- challenge of unfair dismissal from the job
- leave, breaks and rest periods
- a healthy and safe work environment

Getting help to resolve a workplace issue will NOT automatically affect your student visa.

If you have questions about your pay and conditions while in Australia, you can contact the **Fair Work Ombudsman** for free information, resources and advice.

Visit www.fairwork.gov.au for information for visa holders and international students. This includes information in 27 languages. There are also a range of helpful videos available at www.youtube.com/fairworkgovau about working in Australia in many languages.

You can also contact the Fair Work Ombudsman by phone within Australia on **13 13 94 (Translating and Interpreting Service 13 14 50)**.

Pay

Your minimum pay rate can come from an award, enterprise agreement or other registered agreement, or the national minimum wage. Employees have to be paid the right pay rate for all hours they work including training, team meetings, opening and closing the business and doing a trial shift.

National minimum wage

Certain employees may have different pay entitlements depending on whether they have a reduced work capacity because of disability, if they are under the age of 21 or if they are an apprentice or trainee. You can calculate your correct pay and entitlements using the Pay and Conditions Tool at www.fairwork.gov.au/pay

More information on employment in Australia is available on our website at www.homeaffairs.gov.au and on the website of the Department of Employment at www.employment.gov.au

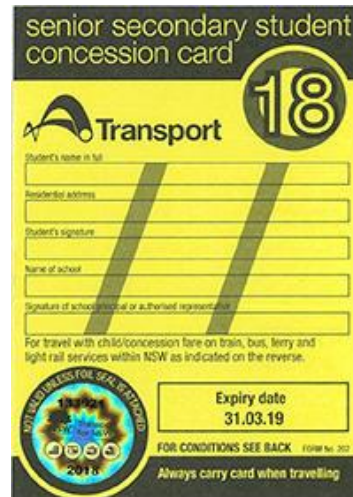


Always ask for a payslip to keep track of your hourly rate, penalty rates, superannuation contributions and tax details, especially if you are getting paid with cash in hand. This is a mandatory requirement for an employer in Australia.

13. Transport and Travel Concession

Children 4 to 15 years of age are automatically entitled to a child's half fare concession and are required to carry a **Proof of Age Card** to be entitled to the concession fares.

School students **16 years of age and older** are entitled to a half fare concession but are required to carry a **NSW Senior Secondary Student Concession Card** as proof of their eligibility. This will allow you to travel on public transport at concession fares.



Please see your office staff to apply for a Proof of Age Card (under 16 years old) or a NSW Senior Secondary Student Concession Card (16 years old and over). You must carry this card with you at all times and present it to ticket inspectors when required.

Opal card is the smartcard ticketing system used to pay for travel on public transport in Sydney, the Blue Mountains, Central Coast, the Hunter and the Illawarra.

You should get a **green CHILD/YOUTH OPAL CARD** by applying online at the Opal website: www.opal.com.au/ordercard. If you lose your card you can report it as lost or stolen.

You can also get an **unregistered Child/Youth Opal card** from your nearest newsagent or opal retailer over the counter. However, this card is not registered and therefore cannot be reported as lost or stolen.



You must have and maintain your Overseas Student Health Cover (OSHC) while you are in Australia. This allows you to access medical services at an affordable cost while you study in Australia. It is also a student visa requirement.

Activate your OSHC membership

You would have already purchased an OSHC membership before you arrive. **It is important that you activate your OSHC as soon as possible if you have not already done that.**

Medibank OSHC members

If your OSHC policy is provided by **Medibank OSHC**, activate your membership by following the steps below:

1. Go to <https://www.medibankoshc.com.au/oshcactivate/>
2. Search the student profile using personal details including membership number, birth date, and name.
3. Then fill the next page with student information and click “submit” when completed.

Obtain your OSHC membership card

Once you have activated your membership, it is important that you obtain your membership card. Different providers may have different forms of membership card (electronic or plastic card).

If you are **Medibank OSHC member**, you can download your **Digital Membership Card** through the Online Member Services on the Medibank website.

1. Log in to Online Members Services at www.medibankoshc.com.au
2. Once logged in, select ‘My Account’ in the top menu
3. Select ‘View Digital Card’
4. Once completed, save a copy of the card to your mobile phone and computer or tablet so that you can access it at all times.

Know your cover

It is important that you know what is covered and what is not covered in your policy, how much you can claim and how to make a claim if you do have to visit a doctor.

If you are a **Medibank OSHC member**, you can access the following **Online Member Services** on www.medibankoshc.com.au:

- Activate membership for new members
- Access digital member card
- Update membership details (including bank details for refund)
- Get policy information
- Make online claims

If you have a problem with your OSHC, you should contact your insurer in the first instance. If you are insured with Medibank OSHC, call 134 148.

*If you are **NOT** a Medibank OSHC member, ensure that you check with your OSHC provider to find out how to activate your cover, obtain your membership card and how to make a claim online.*

15. Accommodation

15.1 Homestay for under 18 students

If you are living in a homestay approved by DE International, your accommodation has been arranged by one of the four approved homestay providers.

Rules and expectations

Homestay is a great way to learn about the Australian culture and to improve your English. However, living with a new family in Australia can be quite challenging at first, and you need to follow **some rules on how you are expected to behave in a homestay family**:

✓ Follow the rules

Because your accommodation has been approved by DE International, it is important that you follow the rules to make sure you stay safe during your stay in Australia:

- **Come home for dinner every day** – you are expected to come home after each school day. You cannot stay overnight at a friend's or relative's place without approval from DE International
- **Follow the curfew time** – on special occasions when you have to come home late, you should be home by 8 pm on weekdays and 9pm during the weekends if your host is ok with it
- **Stay in a homestay arranged by one of the four approved homestay providers** (see 9.2) and seek approval from DE International if you want to move
- **Do not invite friends to stay at your homestay overnight** without your host's consent.

Your homestay will also have house rules that you must follow, but a lot of them are just common sense. For example,

- keep your room clean and tidy during your stay
- do not eat in the bedroom for hygiene reasons
- tidy up or clean up after yourself around the home
- call your host if you are running late
- turn off the lights and appliances when you are not using them to avoid wasting energy
- take short showers no longer than 15 minutes to save water, especially during drought season
- switch off your devices by 11 pm
- Internet should only be used for school purpose, and not playing games until early hours of the morning.

*Remember that things will be different from what you are used to at your home overseas and it may take some time for you to adjust – this can be the food, culture, language, food and people in the home. Be **flexible and open-minded**, and don't be afraid to try new things!*

✓ **Be respectful and considerate**

Always show respect and be polite to your homestay family. Treat them the way you would like to be treated. Be aware that what you do in the home may affect others. For example, watch the volume when you play music or watch TV, and clean up after yourself, especially in common areas such as kitchen and bathrooms.

✓ **Take time to know and talk to your homestay family**

Don't be shy! Instead of going into your own room when you come home, hang out with your host family. It's always good to start the day with "good morning" and start a conversation with "How was your day?" when you come home.

Also, don't be afraid to ask questions when you are unsure, and talk to your host if you want to be heard, such as if you want more food at dinner time or if your room is too warm. Just be respectful and reasonable.

Similarly, **your homestay host** also has to follow rules when they are hosting you. For example, they must:

- welcome you into the home and include you in family activities
- give you a key and any passcodes required to access the residence
- provide you with a safe and secure bedroom with storage space for your personal items, and facilities including a bed, desk, chair and adequate lighting
- live in the residence with you at all times, including holiday periods; and inform DE International if there's any change to the accommodation and welfare arrangements
- give you access to heating in winter and cooling in summer
- provide three meals per day, including food for making lunch
- attend school meetings and communicate with the school about your studies.

If there are problems in your homestay and they are not resolved after you speak to your host, or if the matter is sensitive and you prefer to speak to someone else, don't be afraid to speak to your International Student Coordinator. They are here to help you.

15.2 Renting or Sharing an Accommodation (over 18 students)

If you have turned 18 and decided to rent or share an accommodation, make sure you know your rights and responsibilities as a tenant.

The **Fair Trading NSW** website provides useful information on renting:

<https://www.fairtrading.nsw.gov.au/>

Under the law, your landlord must give you a copy of the New Tenant Checklist:

Here are some general **Dos** and **Don'ts** when you are renting on your own:

DOs:

- ✓ **Let your school know your new address within 7 days (a student visa condition)**, and let them know of an emergency contact – this person should be a trustworthy adult friend or relative in Sydney, and preferably over 21.
- ✓ Make sure you **sign a lease agreement**, and read and understand the terms. The agreement will protect you if there are problems with your landlord. Remember you cannot be charged for the preparation of the agreement. **Keep a copy** of the agreement and all other related documents.
- ✓ **Check your agreement carefully** so you understand what you are signing up for. A few common things to look for are:
 - **Rent:** Check that the weekly rate is what you have agreed to and the time period of the contract. You have to pay your rent in advance. Your rent can only be increased after the specified period of time.
 - **Bond:** this is a deposit that you pay to cover any damages or if you end the lease early. The maximum you can be asked to pay is 4 weeks of rent. This bond should be refunded to you at the end of your tenancy.
 - **Any other fees** such as administrative fees, utilities (except water) etc
- ✓ **Get a receipt** for any rent or fees that you have paid and keep them for your records. Avoid paying in cash if possible, and make sure you ask for a receipt.
- ✓ **Respect and follow the house rules**, especially if you are sharing the accommodation with others. However, if the house rules are unreasonable, refer to your lease agreement and talk to your landlord.

Keep the accommodation tidy and in good condition. Your landlord has the right to inspect the accommodation but they cannot show up without giving you notice.

DON'Ts:

- ✗ **Move into an accommodation without an inspection or a key.** You should only move into a place after checking that it is in good condition.
- ✗ **Pay a large deposit for a cheaper rate, or more than you need to.** For example you do not need to pay more than 4 weeks of the rent for the bond.
- ✗ **Rent a place without signing a lease agreement.** It is illegal and is a clear warning sign of scam or subletting. Subletting is illegal in Australia and it will leave you unprotected if something bad happens.
- ✗ **Let your landlord keep your passports, ID document or personal belongings.** While they may ask for copies of your passport or ID documents, they cannot keep them. They also cannot keep your personal items.

Problems with Your Lease

If you think you are being treated unfairly by your landlord, or if you have any unresolved problems:

- talk to your **International Student Coordinator** immediately for help and advice
- make a complaint to **NSW Fair Trading** at:
<https://www.fairtrading.nsw.gov.au/help-centre/online-tools/make-a-complaint>
- talk to the **police** in some cases, such as when you are scammed.

Visa Requirements You Should Know

Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018.

For a summary of the ESOS framework see: <http://www.internationaleducation.gov.au>

For information about student visa requirements refer to the Department of Home Affairs (HA) website: www.homeaffairs.gov.au

Contact the **International Student Coordinator** at your school if you have any concerns or questions about your school, personal issues or other problems. The Coordinator will assist you or refer you to the appropriate staff member.

Your student visa

As an international student on a student visa, you must:

- comply with your student visa conditions
- ensure you have and continue to maintain your Overseas Student Health Cover (OSHC) for as long as you stay in Australia on a student visa
- tell your school if you change your address or other contact details
- maintain satisfactory course progress and attendance.

Information about visa conditions for student visa holders is available on the Department of Home Affairs website at <https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students>, or call 131 881.

The following regulations apply to your studies at a NSW government school:

16. Attendance and Course Requirements

- You must **attend a minimum of 80%** of all scheduled classes. If you do not meet attendance requirements you may be reported to Immigration, unless there are compassionate or compelling circumstances (refer to guidelines below).
- You must provide a doctor's certificate for any absences of 3 days or more. The doctor must be a registered medical practitioner. If you are absent for 1 or 2 days, a letter of explanation must be provided by your carer or if you are over 18 years, you can provide your own written explanation to the principal.
- You **must meet course progress requirements**. Your school will provide you with information about course requirements as outlined by the NSW Education Standards Authority (NESA). Further information about course requirements is available at: <http://educationstandards.nsw.edu.au>
- If you fail to meet the 80% attendance requirements or the course progress requirements, and fail to appeal or do not receive a successful school appeal outcome, you will be reported to the Department of Home Affairs and this may impact the status of your student visa. An **Intention to Report** letter will be issued to you and your parents and you will have 20 school days to appeal internally then externally. If all your appeals are unsuccessful, you would be reported to Immigration and your visa may be cancelled.

17. Accommodation and Welfare Arrangements

- All students must be accompanied to their approved accommodation upon arrival in Australia.
 - If you have requested a Homestay family be arranged, then a compulsory airport transfer will be arranged for you.
 - If a relative or close family friend has been approved as your carer then arrangements must be made for them to meet you at Sydney International Airport.
- If you are under 18 years, you must **maintain your approved accommodation, support and welfare arrangements**. If these arrangements are approved by the DE International, **you must not change those arrangements without prior written approval**. Requests to change the arrangements must be made in writing to DE International and signed by your parents.
- If you want to **change your Homestay**, you should contact the International Student Coordinator at your school.
- NSW Department of Education recommends that students over 18 continue to live with relatives or Homestay families. Changes to accommodation should be within reasonable travelling distance to your school.
- Your parent or relative (approved carer) must **notify your school** of your residential address **within 7 days of arriving in Australia** and notify any changes of address and contact details within 7 days. Students over 18 years who change address must also notify their school within 7 days.

18. Conditions of Enrolment

- You must commence school enrolment on the date stated on the **Confirmation of Enrolment** (CoE) and if this is not possible, notify DE International in writing within 24 hours of the start date on the CoE.
- You must adhere to school rules and the terms and conditions of enrolment as stated on the international student application form. You will receive information about school rules and expected behaviour at orientation.
- Your school may suspend or cancel your enrolment on grounds of misbehaviour. For further information about student behaviour and suspension and expulsion of students, refer to the International Students Coordinator at your school.
- Travel during school holidays, other than returning to your home country, is only permitted if you are travelling with your carer or relatives or on an approved school excursion. Written permission from your parents is required.
- If you want to transfer to another government school you must provide a written request to your school signed by your parents.
- If you want to change provider you must provide a written request to your school signed by your parents. For further information concerning visa regulations about change of provider, refer to the Department of Home Affairs website and the coordinator at your school.

18. Taking Leave

If you are going to be absent for **a week or more** during school term, or plan to take extended leave, your parents **must request approval** from the principal and **DE International** prior to taking leave or booking flights. Approval is only granted on compassionate or compelling grounds (refer to guidelines below).

19. Deferment of Course Commencement Date

Any request for a deferment must be submitted in writing and signed by your parents to DE International. A request for deferment after your student visa has been issued will only be approved where evidence of compelling and compassionate circumstances can be provided. A deferment may affect your visa so please consult the Department of Home Affairs before submitting a request.

20. Guidelines for Compassionate or Compelling Circumstances

Leave approved on grounds of compassionate or compelling circumstances is not counted in attendance records. Compassionate or compelling circumstances are generally those beyond your control and which have an impact upon your course progress or wellbeing. These could include, but not limited to:

- illness, where a medical certificate states that you are unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate or other evidence should be provided either prior to departure or on return)
- major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on your studies
- a traumatic experience which could include, but is not limited to:
 - involvement in, or witnessing of an accident
 - witnessing or being the victim of crime and this has impacted on you (these cases should be supported by police or psychologists' reports or advice)
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

21. Suspension of Studies

If you are required to take leave for **longer than 5 days** from school due to compassionate or compelling circumstances, a suspension of your studies may be possible, whereby your absence is not counted towards your attendance rate.

Prior to taking leave, a signed request from your parents must be submitted to DE International along with evidence of compassionate or compelling circumstances.

A suspension of studies may affect your visa so please consult the Department of Home Affairs before submitting a request.

22. Complaints and Appeals

NSW Department of Education has a complaints and appeals process which is available on the website. If you wish to make a complaint or appeal a decision made concerning your enrolment, course progress or other decision, you should contact the International Student Coordinator at your school. Your carer (if you are under 18) or support person (if you are over 18) must be present with you in any appeal interviews.

If you are not satisfied with the outcome of internal complaint and appeal process, you will be given access to the external appeals process through the NSW Ombudsman.

23. Work

- Students attending an Intensive English program are not permitted to work part time.
- To work part-time, DE International requires that you must have been enrolled for at least six months in your current school, have a satisfactory attendance record and provide your school with a letter of consent from your parents before beginning part-time work.
- Any part-time work during school term must not interfere with your school studies and must not exceed 40 hours per fortnight. You should not work more than 10 hours per week in school terms as any more hours may impact on your learning.

Arrival Checklist

Here are some useful tips on what you should do during your first few weeks in Australia:

On arrival

- ☐ Let your family know that you have arrived safely in Australia and provide them with your contact number and address
- ☐ Learn your address
- ☐ Remember that in Australia, the emergency phone number is **000**. Also note your relative/homestay host/homestay 24 hour hotline)
- ☐ Get a mobile phone (or an Australian SIM card) and remember your number
- ☐ Tell your International Student Coordinator immediately if you change your mobile number
- ☐ Open a bank account
- ☐ Activate your OSHC and download your digital membership card on your mobile phone; and learn about what is covered by your policy and how to lodge a claim

At School

- ☐ Provide your address to school and let them know immediately and no later than 7 days of any change of address and contact details
- ☐ Provide emergency contact details in Australia and overseas to your school at enrolment
- ☐ Apply for a **Proof of Age Card** (if under 16 years old) or a NSW Senior Secondary **Student Concession Card** (if 16 years old or above) at school
- ☐ Read your international orientation booklet so that you know what to do and what not to do during your study and your stay in Australia
- ☐ Learn about the school rules, student visa conditions, and your rights and responsibilities as an international student
- ☐ Find out where your International Student Coordinator is and say hello regularly 😊
- ☐ Find out what clubs and teams you can join (Sports or hobbies)
- ☐ Actively seek help if you have any problems or questions by speaking to your International Student Coordinator, School Counsellor etc

At Home

- ☐ Get a **Child/Youth Opal Card** with your Proof of Age Card/ NSW Senior Secondary Student Concession Card
- ☐ Learn how to use the public transport system, how to go to school from home
- ☐ Download a transport app on your smart phone to help you use the public transport system and look up timetables
- ☐ Get familiar with the area of your suburb such as the local shops, clinic, hospital and police station
- ☐ If you are staying with a homestay family, learn about the homestay rules and spend time to know your homestay family

Forms

Here are some useful forms that you may need to use later:

1. Under 18 Request to Change Welfare Arrangements form

Complete this form to let the school know if your accommodation or welfare arrangements have changed, or if you have changed your address.

2. Over 18 Request to Change Welfare Arrangements form

Complete this form if you are over 18 years old, and have moved out of your homestay or are changing your address.

You **MUST** provide details of an emergency contact person IN AUSTRALIA. This person can be your relative, parent or friend but they must be over 21 years old.

3. Leave Request form

Complete this form if you are requesting extended leave for 5 days or more or travelling overseas.

Your leave will only be approved if there are compassionate or compelling reasons.

You may be asked to provide documents to support your reasons.

Make sure you apply for the leave at least 4 weeks before the planned departure date.

4. Leave Requests Flowchart

This step-by-step chart helps you understand the Leave Request process.

DE INTERNATIONAL

UNDER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name Student Given Names.....

Student Reference No SO..... Passport No..... Date of Birth.....

Student's New Address

.....Postcode:.....

Student's Personal Email Telephone No.....

School (or school preferences if school not confirmed).....

Please indicate if accommodation is:

- Living with direct relative (approved by Immigration) ☐
- Homestay family ☐
- Shared accommodation ☐
- Parent with a guardian visa ☐

Reason for changing address

.....

Name, age and gender of people residing at this address

Name.....Age..... M/F Name..... AgeM/F

Name Age M/F Name..... AgeM/F

Name.....Age..... M/F Name..... AgeM/F

CARER CONTACT DETAILS

Given Name Family Name.....

Address

..... Postcode.....

Email Address.....

Telephone: Home Mobile.....Work.....

Carer Signature.....Date.....

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work:Mobile:

Name: Home/Work:Mobile:

Student's Signature:

Parent's Signature:

DE INTERNATIONAL

OVER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name Student Given Names.....

Student Reference No SO..... Passport No..... Date of Birth.....

Student's New Address

.....Postcode:.....

Student's Personal Email Telephone No.....

High School (or school preferences if school not confirmed).....

Please indicate if accommodation is

- Living with direct relatives (approved by Immigration) ☐
- Homestay family ☐
- Shared accommodation ☐
- Other _____ ☐

Reason for changing address

Name, age and sex of people residing at this address

Name.....Age..... M/F Name..... AgeM/F

Name Age M/F Name..... AgeM/F

EMERGENCY CONTACT DETAILS

(Must be completed and signed by contact person over 21)

Given Name Family Name (Mr/Mrs/Ms).....

Address

.....Postcode.....

Email Address.....

Telephone: Home Mobile.....

Signature..... Date

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work: Mobile:

Name: Home/Work: Mobile:

(MUST BE SIGNED BY STUDENT)

Student Signature..... Date

DE INTERNATIONAL

LEAVE REQUEST

Student visa conditions require that you must attend school every day during the school term.
All **unapproved** short or extended leave is recorded as non-attendance and **may affect your visa**.

All leave requests must:

- be submitted **at least 4 weeks prior** to planned departure date
- be submitted to **DE International for approval prior to booking flights**
- have attached **signed parent consent letter**
- provide evidence of **medical** or **compassionate / compelling circumstances** if applicable

Travel during school holidays (other than returning to your home country) is only permitted if you are accompanied by a parent, guardian, homestay carer, close relative or on an approved school excursion.

You must submit a **copy of your flight ticket** to DE International, if approval has been granted by DE International.

School _____

Student reference no: **SO** _____ DOB: _____ Date: _____

Student given name: _____ Known as: _____ Family name: _____

Student mobile number: _____ Email: _____

Parent mobile number: _____ Parent email: _____

Expected **departure date**: _____ Expected **return date**: _____

Total number of schools days that you would be missing: _____

Reason for leave request: _____

ATTACH WITH APPLICATION

- ☐ Signed parent letter
- ☐ Translation of letter
- ☐ Supporting documents

Signature - **International Student Coordinator**

*Attendance rate at date of application ____%

Principal ☐ Recommended ☐ Not Recommended

Comment _____

DE International Office Use Only

☐ Approved

☐ Not Approved

Leave Requests Flow Chart

STEP 1

A letter signed by parents must be provided

STEP 2

Submit completed form and any supporting document to School
(International Student Coordinator)

STEP 3

School forwards request to DE International

STEP 4

DE International Assess request

If approved:

Purchase flight ticket and send
a copy to school



School forwards flight ticket to
DE International

If declined:

Leave is not approved.
Attendance will be affected if
you leave school



AUSTRALIAN NATIONAL ANTHEM

Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross
We'll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

NSW Government Schools
NSW Department of Education
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Darlinghurst NSW 1300 Australia



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1300 300 229 (in Australia)



deinternational.nsw.edu.au