

INTERNATIONAL STUDENTS ORIENTATION HANDBOOK



HOMEBUSH BOYS HIGH SCHOOL



School Contacts

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About the School



Dear Parent / Carer,

We welcome all International Students to our school. This booklet is intended for both you and your son. It has detailed information about this school and what is expected of your son as a student of the school.

To provide your son with a safe educational environment there are requirements of attendance, lateness procedures, leave procedures and other matters. Please maintain contact with your son's Year Adviser regarding any issues you see in his school performance.

Also, if your son has any queries that need to be addressed immediately, he should go to the Front Office and speak with Ms Kellie Whelan. She is the office liaison person for International Students. The two teachers who co-ordinate the program is Ms Usha Deo who is located in the ESL/Learning Support Staffroom.

Mr Kevin Elgood

Principal

1. School Profile

Welcome

Welcome to Homebush Boys High School. We hope that you will enjoy your time teaching at this comprehensive school with a reputation for excellence in academic pursuits, sporting achievement and many extra-curricular activities. We are a diverse community with a variety of cultural and language backgrounds. We aim to provide you with information and guidance to our school system and procedures. Further information can be gained from accessing the many links contained within this manual or from seeking advice from our Executive staff.

School Vision Statement

At Homebush Boys High School we strive for excellence and equity, and are committed to improving our education of students in an inclusive environment to develop responsible, engaged and successful young men in a diverse range of pathways. This ethos is reflected in the school motto, *Recte et Fortiter* which translates to **upright and strong**. We ensure every student is known, valued and cared for, and we pride ourselves on student responsibility and engagement to learning through differentiated teaching programs that cater for individual student learning styles and the pursuit of the development of young men as life-long learners. Every student and every teacher will be challenged to continue to learn and improve every year.

Homebush Boys High School is a positive behaviour for learning school and prides itself on promoting a sense of selfworth, resilience, integrity and respect for self and others. We remain committed to ensure students attain their personal and academic best, and empower students to be confident, responsible self-reliant, successful global citizens and future-focussed leaders.

School Motto

'Recte Et Fortiter' is in Latin. It can be translated as **'Upright & Strong'**

School Values

⇒	Accountability	⇒	Integrity
⇒	Equity	⇒	Service
⇒	Excellence	⇒	Trust

2. School Directory

School Senior Executive



PRINCIPAL

Mr Kevin Elgood



DEPUTY PRINCIPAL [Years 7 & 10]

Ms Jennie Dalamagas

- International Students



DEPUTY PRINCIPAL [Years 8 & 11]

Ms Leila Achmad



DEPUTY PRINCIPAL [Years 9 & 12]

Mr Cheiban Elaro

School Executive

Andriana KALLINIKOU	Administration
Emile NORRISH	CAPA / Languages
Gina TRIMBLE	English/EAL/D
Christina PAPAVERAMIDIS	Human Society and Its Environment
Chris HALKIDIS	Mathematics
Kate FITZSIMMONS	PD/Health/PE
Chris BURKE	Science
Sam WIDMER	Inclusive Education
Sharon JESU	Technological and Applied Sciences [Relieving]
Jessica JANG	Teaching & Learning
Guy BEAL	Welfare / Learning Support

Staff Personnel



International Student Coordinator (ISC)

Ms Usha Deo

Ms Usha Deo 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 ESL/Learning Support Staffroom.

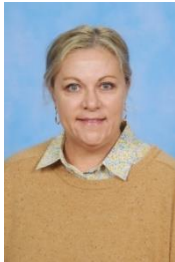
International Student Contact

0459 899 244



International Student Assistant Coordinator

Sanjay Bhai



Enrolment Officer

Ms Kellie Whelan

Welfare Personnel

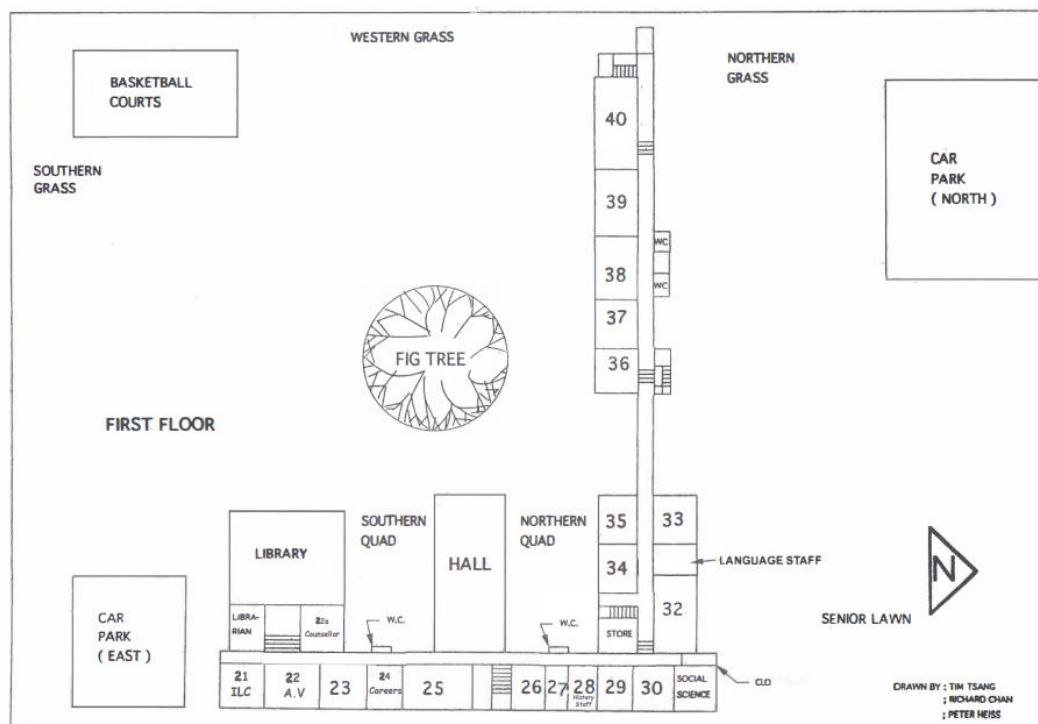
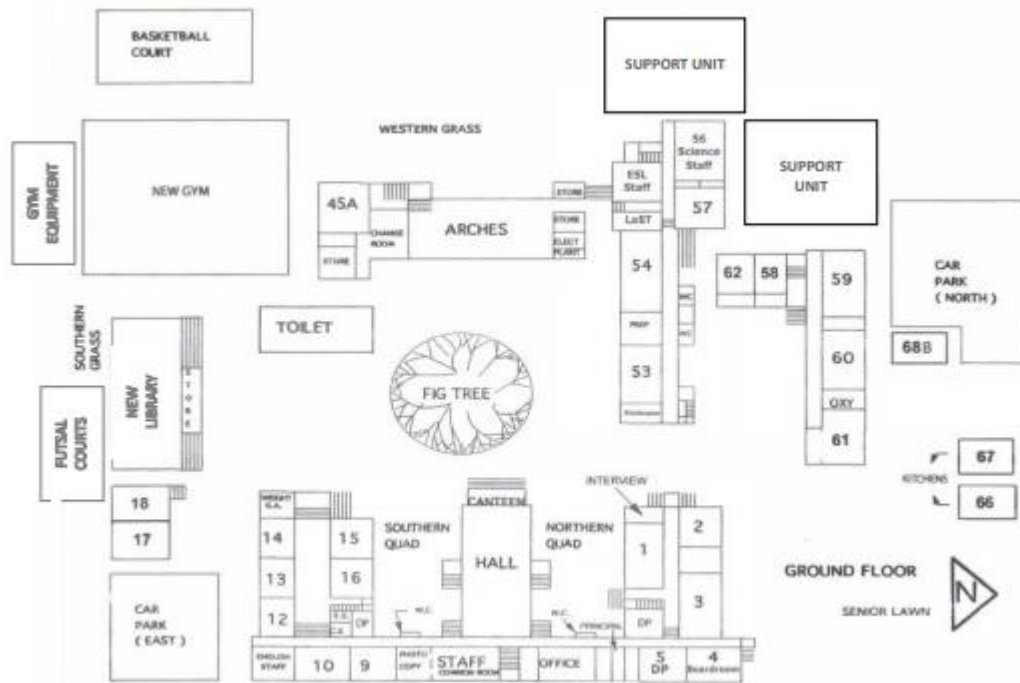
Jessica De Bono-McClure	School Counsellor
Jackie Pritchard	School Counsellor
Lucy Absolom	WHIN Nurse
Angelene Karas	Librarian
Georgia Anton	Careers

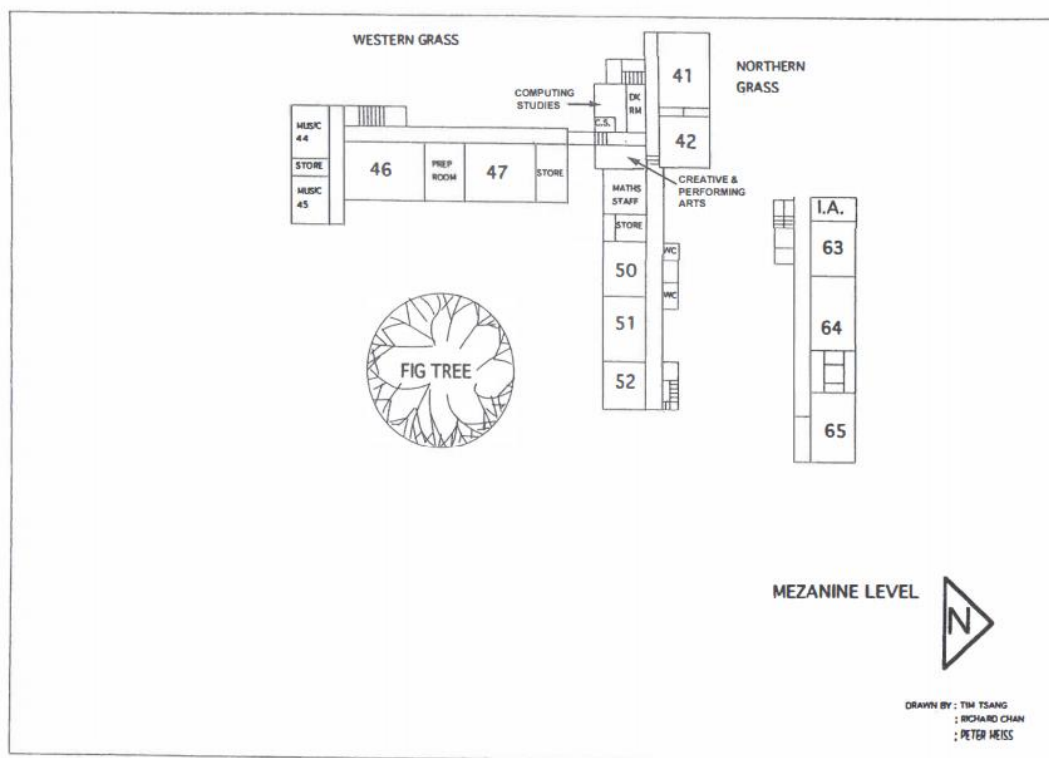
Year Advisers

	Year Adviser	Assistant Year Adviser
Year 7	Adrian Michael	Brett Wilson
Year 8	Usha Deo	Sanjay Bhai
Year 9	Christy CHEUNG	Sharon Jesu
Year 10	Elie Kisso	SuthanganThanabalasingam
Year 11	Misbah Khan	Sathya Kumaralingam
Year 12	Michello Coutinho	Jessica Jang



3. School Map and facilities





4. Support Services

Counselling

Ms Jessica De Bono-McClure along with Ms Katherine Gane and Ms Allison Galicia are the School Counsellors and are located in the room opposite Room 23 in Block A.

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

English / ESL Support

Feel free to see Mr Lee in the English staffroom or Ms. Deo in ESL to get additional ESL support.



Career Adviser

Ms. Anton is available to guide students on your career path, choosing pathways and finding entry points to the Universities, TAFE and other Tertiary Institutions.

Homework Help

HBHS offers homework help every Mondays and Tuesdays from 3.10pm to 4.10pm in the school library. There are experienced teachers to assist students who need additional help academically.

Other support personnel or facilities available to international students at the school

Students who need to study early morning before school, recess and lunch are top report to Room 57. Ms. Deo is responsible for supervising students during their private studies during mornings, recess and lunch times.

There's an availability of a microwave for the students to heat their food in Room 57.

5. Rules and Policies

Bell Times: Summer Timetable

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
WARNING BELL	8:45	WARNING BELL	8:45	WARNING BELL	8:45	WARNING BELL	8:45	WARNING BELL	8:45
ROLL CALL	8:50 - 9:00	ROLL CALL/ ASSEMBLY	8:50 - 9:25	PERIOD 1	8:50 - 9:50			ROLL CALL	8:50 - 9:00
PERIOD 1	9:00 - 10:00	PERIOD 1	9:25 - 10:25	PERIOD 2	9:55 - 10:55	PERIOD 1	8:50 - 9:50	PERIOD 1	9:00 - 10:00
PERIOD 2	10:05 - 11:05	PERIOD 2	10:30 - 11:30	RECESS	10:55 - 11:10	PERIOD 2	9:55 - 10:55	PERIOD 2	10:00 - 11:05
RECESS	11:05 - 11:25	RECESS	11:30 - 12:00	Period 3	11:10-12:10	RECESS	10:55 - 11:10	RECESS	11:05 - 11:25
PERIOD 3	11:25 - 12:25	PERIOD 3	12:00 - 1:00	LUNCH 1	12:10 - 12:30	PERIOD 3	11:10 - 12:10	PERIOD 3	11:25 - 12:25
PERIOD 4	12:30 - 1:30	SRE / HR	1:00 - 1:30	LUNCH 2	12:30 - 12:50	PERIOD 4	12:15 - 1:15	PERIOD 4	12:30 - 1:30
LUNCH 1	1:30 - 1:50	LUNCH 1	1:30 - 1:50	SPORT 12:50 - 2:20		LUNCH 1	1:15 - 1:35	LUNCH 1	1:30 - 1:50
LUNCH 2	1:50 - 2:10	LUNCH 2	1:50 - 2:10			LUNCH 2	1:35 - 1:55	LUNCH 2	1:50 - 2:10
PERIOD 5	2:10 - 3:10	PERIOD 4	2:10 - 3:10			PERIOD 5	1:55 - 2:55	PERIOD 5	2:10 - 3:10

Bell times: Winter Timetable

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
WARNING BELL	8:45	WARNING BELL	8:45	WARNING BELL	8:45	WARNING BELL	8:45	WARNING BELL	8:45
ROLL CALL	8:50 - 9:00	PERIOD 1	8:50 - 9:50	PERIOD 1	8:50 - 9:50			ROLL CALL	8:50 - 9:00
PERIOD 1	9:00 - 10:00	ROLL CALL/ ASSEMBLY	9:50 - 10:30	PERIOD 2	9:55 - 10:55	PERIOD 1	8:50 - 9:50	PERIOD 1	9:00 - 10:00
PERIOD 2	10:05 - 11:05	PERIOD 2	10:30 - 11:30	RECESS	10:55 - 11:10	PERIOD 2	9:55 - 10:55	PERIOD 2	10:00 - 11:05
RECESS	11:05 - 11:25	RECESS	11:30 - 12:00	Period 3	11:10-12:10	RECESS	10:55 - 11:10	RECESS	11:05 - 11:25
PERIOD 3	11:25 - 12:25	PERIOD 3	12:00 - 1:00	LUNCH 1	12:10 - 12:30	PERIOD 3	11:10 - 12:10	PERIOD 3	11:25 - 12:25
PERIOD 4	12:30 - 1:30	SRE / HR	1:00 - 1:30	LUNCH 2	12:30 - 12:50	PERIOD 4	12:15 - 1:15	PERIOD 4	12:30 - 1:30
LUNCH 1	1:30 - 1:50	LUNCH 1	1:30 - 1:50	SPORT 12:50 - 2:20		LUNCH 1	1:15 - 1:35	LUNCH 1	1:30 - 1:50
LUNCH 2	1:50 - 2:10	LUNCH 2	1:50 - 2:10			LUNCH 2	1:35 - 1:55	LUNCH 2	1:50 - 2:10
PERIOD 5	2:10 - 3:10	PERIOD 4	2:10 - 3:10			PERIOD 5	1:55 - 2:55	PERIOD 5	2:10 - 3:10

Homework Policy

There is set homework or work to be done each school night in all years. Students should do set homework first and then general student, concentrating on their weak subjects and any particular areas of difficulty encountered during the day. For Year 7, a minimum of 1 to 2 hours will be necessary and the amount of time will increase until Year 12 when a daily 3 to 4 hours would be necessary. As part of their English course students are expected to read for at least 25 minutes per night, Monday to Thursday, and fill out their Reading Log sheets. Check the school website for useful curriculum links. Google Classroom is used to communicate with students and post homework and assessment tasks.

Uniform and Dress Code

Acceptable Uniform

Shirt

White business shirt



Trousers / Shorts

Mid grey drill cloth



Shoes

Black leather dress shoes
(no joggers)



Jumper

Maroon with monogram



Jacket

Softshell maroon zip front jacket



Jacket

Maroon zip front with sky blue collar and school emblem



Socks	Mid grey
Cap	Plain maroon baseball cap with school emblem
Tie	Junior maroon with blue and white stripes Senior maroon <i>Ties are compulsory all year round</i>

Acceptable PE Uniform

[PE uniform may be worn on Wednesdays]

Shirt	Maroon with Sky blue trim
Pants / Shorts	Maroon
Socks	White



Year 7 to Year 10

- ❖ Full PE uniform may be worn when they have PE practical lessons and on Wednesday sport day.
- ❖ School uniform to be worn every other day.

Year 11

- ❖ School uniform to be worn every day except Wednesday when they may wear full sport uniform.
- ❖ Students are to wear their PE uniform only during the lessons that require it.

Year 12

- ❖ Student are expected to wear Academic dress every day, NO SPORTS UNIFORM to be worn unless the student is enrolled in SLR.

Unacceptable Uniform

The following items are not part of acceptable uniform and are **NOT ALLOWED** to be worn:

- ❖ No long-sleeved tops or hoodies under school or sport shirt.

- ❖ No jumpers, jackets or other clothing that have obvious branding and are not maroon.
- ❖ No non-school caps or beanies.
- ❖ No woollen beanies or multi coloured scarves.
- ❖ **Sport team items (eg. rugby shorts, basketball singlets) are to be worn on the playing field only. They are not part of the Homebush Boys School uniform and students are required to change into PE uniform at the end of the game.**
- ❖ 'Mix and Match' clothing (regular uniform items with PE uniform items) is not permitted ie. PE shirt with grey pants; white shirt with PE tracksuit pants.
- ❖ No Rabens, coloured Converse and white trimmed, black footwear.



Policies and Procedures on attendance, absences, lateness or leave requests

Daily Attendance

- ❖ Students are to attend school each day arriving before 8:50 am. They should attend every scheduled period that they have, on time.
- ❖ Attendance at swimming and athletics carnivals is compulsory as these are normal school days that are part of our regular schooling program. Failure to attend should be accompanied by a note explaining their absence.
- ❖ If a student is absent, an explanation by means of a telephone call, written note, text message or email to the school must be provided within 7 days from the first day of any period of absence. Absences of more than 2 consecutive days requires a doctor's certificate.
- ❖ If a student misses an assessment or examination they must provide a doctor's certificate or risk receiving zero marks for that task. This is in line with Homebush Boys High School examination and assessment procedures.

Lateness to School

- ❖ A student who arrives after 8:50am should report to the Front Office where they will be signed in to school. Late students who do not have a justified reason will be issued with a detention in Room 3 during Lunch 1. Failure to attend this detention will result in an afternoon detention.
- ❖ Repeated late arrivals to school may result in further disciplinary action by the Deputy Principals.
- ❖ Any late student who does not sign in at the Front Office will be marked absent for the whole day.
- ❖ Students who arrive late and do not have a late slip will not be admitted into class.

Early Leave

- ❖ Any student that requires an early leave from school should report to the administration or front office prior to 8:50am with a signed note from their parents or carers. Suitable reasons for an early leave are things such as doctors or specialists appointments, participation in special events or religious festivals
- ❖ In line with our school's sport policy, early leave will only be granted on Wednesdays for Specialist's appointments
- ❖ The following are not suitable reasons for early leave and will be rejected as they are not accepted by the Department of Education:
 - Physiotherapist appointment
 - Driver's Licence test
 - Student starts work early
 - It's raining and you don't want your child to do sport
 - Their friend, brother or cousin is also leaving early

Flexible Attendance

Home Study Leave is granted to students who do not have a timetabled class in Period 1 or 5 on a particular day of the week. All students must maintain good attendance, punctuality and must not be late to school. Home Study Leave may be withdrawn if students fail to follow the school's expectations.

Students must ensure that they:

- ❖ Attend assembly on Tuesday mornings.
- ❖ Arrive at school and sign-in at the front office no later than 10 minutes before their first timetabled lesson on Mondays/Wednesdays/Thursdays/Fridays.
- ❖ Sign-in at the front office once they arrive at school for their first timetabled lesson.

- ❖ Leave school at the end of period 4 on Friday as most students do not have a lesson in period 5 on Fridays. Students who wish to stay at school to study need to sign in at the library.
- ❖ Sign-out at the front office before leaving the school premises if they have a study lesson at the end of the day (except Friday).

Leave

(As outlined in the NSW Public Schools Attendance Policy, 2015)

- ❖ From the beginning of 2015, Family holidays and travel are no longer considered under [the Exemption from School - Procedures](#). Travel outside of vacation period is now counted as an absence for statistical purposes
- ❖ A Certificate of Extended Leave – Travel should not be issued where the principal is aware that the student has been the subject of contact with the Child Wellbeing Unit or a Community Services (Family and Community Services) report and for whom unresolved issues concerning a risk of harm remain.
- ❖ A principal should not accept a reason for travel during school term if it is not in the best interests of the student.
- ❖ Travel is considered to be domestic or international travel for the purpose of a family holiday, family business, bereavement or other reasons, which should be specified on the application.
- ❖ Principals should consult with parents about the intention of the travel and in the case of family holidays encourage parents to take holidays with their child during school vacation periods.
- ❖ Where a principal considers that the travel is appropriate during school term, the principal should issue the parent with an Application for Extended Leave – Travel for completion and inform the parent that if the Application is accepted, the absences will be recorded as “L” – Leave.
- ❖ Principals should request travel documentation, such as travel itinerary or e- ticket, and ensure this is attached to the Application.
- ❖ Principals should ensure that parents are assisted with the completion of the Application and provide a translation service if required.
- ❖ When travels period exceeds one school term access to Distance Education must be considered. Refer to [Distance Education: Enrolment Procedures 2014](#).
- ❖ If a student or students do not return on the date specified, the principal must ensure the parents are contacted to establish the whereabouts of the student. If contact is not established then the principal should follow processes associated with an Application for Home School Liaison Program support.
- ❖ On accepting a parent’s Application a Certificate of Extended Leave - Travel must be issued. The original certificate will be provided to the parent and a copy of the certificate placed in each student’s record.

Exempt Leave

- ❖ Certificates of Exemption from the compulsory schooling requirements of the Education Act (1990) must only be granted by the delegated officer when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term and that alternatives to exemption have been considered. For example, it may be in the student's best interests and be more appropriate to access distance education than be exempted from attending school.
- ❖ Applications for a Certificate of Exemption from School must be managed consistent with the [Exemption from School – Procedures](#). Principals must consult this document when considering an application for Exemption from School.
- ❖ Involvement in private lessons, such as dance and music classes conducted outside the school during school hours may not be conducive to the effective operation of the school or to the education of the student concerned. Students' involvement in extra-curricular activities will usually be limited to outside school hours.
- ❖ Where attendance at a private lesson during school hours is of exceptional importance such as sitting examinations, principals may use their discretion in justifying the absence. This provision must not be used on a regular basis.
- ❖ If parents withdraw their children from school for private lessons an unjustified absence should be recorded and procedures for addressing attendance concerns followed.
- ❖ See the [Exemption from School – Procedures](#) for requirements when considering an application for a certificate of exemption for participation in the entertainment industry, elite sports or elite arts.

Note: Higher School Certificate courses conducted outside school, participation in work placement or TAFE based courses are not considered to be private lessons.

Truancy

- ❖ Students are required to turn up to all classes on time. Failure to do so, without a satisfactory explanation or note from a teacher will be treated as truancy.
- ❖ Whole day truancy and partial truancy including lateness to class and missing whole periods will result in disciplinary action.

Sport Attendance

- ❖ Sport is a compulsory and valued component of schooling here at Homebush Boys High School. Our students are required to participate in structured sporting activities in line with the Department of Education's Sport and Physical Activity Policy.

- ❖ Students must attend their chosen sport each week, unless injured or sick. In the case of injury and illness, students are not to go home early. They must have a signed permission note from their parent or guardian explaining the circumstances of their incapacitation.
- ❖ Only under exceptional circumstances will students be granted early leave on Wednesdays. Students who wish to leave early must present a note detailing the reasons for their leave to the Head Teacher Administration office before 8:50am. Leave may be granted for specialist appointments.

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 career 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

Statement of Purpose

The students, parents and staff at Homebush Boys High School are committed to providing a safe, respectful and supportive learning environment for students and staff. To provide this, it is essential that our school has a clear, consistent, evidence-based, data-driven, and regularly reviewed plan that is supported by staff to help students develop and exhibit positive behaviours at our school and that we provide strategies and practices to manage inappropriate behaviour. As a Positive Behaviour for Learning (PB4L) school that implements Bushy Boy Behaviours (BBB), this plan will outline our expectations for behaviour along with the strategies and practices we have in place to support our students in meeting those expectations.



Minor and Major Behaviours

When responding to problem behaviour the staff member first determines if the problem behaviour is minor or major, with the following agreed upon understanding:

- ❖ **Minor** problem behaviour is handled at the time of the incident with a reminder of the school expectation.
- ❖ **Major** problem behaviour is referred directly to the Head Teacher. (If Head Teacher is not available Second In Charge (2IC) needs to be contacted) Head Teacher to determine if the behaviour needs to be referred to a member of the Senior Executive.

Minor behaviours are those that:

- ❖ Are minor breaches of the school values and expectations
- ❖ Do not seriously harm others or cause you to suspect the student may be harmed
- ❖ Do not violate the rights of others in any serious way

- ❖ Are not part of a pattern of problem behaviours
- ❖ Do not require involvement of specialist support or executive

Minor behaviours are handled by the present staff member who will follow the school's behaviour flowchart.

Major behaviours are those that:

- ❖ Significantly impede the rights of others
- ❖ Put others/self at significant risk of harm
- ❖ Require the involvement of school executive

Major behaviours result in an immediate referral to the head teacher because of their seriousness. When a major problem behaviour occurs, staff members calmly state the major problem behaviour and remind the student of the expected school behaviour. The staff member refers the student to the Head Teacher and makes a report advising them of the incident.

Consequences of major behaviours may include:

- ❖ Head Teacher Interview
- ❖ Parent Contact
- ❖ After School Detention
- ❖ Faculty Monitoring Card
- ❖ DP referral in more serious incidents
- ❖ Parent Interview
- ❖ Suspension
- ❖ Post Suspension – DP monitoring
- ❖ Referral to the Learning and Support Team

Limitations on privileges and potential exclusion from school activities following a risk assessment by the executive team.

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.

Merit System

At Homebush Boys High School we encourage all students to work consistently, striving for improvement. In order to acknowledge the work being done by students, Homebush Boys High School uses a tiered merit system to promote the work of students.



Policy on Anti-bullying

Rationale

HBHS is committed to countering all forms of bullying and harassment. We believe that it is the right of every member of the school community to work and learn without fear of bullying or harassment of any kind.

Countering bullying is consistent with the school's efforts to ensure that HBHS is a safe and happy environment for all and to develop a school culture in which co-operation and acceptance are fostered.

We value a strong and supportive culture where bullying is perceived as unacceptable.

Definition of Bullying

Bullying is when a student or group, with more power at the time, deliberately and repeatedly uses negative words, and/or actions, against another student which causes distress and creates a risk to their wellbeing.

Bullying can take a number of forms, either direct or indirect:

PHYSICAL

- pushing, hitting, kicking, spitting,
- Interfering with another's property by stealing,
- hiding, damaging or destroying it,
- forcing others to act against their will

VERBAL

- name-calling,
- teasing, taunting, intimidating, gossiping, humiliating,
- name calling of a sexual or racial nature,
- using put downs, making fun of others' abilities and achievements,
- making offensive comments about another's sexuality, culture, religion or family background

SILENT

- isolation, rude gestures
- exclusion from group activities

ELECTRONIC

- text messaging,
- unauthorised photography or videoing, creation of web-sites or placement on internet sites.

Bullying is a very serious issue. It is recognised to be the root cause of truancy, unhappiness, underachievement and a decline in learning. It can relate to future criminality.

Bullying can happen anywhere

- at school
- in sporting teams
- during assembly
- in the classroom
- in the playground
- in cyberspace
- between classes
- travelling to and from school and sport.
- Any extra-curricular activity

Rights and responsibilities of members of the school community

At HBHS students and teachers have rights and responsibilities. Students and members of staff have the right to feel safe and to be protected from bullying and harassment. The school acts rapidly and firmly against bullying wherever and whenever it occurs.

The school is responsible for the implementation of an anti-bullying policy. The central components are strategies which are in place for anticipated incidents. A structured approach when dealing with bullies:

Level 1

- An incident record is kept
- Students are interviewed to ascertain the facts.
- Students are counselled
- Appropriate school-based punishment is administered

Level 2

- Parent Notification
- Parent Interview

Level 3

- suspend the offender

Pro-Active Strategies for Dealing with Bullies

Teachers will:

- Be role models, in word and action at all times
- Be consistent, fair and understanding
- Be observant of signs of distress or suspected incidence of bullying
- Make efforts to remove occasions of bullying by active patrolling during playground duty
- Arrive at class on time and move promptly between lessons, delivering Quality Teaching lessons
- Take steps to help vulnerable students and remove sources of distress without placing them at further risk
- Use the school curriculum to provide lessons and activities designed to develop knowledge, attitudes and skills that will help students deal more effectively with issues of bullying. The topics might include:
 - anger management
 - assertiveness versus aggressiveness
 - methods of conflict resolution
 - bystanders' role in discouraging bullying behaviour
 - the development of empathy and cooperation
 - identification of prejudice and discrimination as they relate to racism, gender bias and homophobia
- The PD/H/PE and Drama curriculum makes reference and provides opportunity for exploration of these areas
- Teachers may request the assistance of inter-agency supports particularly the Community Youth Liaison Police when dealing with persistent or serious issues.
- Teach social skills including conflict resolution, eg role-play, skits, and promote resilience in all students

- Encourage cooperative learning and group work
- Encourage sportsmanship on and off the field
- Assist students in anti-bullying poster campaigns
- Raise self-esteem of students who have been bullied and teach assertiveness techniques
- Train students to be peer mediators
- Foster positive and supportive relationships among all members of the school community
- Co-ordinate and monitor organised activities run by the SRC, and provide “safe places” for students eg chess club, library before school and during breaks
- Publicise, around the school, 5Ts, particularly “don’t Touch, don’t Take and don’t Tease”.
- Display the School’s Fair Discipline Code and Classroom Codes which are included in as measured in the
- Promote resilience in all students
- Keep parents informed regularly on any initiatives or actions taken by the school on bullying
- Organise speakers to address parents on the latest research on bullying and how it applies to our school
- Provide ongoing training in anti-bullying procedures

Students will:

- not be a bystander while bullying occurs
- be confident and skilled in assisting victims
- be expected to report any bullying incidents
- follow the school’s Fair Discipline Code and Classroom Codes
- be selected to undergo Peer Mediation training
- nominate for leadership positions (School Captain, Vice-Captain, Prefects and SRC members)

Parents will:

- Encourage their son to interact positively with others
- Instruct their son to report any incidents of bullying.
- Instruct their son not to reinforce bullying by being a bystander.

Re-active Strategies

Depending on the severity, frequency, and duration of bullying some of the following strategies may be adopted. Both the victim and bully will require intervention.

- Assure students that the problem can be investigated and acted upon
- Treat all involved with fairness
- Peer mediation
- Web links on school intranet regarding Anti Bullying Policies
- Peer and teacher mentoring for victims and bullies
- Use of Pikas method of shared concern and 'No Blame' approach
- Restitution negotiated
- Counselling by school counsellor for extra support
- SWAT entry
- Referral to Deputy Principals/Heads of Departments/Year Advisers/Learning Support Team
- Detentions, and, for continued bullying, possible suspension
- Police counselling session arranged with the PYLO
- Proactive Year Assemblies addressing issues

Some suggested strategies that parents might consider and apply are:

If your son is being bullied:

- Listen carefully to your son
- Assure your son that it is not his fault
- Stay calm
- Get accurate details
- Give your son some strategies to cope
- Practise them with him
- If your son is different in some way, help him to be proud of the difference
- If the problem persists, seek assistance from any member of staff, school counsellor or executive member (Year Adviser, Deputy Principal or Principal).

Conclusion

Homebush Boys High School aims for positive interactions between all members of the school community. We ensure that all students can be safe and happy at school. Student learning is our key objective.

The success of the policy will be reflected in

- Reduced bullying incidents
- More effective response to bullying incidents
- Analysing Year 12 Exit Survey Results and other surveys
- An increase in educational achievement within a quality learning environment. Year 7 “Wellbeing” analysed during term 1 and term 4.

6. School Curriculum

The student’s assessments handbook issued to every student at the beginning of every new year or on new enrolment at HBHS.

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.

7. School Activities

Homebush Boys High School offers the following clubs students can take part in:

- Anti-Racism Club
- Breakfast Club

- 
- A dark blue topographic map with white contour lines and small white symbols like crosses and squares, serving as a background for the header.
- Chess Club
 - Coffee Club
 - Debating team
 - Rubik Cube Club

Living in Sydney

8. Staying Safe

8.1 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 (02) 9646 8699

Address: Queen Street
AUBURN NSW 2144



The nearest medical centre is (02) 9746 7789

Address: Homebush Medical Centre
17 The Crescent
HOMEBUSH NSW 2140



The nearest hospital to the school is: (02) 9845 0000

Address: Westmead Children's Hospital
Corner Hawkesbury Road & Hainsworth St
WESTMEAD NSW 2145

8.2 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 | Ms Christine Amelia Rose

Phone: (+61 2) 8382 8499

Mobile: 0419 628 168 (24 hours)

Email: info@auzziefamilies.com

Website: www.auzziefamilies.com

Oz Homestay

Contact: Ms Sarah Walmsley | Ms Elizabeth Walmsley

Phone: (+61 2) 9325 6988

Mobile: 0421 556 374 (24 hours)

Email: info@ozhomestay.com.au

Website: www.ozhomestay.com.au

Global Experience

Contact: Ms 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

8.3 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, bars, 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?

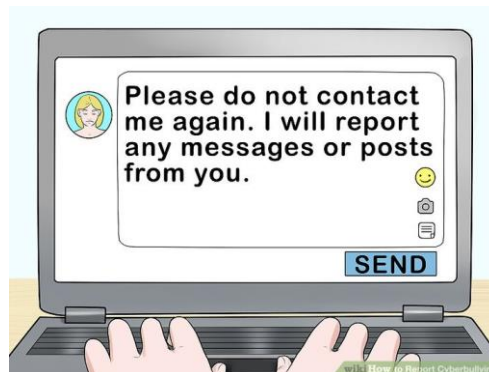
You must let your school know of **any change of your address and contact details as soon as possible and within 7 days**. It is a student visa requirement, and will help to keep you safe if the school knows where you live and how to contact you in case of emergency.

8.4 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>

8.5 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 incoming cars.
- Do not use your mobile phone or put on your ear phones when you are crossing the road.
- Avoid isolated bus, rail and tram stops.
- 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.



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:

- 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 are lit and safest at night.

8.6 Safety Apps

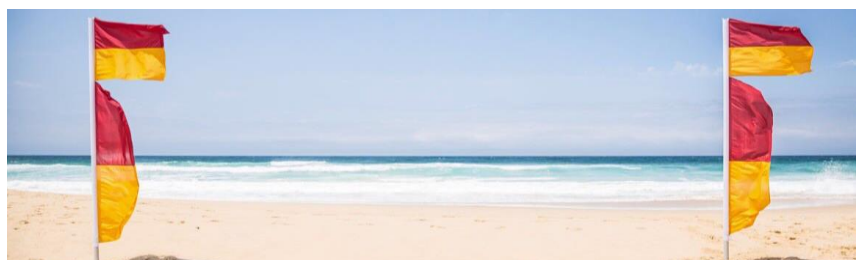
The **Emergency Plus app** is a national emergency app that you can use to get help as soon as possible in an emergency situation.

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.



8.7 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 **wave 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>



9. Reporting Incidents and seeking help

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

000

2. If you need help at school:

- Your **International Student Coordinator**:
Ms Usha DEO in the ESL staffroom
- **School Counsellor**:
Ms Jessica DE BONO-McCLURE | Ms Kim GANE | Ms Allison GALICIA
opposite Room 23 in Block A

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.



10. 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.

10.1 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.

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***
- ***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.***

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

11.1 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.

11.2 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.

11.3 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

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 at www.youtube.com/fairworkgovau about working in Australia in many languages.

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

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

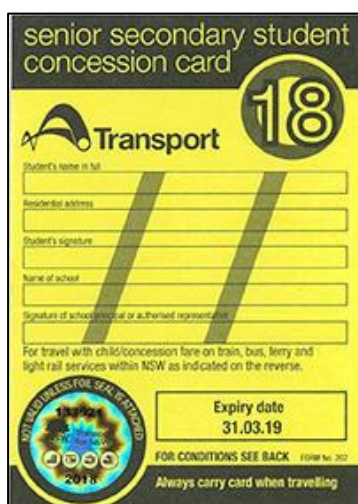


Always ask for a payslip to keep track of your hourly rate, penalty rates, super contributions and tax details, especially if you are getting paid with cash in hand. This is a mandatory requirement for an employer in Australia.

12. 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**](http://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.



13. Overseas Student Health Cover (OSHC)

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 arranged 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 membership at www.medibankoshc.com.au and select "Activate your Membership"
2. Complete your personal details including your birth date, visa start date and passport details.

3. Click “submit” when completed. If you do not have your membership number, you can leave it blank.

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 insurer, 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.*

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:

14. 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.

15. 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.

16. 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.

17. 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).

18. 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.

19. 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.

20. 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.

21. 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.

22. 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 responsibility 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 NameStudent 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 S0..... 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

Parents (not carers) must sign the Leave Request Form

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.

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