



**Ku-ring-gai  
High School**

# INTERNATIONAL STUDENTS **ORIENTATION HANDBOOK**



**NSW GOVERNMENT SCHOOLS**





## School Contacts

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CRICOS Provider name: NSW Department of Education  
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# INTERNATIONAL STUDENTS ORIENTATION HANDBOOK

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# About the School

## 1. Principal's Message

Congratulations on choosing Ku-ring-gai High School for your secondary studies in Australia. Our school is set in the very beautiful environment of the Ku-ring-gai Chase National Park in the northern suburbs of Sydney. The school is only 35 minutes by train from the CBD and 10 mins by bus from Turramurra Station.

We welcome students from Europe and Asia and many of our students come from a language background other than English. Formal ESL classes begin in Year 10 with ESL free tuition which is provided every Monday afternoon for students.

The International Students Club meets regularly and organises fun excursions and social outings.

Studying in a foreign country language is often a challenge at first. Make yourself familiar with the team of support people around you and always ask if you are unsure about any school procedure or school work. We can also assist you if you are having difficulties with your home stay.

Enjoy your stay with us.

Ms Terri-Anne Kamasz  
Principal



# What makes Ku-ring-gai Unique?

Inspire, challenge, create

### The Students

Our expectation at Ku-ring-gai High School is that through personalised innovative and challenging learning programs, every student will be an effective learner, challenged in their learning and able to demonstrate their knowledge in a variety of ways.

Students are encouraged to think critically, work co-operatively and always to reflect upon their learning.

As a learning community we are more focused than ever on ensuring that "*Harmony in Diversity*" remains our underpinning belief, that our school will always be a safe haven for all students and that every student will be respectful of each other at all times.

### The Learning

Our teachers are passionate educators who know their students and how they best learn. As a secondary school of 700 students we have the advantage of offering smaller classes and individual learning programs. Our *Talent Enrichment Program* is the epitome of creativity and future focused learning.

Students from years 7-10 are able to choose from a wide range of subjects including the arts, dance, drama, robotics, coding, 3D design, animation, film making, voice, instrument, creative writing, Big History, Environmental Studies and sports options.

### The Environment

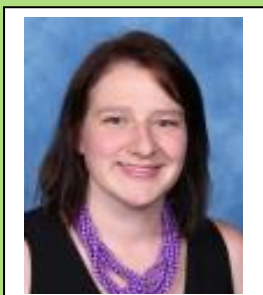
Our learning environment fosters creativity. With the recognition that the learning environment is the Third Teacher, Ku-ring-gai High School is outstanding with its 25 acres of beautiful parkland surrounding the National Park, welcoming and flexible learning spaces and modern specialised rooms including science laboratories, commercial kitchens, and technology spaces.

Our learning spaces and facilities are updated regularly and fifteen new flexible learning spaces, as well as a new hall, are currently planned.

### 3. School Directory

#### School Staff

#### International Student Team



**Ms Tanya Davies**  
***International Student Coordinator (ISC)***

Ms Davies can speak to you regarding any concerns you may have about your school, health or homestay issues. She can also assist if you require a leave request form. She is located in English Staffroom in Churchill block.



**Mr John Brameld**  
***Head Teacher International Students***

Mr Brameld 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. He is located in Science Staffroom in Lincoln block.



**Mr Mark Robinson**  
***Deputy Principal***

**Mr Mark Robinson is located in the Deputy Principal's Office upstairs in Tagore block.(Main Admin block)**



**Mrs Louise Lovelock**  
***School Office Admin***

Mrs Lovelock can help you if you are trying to find your International Student Coordinator or counsellor. She can also assist if you require a leave request or change of address form.  
**Mrs Lovelock is located in the School Office downstairs in Tagore 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	Mr Sung (Tommy) Noh
Year 8	Mr David Steptoe
Year 9	Mr Scott Hegarty
Year 10	Mr Jackson Redshaw
Year 11	Ms Kirralee Julius
Year 12	Ms Rand Hennessy

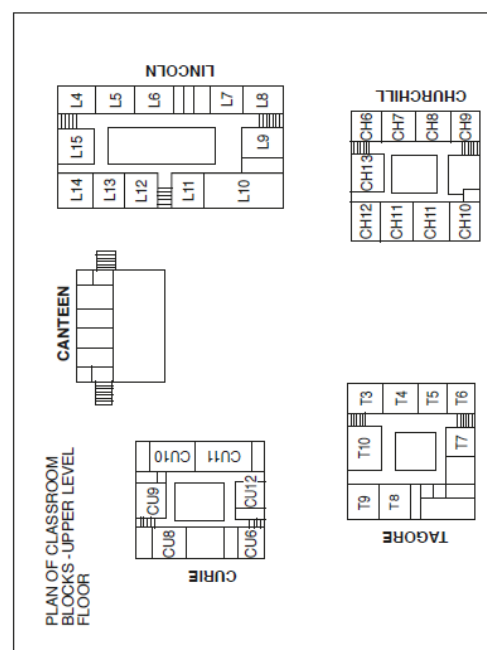
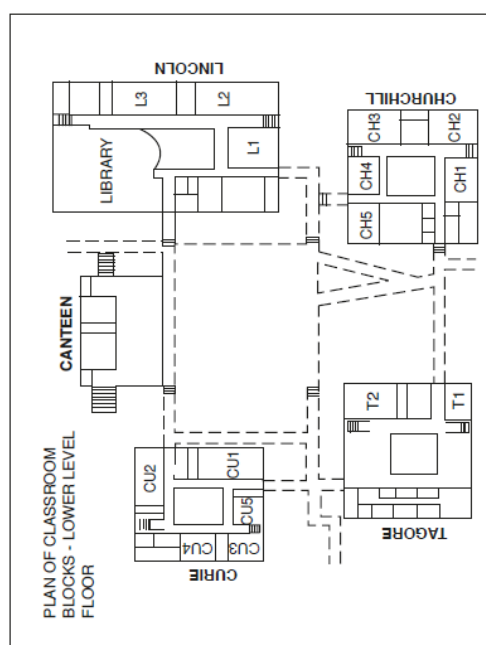
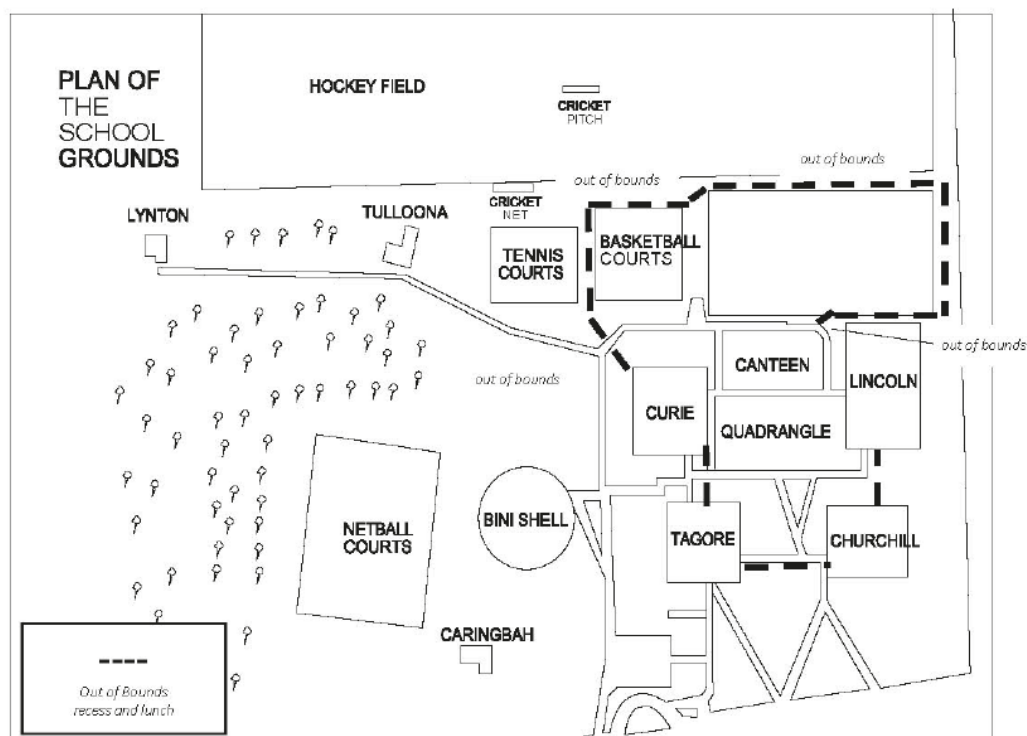
## ***Head Teachers***

English	Ms Yvonne Garcia
History	Ms Kim Vidler
Mathematics	Mr Brian Hatcher
Science	Mr John Brameld
CAPA	Ms Carly Jelfs and Ms Laura Mashman (relieving)
TAS	Ms Jodie Armour
PDHPE	Mr Timothy Fryirs (relieving)
WELFARE	Ms Carly Jelfs
ILC	Mr Geoffrey Tunks



## 4. School Map and facilities

### PLAN OF SCHOOL ROOM BLOCKS



## Computer Rooms

You may use the computers in the Library during recess and lunch and during any study periods.

Classrooms T6, CH6, CU5, and L10 are computer classrooms.

If you require any assistance with your computer/internet, Mr Matthew Yau, school technology support officer, is located in the Library.



## First Aid

A First Aid Officer can be found in the School Administration Office in Tagore block.

## Transport to and from School

Ku-ring-gai High School is located at the northern end of Bobbin Head Rd, North Turramurra. Local buses on the 577 route from Turramurra Station stop at the school hourly throughout the day.

In the morning and afternoon there are designated school buses that transport KHS students from the surrounding areas as well as from Hornsby Station and Turramurra Station directly to the school.

International students are not entitled to Subsidised School Transport to and from school, but are able to collect a 'proof of age' card from the school office to be used to purchase a Child/Youth Opal card.

More information on Opal cards can be found here <https://www.opal.com.au/>

For Transdev bus timetables to KHS please contact:

Visit <http://www.transportnsw.info>, or  
Call **131 500**

Transport Sydney Trains Timetable can be assessed via this link:

<http://www.sydneytrains.info/>

## 5. Support Services

### Counselling

Ms Emma Ryan is the School Counsellor and she is located in the Counsellor's Room upstairs Lincoln Block between rooms L14 & L15.

#### 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

Contact the School Office and ask them to contact the Counsellor for an appointment.

### Welfare

Ms Carly Jelfs, Welfare Co-ordinator, is available Wed-Fri in the Welfare Office upstairs in Tagore block near the Deputy Principal Office.

Ms Emma Ryan the Counsellor is also available for any Welfare concerns.

### ESL Support

Please see Ms Tanya Davies, International Student Co-ordinator in the English Department, Churchill block regarding any ESL support.

### Year Advisers/Subject Head Teachers

If you have any concerns/questions please see your Year Advisers for help/advice.

The Subject Head Teachers can also help you with issues regarding subjects but please always speak to your class teacher first.

## Career Advisers – Ms Sonya Froment

A range of career development strategies are provided by the Careers Adviser in supporting students to explore and define their career aspirations, develop career goals, and investigate career options. Therefore, providing students with a smooth transition from school to workplace or study endeavours.

The Careers Adviser supports students by providing career counselling, Career Education lessons, careers resources and information as well as assisting students with Subject Selections, University, TAFE and scholarship applications

The Careers Adviser's office is located downstairs in Churchill block.

## Homework Centre

Ms Tanya Davies, International Student Co-ordinator, holds after school tutoring for International Students.

Please see Ms Davies in English Staffroom, Churchill Block.

All students have access to the school library and its computers and resources during recess and lunch.





## 6. Rules and Policies

### Bell times

#### BELL TIMES

	Monday –Thursday
Roll Call	9.00 - 9.10
1	9.10 - 10.13
RECESS	10.13 - 10.33
2	10.33 - 11.36
3	11.36 - 12.39
LUNCH	12.39 - 1.24 (half bell 1.02)
4	1.24 - 2.27
5	2.27 - 3.30
	Fridays
Roll Call	9.00 - 9.10
1	9.10 - 10.13
RECESS	10.13 - 10.43
2	10.43 - 11.46
3 Assembly	11.46 - 12.39
LUNCH	12.39 - 1.24 (half bell 1.02)
4	1.24 - 2.27
5	2.27 - 3.30
	Fridays – School or Year Assembly Cancellation
Roll Call	9.00 - 9.20
1 (Period 1 Assembly Cancelled)	9.20 - 10.35
RECESS	10.35 - 11.05
3	11.05 - 12.20
LUNCH	12.20 - 1.10 (half bell 12.45)
4	1.10 - 2.20
5	2.20 - 3.30

## Homework Guidelines

Homework is most beneficial when it reinforces and extends class work and consolidates basic skills and knowledge.

Students need to take responsibility for their homework, supported by their parents/caregivers.

Homework is set on a regular basis as it assists in establishing a routine of home study. It develops and extends the core learning skills of enquiry and independent study.

Teachers aim to set suitable amounts of homework which are varied and at an appropriate level considering the age, stage of schooling and capabilities of students – teacher expectations are well communicated.

## Purposes of Homework

- is a valuable part of schooling
- allows for practising, extending and consolidating work done in class
- provides training for students in planning and organising time
- develops a range of skills in identifying and using information resources
- establishes habits of study, concentration and self-discipline which will serve students for the rest of their lives
- strengthens home-school links
- reaffirms the role of parents and caregivers as partners in education
- provides parents and caregivers with insights into what is being taught in the classroom and the progress of their children
- challenges and extends gifted and talented children

## Types of Homework

The amount of time that students are expected to spend on homework will depend upon a range of factors. It is important that students of all ages have the opportunities for free time, leisure and physical activities outside of school.

The three main types of homework are:

**Practice exercises-** providing students with the opportunities to apply new knowledge, or review, revise and reinforce new skills, including:

- consolidation exercise e.g. maths, memorization of tables
- practising for mastery e.g. spelling words
- revising information about a current topic
- practising words or phrases learnt in another language
- reading for pleasure
- essay writing

## Uniform and dress code

# SCHOOL UNIFORM POLICY

The Department of Education supports the wearing of school uniforms by students and the upholding of high standards of dress by students.

The Department of Education expects students to wear the uniform during school hours, **while travelling to and from school, and when engaged in school activities out of school hours.**

A "Core Rule" set by the Department of Education states that all students in a N.S.W. Government school are expected to "maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy".

This school's community has determined that Ku-ring-gai High School is a uniform school and all students are expected to wear the regulation uniform set out in this policy. The uniform policy, for both the junior and senior school, was developed after much consultation with the parent community. The Ku-ring-gai High School uniform reflects school community standards and expectations.

### BREACHES OF POLICY

A note of explanation from a parent/guardian is to be given to your roll call teacher if you are not in full school uniform. They will then issue you with a blue slip which you must keep on you for the duration of the day. If you do not have a note of explanation, you will be issued with a red slip and must attend a lunchtime detention. Persistent breaches of the uniform code will be referred to the Deputy Principal who will contact parents/ caregivers to resolve the problem. If the problem persists a formal notification may be issued.

### REGULATIONS

The only distinction between the summer and winter uniform is that in summer, girls wear white socks, whilst in winter these may be replaced with black stockings. While ties may be worn at all times, ties are compulsory for all senior boys during terms 2 & 3 (the winter terms). Students representing the school in a formal capacity must wear full school uniform. This includes a tie and a blazer for seniors. In winter long sleeved white shirts may be worn by both boys and girls.

Black lace up leather school shoes (fully enclosed) meet the Legislative requirements under the Work, Health and Safety Act 2011 (NSW).

The wearing of make-up, nail polish and jewellery (including piercings) and brightly coloured/dyed hair is NOT acceptable for students at school and is discouraged.

<b>GIRLS – YEARS 10, 11 AND 12</b> Senior Plaid Skirt Navy Slacks Girls Navy tailored shorts (regulation shorts) White monogrammed shirt (S) Long sleeved white shirt (W) Navy regulation jacket (soft shell) Navy 'V' Neck regulation jumper or cardigan Navy blazer with school crest School tie with crest White socks or black stockings (W) Black lace up leather school shoes (fully enclosed) Red school scarf (W) Plain Navy blue hat or cap	<b>BOYS – YEARS 10, 11 AND 12</b> Mid grey shorts or grey trousers White monogrammed shirt (S) Long sleeved white shirt (W) Navy regulation jacket (soft shell) Navy 'V' Neck regulation jumper Navy blazer with school crest School tie with crest Plain grey socks Black lace up leather school shoes (fully enclosed). Red school scarf (W) Plain Navy blue hat or cap
<b>GIRLS – YEARS 7, 8 AND 9</b> Junior Plaid skirt Navy slacks Girls Navy tailored shorts (regulation shorts) White monogrammed shirt (S) Long sleeved white shirt (W) Navy school jacket (W) Navy 'V' Neck regulation jumper or cardigan White socks or black stockings Black lace up leather school shoes (fully enclosed) Red school scarf (W) Plain Navy blue hat or cap	<b>BOYS – YEARS 7, 8 AND 9</b> Mid grey shorts or grey trousers White monogrammed shirt (S) Long sleeved white shirt (W) School tie with crest (W) Navy school jacket (W) Navy 'V' Neck regulation jumper Plain grey socks Black lace up leather school shoes (fully enclosed) Red school scarf (W)
<b>SPORTS UNIFORM – Boys and Girls</b> White monogrammed polo shirt with striped collar Navy monogrammed shorts. White socks Training shoes	

- Uniforms can be purchased from the Alinta Uniform Shop (located on the School Grounds) 02 9449 3070 or 0478 135 906
- **Opening Hours:** Tuesday 8:30am – 10:30am or Thursday 12:30pm- 2:30pm
- **Email:** [kuringgaihighschool@alinta.com.au](mailto:kuringgaihighschool@alinta.com.au)
- **Web:** [www.alintaapparel.com.au](http://www.alintaapparel.com.au)



### **Policies and procedures on absences, lateness or leave requests**

Students will obtain maximum benefit from lessons and courses of study when their attendance at school is regular and when they are punctual to all timetabled classes.

Attendance will be monitored daily with a morning roll call. Students who arrive late to school are required to sign on at the administration counter. Parent/Guardians are asked to provide a written note to explain the absences of their children on their return to school. Parent/Guardians will be notified of the student's unexplained absences.

Students under 17 years of age are required to attend school by law and the parent/guardian are responsible for assisting the school in maintaining the satisfactory attendance of these children. The school will assist parents to ensure their children's attendance is satisfactory.

If the attendance of a student falls below 85% the Home School Liaison Officer will be contacted for students who are under 17 years age. Teachers may issue N-awards to students who are over 15 year's age, if sufficient course outcomes are not being met. The department of immigration requires international students to attend more than 80% of scheduled lessons. Parents/Guardians of international students will be notified when attendance is causing concern.

The Principal or delegate may require medical certificates for students whose attendance is causing concern.

Parents/Guardians may request a pass out for the children to leave school before the end of their last scheduled lesson. A written request must be provided and approval must be sought from the principal or a deputy principal. A leave pass will be issued by the administrative staff.



## 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

### Ku-ring-gai High School Student Behaviour Management Policy

Ku-ring-gai High School is a positive and safe learning environment that promotes wellbeing of all students and encourages co-operation by implementing strategies that foster pro- social behaviour, positive relationships and a climate of respect. This enables young people to have their needs supported and gives them opportunities to thrive. We teach and model the behaviours we value in our students.

Ku-ring-gai High School and the community work together to provide a quality learning environment which is:

- inclusive.
- safe and secure.
- free from bullying, harassment, intimidation and victimisation.

All students and staff at Ku-ring-gai High School have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation and discrimination. To achieve this, our school maintains high standards of discipline.

When parents enrol their children at Ku-ring-gai High School they enter into a partnership with the school. This partnership is based on a shared commitment to provide opportunities for students to take responsibility for their actions and to have a greater say in the nature and content of their learning. Collaboration between school staff, students and parent(s) or carer(s) is an important feature of discipline in our school.

The aim of this partnership is to develop socially responsible young people who are capable of making informed decisions. This is achieved through an effective social, cultural and academic curriculum which caters for the individual needs of students.

In implementing our school Student Behaviour Management policy, no student will be discriminated against, harassed or victimised on any grounds as required by legislation.

This policy is consistent with **Work Health and Safety (WHS) Policy** obligations for ensuring a safe and healthy working and learning environment for staff, students and visitors at schools.

Our Anti-bullying Plan is consistent with the **Bullying: Preventing and Responding to Student Bullying in Schools Policy**.

This school Student Behaviour Management policy may apply outside of school hours and off school premises where there is a clear and close connection between the school and the conduct of students.

All student behavioural actions involving suspension or expulsion from school are managed consistent with the **Suspension and Expulsion of School Students Procedures.**

Students are expected to follow the Student Behaviour Management code and to comply with staff directions regarding discipline and appropriate behaviour. They will show respect for teachers, fellow students, other staff and school visitors and not engage in any form of harassment, victimisation or intimidation.

The **Public Schools NSW Behaviour Code for students** outlines the following expectations of students:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education. At Ku-ring-gai High School we implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour, as per expectations of Positive Behaviour for Learning strategies.

### **Behaviour Code for Students:**

#### **Actions**

#### **Respect**

- Treat one another with dignity
- Speak and behave courteously
- Co-operate with others
- Develop positive and respectful relationships and think about the effect of behaviour on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

## **Safety**

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

## **Engagement**

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

**Ku-ring-gai High School will use student management procedures in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.**

At Ku-ring-gai High School we have developed a Student Behaviour Management system that will support the provision of a safe, supportive and responsive learning environments.

- Student Behaviour Management Procedures
- Student Behaviour Management Cards Procedure
- Positive Behaviour and Learning (to be finalised)

## **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.





# Bullying:

## Preventing and Responding to Student Bullying in Schools Policy (2011)

The NSW Department of Education and Communities rejects all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environments of the Department.

### Bullying

**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 technologies.**

**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.**

**Conflict or fights between equals or single incidents are not defined as bullying.**

Bullying behaviour can be:

- **verbal** eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical** eg hitting, punching, kicking, scratching, tripping, spitting
- **social** eg ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **psychological** eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

The term "bullying" has a specific meaning. The school's Anti-bullying Plan sets out **the processes for preventing and responding to student bullying**. The school has a range of policies and practices, including welfare and discipline policies that apply to student behaviour generally.

Schools exist in a society where incidents of bullying behaviour may occur. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all departmental staff, students, parents, caregivers and members of the wider school community.

**School staff** have a responsibility to:

- respect and support students
- model and promote appropriate behaviour
- have knowledge of school and departmental policies relating to bullying behaviour
- respond in a timely manner to incidents of bullying according to the school's Anti-bullying Plan.

In addition, teachers have a responsibility to:

- provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

**Students** have a responsibility to:

- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the school Anti-bullying Plan
- behave as responsible bystanders
- report incidents of bullying according to their school Anti-bullying Plan.

**Parents and caregivers** have a responsibility to:

- support their children to become responsible citizens and to develop responsible online behaviour
- be aware of the school Anti-bullying Plan and assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan
- report incidents of school related bullying behaviour to the school
- work collaboratively with the school to resolve incidents of bullying when they occur.

**All members of the school community** have a responsibility to:

- model and promote positive relationships that respect and accept individual differences and diversity within the school community
- support the school's Anti-bullying Plan through words and actions
- work collaboratively with the school to resolve incidents of bullying when they occur.



If you have concerns about bullying, please see your Year Adviser.

### Ku-ring-gai High School Recognition System (KRS)

Ku-ring-gai High School is a positive and safe learning environment that promotes wellbeing of all students and encourages co-operation by implementing strategies that foster pro-social behaviour, positive relationships and a climate of respect. This enables young people to have their needs supported and gives them opportunities to thrive. We teach and model the behaviours we value in our students.

#### The Recognition System Overview

Our Recognition System encourages and recognises a students' hard work, improvement or dedication to curricular and extracurricular activities as well as those who are positive ambassadors for the school. The Merit and Awards allocated to students can be viewed by staff on Sentral, by students on Sentral Student Portal and Parents/Guardians on Sentral Parent Portal.

#### *KHS Vision:*

A code of excellence in a creative environment.

#### *KHS Mission:*

Our mission is to promote harmony in diversity, which inspires and challenges students to strive for personal growth and take responsibility for creating a respectful and inclusive learning environment that values high expectations for all.

Please see the entire policy via this link:

<https://drive.google.com/file/d/1WMImqH4O9afpg2iUa9qDGdoqimrebFiu/view?usp=sharing>

Or via the school website:

<https://kuringgai-h.schools.nsw.gov.au/about-our-school/rules-and-policies.html>

## 7. School Curriculum

Please see relevant course booklet and for senior years assessment booklet, which will have been supplied during enrolment. Replacements booklet can be obtained from the school administration office or your year adviser.

NESA course requirements are also outlined in the relevant course booklets as mentioned above.

### 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

The Daily Bulletin, read out each morning during roll call will keep you informed of upcoming events, activities, team try-outs, fund raising and other school programs.

Noticeboards outside staffrooms also have flyers and information on whats happening at Kuring-gai High School.

- Leadership programs
- School service opportunities
- Extra-curricular activities
- Sports teams
- Student clubs e.g. JAK (Christian Fellowship), Chess Club, Chinese Debating Team etc





## 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:

**Hornsby Police Station**  
**Address:** 292 Peats Ferry Rd  
Hornsby NSW 2077  
**Phone:** 02 9476 9799



The nearest medical centre is:

**North Turramurra Medical Practice**  
**Address:** 267 Bobbin Head Rd  
North Turramurra NSW 2074  
**Phone:** 02 9449 5399



The nearest hospital to the school is:

**Hornsby Ku-ring-gai Hospital**  
**Address:** Palmerston Rd  
Hornsby NSW 2077  
**Phone:** 02 9477 9123

## 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 Christine Amelia Rose  
Phone: (+61 2) 9301 0900  
Mobile: 0419 628 168 (24 hours)  
Email: [christine@auzziefamilies.com](mailto:christine@auzziefamilies.com)

Website: [www.auzziefamilies.com](http://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](mailto:lizwalmsley@ozhomestay.com.au)  
Website: [www.ozhomestay.com.au](http://www.ozhomestay.com.au)

### Global Experience

Contact: Agnes Ong and Chelsea Li  
Phone: (+612) 9264 4022  
Mobile: 0420 530 112 (24 hours)  
Email: [agnes@globalexperience.com.au](mailto:agnes@globalexperience.com.au);  
[chelsea@globalexperience.com.au](mailto:chelsea@globalexperience.com.au)  
Website: [www.globalexperience.com.au](http://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](mailto:info@staydownunder.com.au)  
Website: [www.staydownunder.com.au](http://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, 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.

## 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 you 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 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.



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 are lit and safest at night.***

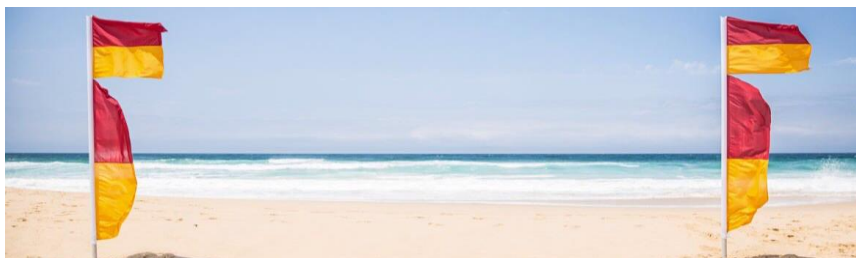
## 9.6 Safety Apps

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.



- 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

Rip 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>

## 10. 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 at 000***

### 2. If you need help at school:

- Your **International Student Coordinator Mr John Brameld** in the Science Staffroom, Lincoln Block
- **School Counsellor** Ms Emma Ryan in the Counsellor's Office, upstairs Lincoln 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](mailto:counsellor@kidshelpline.com.au) or visit [www.kidshelpline.com.au](http://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](http://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](http://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.

**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 license is illegal***
- ***Speeding and drink driving is dangerous and is 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](http://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](http://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](http://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](http://www.fairwork.gov.au/pay)

More information on employment in Australia is available on our website at [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au) and on the website of the Department of Employment at [www.employment.gov.au](http://www.employment.gov.au)

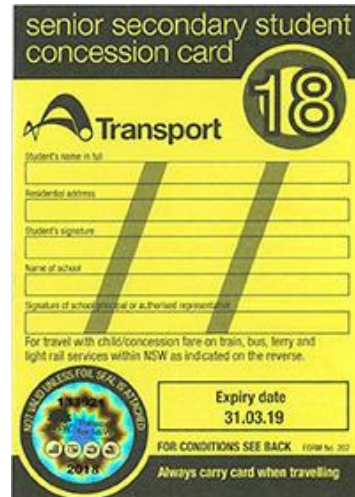


***Always ask for a payslip to keep track of your hourly rate, penalty rates, super contributions and tax details, especially if you are getting paid with cash in hand. This is a mandatory requirement for an employer in Australia.***

### 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](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.



## 14. 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](http://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](http://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](http://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.*

# 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](http://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:

## 15. 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.



## 16. 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.

## 17. 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 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

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..... Age .....M/F

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

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

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



NSW Government Schools  
NSW Department of Education  
Locked Bag 53  
Darlinghurst NSW 1300 Australia



+61 2 9244 5555 (overseas) or  
1300 300 229 (in Australia)



[deinternational.nsw.edu.au](https://deinternational.nsw.edu.au)