

Canterbury Boys High School



International Students Orientation Booklet

Welcome to Canterbury Boys High School. The following information will help you.

The International Student Coordinator is Mrs Webster who can be located in the Science staffroom in 'D' block. You can speak to her regarding any questions, concerns or complaints you may have about your school, health, homestay issues or if you require a change of address form.

The School Counsellor is Mr Creighton and the Student Support Officer is Ms Goni. Mr Creighton's office is next to the Principal's office and he is here on Tuesdays and Fridays. Ms Goni's office is located across the corridor from English classroom OG4. She is at school on Tuesdays, Thursdays and Fridays. You can speak to either of them if you have concerns, feel unhappy or are homesick.

The contact person in the school office is Mrs Pound. She can help you if you need to submit any documents.

The First Aide Officer is Mrs Windred. Please see her if you are feeling unwell or are injured during school time.

Each school year group has a Year Adviser. Your Year Adviser can help you with any concerns you have about your school work. You will be given the name and location of your Year Adviser with your timetable on the first day of enrolment.

The school also has a Careers Advisor, Ms Giameos, who can give you any careers-related advice you need, including which courses to choose to reach your careers goals.

School Transport

International students are not eligible for free travel though the School Student Transport Scheme. International students under 16 years can obtain tickets at the child fare and international students 16 years or over are entitled to a student concession card issued by the school. The Transport for NSW policy on student concessions can be found at:

<http://www.transportnsw.info/sites/en/tickets/concessions/student-child/index.page>

School Identification Card (ID)

You will be issued with a school identification card which is used to borrow books from the Library. On enrolment you must go to the Science Staffroom to have your photograph taken for use in creating this ID card.

School Costs

School fees paid to DEC International cover the cost of tuition at school, subject fees, text book hire and compulsory excursions (not including overnight excursions). Students are advised that fees do not include school uniforms which must be purchased by the student on enrolment and as required from *Lowes* at Campsie. Students must also pay for any costs involved in their participation in sport or choose school sport which has no costs attached.

Welfare and Emergency Services

In case of an emergency, telephone the ambulance, police or fire brigade on **000**.

The local police station is located at 14 Victoria Street, Ashfield.
Phone: 9797 4099.

The nearest hospital is Canterbury Hospital at 575 Canterbury Road, Campsie.
Phone: 9787 0000

If at any stage you feel unsafe inside or outside the school, report this to one of the International student contacts at school (Mr Malapaka or Mrs Pound).

You and the Law

- 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
- For information about laws relating to children and young people visit the website: www.lawstuff.org.au

Overseas Student Health Cover (OSHC)

It is compulsory for student visa holders to have Overseas Student Health Cover (OSHC) usually through Medibank Private. This allows students to access medical services similar to Medicare cover. For more information on OSH, refer to the Medibank website: www.medibank.com.au

Questions, Concerns and Complaints

The NSW Department of Education and Communities has a complaints procedure; details are available on the website: www.internationalschool.edu.au

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

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 guardian 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 the course requirements are available at www.boardofstudies.nsw.edu.au

Accommodation and Welfare Arrangements

- If you are under 18 years, you must maintain your approved accommodation, support and welfare arrangements. If these arrangements are approved by the NSW Department of Education and Communities, 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 years old 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.

Taking Leave

- If you are going to be absent for a week or more during school term, your parents must request approval from the Principal in consultation with DE International. You must not defer your start date or take extended leave without the Principal's permission. Approval is only granted on compelling or compassionate grounds (refer to guidelines below).

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 guardian 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 DIBP website and the coordinator at your school.

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

Work

- To work part-time, DE International requires that you must have been enrolled for at least 6 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.

Guidelines for Compassionate or Compelling Circumstances

Leave approved on grounds of compelling or compassionate 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.

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 DIBP before submitting a request.

Suspension of Studies

If you are required to take leave from attending 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 DIBP before submitting a request.

