



INTERNATIONAL STUDENTS ORIENTATION HANDBOOK

SECONDARY SCHOOL



NSW GOVERNMENT SCHOOLS

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CRICOS Provider name: NSW Department of Education
CRICOS Provider Code: 00588M

INTERNATIONAL STUDENTS ORIENTATION HANDBOOK

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A large, colorful mosaic of various national flags from around the world, arranged in a grid-like pattern. The flags include the United States, United Kingdom, Germany, France, Italy, Spain, Japan, and many others. The word "WELCOME" is written vertically in large, white, sans-serif capital letters on the right side of the image.

About the School

1. Principal's Message

We are committed to providing the young men in the inner-west of Sydney with an outstanding and quality secondary education. We boast an impressive history of all-round excellence and have a culture of high expectations and achievement within an inclusive, caring and supportive environment.

Our focus is to recognise each boy as an individual and offer them opportunities to discover and explore their passions to reach their full potential. Learning alongside likeminded and talented peers, our boys enjoy a rich program of academics, sport, culture, leadership, wellbeing, civics and creative and performing arts where they develop the skills to be creative, innovative, enterprising and critical thinkers. These are the tools they will need to succeed in tomorrow's world.

Our curriculum is diverse and is built on a foundation of strong academic rigour, with extension subjects in HSC English and Mathematics and an innovative approach to teaching STEM (Science, Technology, Engineering and Mathematics). Our boys have the opportunity to study additional personalised curriculum in Years 9 and 10 to support their transition to HSC study. This can be in the arts, humanities, sport, language or technology. We implement the compressed curriculum model during Years 11 and 12, where students study the Preliminary and HSC subject content for three courses within one year and then an additional three in their final year. This innovative approach is supporting students' study habits and enabling a wider HSC curriculum choice. All subjects are taught by dedicated and expert teachers who are passionate about their curriculum and who specialise in meeting the specific learning of boys and young men.

We have strong ties with the University of Sydney, the University of NSW and the Australian Business and Community Network in addition to local providers in the Inner-West and Canterbury-Bankstown local government areas. These partnerships support the range of academic and co-curricular opportunities our boys experience that raise aspiration and achievement.

I encourage any current or prospective students and their families to come to the school to discuss how we can best meet your needs. I can arrange for school tours at any time to showcase the quality learning environment and first class facilities that define Canterbury Boys High School.



Ross Dummett

Principal

2. School Profile

Canterbury Boys High School is a dynamic and highly successful NSW government high school situated in Sydney's inner west.

CBHS is a comprehensive high school for boys. The school endeavours to work in partnership with parents, students and the community to facilitate the academic, cultural, physical and social development of each student and in so doing encourage him to strive for excellence in all fields. The school has widely acclaimed welfare programs that nurture a positive learning climate, has a wealth of expertise in literacy and numeracy, specialising in strategies for boys' education.

Our achievements are evidenced by regular award recognition at local, state and national levels. This includes the school community receiving NSW Department of Education academic awards; staff receiving NSW Quality Teaching and Public Education awards; students receiving state and national leadership, VET, Pierre de Coubertin sporting awards and state sports and cultural awards. We have also been recognised for Art Express selection and state and national sport representation. The school has also received DoE Secretary Awards for Outstanding School Initiatives in STEM and In Residence Story Factory Partnership.





The school focuses on quality teaching and learning in a supportive environment that encourages boys to take responsibility for their own learning. Strong partnerships beyond the school provide a range of learning opportunities to ensure successful transition from school to university, further tertiary study or employment. We have specialised facilities and staffing personnel that meet the personalised needs of students. This includes a dedicated teaching and support staff and specialised positions such as our Student Support Officer and our Careers and Transition Advisors.

○



3. School Directory

School Staff

	<p>Mrs Webster <i>International Student Coordinator (ISC)</i></p> <p>Mrs Webster 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 Science Staffroom or DG1</p>		
			
<p>Ms Dwyer <i>Deputy Principal</i></p>	<p>Mrs Webster <i>Deputy Principal</i></p>	<p>Ms Cox <i>Deputy Principal</i></p>	
<p>Ms Scotten <i>School Counsellor</i></p> <p>Ms Scotten can speak to you if you have concerns, feel unhappy or are homesick. She is located in the counsellors office next door to the ALC</p>			
<p>Ms Karen Pound <i>School Administration Officer</i> – Ms Pound can help you if you are trying to find your International Student Coordinator or counsellor, or need help in the absence of the International Student Coordinator.</p>			

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 Riordan
Year 8	Mr Miller
Year 9	Ms Melas
Year 10	Ms Shuhevych
Year 11	Ms Andriotellis
Year 12	Mr Dukes

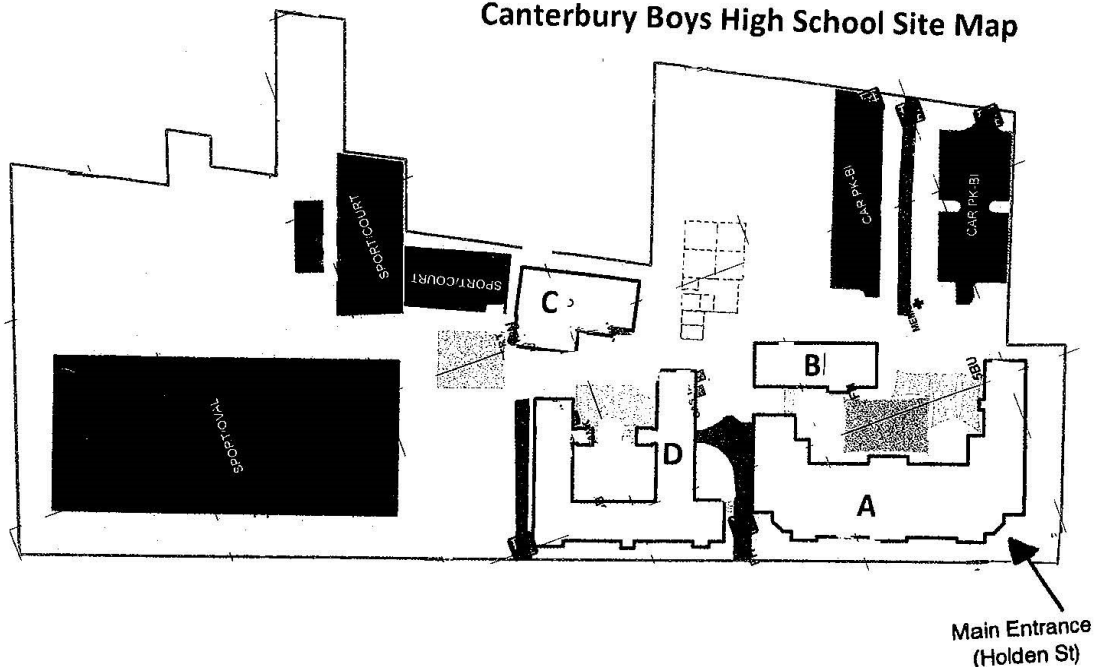
Head Teachers

English	Ms Horne
HSIE	Ms Robson
Mathematics	Ms Simpson
Science/PDHPE	Ms Shuhevych
VAT	Ms Danilatos
Secondary Studies	Ms Melas
Support	Ms Gray

4. School Map and facilities

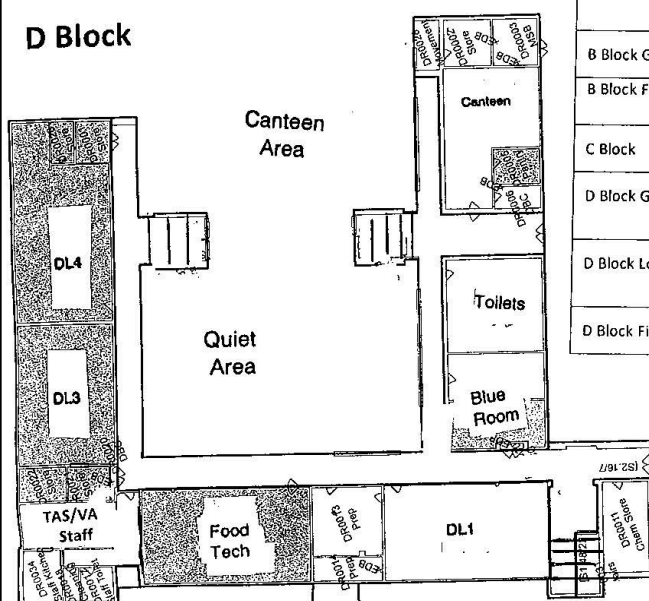
SCHOOL MAP.

Canterbury Boys High School Site Map



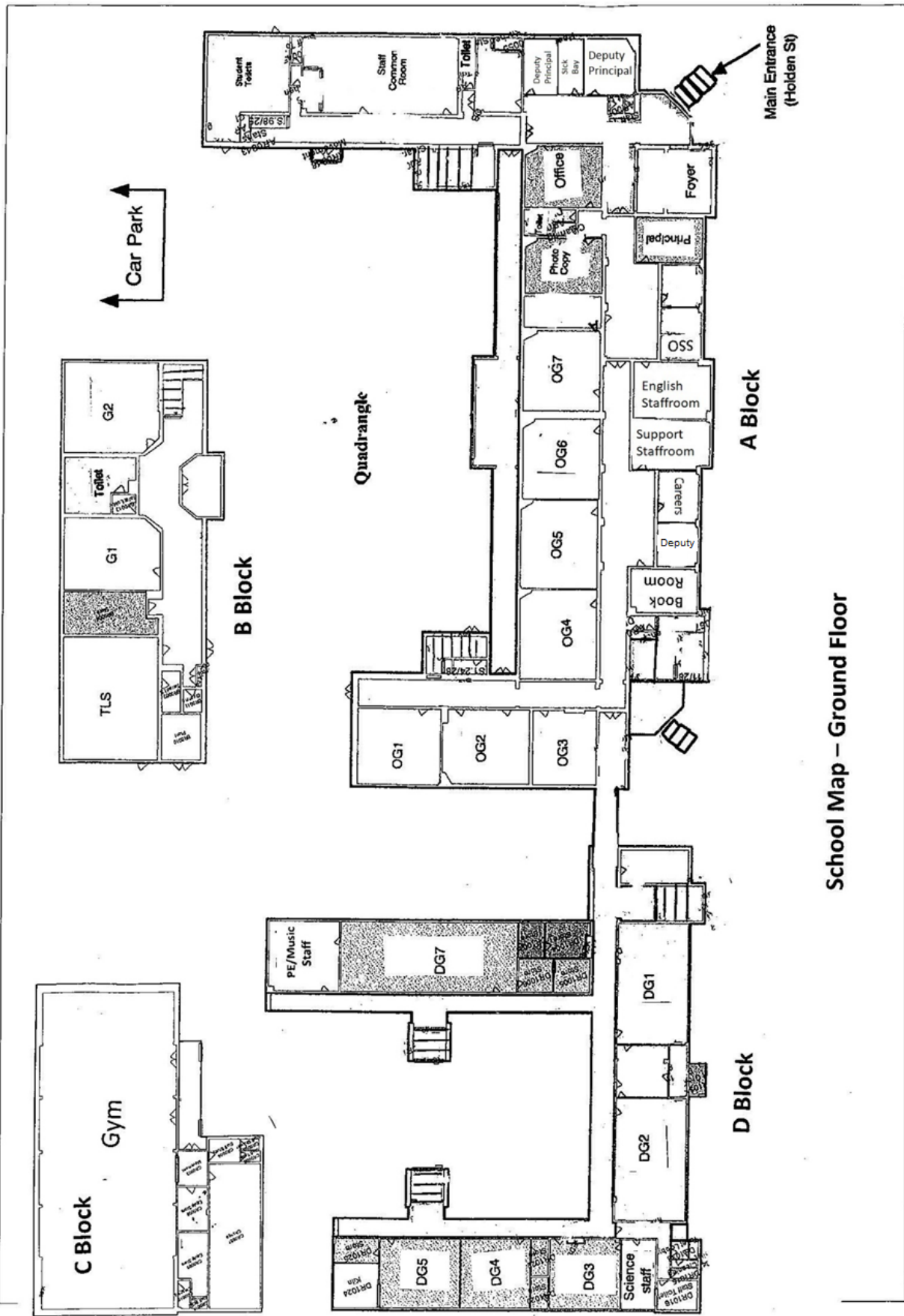
School Map - Lower Ground Floor

D Block



LEGEND:

A Block Ground Floor	Administration, Principal, Deputy Principals, Counsellor, Careers Adviser, Student Support Officer, English/LOTE Staffroom and classrooms
A Block First Floor	Library, Mathematics Staffroom and classrooms, Technology Office and Computer Rooms
B Block Ground Floor	TLS, HSIE classrooms
B Block First Floor	HSIE Staffroom, Head Teacher's Office and classrooms
C Block	Gymnasium
D Block Ground Floor	Science Staffroom and laboratories, PDHPE/Music Staffroom, Visual Arts classrooms
D Block Lower Ground	TAS/VA Staffroom, Food Technology Kitchen, Science laboratory, Industrial Technology classrooms
D Block First Floor	Learning Support Staffroom, PDHPE and Music classrooms, Science laboratories



School Map – Ground Floor

School Map – First Floor

The floor plan is divided into four main sections:

- Block A (Top Right):** Includes a large Library, CR1, CR2, and several offices (OF1, OF2, OF3, OF4, OF5, OF6, OF7, OF8). It also features a Technology office, Counsellors office, and various seminar and workshop rooms.
- Block B (Top Left):** Contains F1, F2, F3, and staff rooms (HSIE Staff, Maths Staff). It also has a central corridor and stairwells.
- Block C (Bottom Left):** Consists of a long row of rooms labeled DF1 through DF7, including a Learning Support Staff room and a Kitchen.
- Block D (Bottom Right):** Includes CR3, CR4, and various support rooms like a Learning Support Staff room, a Kitchen, and several storage areas.

The plan also shows numerous smaller rooms, corridors, and stairwells throughout the building.

You can use the computers in the library and get help from Ms Cato if you have problems with the computers.

The School Counsellor is Mr Creighton and the Student Support Officer is Ms Goni. Mr Creighton's office is next to the Career's office and he is here on Tuesdays and Fridays. Ms Scott'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 First Aid Officer is Mrs Windred. Please see her at her at the front office if you are feeling unwell or are injured during school time.

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>

GOVERNMENT BUSES AND SCHOOL SPECIALS

<https://transportnsw.info/contact-us/school-bus-operators-timetables>

Use the [Trip Planner](#) to plan your school bus travel in real time on any service operating in the greater metropolitan area. If you know your school route number, you can also download a [timetable](#) using the search tool. You can add a real time transport apps (*eg TripGo; Triptastic; TripView*) <https://transportnsw.info/apps> to your iphone or android. Tick the school buses filter box. For lost property items left on a bus, email State Transit Southern Region's depot, lostpropertysouth@sta.nsw.gov.au or phone 9582 5925.

PRIVATE BUSES

Some out of area students may need to travel with private bus companies. For information about routes or timetables you can search for the bus route and timetable online or contact the bus company. <https://transportnsw.info/document/2047/school-bus-map-sydney-metro.pdf>

TRAINS

The nearest railway station is Canterbury Station. Students then walk a short distance along Canterbury Road to Minter Street, turn left into Minter Street, walk past Canterbury Public School, Canterbury Girls High and the roundabout to Canterbury Boys High (or catch one of the school special buses that connect from the station to the school). Timetables are available on <http://www.sydneystains.info/> or you can call the Public Transport info line on 131500. *Cityrail* lost property number is 9379 3341 or contact them online https://www.sydneystains.info/contact_us/lost_property.

5. Support Services

Counselling

Ms Scotten is the School Counsellor and she is located in the Counsellor's Office.

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

If you need to see the counsellor you can knock on his door and make an appointment

ESL Support

The school has an EAL/D teacher, Ms Melas, to assist students from a language background other than English who may need extra help in writing or reading English in any subject.



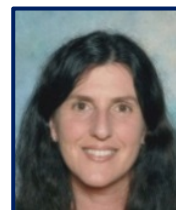
Year Advisers/Subject Head Teachers

Year Advisers are appointed for each year group within the school. They are responsible for the general wellbeing of the students within their year. If parents/carers want to discuss matters of general overall progress, personal problems or issues involving a student's wellbeing, they are advised to contact the appropriate Year Adviser.

Teachers responsible for teaching and learning in the seven key learning areas (*English, Mathematics, Science, Human Society and its Environment, Technical and Applied Studies, Creative Arts and Personal Development, Health and Physical Education and Learning Support*). They also have whole-school responsibilities in the areas of literacy, wellbeing and attendance monitoring.

Career Advisers

Ms Giameos is trained to help students make the most suitable choice for training for a job or career. She organises work experience for students, and is available to talk to parents and students about qualifications needed for university, colleges, and other training centres.



Homework Centre

Homework is always an important part of school life. All subjects set homework on an “as needs” basis. Students must write down all their homework requirements in their diary. The homework diaries will be monitored by teachers, Head Teachers and the Year Adviser. This helps to establish good study practices and organizational skills that are so important to a student's school success.

Types of Homework:

- Practice exercise: reading, mathematics problems, sketching.
- Preparatory homework: title page, researching a topic, reading from the textbook.
- Extension assignments: essay writing.
- Lessons of the day should be summarised, reinforcing information learnt that day, and improving writing skills.

Recording Homework:

The school diary should be kept out on the desk in every lesson to record homework assessment tasks and when they are due.

Guidelines and Helpful Hints:

- Homework should be done on the day given rather than left to the last minute the night before it is due.
- Assessment tasks need to be worked on over the full period of time.
- Discuss homework and what was learnt in class that day.
- Make sure the following is suitable: a well-lit area to work in; a suitable table to work on; and food and drink.
- Turn off electronic and gaming devices or other distractions.
- Restrict hour of use of above technologies.

Please feel free to communicate any concerns regarding homework: call 9798 8444 and ask for the Year Adviser or Head Teacher of the subject concerned.

Library Hours:

Monday to Friday - 8.30 am to 3.15 pm.

Homework Centre Hours:

Monday 3.30 – 4.45pm and Thursday 3.30 – 4.45pm



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

SUPPORT TEACHERS & SLSOs

Work with students in the classroom and in small groups. They help students with their writing, reading and numeracy and may work individually or with small groups of students requiring extra assistance.

TEACHER/LIBRARIAN

Manages the school library and helps staff and students with information skills and research work. Ms Cato is our Librarian.



THE ANTI-DISCRIMINATION CONTACT OFFICER

Ms Clark is the person to whom students, or others acting on behalf of students, may bring concerns or complaints about discrimination, harassment or vilification. She will hear the concerns and assist the person/s to clarify options to address the concerns and pass a formal complaint to the Principal for action if necessary. Canterbury Boys High School expects responsible and respectful behaviour from all students at all times. If bullying, racism or gender based harassment occurs, students must seek help from a teacher or report the incident to a Head Teacher or Year Adviser for action and support.



SPORT COORDINATOR

See the Sport Coordinator, Mr Kapsimalis, to make your sport selections or for any sport related questions.



6. Rules and Policies

Bell times

The school day **begins** at **8.40am**. School finishes at **3.15pm** on Monday, Thursday and Friday. On Tuesday school finishes at **2.35pm**. On Wednesday students attend **Sport** during Period 4 and finish at **2.35pm**.

The normal school day is divided into four periods of between 73 to 79 minutes (depending on the day). Period 1 starts at 8:40 am. If you are late to school you will need to report to the front office and receive a late note.

There are two recesses, one at the end of Period 1 and one at the end of Period 2. Lunch follows Period 3. After Period 4 students go home.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Warning Bell	8.35	8.35	8.35	8.35	8.35
Period 1	8.40 – 9.59	8.40 – 9.53	8.40 – 9.50	8.40 – 10.01	8.40-10.01
Recess 1	9.59 – 10.14	9.53 – 10.08	9.50 – 10.03	10.01– 10.17	10.01– 10.21
Assembly *	10.14– 10.29				
Period 2	10.29– 11.48	10.08 – 11.21	10.03– 11.13	10.17– 11.38	10.21– 11.42
Recess 2	11.48– 12.03	11.21 – 11.36	11.13– 11.26	11.38– 11.54	11.42– 11.57
Period 3	12.03 – 1.22	11.36 – 12.49	11.26– 12.06	11.54 – 1.15	11.57 – 1.18
Lunch 1	1.22 – 1.39	12.49 – 1.05	12.06– 12.28	1.15 – 1.35	1.18 – 1.36
Lunch 2	1.39 – 1.53	1.05 – 1.20	12.28– 12.47	1.35 – 1.51	1.36 – 1.51
Warning bell	1.53 – 1.56	1.20 -1.22	12.47 - 12.50	1.51 - 1.54	1.51 - 1.54
Period 4	1.56 – 3.15	1.22 – 2.35	12.50 – 2.35	1.54 – 3.15	1.54 – 3.15
Staff/Faculty Meetings		2.35 – 3.15			

*** Wet Weather Monday – NO Assembly (bell times will be same as Thursdays)**

Homework Policy

Homework is always an important part of school life. All subjects set homework on an “as needs” basis. Students must write down all their homework requirements in their diary. The homework diaries will be monitored by teachers, Head Teachers and the Year Adviser. This helps to establish good study practices and organizational skills that are so important to a student's school success.

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- Turn off electronic and gaming devices or other distractions.
- Restrict hour of use of above technologies.

Please feel free to communicate any concerns regarding homework: call 9798 8444 and ask for the Year Adviser or Head Teacher of the subject concerned.



Uniform and dress code

The wearing of a school uniform has been endorsed by CBHS P&C to promote pride and safety within the school and raise the profile of the school in the community. Students are to be dressed neatly in the school uniform listed below. The uniform is available for purchase from Lowes at Campsie. Ties, caps and football socks are available for purchase from the school office.

Junior Uniform (Years 7- 10)

Blue shirt with school crest on pocket
Grey shorts or trousers (*no tracksuit pants*)
Blue school crested sloppy joe or jacket
Grey or black socks
Black leather dress shoes
Junior school tie
School cap (*optional*)



Senior Uniform (Year 11 & 12)

White shirt with school crest on pocket
Grey shorts or trousers
Grey or black socks
Black leather dress shoes
Senior school tie
Blue school crested sloppy joe, jacket or blazer

Sport/PE Uniform

Blue sport shorts with school logo
Sports polo shirt with school logo
School football socks (*only for grade teams and available for purchase from the school*) or white sports socks.



Footwear for TAS, Science and Practical Visual Arts Classes



The Department of Education has specified the type of footwear for these classes. It states: '**Shoes with stout sole and firm uppers are considered necessary to protect students and staff**'. Under no circumstances will students be allowed to do practical work in any class when not wearing the approved footwear.

Representing the School

When representing the school at excursions, sport, SRC forums and other events outside the school, full school uniform must be worn.

Out of School Uniform

If for unforeseen circumstances a student is out of uniform he should bring a note stating the student's name, class, year and the reason. Continual failure to wear school uniform without an acceptable explanation, could lead to suspension for continued disobedience for not following school procedures.

Policies and procedures on absences, lateness or leave requests

ABSENCE FROM SCHOOL

Students should only be absent from school for reasons such as illness or unforeseen circumstances. You will be alerted if a student is absent via a text message after 10am. You may text a response. If a student has been absent, a parent/guardian must send a signed note giving a reason for the absence (example below). This note can be written in English or your first language. The student should hand the note in at the school office.

Date:
Please excuse of Year
for being absent on (day & date)
Reason for being away:
Parent/Guardian Signature:

LATENESS

All students must report to the school office if they are late. Students should bring a note giving a reason for their lateness, signed by a parent or guardian.

LEAVING SCHOOL DURING THE DAY

If students have to leave school during the day for an appointment or other reason they should bring a note from the parent or guardian (see example below) and place it in the box outside the Deputy Principal's office before school starts at 8:40am. The DP may ring to confirm the details in some instances. Students must pick up their early leavers pass from the office during the next break. Students must present their leavers pass to the teacher to be excused from class at the time of leaving. Students must carry the pass with them on the street as law enforcement officers can return students to school if they do not have it with them.

Sport is a compulsory requirement of study and not a time for making appointments or attending to other matters. However, if early leaving cannot be avoided on a sports day permission will only be granted if a phone call is received by the school before 12.00 noon confirming the request

Date:
Please allow of Year
to leave school at (time and date).....
Reason for leave:
Parent/Guardian Signature:

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.

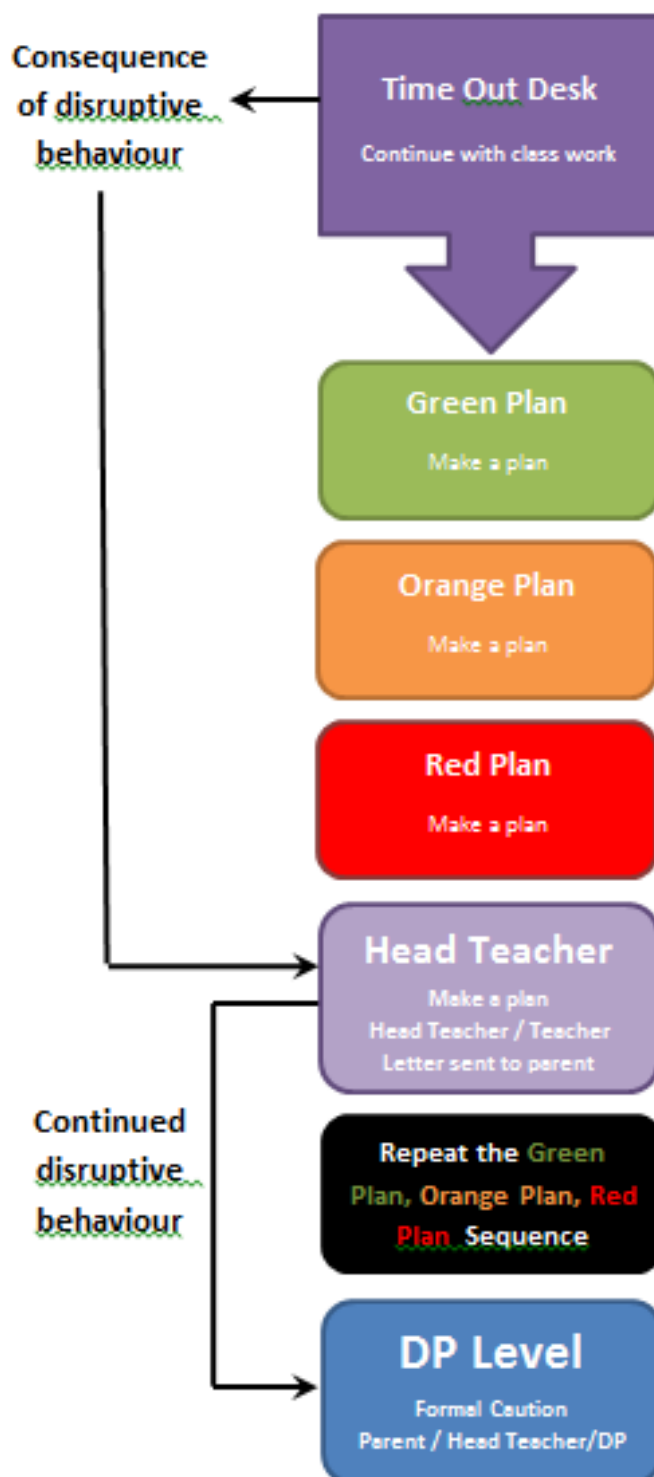
What if my attendance falls below 80%?

- 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.

Wellbeing System Overview



At each stage of the process the student starts fresh at learning once the plan has been resolved.

Long suspension and expulsion

International students will be reported to Immigration if they are:

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

What happens if I am suspended or expelled from school?

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

Policy on anti-bullying

As a School Community we will not allow cases of Bullying/Cyberbullying in and outside the school to go unreported but will speak up, so the bullying cannot continue.

All cases of Bullying/Cyberbullying must be reported

There is a set procedure to be followed when any type of Bullying/Cyberbullying occurs and a consequence will be issued.

This requires STAFF to:

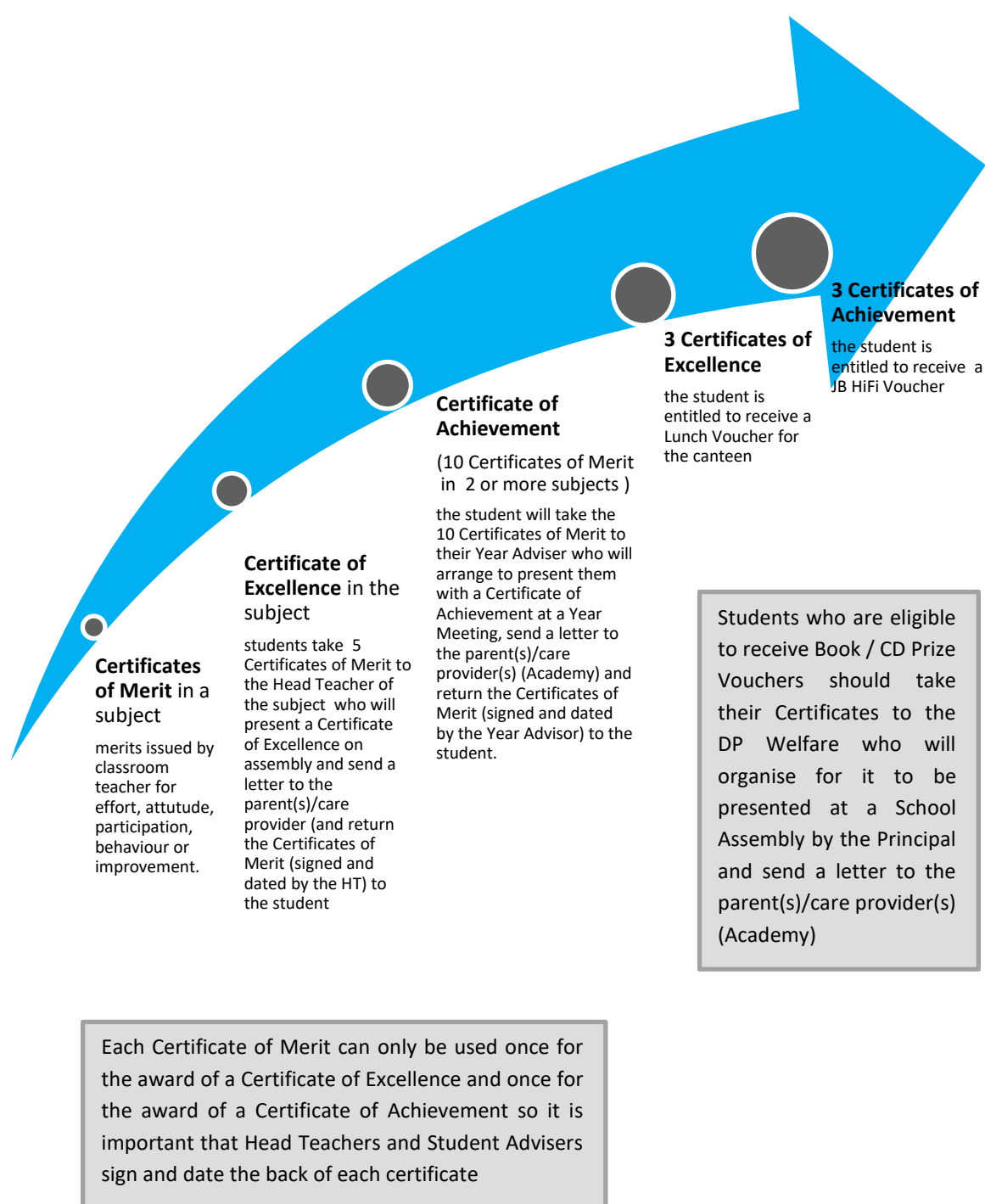
- Be role models in word and action at all times
- Be observant of signs of distress or suspected incidents of bullying / cyberbullying
- Monitor the responsible use of technology
- Be actively aware in the classroom and technology rooms eg: students on banned internet sites; homophobic comments.
- Make efforts to remove occasions for bullying by active patrolling during playground duty
- Arrive at class on time and move promptly between lessons
- Always take steps to help victims and remove sources of distress without placing the victim at further risk.
- Talk about bullying in the classroom and/or subject programs
- Teach skills and understandings related to promoting cybersafety
- Integrate good Internet practice into all programs and review regularly.
- Report all suspected incidents to the Head Teacher, who will follow the designated procedures (Welfare section of Academy)
- Request the student to write an incident report.
- Sign the Acceptable Use of Technology Agreement

This requires STUDENTS to:

- i. Refuse to be involved in any bullying / cyberbullying situation. If I am present when bullying occurs:

- I will speak up against the bullying (e.g. “we don’t bully at this school”, “we look after one another here)
- I will report the incident or suspected incident and help break down the code of secrecy
- ii. If I am being bullied/ cyberbullied
 - I should report it to a trusted adult (e.g. Class Teacher, Team Leader, Year Adviser, Assistant Year Adviser, Head Teacher, Prefect or someone else I trust)
 - Sign the Acceptable Use of Technology Agreement.

Merit system



7. School Curriculum

See separate booklet for details on the school curriculum and requirements.

Course progress requirements for student visa holders

There are additional course progress requirements for international students.

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

8. School Activities

- Leadership programs - Student Representative Council
- Prefect body
- School service opportunities - Aged Care volunteering
- Green Squad
- Sports teams - Grade Sport
- Knock out competitions throughout the year
- Student clubs - Debating team
- Astronomy nights

Living in Sydney

9. Staying Safe

9.1 Emergency Services

Ambulance, Police or Fire Brigade



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

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



The local police station is **Ashfield Local Area Command**

Address: 14 Victoria Street,
Ashfield, NSW
Phone: 9797 4099



The nearest medical centre is **Canterbury Plaza Medical Centre**

Address: 10/2A Charles St,
Canterbury NSW 2193
Phone: 8321 8850



The nearest hospital to the school is: **Canterbury Hospital**

Address: 575 Canterbury Road
Campsie, NSW 2194
Phone: 9787 0000

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.

HOMESTAY PROVIDERS CONTACT DETAILS

Auzzie Families Homestay Care Pty Ltd

Managing Director: Jun Zheng

Contact Person: Gloria Wang

Address: 3 & 4 /1-3 Trelawney St, Eastwood NSW 2122

Postal/Mailing Address: PO Box 112, Rose Bay NSW 2029

Phone: (+612) 9804 4700

After hours emergency: 0419 628 168

Email: jun@auzziefamilies.com

Website: www.auzziefamilies.com

Global Experience

Managing Director: Ms Sonia Ortega

Contact Person: Agnes Ong

Address: Level 1, 141 York Street, Sydney NSW 2000

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After hours emergency: 0420 530 112

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OZ Homestay

Managing Director: Ms Elizabeth Walmsley

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Stay DownUnder

Managing Director: Mr Gerard Whyte and Mrs Rachel Whyte

Contact Person: Mrs Rachel Whyte

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Phone: (+612) 8901 4499

Fax: (+612) 8901 4599

After hours emergency: 0410 761 499

Email: info@staydownunder.com.au

Website: www.staydownunder.com.au



9.3 Important Safety Tips

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

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

Did you know?

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

9.4 Cyber Safety

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

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



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

9.5 Road Safety and Public Transport Safety

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



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

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



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

9.6 Safety Apps

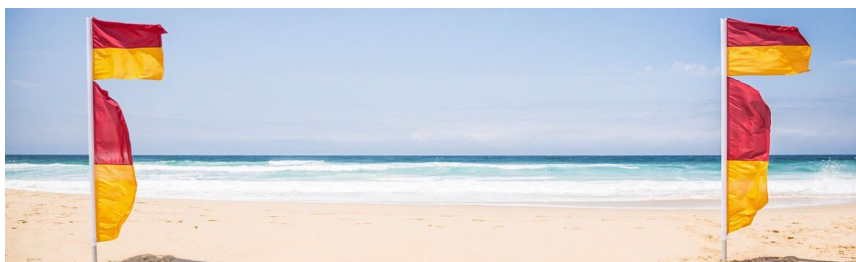
The **Emergency Plus app** is a national emergency app that you can use to get help as soon as possible in an emergency situation.

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



9.7 Water Safety

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



Spot and Survive a rip current

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

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



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

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

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

Police/Ambulance/Fire Brigade at 000

2. If you need help at school:

- Your **International Student Coordinator Mrs Webster** at Science Staffroom
- **School Counsellor**, Mr Creighton in the counsellor's room

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

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



11. You and the Law

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

For example:

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

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

11.1 Driving

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

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

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

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

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

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



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

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

12.1 Allowable Work Hours

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

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

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

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

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

12.2 Tax File Number

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

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

12.3 Know Your Work Rights

Workplace rights

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

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

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

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

Visit **www.fairwork.gov.au** for information for visa holders and international students. This

includes information in 27 languages. There are also a range of helpful videos available at www.youtube.com/fairworkgovau about working in Australia in many languages.

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

Pay

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

National minimum wage

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

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



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

13. Transport and Travel Concession

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

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



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

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

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

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



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

Medibank OSHC members

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

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

Obtain your OSHC membership card

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

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

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

Know your cover

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

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

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

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

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

15. Accommodation

15.1 Homestay for under 18 students

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

Rules and expectations

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

✓ Follow the rules

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

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

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

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

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

✓ **Be respectful and considerate**

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

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

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

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

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

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

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

15.2 Renting or Sharing an Accommodation (over 18 students)

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

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

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

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

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

DOs:

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

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

DON'Ts:

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

Problems with Your Lease

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

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

Visa Requirements You Should Know

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

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

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

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

Your student visa

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

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

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

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

16. Attendance and Course Requirements

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

17. Accommodation and Welfare Arrangements

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

18. Conditions of Enrolment

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

18. Taking Leave

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

19. Deferment of Course Commencement Date

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

20. Guidelines for Compassionate or Compelling Circumstances

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

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

21. Suspension of Studies

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

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

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

22. Complaints and Appeals

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

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

You must maintain your enrolment throughout any appeal process until the process has been completed.

23. Work

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

Arrival Checklist

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

On arrival

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

At School

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

At Home

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

Forms

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

1. Under 18 Request to Change Welfare Arrangements form

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

2. Over 18 Request to Change Welfare Arrangements form

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

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

3. Leave Request form

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

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

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

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

4. Leave Requests Flowchart

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



DE INTERNATIONAL

UNDER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name Student Given Names.....

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

Student's New Address

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

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

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

Please indicate if accommodation is:

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

Reason for changing address

Name, age and gender of people residing at this address

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

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

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

CARER CONTACT DETAILS

Given Name Family Name.....

Address

..... Postcode.....

Email Address.....

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

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

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work:Mobile:

Name: Home/Work:Mobile:

Student's Signature:

DE INTERNATIONAL

OVER 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.....

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 _____

Leave Requests Flow Chart

STEP 1

A letter signed by parents must be provided

STEP 2

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

STEP 3

School forwards request to DE International

STEP 4

DE International Assess request

If approved:

Purchase flight ticket and send
a copy to school



School forwards flight ticket to
DE International

If declined:

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



AUSTRALIAN NATIONAL ANTHEM

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

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

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