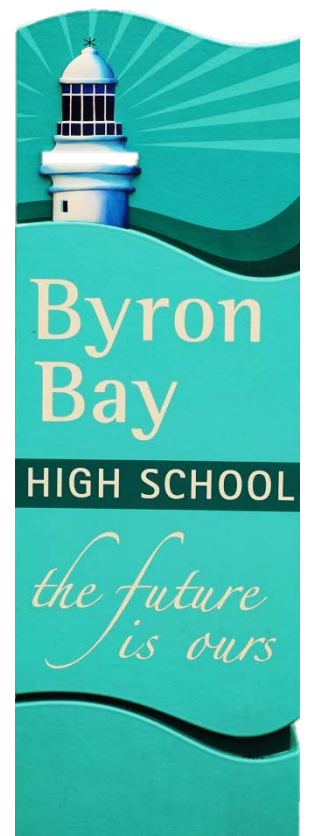


# INTERNATIONAL STUDENTS ORIENTATION HANDBOOK





## School Contacts

**School name:** BYRON BAY HIGH SCHOOL

**Address:** 2 Arakwal Court  
BYRON BAY NSW 2481

**Telephone:** +61 2 6685 8188

**Fax:** +61 2 6685 8119

**Email:** [byronbay-h.school@det.nsw.edu.au](mailto:byronbay-h.school@det.nsw.edu.au)

**Website:** [www.byronbay-h.schools.nsw.edu.au](http://www.byronbay-h.schools.nsw.edu.au)

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



WELCOME WELCOME



WELCOME WELCOME



# About the School

## 1. School Profile

Welcome to Byron Bay High School. We are extremely proud of our school and our students. Byron Bay High School is a comprehensive, co-educational high school that focuses on achieving excellent student outcomes. We are fortunate to enjoy high quality buildings and facilities in a unique bush and beach setting. The school prides itself on developing outstanding citizens who have a strong sense of empowerment and add value to society.

Students have many expectations of school. They expect courses which provide learning opportunities, enriched social lives, positive relationships with peers and staff as well as recognition of their status as emerging adults. Staff and parents expect students to concentrate on their studies, balance their school and personal lives, contribute to our safe and secure environment as well as embrace the ethics, values and standards of the school and community. At Byron Bay High School the positive relationships we enjoy with each other are critical to our success.



## 2. School Directory

### School Staff



Principal:  
Ms Janine Marcus



Deputy Principal for  
Years 7, 9, 11

Ms Donna Riley



Deputy Principal for  
Years 8, 10, 12

Mr Warren Lee



**Name: Kristina Ishikawa**  
***International Student Coordinator (ISC)***

Mrs Kristina Ishikawa 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 Language Staffroom.

### ***School Counsellors***

We have a range of Counsellors who can speak to you if you have concerns, feel unhappy or are homesick. They are located in the Counsellor's room in G Block.

**The Administration Office** 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.

***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 2019**

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

Year 7	Mr Tim Sawyer
Year 8	Mr Brian Oxley
Year 9	Mr Sunny Russell
Year 10	Ms Michelle Lowe
Year 11	Mr Harley Schmidt
Year 12	Ms Sarah McGregor

### **Head Teachers 2019**

<i>English/History</i>	Sarah McGregor
<i>Human Society &amp; Its Environment</i>	Stuart Galletly
<i>Mathematics</i>	Curtis Miles
<i>Science</i>	Stephen Hawkins
<i>Technology &amp; Applied Studies</i>	Susan Ray
<i>Creative and Performing Arts</i>	Paul Todd
<i>PD/Health/PE</i>	Grant Herbert
<i>Welfare</i>	Ritchie Duncan
<i>Administration</i>	Tristram Horn
<i>Learning Support</i>	Joanne Burchall
<i>Library</i>	Robyn Ellis

### 3. School Map and facilities



#### Term Dates 2019

- Term 1 Tuesday 29 January to Friday 12 April
- Term 2 Monday 29 April to Friday 5 July
- Term 3 Monday 22 July to Friday 27 September
- Term 4 Monday 14 October to Friday 20 December

#### Holidays

- Saturday 13 April to Sunday 28 April
- Saturday 6 July to Sunday 21 July
- Saturday 28 September to Sunday 13 October
- Saturday 21 December to Monday 27 January

## 4. Support Services

### First Aid and Sick Students

It is requested that students are not sent to school when sick. It is school policy to contact parents to advise them if a student is sick so that they can be collected and taken home.

Students who are sick at school or who have minor cuts/abrasions should ask to be allowed to go to the Office and they will be attended to by the First Aid Officer. The ambulance will be called for emergencies.

The First Aid Officers are located in the Front Office – Ms Larney Small and Ms Kristen Pearson.

### Counselling

School Counsellors are located in the Counsellor's Room in G Block.

#### What is a School Counsellor?

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

This service is free and confidential.

#### Why do students see the Counsellor?

##### Academic problems

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

##### Personal problems

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

### ESL Support

- Ms Lyn Evans is our ESL teacher
- Check your visa to see if you are eligible for English support.



### **Careers Adviser**

Mr Brian O'Connor: The school has an excellent Careers Reference room. The Careers Adviser organises Work Experience programs for Year 9 and 10 students and provides advice to all students.

The Careers Adviser has current and accurate information about entry to University, colleges, TAFE and requirements of employers.

### **Homework Centre**

The Library has been designed as a quiet zone. It is a place to read, study and research assignments quietly.

### **Bring Your Own Device**

The school supports students who wish to bring electronic devices to school to assist with their learning.

### **Canteen**

The canteen prides itself as a healthy school canteen providing its students, teachers and school employees with a wide range of healthy food choices for breakfast, lunch and recess.

Students can order their lunches before school or at recess or buy their lunch during the day. The Canteen is open at 8.40am and only at Recess and Lunch. The Canteen is out of bounds during and between periods.

## 5. Rules and Policies

### Bell times

Period	Mon, Tues, Thur, Fri	Mins		Period	Wednesday	Mins
1	9.00	80		1	9.00	80
2	10.20	50		Assembly	10.20	20
Recess	11.10	20		Recess	10.40	20
3	11.30	70		2	11.00	50
4	12.40	50		3	11.50	55
Lunch	1.30	20		Lunch	12.45	20
Lunch	1.50	20		Lunch	1.05	20
5	2.10	40		Sport Years 7-10	1.25	100
6	2.50	40				
<b>Finish</b>	<b>3.30</b>			<b>Finish</b>	<b>3.05</b>	

### Emergency Evacuation Procedures

- The signal for an emergency evacuation is a continuous ringing of the bell for at least one minute.
- The destination for all staff and students is the school oval by the safest route.

#### The Evacuation Procedure is:

- When the bell rings continuously the teachers says to the students “Stay calm. We are going to evacuate the classroom and move to the school oval. Pack up your books and bring your bags with me. We will stay together as one group. We will walk, not run.”
- Teachers should be last to leave the classroom, check the room and close the door. Teachers escort their class to the oval. Walk, don’t run. Avoid any obvious danger.
- Students will line up on the oval in their English class. Year 7 will be to the south end of the oval. Students will be seated. Staff will be standing and visible.
- Teachers will mark rolls and report any discrepancies.
- The Principal will indicate when the evacuation procedure has ended and the return to normal lessons.

### Homework Policy

More than ever students are responsible for their own academic progress. The purpose of homework, like schoolwork, is learning. Homework develops thinking, concentration, time management and research skills. It helps build self-discipline, self-reliance, personal responsibility and independent action.

Research carried out in Australia and overseas shows a clear link between the time spent by students on out-of-class study and student achievement.

Homework is a partnership between home and school, which supports young people while they learn.

There are many types of homework including revision, preparation, research, consolidation, assignments and study.

**Parents and Caregivers can help by:**

- Taking an active interest in your child's work.
- Be positive about your child's ability to learn.

To assist parents with supervision of homework, the following time allocation is suggested:

Years 7 - 8: 5 hours per week

Years 9 - 10: 10 hours per week

Year 11: 15 hours per week

Year 12: 20 hours per week

### Uniform and dress code

**Girls:** School dress, school tartan skirt or school navy blue shorts/skorts with collared plain white polo or collared plain white blouse - preferably with school logo. In winter flesh or black stockings may be worn under a school uniform dress, skirt or shorts/skorts.

**Boys:** Collared plain white polo or collared plain white button up shirt with school navy blue shorts - preferably with school logo.

**Unisex:** School Navy blue hooded zip jumper, school navy blue track pants - preferably with school logo.

**Footwear:** For safety reasons, all students are required to wear fully enclosed shoes and for practical classes in Science, Agriculture and Technology, shoes must have impermeable uppers. Students are not permitted to wear thongs or sandals.

**Hats:** Strongly recommended for sun-safety in the playground and for outside lessons including sport.

**Sport Uniform:** All students are required to change for PD/Health/PE and Sport lessons into school sports uniform which is the school teal sports polo with navy collar and school logo. Shorts are to be navy blue or black sports shorts. Student must wear lace-up joggers/sports shoes. Representative teams are required to wear the appropriate team uniforms.

**Special events attire:** Our jade coloured tie and grey school blazer with our school logo will be supplied as required.

\*\*Non-school shorts, leggings, singlet tops, offensive slogans and midriff tops are not acceptable.

### Our procedures to monitor uniform

- 1) 8.30 to 9.00 Daily: Students out of uniform with a note collect a Green Slip from the Deputy Principal.
- 2) Uniform checks will take place regularly. Lunch detentions will be given immediately for students out of uniform without a Green Slip. All detentions will be recorded.
- 3) Students wearing torn or inappropriate clothing will be asked to change into uniform provided by the school for that day.
- 4) Prizes will be awarded for those students regularly in uniform.



Unless approved all students leaving the school for any activity will be expected to be in full school uniform. If students arrive for an excursion and they are not in uniform then they will be supplied with a uniform or will not attend. Our staff have obligations to fulfil under the safety and supervision of students outside of school.

Parents can write to the Principal and request a conscientious objection to uniform under certain circumstances. A list of conscientious objectors will be published to staff.

Your school uniforms are available from:

- The School Locker store in the Harvey Norman Home Maker Centre at 26 Boeing Avenue, Ballina every Monday, Tuesday, Wednesday, Thursday, Friday 8.30am to 5.00 pm, Saturday 9.30am to 4pm and Sunday 10am to 2pm.
- Uniform Online ordering will be available at <http://theschoollocker.com.au/schools/byron-bay-high-school>

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

Students are required to attend school on each day the school is open. It is the responsibility of students and parents to ensure that students attend school regularly. Byron Bay High School uses an electronic attendance system. Byron Bay High School will text parents to inform them if their child is absent from school. Parents can respond to this text with a legitimate reason, and this will count as an explained absence. Absences are recorded as being either justified or unjustified on student school reports. Attendance in each course will also appear on students reports.

The Education Act requires the Principal to review students' attendance patterns if they have an unsatisfactory pattern of attendance.

#### **Absences**

- Students are issued with a Swipe Card to use for V.O.R. (Variation of Routine).
- Official student attendance is recorded during period 1 each day. Senior students who have not been given the privilege to start school late must sign in at the front office before 9am
- Student attendance is monitored each period and absences are recorded.
- Truancy is notified to the Deputy Principal.

#### **Extended Absences**

- If students will be absent for more than two (2) days, parents should contact the school:
  - Inform the school of a possible return date;
  - If well enough, request work through the Year Adviser.

#### **Student Absence Notifications**

- Students who are absent need to provide a notification satisfactorily explaining that absence within seven days. The front office staff to verify the date/s of absence/s, and name of the student. Parents/Guardians are requested to provide substantial reasons for student absence from school. In relation to **sick leave**, the note must provide a reasonable and specific explanation of the student's sickness. In cases where sickness is in excess of **four** school days, medical certificates detailing the nature of the sickness and the duration of the sickness are required. ***The school Attendance Officer or Year Advisor will make contact with parents when student absenteeism becomes a concern.*** In the case of students absent sick for examinations and/or assessment tasks a medical certificate is also required.
- If a student has been absent from school and has not supplied an acceptable note within seven days they are recorded as an Unexplained Absence.

**Leave may be approved by the Principal for some situations where documentation is provided:**

- Misadventure and unforeseen events, eg. fire, flood.
- Industrial disputes.
- Participation in special events, e.g. eisteddfod or equestrian events.
- Family holidays which cannot be taken within the normal school vacation period.
- Domestic necessity, e.g. death of an immediate relative or care provider, recognised religious holidays or ceremonies.

### **Senior attendance**

- It is expected that Senior students will attend school regularly and will participate in associated activities and assemblies. Satisfactory completion of any course for the Preliminary or Higher School Certificates requires that classes be attended regularly and that application and effort be acceptable. Where attendance is deemed to be unsatisfactory a Certificate or Record of Achievement may not be issued.

### **School Attendance Passes**

- Students who have appointments to keep or other legitimate reasons to leave school grounds before the end of the day must present a note from their parents requesting leave to the Deputy Principals before school. Parents are reminded that this facility should be used only for medical or dental appointments that cannot be made after school or for other matters of an extremely urgent nature. Once sighted by a Deputy Principal, the students use their swipe card at the front counter.

- Students are issued with a slip. They should present these slips to staff if they need to leave the class early or are challenged by teachers on supervision. Students who subsequently return to class after an appointment must swipe in at the Front Office before returning to class.
- Sport is a mandatory requirement for Years 7 to 10. Where possible, it is encouraged that medical appointments are not made for Wednesday afternoons. Students wishing to leave sport from the venue must have a written note signed by a Deputy Principal. Students who need to leave school before sport commences must have a note signed by a Deputy Principal.

No student should leave the school grounds without permission

### 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

### 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

Bullying and harassment will not be tolerated at Byron Bay High School. The school has an anti-bullying and harassment policy, which has been endorsed by the students, staff and parents. Each year students attend workshops to go through the anti-bullying policy. The policy is reviewed on an ongoing basis. For a full explanation of the policy see the school *Welfare and Discipline Policy*. Each Year 7 class will be issued with the Anti-Bullying Policy after running through the Anti-Bullying Workshop

## Merit system

### Student Information - Lighthouse Awards - Years 8 – 11

To be awarded a Lighthouse Award, students in Years 8 – 11 are required to apply to their Year Advisor using the 'Application for a Lighthouse Award' form. The application form will be available from their Year Advisor or the Head Teacher Welfare.

The Year Advisor can grant a Lighthouse Award only in conjunction with supporting evidence provided by the student. Supporting evidence must include at least the following:

- Recommendation by the Year Advisor based on comments in the student's most recent report.
- Recommendation from a coach or team manager of BBHS representative team.
- Endorsement from three of the student's class teachers
- Endorsement from the Deputy Principal that must reflect the following
  - Evidence of ongoing adherence to the school uniform policy
  - Evidence of full attendance except for approved leave
  - Evidence of exemplary behavior and commitment

**Process:**

1. Students receive an application form from their year advisor and complete their section including extra-curricular activities they have completed or participated in.
2. Students apply by having three of their class teachers, coach or team manager complete the relevant section of the application form.
3. Students take their application form to a deputy for checking and endorsement.
4. Students must hand their form to the year advisor for a final check and endorsement.
5. The welfare committee will check all applications and the students will receive their awards at a special assembly at the beginning of terms 2 and 4
6. Students who are not successful will receive feedback from their year advisor what areas need to be addressed.

## 6. School Curriculum

The School Curriculum is provided in 8 Key Learning Areas (KLAs).

### YEARS 7 AND 8

All Years 7 and 8 students undertake a common comprehensive range of subjects across all Key Learning Areas.

**LOTE** - Japanese

**TAS** - Technological and Applied Studies

**CAPA** - Creative and Performing Arts

### YEARS 9 AND 10

In Years 9 and 10 students continue to undertake studies from the English, Mathematics, Science, Human Society and its Environment and Personal Development, Health and Physical Education Key Learning Areas.

From the remaining Key Learning Areas students make a choice of 3 subjects which are studied for 4 periods per week for the duration of Years 9 and 10.

<b>CURRICULUM PROFILE - 2019 - STAGE 4</b>			
<b>YEARS 7 AND 8</b>			
<b>YEAR 7</b>		<b>YEAR 8</b>	
English		English	
Mathematics		Mathematics	
Science		Science	
Geography/History		Geography/History	
Language		Language	
Technology Mandatory (Food, Textiles, Industrial Arts)		Technology Mandatory (Food, Textiles, Industrial Arts)	
Year 8 only		Information & Communication	
Visual Arts/Music		Visual Arts/Music	
Personal Development, Health and Physical Education		Personal Development, Health and Physical Education	
Science, Technology, Engineering, Mathematics (incl Agriculture)		Year 7 only	
Year 8 only		Program Based Learning	
Sport		Sport	



<b>CURRICULUM PROFILE - 2019 - STAGE 5</b>			
<b>YEARS 9 AND 10</b>			
<b>YEAR 9</b>		<b>YEAR 10</b>	
English		English	
Mathematics		Mathematics	
Science		Science	
Geography/History		Geography/History	
Personal Development, Health and Physical Education		Personal Development, Health and Physical Education	
Sport		Sport	
<b>Electives</b>		<b>Electives</b>	
Agriculture		Agriculture	
Commerce		Commerce	
Drama		Drama	
Food Technology		Food Technology	
Global Studies		History: People in Time	
History: People in Time		Indonesian	
Industrial Technology: Silver		Industrial Technology: Silver	
Industrial Technology: Timber		Industrial Technology: Timber	
Information Software and Technology		Information Software and Technology	
Japanese		Japanese	
Music		Music	
Photography		Photography	
Physical Activities and Sports Studies		Physical Activities and Sport Studies	
STEM		Visual Arts	
Visual Arts			

## YEAR 11

In recent years, the HSC curriculum has been broadened to cater for an increasingly diverse senior school population. We cater for students who want to use their HSC as a prerequisite to enter the workforce or to progress to Tertiary study.

Students in Year 11 are required to undertake 12 units of study. Subjects chosen must include: At least 2 units (6 periods per cycle) of English. 3 Board Developed Courses.

LINE	UNIT VALUE	SUBJECT
1	2	Agriculture
	2	Food Technology
	2	Legal Studies
	2	Sport, Leisure and Recreation
	2	Textiles and Design
2	2	English Advanced
	2	English Standard
	2	English Studies
3	2	Entertainment
	2	Industrial Timber
	2	PDHPE
	2	Physics
	2	Visual Arts
4	2	Ancient History
	2	Business Studies
	2	English Extension
	2	Marine Studies
	2	Maths Extension
5	2	Maths 2 Unit
	2	Maths Standard
	2	Photography
6	2	Chemistry
	2	Drama
	2	Hospitality
	2	Modern History
	2	Visual Arts
7	2	Ancient History
	2	Biology
	2	CAFS
	2	Industrial Technology Multimedia
	2	Music
	VET courses delivered at TAFE* for details see the Careers Adviser	

**(BEC) = Board Endorsed Course** - these courses do not count for an ATAR

## YEAR 12

Students undertake a minimum of 10 Units. Subjects chosen must include:

At least 2 Units (6 periods per cycle) of English and 3 Board Developed Courses.

LINE	UNIT VALUE	SUBJECT
1	2	Biology
	2	Design and Technology
	2	Drama
	2	Earth and Environmental Science
	2	Industrial Technology: Timber
	2	Modern History
2	2	English Advanced
	2	English Standard
	2	English Studies
3	2	Business Studies
	2	Chemistry
	2	Modern History
	2	Society and Culture
	2	Studies of Religion
	2	Marine Studies
4	2	Agriculture
	2	Ancient History
	2	Legal Studies
	2	Music 1
	2	Physics
	2	Visual Arts
5	2	Mathematics 2U
	2	Mathematics General
	2	Society and Culture
	2	Visual Arts
6	2	Ancient History
	2	Biology
	2	Business Studies
	2	Community and Family Studies
	2	PDHPE
	2	Software Design and Development
	2	Entertainment Industry
7	2	English Extension
	2	Hospitality
	2	Japanese Continuers
	2	Maths Extension
	2	Sport Lifestyle and Recreation Studies
Off Line	1	English Extension 2
	1	Maths Extension 2
TAFE COURSES	1	Hairdressing being delivered at School Wednesday afternoons
	VET courses delivered at TAFE (for details see the Careers Adviser)	

**(BEC) = Board Endorsed Course** - these courses do not count for an ATAR

## Course progress requirements for student visa holders

There are additional course progress requirements for international students.

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

## 7. School Activities

Byron Bay High School offers a range of activities:

- Leadership programs
- School service opportunities
- Extra-curricular activities
- Sports teams
- Student clubs e.g. Debating team, Chess Club etc

See your International Coordinator, Mrs Kristina Ishikawa to see how you can participate.

# Living in New South Wales

## 8. Staying Safe

### 8.1 Emergency Services

## Ambulance, Police or Fire Brigade



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

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



The local police station is **Byron Bay Police Station**

**Address:** 2 Shirley Street  
Byron Bay

**Phone:** (02) 6685 9499



The nearest medical centre is **Byron Bay Centre Clinic**

**Address:** 6 Lawson Street  
Byron Bay

**Phone:** (02) 6685 6206



The nearest hospital to the school is: **Byron Central Hospital**

**Address:** 54 Ewingsdale Road  
Ewingsdale

**Phone:** (02) 6639 9400



## Homestay 24 Hour Hotline

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

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

### Auzzie Families Homestay Care

Contact: Ms Gloria Wang  
Phone: (+61 2) 9804 4700  
Mobile: 0419 628 168 (24 hours)  
Email: [jun@auzziefamilies.com](mailto:jun@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  
Phone: (+612) 9264 4022  
Mobile: 0420 530 112 (24 hours)  
Email: [agnes@globalexperience.com.au](mailto:agnes@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)



## 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.

## 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>

## 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.***

## 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. 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:

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

***Police/Ambulance/Fire Brigade at 000***

1. If you need help at school:
  - Your **International Student Coordinator** is Ms Belinda Fleming.
  - **School Counsellor** Ms Sarah Giles or Ms Jacki Ulrich (Mondays only)
2. 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.





## 10. You and the Law

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

For example:

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

Visit the website [www.lawstuff.org.au](http://www.lawstuff.org.au) for information about laws relating to you.

### 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***
- ***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.***

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

### 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

### Tax File Number

You must obtain an Australian Tax File Number (TFN) in order to work part-time. Your TFN is your personal reference number in the Australian 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).

### 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.***

## 12. Transport and Travel Concession

Due to the visa type, international students are not eligible for discounted transport like local students. In the offer letter issued to students, the cost of living per year is clearly stated and this factors in the cost of transport. Students are also advised pre-departure by their agents about the costs of transport and other living expenses while abroad.

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

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



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

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

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

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



## 13. Overseas Student Health Cover (OSHC)

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

### Activate your OSHC membership

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

#### Medibank OSHC members

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

1. Go to membership at [www.medibankoshc.com.au/oshcactivate/](http://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](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.*



## 14. Accommodation

### 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.*

## 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](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.
- Temporary residents are required to pay any school fees that Australian students are charged.

## 18. Taking Leave

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

## 19. Deferment of Course Commencement Date

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

## 20. Guidelines for Compassionate or Compelling Circumstances

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

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

## 21. Suspension of Studies

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

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

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

## 22. Complaints and Appeals

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

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

## 23. Work

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

# Arrival Checklist

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

## On arrival

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

## At School

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

## At Home

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

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

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.