



INTERNATIONAL STUDENTS **ORIENTATION HANDBOOK**

SECONDARY SCHOOL



NSW GOVERNMENT SCHOOLS

School Contacts

School name: Burwood Girls High School

Address: Queen St
Croydon, NSW, 2132

Telephone: +61 2 97473355

Email: burwoodg-h.school@det.nsw.edu.au

Website: <https://burwoodg-h.schools.nsw.gov.au/>

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WELCOME WELCOME



WELCOME WELCOME

About the School

1. Principal's Message

Welcome to Burwood Girls High School.

Burwood Girls High School is a Centre of Excellence with a proud tradition of educating young women. We have high expectations for all students and staff and achieve outstanding results.

As an International Student, we hope that you enjoy all that Burwood Girls High School has to offer. You are joining a wonderful school where you can participate in a wide variety of learning experiences.

We believe in striving for excellence in everything you do and learning to the best of your ability.

It is hoped that all students will develop and expand a love of learning and a thirst for knowledge. Being a part of any community calls for cooperation, understanding and tolerance of others. Therefore, all of you should embrace the school motto, 'Not for ourselves alone,' and continue the wonderful work within our school and the wider community.

Burwood Girls is a school community of diverse cultures that encourages all students to draw on their rich personal and cultural resources and enhance the long tradition of this school and its reputation. Our International Students are integral to enhancing this culture and we encourage you to share your traditions, knowledge and experiences where the opportunity arises.

Although many of you are studying in Australia away from your families, our connection with your parents is still very important to us. We believe a strong partnership between the home and the school assists in achieving excellent outcomes for all our students – including those who are a long way from home.

We hope that your educational experience at Burwood Girls is all that you have hoped for and thank you for enriching the Burwood Girls community.

Mia Kumar

Principal



2. School Profile

Burwood Girls High School is a public, comprehensive secondary school for girls, established in 1929.

The School's motto, Not For Ourselves Alone, is a central philosophy which underpins the school community.

Burwood Girls High School aims to prepare young women to be resilient, take responsibility for their learning, and believe that they can achieve anything. We aim to develop independent women who make sound decisions, show good judgements, believe in our core values (care, cooperation, courtesy, democracy, excellence, fairness, integrity, participation, respect, and responsibility), and have the courage to take a stand on social justice issues. We want to prepare strong women to be future leaders.



3. School Directory

School Staff



Julia Alvarado

International Student Coordinator (ISC) (Executive)

Ms Alvarado 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 Deputy Principal office where opposite the Mathematics' staff room.



Julia Alvarado

Deputy Principal



Kathy Lye

Deputy Principal



Marja Boddeus

School Counsellors



Emily Le

Ms Boddeus and Ms Le can speak to you if you have concerns, feel unhappy or are homesick. Ms Boddeus is available for five days each week. She is located on the upper level across from Room 46.

Ms Le works on Wednesdays and Fridays. She is located in the Wellbeing Hub (Old Wellbeing office).



Liz Latham

Student Support Officer

Ms Latham 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. She is located in Learning & Wellbeing office.

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 😊



International Student Adviser

Janice Raynor

janice.raynor@det.nsw.edu.au

Located in English Faculty



Chinese Community Liaison Officer

Sandy Zhao (Mandarin)

Hong.zhao4@det.nsw.edu.au

Located in Learning and Wellbeing Faculty



Korean Community Liaison Officer

Maria Hong

Sun.Hong@det.nsw.edu.au

Located in Wellbeing Office (Thursday)



Vietnamese Community Liaison Officer

Hoai Ianitto

Hoai.Ianitto@det.nsw.edu.au

Located in Learning and Wellbeing Faculty (Monday Week B)

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

Year Advisers

Your Year Adviser can speak to you if you have any concerns about your school. Year Advisers perform a very special wellbeing role within the school structure because they follow the students throughout their secondary schooling at Burwood Girls High School.

Middle School

Year 7

**Mr Tristan
Carey**



**Ms Brittany
Kalauni**



Senior School

Year 10

**Ms Denneya
Muscat**



**Ms Hewlett
Field**



Year 8

**Ms Alex
Tohme**



**Ms Jenny
Tran**



Year 11

**Ms Aeny
Silva-Atiya**

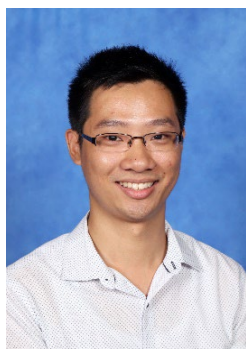


**Ms Jane
Burkitt**



Year 9

**Mr Lorus
Hi**



**Ms Elli-Jane
Mielcarz**



Year 12

**Ms Trish
Coulson**



**Ms Kim
Nguyen**



Head Teachers

Your Head Teacher can speak to you if you have any concerns about your school work.

English

Ms Pauline
Hageman



Creative and Performing Arts

Ms Amy
Yongsiri (Tu,W,Th)



HSIE

Ms Alecia
Brown



Languages

Mr Edward
Kent



Mathematics

Mr Gavin
Parker



Learning Support

Ms Lauren
Dwyer



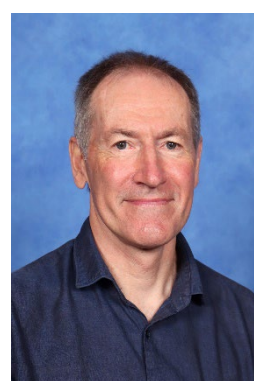
PDHPE

Ms Melissa
Caltabiano



Science

Mr John
Van Leeuwen



Teaching and Learning

Ms Jodie
Coleman (Rel)



Technology and Applied Studies

Ms Rosemary
Patonay



Technology Innovations

Ms Fiona
Diakos

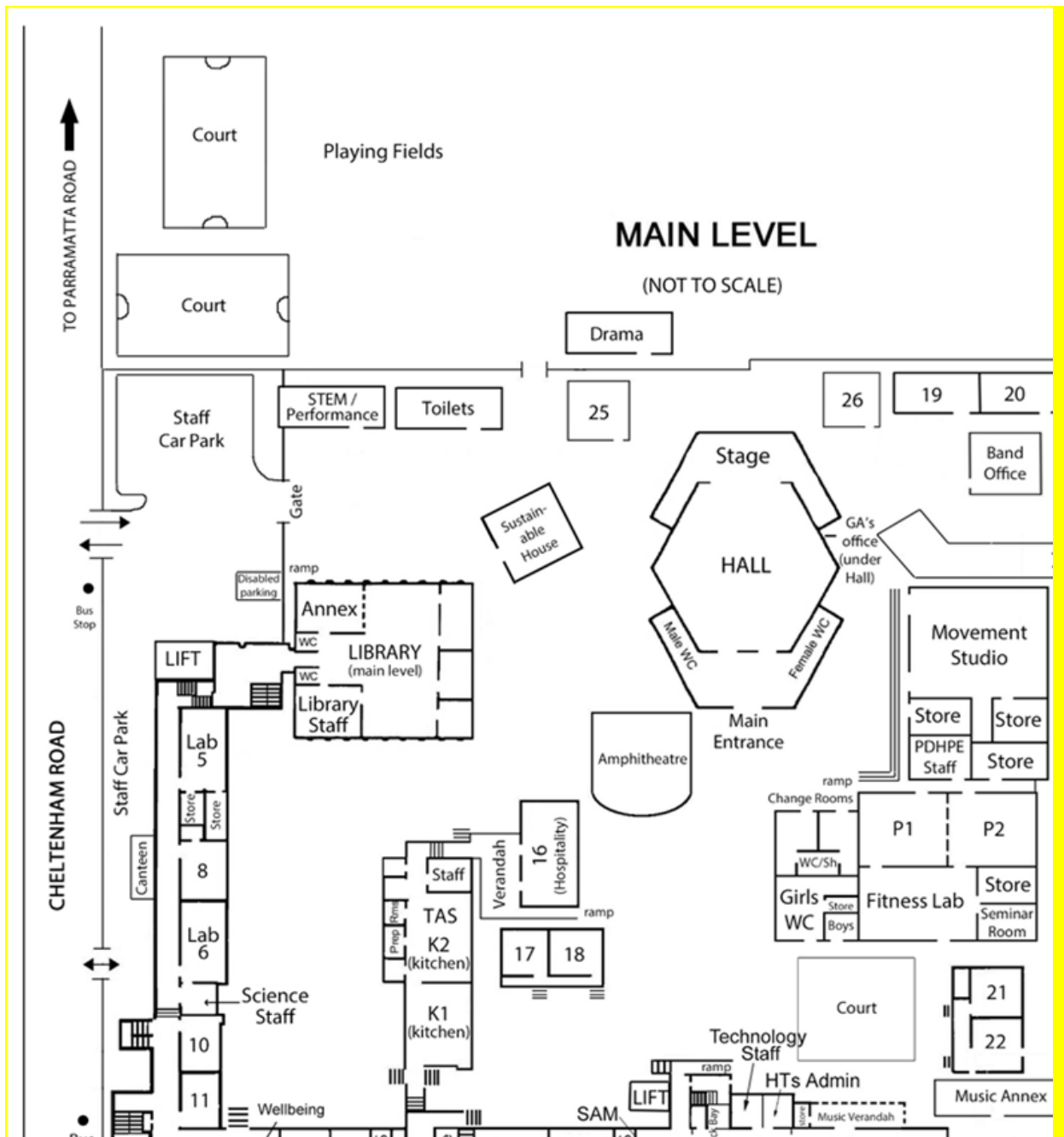


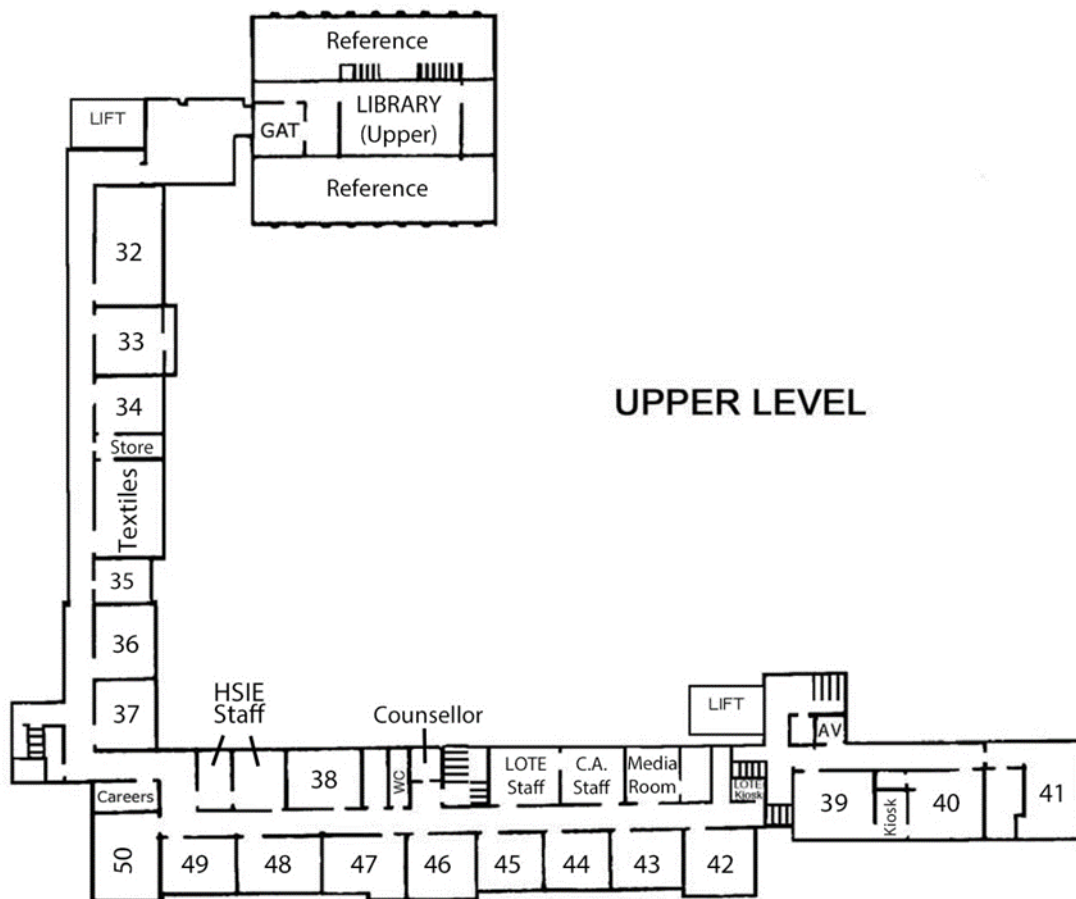
Wellbeing

Ms Voulla
Kalogeropoulos

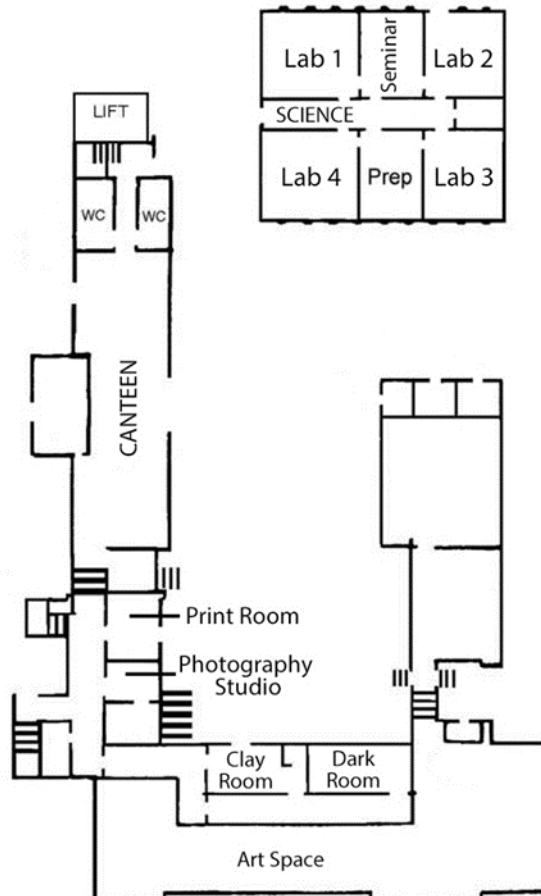


4. School Map and facilities





UPPER LEVEL



LOWER LEVEL

5. Support Services

Counselling

Ms Boddeus and Ms Le are the School Counsellors. Ms Boddeus is located on the upper level across from Room 46. Ms Le is located in the Wellbeing Hub (Old Wellbeing 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 wish to see the school counsellor, see the International Student Coordinator, your Year Adviser, or one of the CLOs.

ESL Support

Extensive ESL support is provided for students by the English faculty. There is also assistance available at the Homework Centre which operates every Wednesday and Thursday afternoon in the School Library

Year Advisers/Subject Head Teachers

Year Advisers are appointed to each Year from 7 to 12. They gain a special understanding of the social and academic progress of the students in their particular year. Year Advisers perform a very special wellbeing role within the school structure because they follow the students throughout their secondary schooling at Burwood Girls High School.

Year Advisers have responsibility for

- student wellbeing
- meeting with teachers to review student progress
- organising interviews with parents
- preparing reports
- monitoring attendance

Head Teacher Wellbeing

Ms Voulla Kalogeropoulos is the Head Teacher Wellbeing, who coordinates the school's wellbeing support team and who oversees wellbeing initiatives implemented in the school.

If you would like to speak to someone in the wellbeing team (including your Year Advisor) for support, come to the wellbeing office and you will be supported to speak to the correct person, or you can ask to see Ms Kalogeropoulos directly. The Wellbeing Team can support you with issues relating to you; being bullied at school, having anxiety or mental health issues and requiring support at school, difficulties making friends or sleeping, referral to School Health Nurse or School Counsellor.

Head Teacher Learning and Engagement

Ms Lauren Dwyer is the Head Teacher Learning and Engagement, who coordinates the school's Learning Support Team.

Contact the school and request a call-back from Lauren if you have concerns about a disability or learning difficulty that affects your child's learning. This includes disabilities or learning difficulties such as Autism Spectrum Disorder, ADHD, Dyslexia, intellectual disabilities and physical disabilities.

Career Advisers

Mr Hegedus is the school Career Adviser.

The Careers/Transition Adviser has information about a variety of jobs and courses which are available to young people leaving school. He conducts comprehensive interviews with senior students and provides advice on applying for university and other post-school institutions, so as to maximise the students' benefit. For all students, university/TAFE courses are matched with the students' career goals. The Career Adviser undertakes vocational testing and subject selection for Year 10 going in the Higher School Certificate program.

The Careers/Transition Adviser organises Work Experience and Work Placement Program which have proved to be of great benefit for our students. He also manages for senior students the Vocational Education and Training programs conducted at TAFE. The Careers/Transition Adviser also participates in the School-to-Work program at the school. He also assists school leavers in getting traineeships and apprenticeships.



Mr Hegedus
Careers/
Transition Adviser

The Careers Room can be found upstairs near Room 50 and the HSIE Staffroom.

STUDENTS ARE ENCOURAGED TO SEE THE CAREERS ADVISER WHEN THEY BEGIN THINKING ABOUT A POSSIBLE FUTURE CAREER OR PATH FOR STUDY.

Homework Centre

The Homework Centre runs every Wednesday and Thursday afternoon in the School Library from 3:30-5:30pm. The Homework Centre is free and the school hires former students to assist those who need help with their homework or study. There is a strong focus on support in Maths and Science but help with other subjects is available (there is always a teacher present). Two of the tutors speak Mandarin.

Students do not have to use the tutors. Students may come and do their own study or homework. The Homework Centre is combined with the ESL Help Centre to allow ESL students to get further support with their work.

Students can use the Centre whenever they like – it is not a permanent commitment and students are not required to stay the full 2 hours.

6. Rules and Policies

The wellbeing, safety and health of students inform school policies, programs and practices. Students, teachers, parents, caregivers and members of the wider school community have a shared responsibility to create a safe and inclusive school. A key part of planning for student wellbeing and effective learning is the school policy for management of bullying, harassment and responsible digital citizenship.

The core rules listed below reflect those developed by the Department of Education and Communities to establish consistent expectations for student behaviour in all government schools.

These rules are based on our core values of integrity, excellence, respect, responsibility, cooperation, participation, care, courtesy, fairness and democracy.

The school is committed to supporting students and their families in the implementation of these rules through student wellbeing policies and programs, together with teachers, support staff, professional learning and alternative provisions, in order to promote the highest standards of behaviour and learning in this school.

The critical role of parents and caregivers is recognised as the primary influence on each young person's character and behaviour and as essential partners in supporting the core rules and the successful education of their children.

Core Rules

As a student at Burwood Girls High School you are expected to:

- Attend every school day; be in class on time and be prepared to learn to the best of your ability.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for yourself, your peers, your teachers and other school staff, including following class rules, cooperating with instructions and learning activities and resolving problems peacefully and fairly.
- Treat one another with dignity and respect and display good citizenship at school and in the community.
- Take pride in your achievements and your school and care for the school environment and property belonging to you, the school and others.
- Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

Bell times

MONDAY + ASSEMBLY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ROLL CALL 8:45-8:55	ROLL CALL 8:45-8:55	ROLL CALL 8:45-8:55	ROLL CALL 8:45- 8:55	ROLL CALL 8:45- 8:55	ROLL CALL 8:45- 8:55
PERIOD 1 8:55-10:10	PERIOD 1 8:55-10:10	PERIOD 1 8:55-10:10	PERIOD 1 8:55-10:10	PERIOD 1 8:55-10:10	PERIOD 1 8:55-10:10
ASSEMBLY 10:10-10:40	RECESS 10:10-10:30	SRE OR STUDY GROUP (all years) 10:10-10:45	RECESS 10:10-10:30	RECESS 10:10-10:30	RECESS 10:10-10:40
RECESS 10:40-11:00		RECESS (all years) 10:45-11:10			
PERIOD 2 11:00-12:10	PERIOD 2 10:30-11:50	PERIOD 2 11:10-12:30	PERIOD 2 10:30- 11:50	PERIOD 2 10:30- 11:50	PERIOD 2 10:40- 11:55
PERIOD 3 12:10-1:20	PERIOD 3 11:50-1:10	LUNCH 12:30-1:00	PERIOD 3 11:50-1:10	PERIOD 3 11:50-1:10	PERIOD 3 11:55-1:10
LUNCH 1:20-2:00	LUNCH 1:10-2:00	SPORT YEARS 8-11 1:00-2:30	LUNCH 1:10-2:00	LUNCH 1:10-2:00	LUNCH 1:10-2:00
		PERIOD 3 YEAR 7 1:00-1:40			
PERIOD 4 2:00-3:15	PERIOD 4 2:00-3:15	PERIOD 4 YEAR 7 1:40-3:00	PERIOD 4 2:00-3:15	PERIOD 4 2:00-3:15	PERIOD 4 2:00-3:15

Please note:

- 10 minute roll call at start of each day.
- Year 7 have two lessons on Tuesday afternoon instead of Sport for Year 8 – 11 students.

Homework Policy

The main purpose of homework is to support learning. Research indicates that homework will only achieve this purpose if it is well-planned and meaningful. At Burwood Girls High School, we believe strongly that it is important for all girls to have homework designed to meet specific learning goals. Research indicates that student learning may be enhanced if homework is assigned by teachers with a specific, explicit learning purpose. On completion, teachers should acknowledge student effort and provide feedback related to student learning.

However, we also recognise research findings which show that:

- Homework that is too lengthy or too demanding can be counterproductive and reduce the motivation of students to engage in learning.
- The quality of the homework assigned is likely to be more important than the quantity.
- Homework must be purposeful and relevant to student needs and should not jeopardise the right of children to enjoy a balanced lifestyle.
- The amount of homework and time spent on it should accord with the student's age and developmental level.

- Effort spent on homework is a stronger correlation of academic achievement than time spent on homework.
- Year level appears to be a determinant of homework's academic effectiveness.

Time expectations for homework

When homework is given, the teacher will indicate the time that most students should require for the completion of the task which is assigned.

The following are our recommended guidelines. They aim to ensure that neither too much nor too little homework is given on most nights.

Students who are absent from class or do not complete classwork in a timely manner will be responsible for "catching-up" missed work in their own time.

Middle School

The BGHS School Plan targets quality assessment practices in the middle school.

Students will be given a range of assignments or assessment tasks that they will be required to research and complete in their own time to demonstrate achievement of outcomes in each of their subjects.

Assessment tasks encourage students to pursue knowledge accurately and innovatively, including:

- creating or designing something
- investigating
- researching
- writing

Whenever possible, homework should recognise the place of technology and its benefits, such as the internet, for organising and accessing information.

Mathematics: As a general rule of thumb, we would expect students in the junior school to complete about two hours of mathematics homework each week. This works out at less than twenty minutes each night. As students move into the senior school, they should expect to complete up to three hours of homework a week.

Mathematics students will typically be required to complete activities commenced in class at home. This allows students to practise their skills and to consolidate their understanding of the work. It should also help develop confidence with their learning. In addition, students can spend time reviewing past lessons and other resources.

Parents are asked to encourage their daughters to complete their homework. If your child is having difficulty with a particular task, please encourage them to seek assistance from their teacher. Please feel free to contact the Mathematics Faculty if you have any concerns.

Year 7:

Students in Year 7 are to complete homework in Maths, reading and Wordflyers program in English and vocabulary in Languages. Whilst there will not be homework in other subjects, students will be given assessment tasks to complete at home (including study and revision for a class test).

There should be NO holiday assessment tasks assigned. This includes work due in the first week of a term.

We would expect students in Year 7 to complete about two hours of mathematics homework each week.

Year 8:

Homework requirements in Year 8 will be expected to include Maths, English, Science and vocabulary in Languages. As in Year 7, students will receive assessment tasks from other subjects to demonstrate their

achievement of learning outcomes.

There should be NO holiday assessment tasks assigned. This includes work due in the first week of a term.

We would expect students in Year 8 to complete about two hours of mathematics homework each week.

Year 9:

Year 9 students will be required to complete homework, as directed by their teachers, in all relevant subjects. 1-2 hours per night (Mon–Fri). A maximum of 30 minutes homework per night for a subject. An average maximum of 90 minutes homework per week for a subject i.e. 2 - 3 times per week. Assessment tasks are a major component of a teacher's formal assessment strategies.

There should be NO holiday homework tasks assigned, for example work due in the first week of a term.

We would expect students in Year 9 to complete about two hours of mathematics homework each week.

Senior School

Year 10:

1½–2 hours per night (Mon–Fri). Weekend homework may be required at times. A maximum of 30 minutes homework per night per subject. An average maximum of 90 minutes homework per week for a subject i.e. 2 - 4 times per week. We would expect students in Year 10 to complete about two hours of mathematics homework each week. 5.3 or accelerated students may require longer periods of homework and study.

Years 11–12:

2–3 hours per night. Weekend work will be required regularly to keep on top of HSC course demands and assessments. Holiday revision is normal for most students and many choose to use some vacation time on long-term assessment tasks.

Guidelines for Students

- Homework is an important part of your learning and you should make it a priority to complete all homework as well as you can.
- Get organised by using your Student Diary to record all the work you are given. This will help you to plan the books you need to take home and the time you will need to do the work each night.
- If you have a problem with getting your work done, bring a note from your parents or discuss it with your teacher at the start of the lesson. E.g. family commitments, co- curricular and extra-curricular activities, feeling unwell, too much work, work is too difficult and you need help etc. Your teacher will be as understanding as possible.
- Ask your teacher, preferably in advance, for an extension of time if you are particularly busy. Discuss problems with your teacher, who will be pleased to see that you are interested in doing as well as you can.

For more information go to Homework Policy (NSW Department of Education)
<https://education.nsw.gov.au/policy-library/policies/homework-policy>

Uniform and dress code

Burwood Girls High School is a 'uniform school' where students are expected to be in full school uniform every day. Our uniform is functional and distinctive and helps students to dress neatly and to identify with the school. In the interests of maintaining a positive school image as well as ensuring the safety and security of our students, we ask for the support of parents in enforcement of our uniform policy.

If there are welfare issues concerning school uniform, the Head Teacher Wellbeing may make the necessary arrangements.

Our school strongly enforces the school's uniform policy.

In emergencies the school makes provision for students to be out of uniform. The student must bring a note before school and obtain a uniform pass for that day.

Parents will be contacted **immediately** to address the issue of a student out of uniform if the items of clothing are considered unsafe (eg thongs) or inappropriate for a student at school. In these circumstances, students over 16 years of age may be sent home to change.

Disciplinary action will be taken for persistent offenders. Consequences will include student counselling, parent interviews and detentions.

Shoes

The greatest number of injuries to students occurs due to "slips, trips and falls", therefore, we insist upon the wearing of safe, sturdy, fully enclosed, hard leather shoes which meet WHS requirements in specialist rooms including kitchens, science labs and workshops. Additionally for the safety of students in the playground and at sport the following footwear requirements will apply to ALL students.

Acceptable School Shoes:

School shoes must be made of a sturdy material (hard leather), flat heeled and offer adequate support to the foot. (No canvas type, ballet type or boat shoes).

The shoe must cover the entire upper section of the foot to protect against falling objects or spilt liquids.

The shoe must be completely black (including the sole and laces) with no brandings or logos.

Acceptable Sport Shoes

On sport days, students will be permitted to continue to wear appropriate, closed, supportive sport shoes/runners, however these must be proper exercise shoes, not canvas gym boots or slip-on shoes.

Parents purchasing new shoes for their daughter are advised to refer to the table below to ensure that an acceptable shoe is purchased to meet requirements in 2020.

All uniform must be purchased at Lowes, Burwood Plaza



Acceptable Shoes



CORRECT SHOES ARE COVERED, HARD LEATHER:

**COVERED
+
HARD LEATHER
+
SUPPORTIVE
+
PROTECTIVE**



Unacceptable Shoes



Policies and procedures on absences, lateness or leave requests

All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided. Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. Encouraging regular attendance is a core school responsibility.

PARENTS AND CARERS

Parents and carers are legally responsible for ensuring that their children who are enrolled at school attend regularly.

Parents and carers are required to explain their children's absences in writing promptly to the school.

PRINCIPALS

Principals must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

Principals must advise parents promptly when their children are absent from school without explanation.

Principals must ensure that all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented.

ATTENDANCE PROCEDURES AT BGHS

Satisfactory attendance is a requirement for meeting syllabus outcomes and the award of the RoSA or the Higher School Certificate. Burwood Girls High School expects students to attend school regularly and punctually.

In the case of unavoidable lateness or absence, the school should be notified immediately and followed by a note to the front office. Please include the student's full name and year. Students may collect a blank absentee note (example shown below) which parents are asked to complete and sign and to attach to any supporting documents.

Unexplained lateness or absence results in an SMS message being sent to a parent's mobile phone on the day. Valid notification prevents unnecessary calls and investigations. Notes must be placed in the box at the front office or handed to the teacher during roll call.

PUNCTUALITY

STUDENTS WHO ARRIVE LATE MUST REPORT TO THE FRONT OFFICE TO SIGN IN BY 'SWIPING' THEIR ID CARD. Punctuality in the mornings is important. Latecomers who do not have a valid reason can expect consequences. All students must bring their ID card to school every day.

In the case of lateness (as well as absences), a signed note from the parent/guardian must be brought to the school on the first day back.

EARLY LEAVERS

If you know in advance that you have to leave the school during school hours, eg to go to an appointment, you must bring a permission note from a parent/guardian and place it in the pink or blue box marked 'Early Leavers' at the front office before school. If the Deputy Principal approves your request, you must collect

your early leave pass from the front office at the time you need to leave the school. This pass must be collected from the front office at the time of leaving school.

TRUANCY

Students who absent themselves from school without permission place themselves at significant risk and are not able to effectively participate in their learning programs. Teachers report students who truant to their faculty Head Teacher who will deal with the first incident of truancy by counselling the student and issuing an after school detention. The second incident of truancy for a student is referred to a Deputy Principal who will counsel the student, contact parents by phone and issue a detention. Parents may request a parent interview to discuss the matter further.

If there is a third incident of truancy for a student the Deputy Principal may issue a short suspension from school. The Principal will move to expel students of post-compulsory age whose attendance continues to be of concern following application of school wellbeing and discipline measures.

Applying for Leave

International Students are required to have a minimum attendance of 80% to ensure they meet their visa requirements. Furthermore, the Department of Education requires attendance of all students to be over 85%.

International Students who wish to return home for a period of time must apply for leave. The Department of Education will only approve leave if it is for compelling and compassionate reasons. If you wish to return home for any other reason, this will be considered 'unapproved leave' for the purposes of your visa requirements.

The following process must be followed:

1. Inform the International Student Coordinator of your desire to take leave and the possible dates (do this BEFORE booking your flights)
2. Complete a green Request for Leave form - 填写绿色的表格
3. Have a signed letter from parents outlining why leave is required and the date you will be leaving Australia and the date you will be arriving back in Australia (this can be written in your parent's own language) - 来自家长的申请信-- 可以是家长擅长的语言。申请信必须有家长的签字（家长的签字必须与你最初报名申请时的签字一致
4. Hand in a copy of flight details -机票详细信息复印件 -- 可以是其它的语言
5. Hand in all paperwork to the International Student Coordinator or a Community Liaison Officer. You may email your letter and flight details to Ms Alvarado
6. The application will then be handed to the Principal for approval

Leave may NOT be approved if:

- Your overall attendance is unsatisfactory
- The number of days will lead to a significant drop in your rate of attendance
- You do not have all of the necessary documentation

Example of Note from Parents

I give permission for my daughter (insert your name) to return to (country) in the school holidays to visit family. She will be flying out on the (date) and shall be returning on the (date).

我允许我的女儿（你的名字）在假期回（国家）探望家人。她将于（日期）启程，于（日期）返回。

OR

I ask for permission for my daughter (insert your name) to return home for (enter reason here). She will be flying out on the (date) and shall be returning on the (date).

我请求学校允许我的女儿（女儿的名字）于（回国日期）回国，（返校日期）回校。因为（回国理由）。

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%?

- Attendance of all International Students will be monitored on a regular basis by the International Student Coordinator, Ms Alvarado.
- Students whose attendance falls below 80% without compelling and compassionate reasons will be issued an official **Unsatisfactory Attendance Warning Letter**. This letter must be signed by you (the student) and by your parent/guardian and then returned to Ms Alvarado. If you are in Australia without your parents, every effort will be made to contact them.
- 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 80% over two terms, or below 60% in one term?

- Students who receive two Unsatisfactory Attendance Warning Letters risk receiving an **Intention to Report Letter**. This letter indicates that you will be reported to the Department of Immigration and Border Protection for failing to meet your visa requirements despite repeated warnings to do so. At this point, DE International will suggest you withdraw from your studies in Australia and return home.
- 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 the Department of Home Affairs because you have breached your student visa condition.
- All students who receive Intention to Report Letters have a right to appeal.
- The International Student Coordinator (Ms Alvarado) will explain this process to you when the Letter is issued. This will be done with the support of the Chinese, Korean or Vietnamese CLO.
- You will be given **20 school days to appeal** to the Principal and explain why the school should not report you to the Department of Home Affairs.
- In order to appeal, you must do the following:

Provide evidence of compelling and compassionate reasons for your absences. This could include any of the following

- illness, where a medical certificate states that you are unable to attend classes or
 - 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) or
 - major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on your studies or
 - 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 written advice from a suitable medical professional)
 - inability to begin studying on the course commencement date due to delay in receiving a student visa.
-
- Your Appeal can be in writing or verbal and must be given to the Principal. You can prepare your appeal with the support of the International Student Coordinator (Ms Alvarado) and with the relevant Community Liaison Officer (Ms Zhao, Ms Hong or Ms Ianitto)
 - After considering your appeal, you will be issued a letter indicating if it has been accepted.
 - The school will inform you of the appeal outcome and your further appeal rights if your appeal is unsuccessful.
 - If your appeal is not accepted, you have the right to an external appeal. This will be undertaken by the NSW Ombudsman. This external appeal will only determine if the correct processes have been followed in issuing your Intention to Report letter, it will not make a decision in place of the Department of Education.
 - If all your appeals are not successful, you will be reported to the Department of Home Affairs 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 the Department of Home Affairs.
- If your appeal is unsuccessful, you will be advised of your further appeal rights.
- If all your appeals are unsuccessful, your long suspension or expulsion will be reported to the Department of Home Affairs and they may decide to cancel your visa.

Policy on anti-bullying

Burwood Girls High School rejects all forms of bullying.

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation and discrimination.

All members of the school community contribute to preventing bullying by modelling and promoting appropriate behaviour and respectful relationships.

See the Burwood Girls High School Student Handbook, and, Assessment Policy Booklets for more details on the Wellbeing.

7. School Curriculum

See the Burwood Girls High School Student Handbook, and Assessment Policy Booklets for more details on the curriculum.

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 50% or more of all your units(e.g. 6 out of 12 units), 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 the Department of Home Affairs 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 the Department of Home Affairs.
- 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 the Department of Home Affairs and they may decide to cancel your visa.

8. School Activities

Our school offers students an extensive range of co-curricular activities, some as part of the curriculum. From time to time, we offer overseas language or cultural study tours.

For more information, please check Burwood Girls High School website <https://burwoodg-h.schools.nsw.gov.au> → Learning at our school → Co-curricular.

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 **Burwood Police Station**

Address: 9 Belmore St,
Burwood NSW 2134
Phone: (02) 9745 8499



The nearest medical centre is **[XXX]**

Address: Hospital Rd,
Concord NSW 2139
Phone: **[XXX]**



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

Address: Hospital Rd,
Concord NSW 2139
Phone: (02) 9767 5000

9.2 Homestay 24 Hour Hotline

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

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

Auzzie Families Homestay Care

Contact: Ms Gloria Wang
Phone: (+61 2) 9804 4700
Mobile: 0419 628 168 (24 hours)
Email: info@auzziefamilies.com

Website: www.auzziefamilies.com

Oz Homestay

Contact: Ms Sarah Walmsley
Phone: (+61 2) 9325 6988
Mobile: 0421 556 374 (24 hours)
Email: info@ozhomestay.com.au
Website: www.ozhomestay.com.au

Global Experience

Contact: Ms Agnes Ong
Phone: (+612) 9264 4022
Mobile: 0420 530 112 (24 hours)
Email: agnes@globalexperience.com.au;
Website: www.globalexperience.com.au

StayDownUnder

Contact: Mr Gerard Whyte
Phone: (+61 2) 8901 4499
Mobile: 0410 761 499 (24 hours)
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 earphones 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 **NextThere** to view timetables of public transport and plan your trip. Visit <https://transportnsw.info/apps> for all the apps available to help you 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.

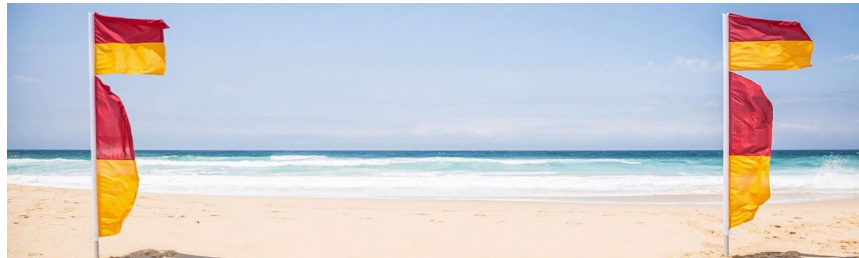
It tells you the exact location on the map and the GPS coordinates that you read to the operator when you call the emergency service.



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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>

10. Reporting Incidents and seeking help

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

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

Police/Ambulance/Fire Brigade at 000

2. If you need help at school:

- Your **International Student Coordinator Ms Alvarado** at Deputy office which is opposite to Math staff room.

School Counsellor Ms Boddeus at Counsellor's office.

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

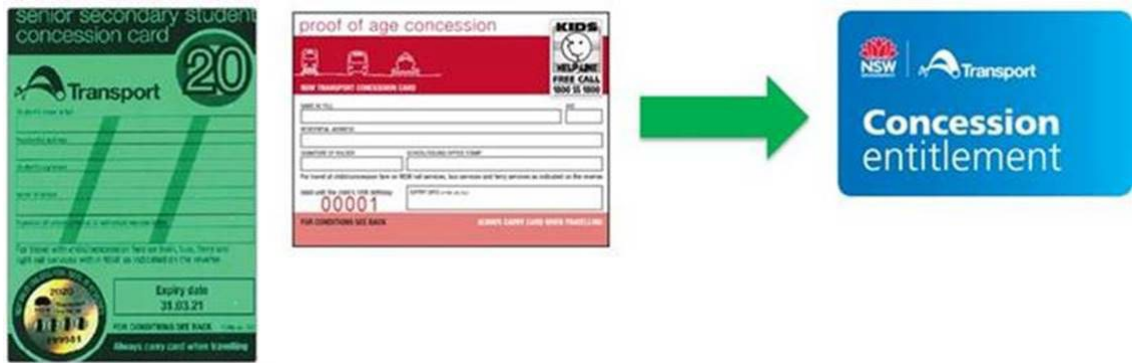


Always ask for a payslip to keep track of your hourly rate, penalty rates, superannuation contributions and tax details, especially if you are getting paid with cash in hand. This is a mandatory requirement for an employer in Australia.

13. Transport and Travel Concession

Children 4 to 15 years of age are entitled to a child's half fare concession. School students from the age of 4 to **16 years of age and older** are entitled to a half fare concession.

In order to travel on public transport at concession fares, you must carry a **NSW Transport Concession Entitlement Card** (Previously known as the Proof of Age card for child 4 to 15 years, Senior Secondary Student Concession Card for 16 years and over, and Mature Secondary Student Concession Card for 18 years and over).



Please see your office staff to apply for a Transport Concession Entitlement Card before you get a Child/Youth Opal Card. 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 a **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.

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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 the Department of Home Affairs, 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 the Department of Home Affairs 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.

19. 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 complete a leave request form to seek 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).

20. 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.

21. 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.
-

22. 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.

23. 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.

24. 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 **Transport Concession Entitlement Card** 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 Transport Concession Entitlement 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 NameStudent Given Names.....

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

Student's New Address

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

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

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

Please indicate if accommodation is:

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

Reason for changing address

Name, age and gender of people residing at this address

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

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

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

CARER CONTACT DETAILS

Given Name Family Name.....

Address

..... Postcode.....

Email Address.....

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

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

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work:Mobile:

Name: Home/Work:Mobile:

Student's Signature:

Parent's Signature:

DE INTERNATIONAL

OVER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name Student Given Names.....

Student Reference No 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**.

Please read and follow the instructions below carefully:

- Submit this leave form at least 4 weeks before the planned departure date to your school before you book any flight tickets.
- 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.
- Leave during the school term can only be approved under compassionate/compelling reasons, and you must provide supporting documents as evidence.
- If your leave includes school days, you must submit a copy of your flight tickets after your leave is approved.

School: _____

Student no: _____ Date of application: / /

Student full name: _____

Student mobile number: _____

Student email: _____

Departure date: / / **Expected return date:** / /

Total number of schools days that you would be missing: _____

Reason for leave request: _____

Parent's declaration (The student's parent must complete this section)

- I confirm that the above travel details are true and correct.
- I take full responsibility for my child's safety during the above leave. If the leave is taken during the school term, I am aware that this may affect my child's attendance and his/her ability to meet the attendance requirement as set by the student visa condition.
- It is my responsibility to inform the school or DE International of any change to my child's itinerary or travel details.

Parent signature: _____

Parent printed name: _____

Parent mobile number: _____

Parent email: _____

Please return this form to your school

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.

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



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



deinternational.nsw.edu.au