



INTERNATIONAL STUDENTS ORIENTATION HANDBOOK

2022

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

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WELCOME TO CANTERBURY GIRLS HIGH SCHOOL

This booklet is an introduction to the Canterbury Girls High School learning community – our students, families and staff.

We hope that you enjoy your time learning at Canterbury Girls High and take advantage of the many opportunities which are available to you as a student here. Our students have achieved outstanding academic success in the external examinations, as well as success in creative and performing arts and sporting areas.

Canterbury Girls High School is a school community with a proud tradition of educating young women of diverse cultural backgrounds. All in our community believe that students who are able to take responsibility for their learning and behaviour will be well prepared citizens who will continue to learn after their school years are complete. Students' successful learning is our prime concern.

You will find valuable information in this booklet which will assist your transition into the learning environment at Canterbury Girls High School. Please also refer to our website for additional information.

If you have any problems at any time please do not hesitate to ask staff. A successful strong relationship between families, staff and students is essential to achieve each student's individual success.

INFORMATION AND COMMUNICATION

There are two administration offices:

Office A: 8.15 a.m. – 3.20 p.m. **Reception**

Late notes, uniform, absentee notes, early leavers, first aid, lost property, senior students sign out, making appointments with Principal.

Office B: 8.15 a.m. – 8.40 a.m. then recess and lunch for student payments & purchases. Students cannot pay during class time.

Office C: **Print Room – staff only**

School Newsletter

This is available twice a term. The link to subscribe is emailed to all parents/caregivers. It is also made available via the School website, Twitter, Facebook and/or School Stream App.

Other Communication

The School website is regularly updated with information.

Correspondence: Canterbury Girls High School
Church Street, CANTERBURY 2193
Telephone Number: 9718 1805
Fax Number: 9718 3501
Email: canterburg-h.School@det.nsw.edu.au
Web site: www.canterburg-h.schools.nsw.edu.au

Twitter:  [@GirlsCanterbury](https://twitter.com/GirlsCanterbury)
Facebook:  [@canterburygirlshighschool](https://www.facebook.com/canterburygirlshighschool)

School Stream App: [Access instructions online](#)



Android Devices:



Apple Devices:

SCHOOL DATES FOR 2022

Term 1 (Years 7, 11 and 12) - Tuesday 1 February 2022 to Friday 8 April 2022
Term 1 (Years 8, 9 and 10) - Wednesday 2 February 2022 to Friday 8 April 2022
Term 2 (All Years Return) - Tuesday 27 April 2022 to Friday 1 July 2022
Term 3 (All Years Return) - Tuesday 19 July 2022 to Friday 23 September 2022
Term 4 (All Years Return) - Monday 10 October 2022 to Tuesday 20 December 2022

Day one and two of Term 1 are Staff School Development Days, as are the last day of Term 4.
The dates above are the first and last days of school each term for 2022 students.

BELL TIMES

The school's timetable operates on a four period day on a two week cycle. Students have **Week A and Week B** timetables. Junior students should not arrive before 8am. Any student arriving before 8.15 should go to the library. Supervision is provided from 8.15 in the canteen and inner quads.

The schedule for **Years 11-12** is different. They have a 5 period Monday and a 3 period Tuesday. This allows for EVET study and extension classes on a Tuesday afternoon. Some senior students also have a Period 0 which is from 7.30am - 8.38am for extension subjects or offline subjects. DEAR groups are based on alphabetic year groups. The DEAR/Personal Best time allocation has concurrently run special programs in Literacy/Numeracy Mentoring, and other wellbeing activities. These all run Thursday and Friday DEAR time.

Monday	Tuesday	Wednesday	Thursday/ Friday
Warning Bell 8.38.am	Warning Bell 8.38.am	Warning Bell 8.38.am	Warning Bell 8.38.am
Period 1 8.40 - 9.55 am (75 mins)	Period 1 8.40 - 9.55 am (75 mins)	Period 1 8.40 - 9.55 am (75 mins)	Period 1 8.40 - 9.54 am (74 mins)
Break 9.55 - 10.00 am	Break 9.55 - 10.00 am	Break 9.55 - 10.00 am	Break 9.54 – 9.58 am
Period 2 10.00 - 11.15 am (75 mins)	Period 2 10.00 - 11.15 am (75 mins)	Period 2 10.00 - 10.40 am (40 mins)	Period 2 9.58 - 11.12 am (74 mins)
School Assembly 11.15 - 11.40 am (25 mins)	Recess 11.15 - 11.35 am (20 mins)	Recess 10.40 - 11.00 am (20 mins)	Recess 11.12 - 11.32 am (20 mins)
Recess 11.40 - 12.00 pm (20 mins)	Period 3 11.35 - 12.10 pm (35 mins)	Period 3 11.00 - 12.15 pm (75 mins)	DEAR/ PB 11.32 - 12.02 pm (30 mins)
Period 3 12.00 - 1.15 pm (75 mins)	DEAR / Scripture 12.10 - 12.40 pm (30 mins)	Lunch 12.15- 12.55pm (40 mins)	Period 3 12.02 - 1.16 pm (74 mins)
Lunch 1.15 - 1.55pm (40 mins)	Lunch 12.40-1.20pm (40 mins)	Sport 12.55 pm – 2:47pm	Lunch 1.16 - 1.56pm (40 mins)
Period 4 1.55 - 3.10 pm (75 mins)	Period 4 1.20 - 2.35 pm (75 mins)		Period 4 1.56 - 3.10 pm (74 mins)
Break 3.10 - 3.15pm			
Period 5 - Yr11 & 12 3.15 - 4.30 pm (75 mins)			

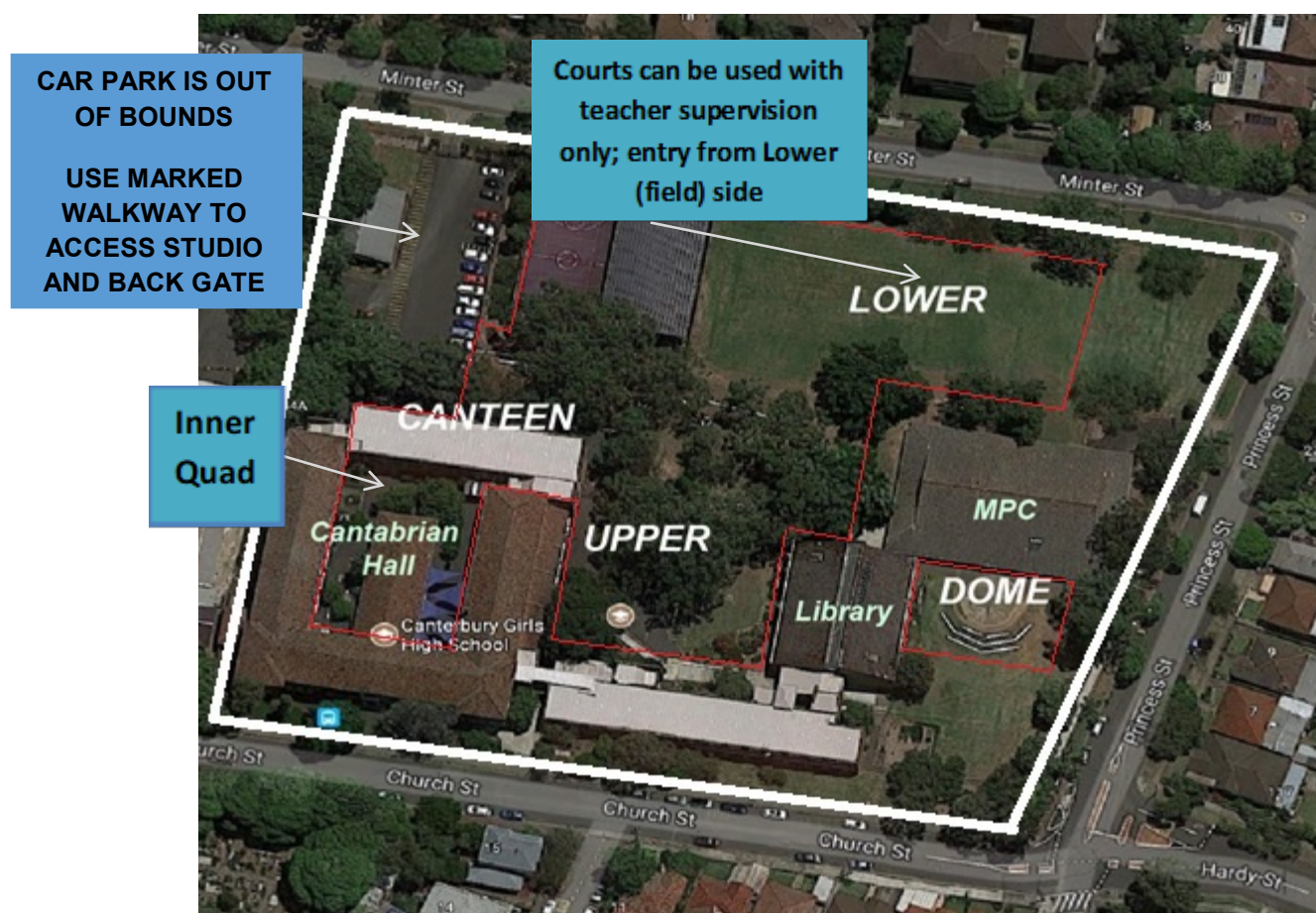
SECTION 1 DIRECTORY

1.1 STAFF DIRECTORY

EXECUTIVE STAFF		MATHEMATICS STAFF	
Principal	Ms Belinda Conway	Head Teacher Maths –	Ms Kathie Burgess (rel)
Deputy Principal	Mrs Robyn Andrews	Ms Hailey Summer	Ms Liza Moodie
Deputy Principal	Ms Julie Ronayne	Mr Tom Shi	Mr Quan Nguyen
		Ms Aveen Jwamer	Mr Duncan Trinh
HT Secondary Studies/VET	Ms Lalita Venkatesan	Ms Sanjeev Kaur	Ms Helen Wang
ADMINISTRATION STAFF		SCIENCE STAFF	
SAM (School Admin Mgr)	Ms Bahieh Chami	Head Teacher Science –	Ms Jayne Delmas
Ms Daniella Antunes	Ms Jesse Mastro	Ms Mandy Cheung	Mrs Tracy Jones
Ms Pam Arrivolo	Mrs Lucy Occhipinti	Mrs Effie Di Chiara	Mr Shaun Mullin
Ms Brigid Dwyer (BM)	Ms Cheryl Patulny	Mr Dylan Luttrell	Ms Sylvie Yassmin
Ms Helen Eade SLSO	Mrs Maria Petrino	Ms Maria Gioffre	
Ms Giovanna Georgoulas	Mr Rick Pulsford GenAsst		
Ms Nursu Gurmen	Ms Ruby Tonge (SLSO)		
Ms Chantal Homer	Mr Ondrej Zima IT Support		
ENGLISH STAFF		CAPA STAFF	
Head Teacher English –	Ms Jane Slattery	Head Teacher CAPA –	Ms Olive Barry (4 days)
Ms Debra Barford	Mr Alex Borojevic	Ms Louise Flannery (HT 1 day pw)	
Ms Ana-Maria Dumitrescu	Ms Ourania Papadopolas	Ms Kellie Reed	Ms Caroline Texier
Ms Laura Humphreys	Ms Mary Vardakis	Ms Daniela Caprin	Ms Katherine Wilson
Ms Tami Longhurst	Ms Karin Strachan		
HSIE STAFF		PE AND LOTE STAFF	
Head Teacher HSIE	Ms Vicky Michos (rel)	Head Teacher PE & LOTE –	Mr Nick Ristevski
Ms Natalie Szymanski		Ms Kaiya Battaglia	Ms Qing Liu
Ms Diega La Grassa	Mr Dylan Nolan	Mrs Jane Cooper	Ms Frances McLean
Mr Peter Fitzgerald	Ms Marie Salakas	Mr James Nagy	Ms Mary Vlachos
Ms Christina Houvardas	Ms Ashleigh Wray	Ms Ngairé Hadfield	
Ms Aarti Nand	Mr Cameron Barrington		

TAS STAFF		SPORT ORGANISATION	
HT TAS & Teach & Learn (Rel)	Ms Effie Di Chiara	Oversees Sport	Ms Jayne Delmas
Ms Linda Fardell		Grade & Knockout Sport	Ms Mary Vlachos
Ms Kerry Charalambous	Ms Cathy Jenkins	Recreational & House Sport	Ms Jane Cooper
Ms Sue Di Rosario	Ms Grace Burzese	Sport Carnivals - Swimming	S Naisbett/K Battaglia
		Sport Carnivals - Athletics	M Vlachos/J Nagy/N Hadfield
		Sport Carnivals – Cross Country	J Cooper/N Ristevski
STUDENT SERVICES STAFF		STUDENT ORGANISATION	
HT Student Services (Act.)	Ms Stacey Naisbett	Year 7 Advisor	Ms Helen Wang
Learning Support Teachers	Mrs O'Sullivan Ms Suzanne Dickinson	Year 7 Advisor	Mr Shaun Mullin
EALD Teacher	Ms Laura Humphreys	Year 8 Advisor	Ms Mandy Cheung
Youth Worker	Mr Bejan Safi	Year 8 Advisor	Mr Dylan Nolan
School Psychologist	Ms Betty Wong	Year 9 Advisor	Ms Laura Humphreys
School Psychologist	Ms Josephine Rynsaardt	Year 9 Advisor	Ms Diega La Grassa
Teacher Librarian	TBA	Year 10 Advisor	Ms Cathy Jenkins
Careers Advisor	Ms Rita Evangelista	Year 10 Advisor	Ms Grace Burzese
		Year 11 Advisor	Ms Louise Flannery
		Year 11 Advisor	Ms Kerry Charalambous
		Year 12 Advisor	Ms Kellie Reed
PARENTS & CARERS ASSOCIATION		Year 12 Advisor	Ms Tracy Jones
President of P&C Association –	Ms Megan Walker	Prefect Coordinator	Mr Cameron Barrington
Secretary	Ms Karen Rodgers	SRC Coordinator	Ms Kate Wilson
Treasurer	Ms Amanda Barker	International Student Coordinator	Ms Qing Liu
		Environmental Agents Coordinator	Mr Peter Fitzgerald
		First Nations Coordinator	Ms Kaiya Battaglia
		Instrument/Voice Program Coordinators	Ms Louise Flannery Ms Katherine Wilson

1.2 PLAYGROUND AREAS AND DUTY



WET WEATHER and EXTREME HEAT

Duty Area - normal weather	Wet/extreme* duty area
Canteen	Canteen (Year 7)
Upper	MPC (Years 8 & 9)
Lower	Cantabrian (Year 10)
Dome	Dome (Year 11) Library (Year 12)

*extreme weather includes heat, wind and smoke

BEFORE SCHOOL

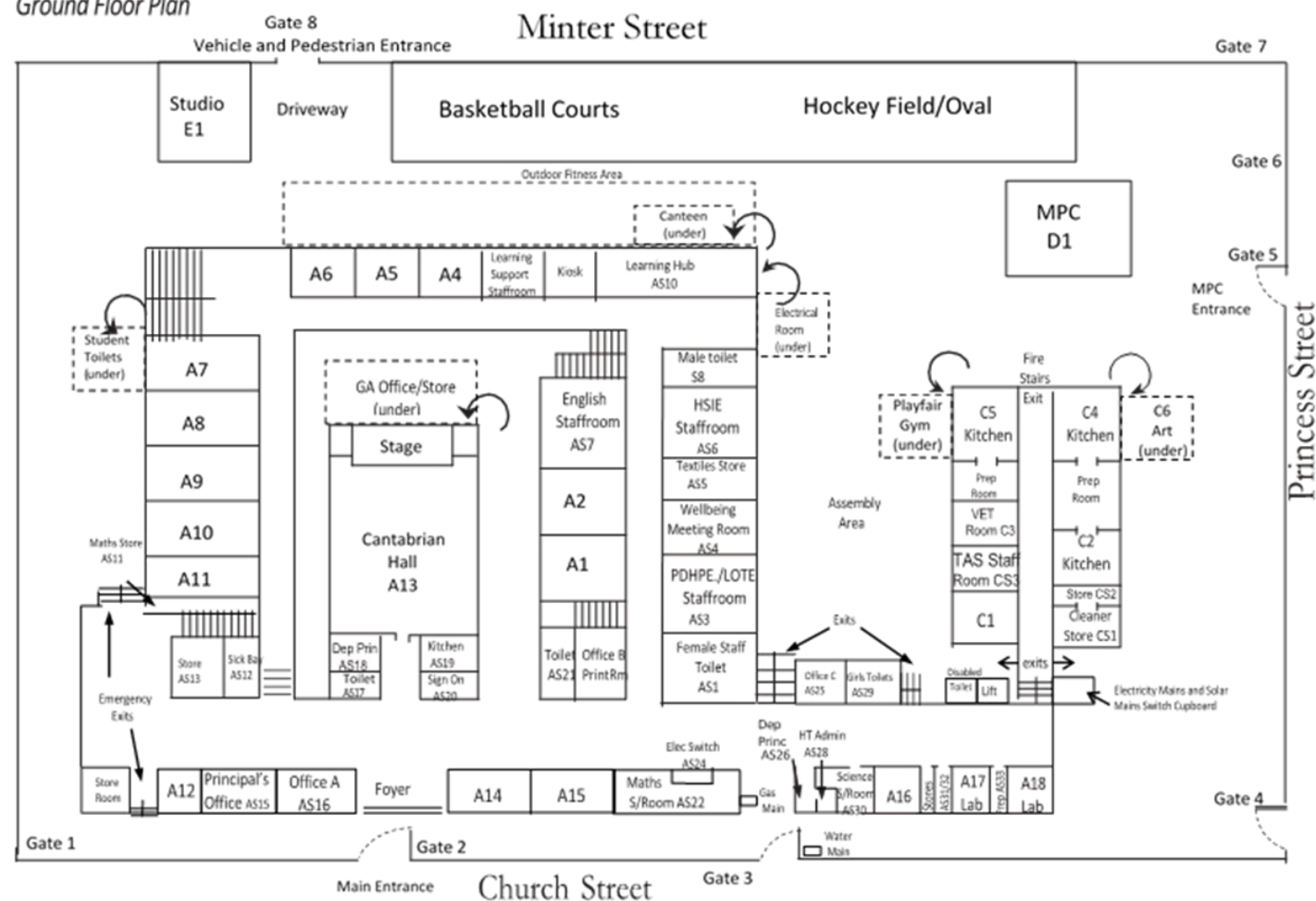
All students are to remain in one of two spaces between 8.15am and 8.40am, unless seeing a teacher:

- the canteen and inner quads
- the library

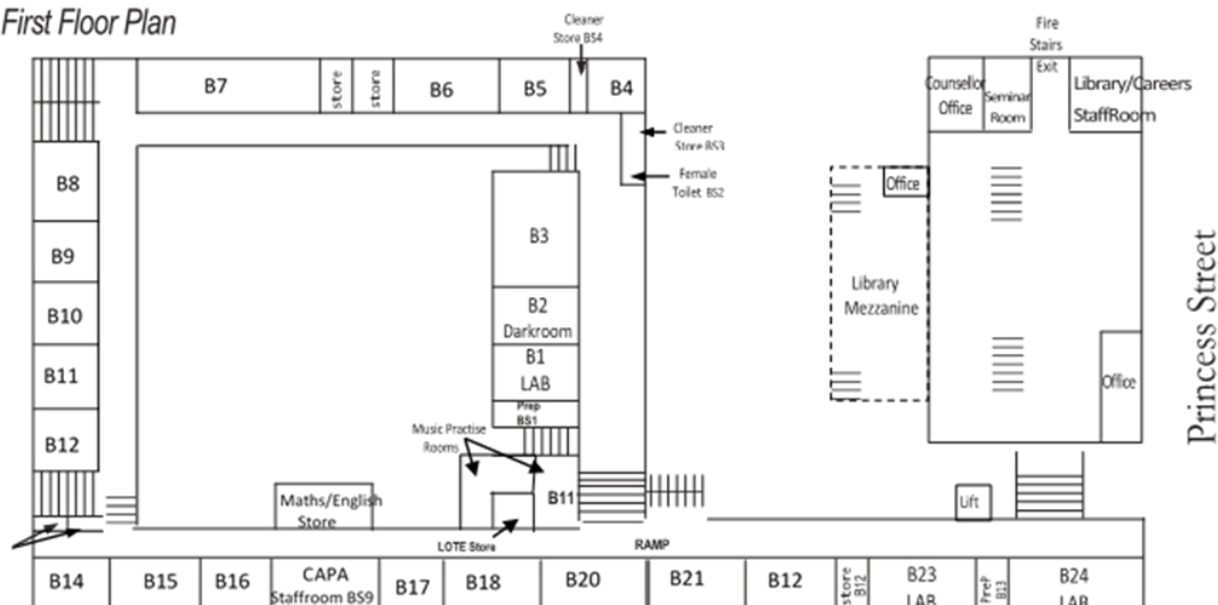
1.3 CLASSROOM AND STAFF ROOM LOCATIONS

Canterbury Girls High School Map

Ground Floor Plan



First Floor Plan



1.4 HELP PAGE ~ WHAT TO DO AND WHO TO SEE IF YOU ...

Plesae see DE International website for additional guidelines	
Are ill for three (3) days or more	Your family must contact the school and speak to the Deputy Principal or Year Adviser. You will be supported to keep up with your school work or to catch up. A medical certificate must be provided.
Are ill or injured at school	Go to Office A with a note from your teacher if it is during class time. The office staff will contact your family if necessary. DO NOT contact your family yourself.
Are late (ie: enter school grounds after 8.40am)	Report to Office A to sign in. Get a note indicating the time of arrival and then go quickly to class. You will not be accepted into class without a note.
Plan to leave early	Bring a note from home to Office A before school and pick up an Early Leaver's pass at recess or before you depart, whichever is first.
Are out of uniform	Bring a note from home with an explanation. If there are financial problems seek student assistance – see your Deputy or Office A.
Have been absent	Bring a note explaining your absence to Office A the day you return.
Have lost property	Hand in to Office A, who manages lost property.
Need to go to the toilet during class	Students must have a note signed by their supervising teacher. Report to Office A if the toilets are locked.
Are lost or have lost your timetable	See your Year Adviser.
Need to get or replace a travel pass	See Office A.
Are injured for sport	Go to the Sport Organisers with a note explaining your injury or attend Non-Sport. If you are sick see note above.
Need the Counsellor	Students can visit the Counsellor and make an appointment or ask their Year Adviser or Deputy Principal to make an appointment on their behalf. You can also slip a completed self-referral under the door of the Counsellor's Office, or leave it in an envelope at Office A or with Year Adviser.
Need Child Protection	Students can disclose information to any teacher. It will be reported to the Principal and appropriate government agencies.
Know of harassment including bullying or discrimination	Report any incidents of discrimination, whether racist or otherwise to a class teacher or your Year Adviser or the Deputy Principal immediately. Report bullying to your Year Adviser.
Can't do your homework	Bring a note from home to your class teacher. Your teacher will help you with your homework, or give you more time to complete it if your reason is acceptable. The school provides help for homework on Monday after school in the library.
Are going overseas or will be absent for more than five [5] school days for urgent and important family reasons	Extended Leave for travel – must be applied for, for any period of 5 days or more and approved by the Principal. <ul style="list-style-type: none"> Students wishing to apply for extended periods of leave for travel (more than one week's absence from school) must complete an Application for Leave at Office A and copy of airline tickets. See more information on the school website in Policies – Attendance and Absences.
Need to order your lunch	Before school go to the Canteen, fill in an order form and pay for it. Collect your order from the designated window at lunch. Orders can also be made at recess and via the internet link.
Observe or experience disruption during recess or lunch	Report incident to teacher on playground duty or Head Teacher on Duty.
Need a computer log in	See the IT Technician in the library
Have run out of print availability	Pay \$5 at Office B

1.5 DISTRIBUTION OF STUDIES YEAR 7 - 12

Year 12	Year 11	Year 10-5 Classes		Year 9-5 Classes		Year 8-6 Classes		Year 7-6 Classes	
Subject	Subject	Subject	Periods per fortnight	Subject	Periods per fortnight	Subject	Periods per fortnight	Subject	Periods per fortnight
English Advanced	English Advanced	English	6	English	6	English	5	English	5
English Standard	English Standard	Maths	6	Maths	6	Maths	5	Maths	6
English EALD	English Studies	Science	6	Science	6	Science	6	Science	5
English Extension 1 & 2	English Extension 1	Geo/His	6	Geo/His	6	Geo/His	4	Geo/His	3
Mathematics Advanced	Mathematics Advanced	PDHPE	4	PDHPE	4	PDHPE	3	Drama	1
Mathematics Standard	Mathematics Standard					Music	2	PDHPE	4
Mathematics Ext 1 & 2	Mathematics Ext 1	Electives		Electives		Technology	4	Music	2
Biology	Biology	Child Studies	4	Child Studies	4	Visual Arts	2	LOTE	4
Chemistry	Chemistry	Chinese	4	Commerce	4			Technology	4
Ancient History	Earth &Env't. Studies	Commerce	4	Drama	4	Electives		Visual Arts	2
Business Studies	Physics	Drama	4	Food Technology	4	Chinese	4	Performance Class PE	3
Economics	Ancient History	Food Technology	4	IT & Multi Media	4	Dance	4	Drama	2
Legal Studies	Business Studies	IT & Multi Media	4	Music	4	Drama	4		
Modern History	Economics	Music	4	Photography and Digital Media	4	French	4		
Society & Culture	Legal Studies	PASS	4	PASS	4	Literacy	4		
Chinese	Modern History	Photography and Digital Media	4	Textiles Technology	4	MasterChef	4		
Community & Family Studies	Studies of Religion			Visual Arts	4	Visual Arts	4		
PDHPE	Society & Culture					Wide Reading	1		
Drama	Chinese								
Music	Community & Family Studies								
Visual Arts	PDHPE								
Food Technology	Dance Acc.								
Textiles & Design	Drama								
IPT	Music								
VET - Business Services 2 unit	Visual Arts								
VET- Hospitality-Kitchen Operations 2 unit	Food Technology								
	VET - Business Services 2 unit								
	VET- Hospitality-Kitchen Operations 2 unit								

1.6 BRING YOUR OWN DEVICE (BYOD) PROGRAM

Canterbury Girls High School implements 'Bring Your Own Device' (BYOD) ie. Laptop or tablet for students in all years.

The BYOD program requires all students to bring their own computing device to school each day. This personal computing device does need to meet **Device Specifications** that are recommended by the school (available on the school's website).

The device specifications identify the minimum system requirements/hardware specifications for student devices and also offer guidance on some suggested makes and models so that parents are fully informed about requirements to ensure that each student's BYOD enhances their learning.

- The personal device must be able to be brought to school every school day and be used solely by the student throughout the school day.
- Students and Parents are responsible for ensuring the device brought to school meets all the requirements of the **Device Specifications**. A device which does not meet the Specifications will not be permitted access to school networks and services.
- Prior to bringing a personal device for the first time, students and their parents must read and sign the **BYOD User Charter** which sets out the responsibilities and expectations for use of the personal device at Canterbury Girls High School.
- Students must then use their device in accordance with the school's Cyber Safety Policy, the Department of Education's policy [Student use of digital devices and online services](#) and their **BYOD User Charter**.

Why BYOD?

Bring Your Own Device, or BYOD, is a technological trend in education and in the corporate world which recognises that technology preference and choices about technology are different from person to person. BYOD also acknowledges that technology in education means more than meeting specific curriculum requirements. BYOD is designed to give you, as students and families, freedom to make technology choices that suit you and your circumstances.

Do I need to buy software?

The NSW Department of Education (DoE) has negotiated with **Adobe** and **Microsoft** for you to be able to **download software for free**. All DoE school students are eligible to download and licence Adobe and Microsoft software from this website. This software is only available to download onto personally owned devices. Information about the software available for download, compatibility with devices and the process of downloading can be found at:

<http://nsw-students.onthehub.com/WebStore/Welcome.aspx>

For iPads, go to the App Store for Office Apps.

What do I need to do before I can use my own device at school?

Prior to using a personal computing device at school for the first time, students and their parents/carers must read and sign the **BYOD User Charter** which sets out the responsibilities and expectations for use with regard to the computing devices at Canterbury Girls High School. This charter will be issued to each new student as part of their enrolment package and will need to be signed by the student and a parent/carer and returned to IT Support in the Library.

If you have a new personal computing device you must ensure that you have completed the initial operating system set up for your device. This may include the creation of an Apple ID account or a Windows administration account and the activation of the Windows operating system.

New students will be required to bring their personal computing device to school with their signed charter. IT Support will then ensure that your device meets the required device specifications and check that you are able to log in to the school's network and the internet.

Do you require more information about BYOD?

The following resources may be of assistance in addressing any questions or concerns that you may have about the BYOD program:

- Visit our school's website: <https://canterburg-h.schools.nsw.gov.au/>
The website will be able to provide you with information and documentation regarding the BYOD Program (located in the Policies section of the website) including the school's Equity Policy and our BYOD User Charter as well as BYOD Frequently Asked Questions (FAQs) on the program.

Should you have any further questions or concerns, please do not hesitate to contact the school:

- By Phone: 9718 1805
- By Email: canterburg-h.school@det.nsw.edu.au

Device Specifications

The BYOD Program requires all students in Years 7-12 to bring their own computing device to school each day. This personal computing device does need to meet Device Specifications that are recommended by the school and listed below.

The device specifications:

- identify the minimum system requirements/hardware specifications for student devices
- Offer guidance on some suggested makes and models so that parents are fully informed about requirements.

While all devices identified meet the minimum system requirements/hardware specifications, the school strongly recommends that students choose a laptop to ensure that their BYOD maximises their learning experiences.

Device Type	<u>Windows Laptop</u>	<u>Mac Laptop</u>	<u>Windows Tablet</u>	<u>iPad Tablet</u>
Operating System	Windows 10 (20H2 or higher)	OS X 10.12 or higher	Windows 10 (20H2 or higher)	iOS 12.5.5 or higher
Wireless	Dual Band Wifi with support for 5GHz 802.11n or higher	Dual Band Wifi with support for 5GHz 802.11n or higher	Dual Band Wifi with support for 5GHz 802.11n or higher	Dual Band Wifi with support for 5GHz 802.11n or higher
Min Screen Size	7"	7"	7"	7"
Storage Capacity	256 GB hard drive	256 GB hard drive	32 GB	32 GB
RAM	4 GB	4 GB	4 GB	4 GB
Maximum Device Age	3 years	3 years	3 years	3 years
Minimum Battery Life	4 hours	4 hours	4 hours	4 hours
Required Accessories	Protective case/cover Headphones	Protective case/cover Headphones	Protective case/cover Headphones	Protective case/cover Headphones
Other Requirements	Up-to-date Antivirus (for example Windows Defender)		Up-to-date Antivirus (for example Windows Defender)	
Suitable Device Example	HP ProBook x360 11 G6 https://www.hp.com/au-en/shop/byod/about-the-program	13-inch MacBook Air www.apple.com/au-hed/shop	Microsoft Surface Pro www.microsoft.com/surface	iPad WiFi 32GB www.apple.com/au-hed/shop

Important Notes: The DoE wireless network installed in high schools only operates on the 5GHz 802.11n/ac/ax standards and it is therefore imperative that your device's WiFi is "Dual Band".

SECTION 2 SETTING SCHOOL TONE

2.1 CODE OF BEHAVIOUR

NSW Public schools take strong action in response to behaviour that is detrimental to themselves, others or the achievement of high quality teaching and learning (2016 Behaviour Code for Students).

At Canterbury Girls High School, a structured system to promote a safe, happy and harmonious learning environment is followed. The school community strongly believes in providing positive support to all students to allow for quality teaching and learning at all times, and to enable all students to achieve their personal best. Students are expected to be aware of their responsibilities as members of the school community, and most importantly, as learners.

The Canterbury Girls School Code is as follows:

RESPECT – SHOW RESPECT FOR ALL PEOPLE, PLACES & THINGS

- Treat all people with dignity.
- Address people politely in all spoken, written and electronic communications.
- Cooperate with others, being fair and honest in all situations.
- Show respect in your relations with others and consider their feelings.
- Value the interests, abilities and cultures of others.
- Follow the school's Uniform Policy.
- Care for the school's property and its environment.

SAFETY – PROTECT THE SAFETY OF YOURSELF AND OTHERS

- Behave appropriately and follow teacher instructions.
- Resolve conflict peacefully.
- Take responsibility for your learning and behaviour.
- Care about yourself and others.
- Act safely at all times.

ENGAGEMENT - LEARN ALL YOU CAN AND ACHIEVE YOUR PERSONAL BEST

- Attend every school day.
- Arrive at school and class on time.
- Bring the equipment to be prepared for each lesson.
- Actively contribute to class and school activities.
- Strive to achieve your personal best.

If a student chooses to behave inappropriately, they will be spoken to by the teacher. If they continue to make inappropriate behaviour choices, they will be moved to Classroom Time Out. The Head Teacher of the Faculty will be informed and family may be contacted. A student on Time Out in the Classroom must negotiate with their classroom teacher, and the Head Teacher if necessary, to return to class. A student must take responsibility to negotiate their return to class within 4 lessons in that subject. The Deputy Principal is informed.

If a student fails to meet their responsibility to negotiate a return to class or if inappropriate behaviour continues while at Time Out in the Classroom or after return to class, the Head Teacher may move the student to Faculty Time Out. The student will remain there for up to 4 periods. The family will be contacted and the Deputy Principal informed.

If the student still does not take responsibility for her behaviour, the Head Teacher will refer the student to the Deputy Principal for School Time Out. The student will remain there for up to 4 periods, and participate in an interview with the Deputy and her parents. The student must complete a written agreement before returning to class. If Whole School Time Out is not resolved, a Warning for Suspension may be issued.

If a student is in Time Out in the classroom in a number of subjects at once, the Deputy Principal may move the student to School Time Out.

2.2 ANTI-BULLYING POLICY

1. Statement of Purpose

The purpose of this *Anti-Bullying Plan* is to develop a shared understanding amongst all members of the school community of their responsibilities to prevent and respond to bullying. Canterbury Girls High School is a safe, caring and inclusive learning environment in which diversity is affirmed and individual differences are respected.

Students, staff, parents and caregivers believe that in order for optimum student learning and social outcomes to be achieved, quality education must be provided in a context of strong social support and respectful relationships.

Bullying is not acceptable in any form and is uniformly opposed by the school community as stated in the School's behaviour code.

2. Defining Bullying Behaviour

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the intentional misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimization and all forms of harassment including that based on sex, race, disability, health issue such as allergy, sexuality, both offline and online. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.

Bullying behaviour can be:

- **Verbal** e.g. name calling, teasing, abuse, putdowns, sarcasm, insults, threats.
- **Physical** e.g. hitting, punching, kicking, scratching, tripping, spitting.
- **Social** e.g. ignoring, excluding, ostracizing, alienating, making inappropriate gestures.
- **Psychological** e.g. spreading rumours, dirty looks, taking or damaging possessions, malicious SMS, internet and email messages, inappropriate use of camera phones and other electronic devices.

Bullying can be illegal if it involves behaviours that include physical violence, threats of violence, damaging property, or stalking.

3. Responsibilities

Students, teachers, parents, caregivers and members of the wider school community have a shared responsibility to create a safe and happy environment, free from all forms of bullying:

- **Students** are responsible for following the school's behaviour code and for reporting incidents of bullying to a teacher as soon as possible to allow the bullying to be addressed.
- **Parents, caregivers & community members** are responsible for supporting the school's code of behaviour and for contacting the school should they become aware of any instance of bullying involving their daughter or any other student.
- **Teachers** are responsible for developing, implementing and evaluating effective anti-bullying strategies and for ensuring NSW Department of Education requirements in relation to the issue of bullying are addressed.

The school community recognises that the modelling and promotion of respectful relationships by all members on a continuing basis is fundamental to the prevention and eradication of bullying.

4. Managing Bullying

4.1. Identifying bullying behaviours

- **students** will participate in year meetings and a variety of student wellbeing activities, including Personal Best, in which they examine the definition of bullying, the various ways bullying can be displayed and strategies for addressing it.
- **Teachers** will participate in a workshop relating to the *Anti-Bullying Plan* and the issue of bullying generally so as to increase their capacity to manage the issue effectively.
- **Parents and caregivers** will receive information annually about bullying and procedures for addressing it in the school newsletter and on the school website. They will be informed of the availability of the Police Youth Liaison Officer (PYLO) in resolving bullying issues.

4.2. Strategies

- understand what bullying is and name it if it occurs
- intervene if bullying occurs
- be proactive in reporting immediately any incident of bullying to the relevant Year Adviser
- support students who are the targets of bullying and encourage them to see their Year Adviser, or see the Year Adviser on their behalf if they are not comfortable reporting it
- demonstrate courtesy and respect in all dealings with people in order to model positive ways of relating with people
- Actively participate in curriculum and whole school initiatives which examine the issue of bullying and strategies for addressing it.

4.3. Procedures

1. **Identify** bullying and understand that it is not acceptable under any circumstances.
2. **Report** the bullying to the student's Year Adviser.
3. **Complete** a *Bullying Report Form* issued by the Year Adviser in which information is provided about the bullying that has been occurring.

Once a report has been made, the students involved in the bullying will:

1. **Participate** in a mediation conducted by the Deputy Principal in order to put an end to the bullying.
2. **Commit** to an *Anti-bullying Agreement* in which all parties commit to cease all forms of bullying.
3. **Notify** the Deputy Principal immediately should there be any re-occurrence of the bullying so that additional measures can be implemented.
4. **Understand** that persistent bullying will result in suspension from school and referral to the PYLO.

4.4 Cyber bullying – please see below and section 4.5 Digital device policy.

5. Monitoring and Evaluating

The School's *Anti-bullying Plan* will be reviewed regularly to evaluate the Plan's effectiveness and make revisions where necessary for the following school year. School data relating to bullying, including the number of bullying reports and anti-bullying agreements undertaken over the course of the school year, will be analysed during the review process.

6. Related Resources

Anti-bullying information for NSW DoE schools ~ <https://education.nsw.gov.au/policy-library/policies/bullying-of-students-prevention-and-response-policy>

NSW anti-bullying website ~ <https://antibullying.nsw.gov.au/>

Anti-bullying~ <https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement/anti-bullying>

Bullying No Way website ~ <http://bullyingnoway.gov.au/>

Kids Helpline website ~ www.kidshelpline.com.au/

Mind Matters website ~ www.mindmatters.edu.au

Cyber bullying

At Canterbury Girls High School we are committed to positive, respectful online communication. Cyber bullying is 'the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others', (Bill Belsey, President of Bullying.org Canada).

Cyber bullying can involve email, mobile phones, instant messaging, chatrooms, weblogs, and personal websites in online communities such as Facebook, Snapchat and Instagram. Just like other types of bullying it is about relationships, power and control. And just like all other forms of bullying and harassment it is not tolerated at school. Cyberspace is often removed from adult supervision and awareness, so cyber bullying can help a bully to keep their unacceptable behaviour secret. Cyberbullies sometimes hide behind the anonymity of the internet as well. The behaviour can happen outside of school time via computers at home, then taken to school in the day to day relationships of the school community.

At school, we have a policy which is mindful of the need to prevent a mobile phone being used to bully while at school. Phones must be switched off and out of sight.

Students must have parent/carer permission **to use their digital devices** and access the internet while at school. In class, only sites relevant to class work may be accessed. The Department of Education uses filters and blocking of sites which may expose students to bullying or other unacceptable cyber behaviour while at school. Students are expected to use the internet responsibly and for learning when they are at school. If there are serious breaches of behaviour, student access to the internet may be blocked at school.

Students and their families are reminded to use the Internet with caution. We ask parents and carers to support the school by providing supervision and guidelines at home. Some of the points considered important include:

- Not giving out or posting personal information on the Internet.
- Never arrange to meet people you have met online without adult supervision.
- Avoid sending messages when angry or upset. Just like in face to face conversation, it is best to walk away and wait until you calm down.
- Don't open messages from people you don't know.
- Limit your Internet time. Virtual reality is a place you should take a break from. Connect with family and friends offline as well as online!

Parents and carers can access more ideas at <https://esafety.gov.au/>.

This is the Australian Broadcasting Authority's official site on this topic. The most common advice to families is to increase your own awareness and knowledge of cyberspace in order to prevent your children having any cyber based problems. Keep the computer in a supervised common area of the home and limit time online to a reasonable amount.

What to do if you are cyberbullied

Just like with other types of bullying you must get help from an adult. You or your parents can inform your ISP (Internet Service Provider), your Instant Messaging or mobile phone service provider. **The police should be contacted if threats or serious issues arise.**

- Refrain from responding to the cyber bullying in any way.
- Immediately block the contact or, if in a chat room, change your username and password.
- Report any threats made to the police immediately.
- Save and print bullying that occurs over the internet (If the bullying occurs over a mobile, save text messages or keep a record of the date, time and what was said in phone conversations).
- Report to your Year Adviser if the cyber bullying occurs at school or involves students from school, and ensure any relevant 'report abuse' services (eg. Facebook service) or service providers (eg mobile phone company) and the police are informed.

At school, talk to your class teacher, Year Adviser or Deputy Principal if you have been cyber bullied. Families can contact the Deputy Principal or Year Adviser for advice. We are committed to preventing cyber bullying affecting the school learning community. Cyber bullying affecting students at school which has originated outside of school time or via computers outside of school will be referred to the police for investigation.

Cyber bullying related sites:

E smart school website www.esmartschools.org.au

Cyber smart website <https://esafety.gov.au/>

2.3 UNIFORM

Canterbury Girls is a proud uniform wearing school. This is in accordance with Department of Education policy and the wishes of the whole school community – students (represented by Student Representative Council and Prefects), parents and families (represented by the P&C), and staff. Wearing school uniform presents a positive public image to the community of our school. School uniform also fosters a safer school environment by enabling students to be easily identified. All students are expected to wear full school uniform every day. Jewellery is to be minimal and small in size.

The uniform supplier for our school is Lowes Campsie, Shop 36 Campsie Centre or via online ordering through Lowes at: www.Lowes.com.au/CampusCategories.aspx?depid=228

Any families needing financial support to meet school uniform requirements should contact Office A for an application for the Student Assistance Scheme.

The school has a limited supply of uniform items. If the student is found to be wearing inappropriate clothing they may be asked to change.

Junior Uniform (Years 7 - 10):

- Checked skirt/Navy tailored trousers/Navy tailored shorts.
- Plain white blouse with school logo.
- Navy jumper with blue stripe or plain navy jumper/Navy Polo Jumper/School Logo.
- White/Black or navy socks or black or navy stockings.
- Black leather shoes/boots with flat heels.
- **Additional Items:** School tie; navy tailored slacks; navy jacket; school blazer; plain navy cardigan or vest; Navy thick jacket with school logo, plain white, grey or black undershirt; white or navy veil.



Senior Uniform (Years 11-12):

- Navy skirt/Navy tailored trousers/Navy tailored shorts.
- Sky blue blouse with school logo.
- Navy jumper with blue stripe or plain navy jumper/navy polo Jumper/School Logo.
- White/Black or navy socks, or black or navy stockings.
- Black leather shoes/boots with flat heels.
- **Additional items:** School tie; navy tailored slacks; navy jacket; school blazer; plain navy cardigan or vest; Navy thick jacket with school logo, plain white, grey or black undershirt; white or navy veil.



Sports Uniform:

- Navy shorts.
- Navy Polo shirt.
- Sports shoes.
- Navy tracksuit with school logo.
- Sport uniform may be worn on sport day (Wednesday) only. For PE lessons students are to bring their uniform and get changed at the beginning and end of class.
- **Tights, skins, leggings and workout pants are not to be worn.** If a student is doing dance for sport, they must wear navy school shorts over the top of the tights until sport commences.



Extreme weather:

Additional outer layers of clothing such as jackets in cold weather can be worn as long as they are plain navy. In addition, in cold weather leggings under skirts is acceptable.

**School shoes:**

- The Department's Work Health & Safety regulations requires all students to wear only enclosed black leather school shoes (slip-ons are not permitted).
- On days where students have PE, they need to bring their sports shoes in their bags and change before the class.
- On sport days, sports uniform and sport shoes are required.
- In practical classrooms (science labs, food technology rooms, art rooms) enclosed, black leather style shoes MUST be worn as a safety requirement.

**What to do if you are unable to wear uniform:**

It is your responsibility to wear uniform every day. It is expected all students will organise to have full school uniform every day. On rare occasions a student may be unable to wear full school uniform. In this case you must bring a signed note from a parent or caregiver, stating the reason and when it is expected you will be able to wear full uniform.

Uniform Pass:

Uniform is checked daily. Any student out of uniform and without a note will be recorded in our welfare system. If a student is out of uniform 3 or more instances in a month, an email will be sent to parents/caregivers requesting support with the school's uniform policy. If a student has a note, they must carry the note with them and produce it on request or go to the front office for a uniform pass. Persistent failure to wear uniform could result in a warning for suspension.

If you are mostly or completely out of uniform you will be sent to the Deputy Principal, parents will be contacted and you may be requested to change using school uniform items borrowed from the school.

2.4 RECOGNITION OF ACHIEVEMENT

The school holds two significant formal awards ceremonies in the school year.

1. **Academic Achievement Assembly** is in Term 1. The highest achieving HSC students of the previous year are acknowledged and congratulated, along with the DUX, second, third and fourth place getters in each Year group. Dux in each year receives a voucher provided by Cantabrians.

Academic achievement and school and community citizenship are also recognised by a number of special awards, including:

The Reuben F Scarf Award for Improvement and Commitment – Year 9 student

The Zonta Women's Club Award for Citizenship - Year 10 student

The Cantabrian Scholarship – for Year 11 student \$800 in trust in school account for school costs

The Grace Sparks Award for Excellence in English – Certificate & book voucher, Year 10

The Ampol Best All Rounder Award for the Most Outstanding in Year 12 (presented at Yr 12 Graduation)

ADF (Australian Defence Forces) Scholarships for Leadership and Teamwork) for students in Years 10 & 12 - \$250, \$500

Bailey Award for best student studying HSIE subjects in Year 11- in trust for some school costs

Community Member Contribution Award – certificate and gift (presented at Yr 12 Graduation)

P & C Achievement Award for the Best Result in HSC Practicals in Visual Arts, Music, Drama, Textiles, Dance and Society and Culture, Extension 2 English - \$100 per subject, VET Hospitality & Business Services

Junior 7-9	Year 7 - Bronze	Year 8 - Silver	Year 9 - Gold
			
Senior 10-12	Year 10 - Bronze	Year 11 - Silver	Year 12 -Gold
			

2. **Annual Recognition Day** is in Term 4. Students who have attained outstanding and meritorious in each class, subject or course are recognised. On this day we also recognise sporting and performing arts achievements.

Student Recognition Scheme

This scheme enables students at Canterbury Girls to have their progress and participation acknowledged each year. Students who qualify for Student Recognition are presented with a badge as a symbol of their achievement. The badge colour and design varies according to the number of years for which a student has qualified. This is presented at Annual Recognition Day. A student entering the school in Year 7 has the potential to qualify for up to six badges, one badge a year.

In order to qualify students must:

- Complete the Personal Best Program throughout the year
- Record your completion of recognition throughout the year.
- Check copies of Student Electronic Records which will be available on Year Notice Boards prior to Recognition Day in Term 4.
- Inform Year Adviser of any discrepancy in the rewarding of recognition.

Students in Year 7-9 work through the junior badges progressively. NB: A student in Year 8 who did not achieve the bronze junior badge in Year 7 will be eligible for bronze junior in Year 8. Students in Year 10-12 work through senior badges progressively.

Award Criteria

Within one calendar year, students must: Qualify in categories 1 and 2 and complete 3-4 activities in at least two of the other categories (i.e. categories 3 -6)

<p>1) Academic Achievement A student will need to have:</p> <ul style="list-style-type: none"> - achieved satisfactory progress in all subjects for both the Semester 1 and 2 reports - achieved 80% attendance or higher - Satisfactorily completed the Personal Best Program for the year. 			
<p>2) Compulsory Carnival Attendance A student will need to have participated satisfactorily in two of the three annual school carnivals –</p> <ul style="list-style-type: none"> - Swimming Carnival - Athletics Carnival - Cross Country Carnival <p>NB. If a student is physically unable to satisfy this requirement an alternative may be negotiated with the Deputy Principal.</p>			
<p>Must also complete at least 4 activities from at least two columns below (Years 7-10): Must also complete at least 3 activities from at least two columns below (Years 11-12):</p>			
<p>3) School representation</p> <ul style="list-style-type: none"> - A student will need to have participated satisfactorily (80% attendance at games) in a grade sport - A student will need to have participated satisfactorily in a knockout sport. - Have achieved Zone, Regional or State sport selection arising out of membership of the school. - A student will need to have been selected for and participated satisfactorily in a Regional, State or National performance groups arising out of membership of the school e.g. NSW State Drama/Dance, Debating, Music, Theatre Sports, School Spectacular. 	<p>4) School Leadership</p> <p>A student will need to have taken an active part in one of the following:</p> <ul style="list-style-type: none"> - School Prefect Body - Student Representative Council - Environmental Ambassador - House Captain/Vice Captain - Mentor or Mentor Trainee (eg. Literacy/ Numeracy) - Will have been nominated for a school or community award recognising leadership and citizenship e.g. Minister's Award for Student Excellence, Order of Australia Certificate. - Sports House Captain 	<p>5) School & Community Service</p> <p>A student will need to have participated satisfactorily in one of the following:</p> <ul style="list-style-type: none"> - School club or committees e.g. ISCF, Environmental Committee - School lighting/sound engineers/ Stage Crew - Ensemble/group e.g. Choir, Orchestra, Dance, Theatre Sports - Performer at MADD. - Audition & selection for Community Performance Group <p>A student will need to have met one of the following criteria:</p> <ul style="list-style-type: none"> - Assistance at an organisational level with Parent-Teacher Nights/Orientation Days/Assemblies/ School Visits/Open Nights - Participation in a working bee at the school (one whole day) - Assisting with coaching of sport, music, debating, Dance, Drama, Theatresports. - Participation in a school approved community service project (e.g. volunteering, charity collection) - Participation in a school service project approved by the Deputy Principal 	<p>6) Enrichment /Extension</p> <p>A student will need to have met one of the following criteria:</p> <ul style="list-style-type: none"> - A grade of at least a Credit in a National Standardised Test (e.g. English, Mathematics, Science) - A commendation in the Herald's Young Writer of the Year Award - The Mathematics Enrichment activities - An entry accepted into ArtExpress, Onstage, Encore, Textiles HSC or recognised exhibition - A commendation/Award in an external competition (eg. History, Science, Maths) - An entry selected into the NSW Design Competition - Debating/Public Speaking - Any other enrichment activity approved by the Deputy Principal.

2.5 STUDENT LEADERSHIP

A range of opportunities are made available for students to contribute to the school community in leadership roles. These include Student Representative Council, Senior Prefects, Environmental Ambassadors, and Mentoring.

Student Representative Council (SRC)

The SRC is an active and committed organisation within the school. The SRC is the elected student voice which communicates between students, teachers and the community. The SRC provides opportunities for involvement in leadership and participation within the school and representation of the school at District, Regional and State level. Past school captains have often had a history in the SRC in and beyond the school. The SRC provides opportunities for students to be involved in the decision making and goal setting process on issues which matter to students, such as school environment, uniform and inter-school activities.

Students elect their SRC representatives each year. One representative is elected for every 25 students in the Year. After the elections each year, representatives are inducted at a whole school assembly in Term 3 alongside the Prefects and Co-Captains. Office bearers for the SRC are chosen following leadership training in meeting procedures, roles and responsibilities within the Council. Students who wish to stand for election are required to complete a nomination form signed by themselves, 2 staff members and 2 students from their Year. At a Year Meeting all candidates will speak about their experience and plans for contribution to the school community if elected. This process ensures highly suitable candidates with leadership qualities and a genuine commitment to the school community are elected. Students must be present at school to be eligible for nomination and be involved in the process. Any serious illness or misadventure on the day of the elections will be considered in a case by case basis.

Ms Wilson, SRC Teacher Co-ordinator

A Message from the Students in the SRC

The Canterbury Girls Student Representative Council (SRC) is a leadership program run by Secondary Students for Secondary Students. It is a forum where issues that affect the school and its community are raised, discussed and acted upon in a safe environment.

The SRC representatives consist of peer-elected members from Years 7 to 11. The elections occur annually where six representatives from each year are selected to be a voice for their respective year groups. Girls who display leadership qualities of responsibility, reliability, integrity, honesty and loyalty are elected by their peers to the SRC. Their excellent interpersonal and communication skills, behaviour and conduct enable them to proudly represent their school.

Canterbury Girls SRC participates in the wider community, attending meetings and conferences in the Sydney Region, in order to share ideas on how to improve the schools' SRC program, improve communication and help with issues that may affect the local community.

It is a great place to learn leadership skills and give back to our school community in a positive way. The students are encouraged to become involved in worthwhile causes within the school and its community. Respect, fairness and a wonderful democratic process within the SRC enable the girls to develop enhanced leadership skills and a sense of achievement in supporting others in our communities.

Senior Prefects

The Prefect body is elected annually in Term 3. Students complete a nomination form which must be endorsed by two teachers and two of their peers. Students' attendance record, participation in extra-curricular activities and engagement with leadership opportunities throughout Years 7-11 are considered when deciding on the suitability of a student for the position of prefect. Students in Years 10 and 11 as well as staff participate in the voting process to arrive at a final group of 20. From this group, students may elect to be interviewed for the role of Co-Captain. Interviews are conducted by a panel including the Principal, the Prefect Coordinator, the year advisor and one outgoing Co-Captain. The interview selection process considers students presentation at the interview, written application and proven commitment and engagement to school ethos and direction. Four Co-Captains are then chosen to lead the Prefect body each year, chairing formal assemblies, representing the school at official functions, leading communication between the Senior student body and the school executive and participating in community service.

The position of Prefect or Co-Captain is extremely important in terms of being a senior role model, leading by example and upholding the good name of the school. The prefects work together on a variety of projects which develop skills of leadership, teamwork and collaboration. Prefects are also able to specialise in areas of interest based on the needs of the school, including mentoring, diversity, co-curricular activities as well as connections within and outside of the school community.

Mr Barrington, Prefect Teacher Co-ordinator

School Environment Ambassadors (SEA)

Since 2020, SEA students have continued their commitment to helping the environment in a number of creative ways, despite the obvious challenges of Covid19. SEA was able to raise funds for Sea Shepherd, as well as for a tap filtering system.

Over the past term, senior SEA members have been researching and creating an engaging presentation about bees, with the aim of increasing awareness of their importance to natural ecosystems. Senior SEA students also created a Touch A Tree competition, which was open to all students. Its aim was to encourage an appreciation of trees both in our school grounds and surrounding environment.

SEA has also continued with their WoodiWILD project, which was established in 2019. We have raised enough funds so far for 124 trees to be planted by WoodiWILD in cleared farmland areas across Australia. SEA is also raising funds for the Carbon8 project, by selling succulents to students.

Daily work includes compost collection and assistance with the school garden, as well as recycling paper waste. Environmental films such as 2040 are screened to further help awareness and idea creation for new projects. The focus is positivity and environmental action. All projects were initiated and led by the students, so any students who are motivated and creative in helping the environment, the SEA group may be for you.

Mr Fitzgerald, SEA coordinator

Mentoring

Students in Years 8 and 9 have the opportunity to train as student mentors over one or two days of in-school workshops. Mentors welcome the new Year 7 students to the school as Year 9 and 10 mentors the following year. Our mentoring program dates back to 2001, when the school worked in partnership with NSW Health to introduce the positive mental health concepts of resilience, coping, anti-bullying and seeking help, as part of the Mind Matters package developed for schools. Each new Year 7 cohort completes a series of workshops run by the trained mentors to help them settle into high school. It includes games, discussions, and 'getting to know you' activities based on settling in, finding your way around, meeting new people, making friends, anti-bullying, goal setting and study skills for high school. Many senior members of the SRC and elected Prefects started their leadership careers as mentors in Years 9 and 10. Participation in the mentoring program is an ideal way to develop skills of co-operation, teamwork, helping others and showing commitment.

HT Student Services runs the Mentoring Program.

SECTION 3 EFFECTIVE LEARNING

3.1 LIBRARY AND LEARNING CENTRE

Canterbury Girls High School Library is the digital, information and resource epicentre of our school community. The library is on the top floor of C Block and contains the library collection, the Careers office, Counsellor's office, the Student Services faculty, Learning Spaces, and the Senior Learning Centre in the library's mezzanine area.

Opening Hours

Mon	8:00am – 3.10pm	<i>After School Study Program operates from 3.15 – 4:30pm.</i>
Tues	8:00am – 2.35pm	
Wed	8:00am – 1.00pm	
Thurs	8:00am – 3.10pm	
Fri	8:00am – 3.10pm	

After School Study Program

Every Monday afternoon from 3.15pm to 4.30pm, students are invited to come to the ASK Homework Center to receive support with completion of homework and assessment tasks. Students also use this as an opportunity to complete group work assessments and to receive guided support according to their needs from staff allocated to the homework center each week.

Available Information and Technological Resources

The library's collection contains over 10,000 items including:

- Fiction, non-fiction and multimedia resources
- Free access to e-books and audio books via the school catalogue
- Books focused on the wellbeing and health of young women

School resources such as headphones, multimedia resources, and wireless keyboards are available from the library. Students have access to 18 networked computers downstairs with a further 10 computers upstairs in the Learning Centre. These computers all provide access to the online library Catalogue, Moodle, Intranet and Internet. Students are also able to print from their own device or school computer to the colour photocopier/printer and scanner. The library also provides students with access to power points to charge their devices throughout the day.

ICT Information and Digital Literacy Induction

To support students and their use of ICT they are guided through a staged ICT, information, and digital literacy program in Year 7. Each year, students are provided with workshops on building on their skills as the demands of the curriculum and their learning evolves from Years 7 to 10. The aim is to ensure students have the appropriate skill set and confidence to be able to use effective strategies to research using a range of digital information tools, to be aware of online safety and cyber security and to manage their e-mails, digital files and learning resources to support their learning.

Loan Limits and Periods

- All students are required to have a CGHS Library Card for borrowing, printing, copying and identification. The cards are produced after School Photo Day in Term 1 and any students with concerns about their Library Card should see the Teacher-Librarian as soon as possible.
- Borrowing Limits and Timeframes

Year	Types of Resource	Max. # of Loan Items	Loan Period*
7 – 10	Fiction and Non-Fiction Resources	4	2 weeks
11 – 12		6	
7 – 12	E-Books and Audio Books	2	Overnight or weekend
11 – 12	Multimedia Resources	1	

3.2 WELLBEING ROADMAP AND PERSONAL BEST PROGRAM

Wellbeing Roadmap

The Wellbeing Roadmap provides a scope and sequence of wellbeing initiatives & programs to support students to become resilient and resourceful global citizens. This roadmap guides staff, caregivers and community members to actively plan pathways based upon student strengths, passions and needs.

The Roadmap includes reference to anti-bullying, discipline and attendance policies, school and external wellbeing support staff, interagency support, student health, the recognition system, extra-curricular programs, and school to work transition.

Opportunity for student voice in leadership and learning is a key aspect of student wellbeing. Embedding 21st century skill development in Future Focused Learning such as Digital Literacy, STEM, communication, collaboration, creativity, and critical thinking will be developed. These skills are fundamental for successful connectedness to the school community.

The role of extracurricular programs in fostering relationships between students and staff, and students across Years is acknowledged as a fundamental feature of the connectedness fostered at Canterbury Girls High School.

SUPPORT FOR STUDENTS

A variety of Learning Support and Extra Curricular Programs are offered, including:

- Indigenous Student Success Program
- COVID Intensive Learning Support Program
- Counselling services from the school counsellor, Good Shepherd, Breakthru, Headspace, CAMHS, Barnados Reconnect
- Environmental Ambassadors (SEA)
- Debating
- Public Speaking
- Performance Program: Ensembles in – Orchestra, Dance, Choir, Strings, Percussion, Drama and Jazz
- Mentoring (to introduce Year 7 to high school)
- Student Representative Council, Senior Prefects
- Good Shepherd RISE program for Years 7-8 to support engagement and progress
- RAISE mentoring for Year 8 students with potential
- ASD Peer Support Group
- Literacy and Numeracy Mentoring
- After School Study Program
- Premier's Sporting Challenge

The Personal Best (PB) Program

The Personal Best (PB) Program is undertaken by all students across 3 sessions on Tuesday, Thursdays and Fridays in addition to DEAR (Drop Everything & Read).

All Stage 4, 5 and 6 students are provided with an independent, self-paced online Personal Best Program covering wellbeing, resilience, coping and help seeking skills, anti-bullying, online safety and respectful relationships. In Stage 6 special focus is given to time management, stress management and post-school pathway planning with support from the School Counsellor and Careers Advisor.

All students who complete the Personal Best online program will be recognised on their report.

Specialist student groups including Prefects, SRC and SEA (Environmental Ambassadors) will meet on Tuesday, Thursdays and Fridays. These students are not required to undertake the online program in full and may choose to complete it independently.

Personal Best Program Content Outline

7*	<ul style="list-style-type: none"> ➤ Bullying ➤ Friendships
8*	<ul style="list-style-type: none"> ➤ Bullying/e-safety ➤ Relationships
9*	➤ Friendships Resilience, self-esteem, individuality, goal setting, friendship, managing emotions & anxiety, healthy relationships vs toxic
10	<ul style="list-style-type: none"> ➤ Friendships Goal setting, careers pathways, interview skills, study planning ➤ Mental health - depression & anxiety, loss & grief, eating disorders, mental fitness ➤ Personal identity – relationships, A&OD's
11	<ul style="list-style-type: none"> ➤ Understanding Stage 6 ➤ Surviving Year 12: Beyond Blue ➤ CGHS Senior Support Plan ➤ Illness/Misadventure ➤ Time Management, study timetables ➤ Emotional Intelligence ➤ Habits of Mind ➤ School to Work Planning
12	<ul style="list-style-type: none"> ➤ Time Management ReachOut.com ➤ Motivation: successful student stories and tips ➤ Resources for smarter students and mental health support ➤ Coping with stress, meditation, fitness ➤ Study Skills: Elevate Education, HSC Study Buddy ➤ Online safety

Years 11 and 12 also have support provided by careers, school counsellor and senior student support staff as part of the PB program, including post school planning and stress management

***Years 7-9 students are provided with access to differentiated learning in Literacy and Numeracy, in which they are supported by trained peer learners. These groups will be supported by specialist LaST (Learning and Support teachers) and Maths staff.**

3.3 SENIOR STUDENT SUPPORT

Senior Learning Centre

The Canterbury Girls Senior Learning Centre operates to support senior students in preparation for the Higher School Certificate.

The Senior Learning centre is in the library and occupies the mezzanine level. The Centre provides:

- Teacher support for student learning.
- Study resources and Tutorial groups.
- Computer and internet access, including a colour printer.
- Peer Support.
- Moodle resources in Learning Centre and Senior Student Support.

The aim of the centre is to allow students the space and time to:

- Use time effectively in preparing for assessment tasks, completion of homework and preparation for examinations.
- Assist students to learn how to study and consolidate these skills.
- Give students access to the resources needed.
- Give students emotional support in working towards achieving their best in the Higher School Certificate .
- Develop life-long skills in study and research.
- Develop the confidence to know that you have the skills to succeed whatever your circumstances.

Senior Student Support Plan

A Canterbury Girls High School Senior Student Support Plan is made available to Senior Students through Year Meetings and the Learning Centre and is available on the school website. It is part of the content covered in the Senior Personal Best program delivered on Moodle. The HSC years of study can be demanding and the support plan aims to guide students in making sensible lifestyle choices and balancing their commitments over this period of time. The support plan assists students with study skills, coping with any difficult personal circumstances and seeking help to manage stress and anxiety.

The Careers Adviser

The Careers Adviser helps provide students with access to a range of career development services. These services support students to define their career aspirations, develop career goals, explore career options and create effective career and transition strategies. Some of these services include: career counselling, transition planning, assisting students to identify their abilities, skills and interests through a range of career resources, providing workplace learning through work experience, and providing and clarifying information for students and their parents regarding the school curriculum, the HSC and further education and training.

In 2022, Stage 5 will be introduced to the extensive resources of the School to Work program. Stage 5 Work Experience occurs in Term 4 of Year 10. Accelerated Stage 5 VET course opportunities are available.

Stage 6 students are formally interviewed regarding their intended pathways and are given an opportunity to complete a vocational guidance test. Students in Years 10, 11 and 12 are welcome to see the Careers Adviser at any time for support with careers related advice.

Students enrolling in TVET courses in 2022 will be interviewed and supported by the Careers Adviser. Students should check their DoE email accounts regularly for important information from the Careers Adviser.

In 2022 Careers Services will be delivered by Ms Evangelista

3.4 HOMEWORK POLICY

Rationale - At CGHS, we have established mechanisms to monitor the amount of homework across all subjects to ensure that students' workloads are manageable and that homework is meaningful. Homework is a valuable part of schooling. It allows for practicing, extending and consolidating work done in class. Homework provides training for students in planning and organising time and develops a range of skills in identifying and using information resources. Additionally, it establishes habits of study, concentration and self-discipline.

Policy statement - We hope to achieve teaching and learning practice that considers the **quality** and **manageability** of homework. This policy aims to ensure that homework tasks will be assigned by teachers with a specific, explicit learning purpose. On completion, teachers will acknowledge student effort and provide feedback related to student learning. Teachers will ensure that the quantity of homework will be manageable, ensure quality and will provide feedback to students on completion. Homework will be educationally beneficial and will meet the realistic expectations of students, teachers, parents and caregivers. No Homework and/or Assessment tasks will be set for the Holiday period.

Implementation - Responsibilities

Teachers:

- Implement the school's Homework Policy
- Communicate the purpose, benefits and expectations of homework to students and parents/caregivers
- Acknowledge student effort in completing homework and provide timely and relevant feedback on achievement
- Ensure resources and materials are easily accessible for students
- Support students having difficulties with homework
- Discuss with students and parents/caregivers any developing issues regarding a student's homework.
- Discuss homework practices with colleagues.

Parents/caregivers:

- Acknowledge that workloads will increase and decrease at various times.
- Discuss with student their progress and any developing issues regarding a student's homework manageability.
- Support student if they are having difficulties with homework by encouraging them to communicate with the relevant classroom teacher.
- Communicate with the relevant Head Teacher if concerns continue after contact by student is made with classroom teacher.

Students:

- Ensure resources and materials are accessed
- Ensure a study timetable is generated to manage workload
- Communicate with the relevant classroom teacher if there are concerns or if student is having difficulties with homework.
- Communicate with parent/caregiver if the student is having difficulties with homework.

Stage requirements:

Homework for Years 7-8 - In Years 7-8, homework may be set across the curriculum. Homework may include regular tasks, assignments that require investigation and preparation for examinations. Our staff will support students to develop time management skills, guide them to become more independent learners and ensure their workloads are manageable as we recognise that this is particularly important for those Year 7 students who are transitioning to high school. No homework and/or Assessment Tasks will be set across the school holiday period.

Homework for Years 9-10 - In Years 9-10, homework may be set on a regular basis across the curriculum. Homework might include practice that complements work learnt in class, assignments, as well as preparing for assessment tasks and studying for exams.

Homework will be differentiated for the Academic stream.

Our staff will continue supporting students to develop their time management and study skills and encourage independent work and their transition to become successful Stage 6 learners.

Homework for Years 11-12- In Years 11-12, homework will be expected to be completed independently. Homework may be set in all subjects, and students may be required to prepare for assessment tasks and study for exams.

Times will vary according to learning needs and individual study programs.

Monitoring, evaluation and review

Mechanisms to plan and monitor the amount of homework given to students across all subjects will be conducted through school and faculty processes including assessment schedules, scope and sequences and ongoing collaborative teaching practices.

3.5 EQUIPMENT REQUIREMENTS YEARS 7 - 10

YEAR 7 – Bring Your Own Device (BYOD) should be used to record most learning undertaken. The following are additional subject equipment requirements.

ENGLISH	A4 96 page lined workbook, A5 64 page note book, A4 plastic display folder (refillable), pens (black, blue and red), highlighters, glue stick.
MATHEMATICS	96 page A4 Grid Book (5mm grid) – covered in plastic. (Please note - students cannot do Maths notes and exercises on a digital device – all working must be done in the grid books.) Ruler, pencil, eraser, pens (black, blue and red). Compass and protractor are optional. Scientific calculator: Casio fx 82AU PlusII or Casio fx-100Au - purchased from the school. Mathsonline subscription – invoiced by the school. Special requirements: as part of the Mathematics Homework policy, it is strongly recommended that each student has access to Mathsonline - for eLearning, revising for examinations and completing set homework.
HSIE (HISTORY/ GEOGRAPHY)	120 page A4 book (covered), pens (blue or black), pencil, highlighters. Project/Assessment work: could require scrapbooks, cardboard, display book, model making supplies depending on the task. Special Requirements: There are mandatory field studies which need to be undertaken as part of the History and Geography courses. Costs for each will vary depending on the location of the field study. Students will be advised by their teachers.
SCIENCE	Pens (blue or black), pencil, eraser, transparent plastic ruler, 180 A4 page ruled exercise book with margin (covered) and calculator.
LOTE – CHINESE & FRENCH	120 page A4 covered exercise book with margins, lead and coloured pencils, eraser, ruler, pens (black, blue and red), highlighters, glue stick, scissors, Quoi de Neuf Activity book for French - purchased from the school.
CREATIVE & PERFORMING ARTS	Essential equipment for CAPA subjects: Pens, pencils, erasers, highlighters, ruler, pencil sharpener, laptop and USB Flash drive, A4 lined margined paper for writing. Music: Display folder with clear sleeves, headphones. Visual Art: A4 Process diary 2B/4B pencils, liquid hand soap. Drama: Performing Arts Class – 90 page A4 Exercise book
TECHNOLOGY	Lined A4 Exercise book, 1 display folder, pens (black, blue and red), lead pencil and coloured pencils, eraser, sharpener, highlighters, scissors, glue stick, ruler, laptop and USB, tea towel, sponge/scourer, apron, food container. Students must wear school shoes (not sport) and hair tied back.
PDHPE	Theory: 120 page A4 covered exercise book OR notepad and folder for occasional work, digital device, pens (black, blue and red), pencils, highlighters, scissors Practical: PE uniform (shirt, pants/shorts and running shoes), hat, sunscreen, water bottle

YEAR 8 – Bring Your Own Device (BYOD) should be used to record most learning undertaken. The following are additional subject equipment requirements.

ENGLISH	A4 96 page lined workbook, A5 64 page note book, A4 plastic display folder (refillable), pens (black, blue and red), highlighters, glue stick.
MATHEMATICS	<p>96 page A4 Grid Book (5mm grid) – covered in plastic. (Please note - students cannot do Maths notes and exercises on a digital device – all working must be done in the grid books.) Ruler, pencil, eraser, pens (black, blue and red). Compass and protractor are optional.</p> <p>Scientific calculator: Casio fx 82AU PlusII or Casio fx-100Au - purchased from the school.</p> <p>Mathsonline subscription – invoiced by the school.</p> <p>Special requirements: as part of the Mathematics Homework policy, it is strongly recommended that each student has access to Mathsonline - for eLearning, revising for examinations and completing set homework.</p>
HSIE (HISTORY/GEOGRAPHY)	<p>120 page A4 book (covered), pens (blue or black), pencil, and highlighters.</p> <p>Project/Assessment work: could require scrapbooks, cardboard, display book, model making supplies depending on the task.</p> <p>Special Requirements: There are mandatory field studies which need to be undertaken as part of the History and Geography courses. Costs for each will vary depending on the location of the field study. Students will be advised by their teachers.</p>
SCIENCE	pens (black or blue), pencil, eraser and transparent plastic ruler, 180 A4 page ruled exercise book with margin (covered) and calculator
LOTE	120 page A4 covered exercise book with margins, lead and coloured pencils, eraser, ruler, pens (black, blue and red), highlighters, glue stick, scissors
CREATIVE PERFORMING ARTS &	<p>Essential equipment for CAPA subjects:</p> <p>Pens, pencils, erasers, highlighters, ruler, pencil sharpener, laptop and USB Flash drive, A4 lined margined paper for writing.</p> <p>Music: Display folder with clear sleeves, ear buds & headphone jack adaptor (3mm to 6mm), 48 page A4 lined exercise, headphones.</p> <p>Visual Art: A4 Process diary 2B/4B pencils</p> <p>Drama: 180 page A4 exercise book. Drama blacks for performance (black tights and T shirt without any logos)</p> <p>Dance: 48pg A4 exercise book, display folder, black leotard or singlet top, black $\frac{3}{4}$ or full length cotton lycra tights</p>
TECHNOLOGY MASTERCHEF and	Lined A4 Exercise book, display folder, pens (black, blue and red), lead pencil and coloured pencils, eraser, sharpener, highlighters, scissors, glue stick, ruler, laptop and USB, tea towel, sponge/scourer, apron, and food container. Students must wear school shoes (not sport) and hair tied back.
PDHPE	<p>Theory: 120 page A4 covered exercise book OR notepad and folder for occasional work, digital device, pens (black, blue and red), pencils, highlighters, scissors</p> <p>Practical: PE uniform (shirt, pants/shorts and running shoes), hat, sunscreen, water bottle</p>

YEAR 9 - Bring Your Own Device (BYOD) should be used to record most learning undertaken. The following are additional subject equipment requirements.

ENGLISH	A4 96 page lined workbook, A5 64 page note book, A4 plastic display folder (refillable), pens (black, blue and red), highlighters, glue stick.
MATHEMATICS	<p>96 page A4 Grid Book (5mm grid) – covered in plastic. (Please note - students cannot do Maths notes and exercises on a digital device – all working must be done in the grid books.) Ruler, pencil, eraser, pens (black, blue and red). Compass and protractor are optional.</p> <p>Ruler, pencil, eraser, pens (black, blue and red). Compass and protractor are optional.</p> <p>Scientific calculator: Casio fx 82AU PlusII or Casio fx-100Au - purchased from the school.</p> <p>Mathsonline subscription – invoiced by the school.</p> <p>Special requirement</p> <p>As part of the Mathematics Homework policy, it is strongly recommended that each student has access to Mathsonline - for eLearning, revising for examinations and completing set homework.</p>
HSIE HISTORY GEOGRAPHY COMMERCE INTERNATIONAL STUDIES	<p>Essential equipment for all HSIE subjects:</p> <p>96 page A4 books (covered) for each subject, pens (blue or black), rulers, highlighters, lead pencil, colour pencils, glue and scissors.</p> <p>Project/Assessment work: could require scrapbooks, cardboard, display book, model making supplies depending on the task.</p> <p>History and Geography: 146 page A4 exercise book. There are mandatory field studies which need to be undertaken as part of the History and Geography courses. Costs for each will vary depending on the location of the field study. Students will be advised by their teachers.</p>
SCIENCE	Pens (black or blue), pencil, eraser and transparent plastic ruler, 180 A4 page ruled exercise book with margin (covered) and calculator
LOTE	120 page A4 covered exercise book with margins, lead and coloured pencils, eraser, ruler, pens (black, blue and red), highlighters, glue stick, scissors
CREATIVE PERFORMING ARTS	<p>Essential equipment for all CAPA subjects:</p> <p>Pens, pencils, erasers, highlighters, rule, pencil sharpener, laptop and USB Flash drive, A4 lined margined paper for writing, A4 loose leaf ring binder.</p> <p>Music: A4 plastic sleeves for ring binder, A4 lined and margined lecture pad, headphones.</p> <p>Visual Art: A3 process diary, 2B/4B pencils, set of brushes thin sixes 1 2 4 and 6</p> <p>Photography and Digital Media: A4 sketchbook (A4 journal), digital camera USB connection, SLR camera (not digital - optional)</p> <p>Drama: Black performance clothes (black tights and T shirt no logos)</p> <p>Dance: 48pg A4 exercise book, display folder, black leotard or singlet top, black $\frac{3}{4}$ or full length cotton lycra tights</p>
TAS and INDUSTRIAL TECHNOLOGY MULTIMEDIA	<p>Essential equipment for all TAS subjects:</p> <p>Laptop, USB, Lined A4 Exercise book, A4 lined and margined lecture pad, pens (black, blue and red), lead pencil and coloured pencils, eraser, sharpener, highlighters, scissors, glue stick.</p> <p>Food Technology</p> <p>2 display folders, tea towel, sponge/scourer, apron, food container. Students must wear school shoes (not sport) and hair tied back.</p> <p>Textiles Technology</p> <p>1 display folder, A3 sketchbook, HB/4B pencils, 12 coloured pencils.</p>
PDHPE, PASS and CHILD STUDIES	<p>Theory: 120 page A4 covered exercise book OR notepad and folder for occasional work, digital device, pens (black, blue and red), pencils, highlighters, scissors</p> <p>Practical: PE uniform (shirt, pants/shorts and running shoes), hat, sunscreen, water bottle</p>

YEAR 10 - Bring Your Own Device (BYOD) should be used to record most learning undertaken. The following are additional subject equipment requirements.

ENGLISH	A4 96 page lined workbook, A5 64 page note book, A4 plastic display folder (refillable), pens (black, blue and red), highlighters, glue stick.
MATHEMATICS	<p>96 page A4 Grid Book (5mm grid) – covered in plastic. (Please note - students cannot do Maths notes and exercises on a digital device – all working must be done in the grid books.) Ruler, pencil, eraser, pens (black, blue and red). Compass and protractor are optional.</p> <p>Scientific calculator: Casio fx 82AU PlusII or Casio fx-100Au - purchased from the school.</p> <p>Mathsonline subscription – invoiced by the school.</p> <p>Special requirement: As part of the Mathematics Homework policy, it is strongly recommended that each student has access to Mathsonline - for eLearning, revising for examinations and completing set homework.</p>
HSIE HISTORY GEOGRAPHY COMMERCE INTERNATIONAL STUDIES	<p>Essential equipment for all HSIE subjects:</p> <p>96 page A4 books (covered) for each subject, pens (black or blue), rulers, highlighters, lead pencil, colour pencils, glue and scissors</p> <p>Project/Assessment work: could require scrapbooks, cardboard, display book, model making supplies depending on the task.</p> <p>History and Geography: 146 page A4 exercise book. There are mandatory field studies which need to be undertaken as part of the History and Geography courses. Costs for each will vary depending on the location of the field study. Students will be advised by their teachers.</p>
SCIENCE	Pens (black or blue), pencil, eraser and transparent plastic ruler, 180 A4 page ruled exercise book with margin (covered) and calculator
LOTE	120 page A4 covered exercise book with margins, lead and coloured pencils, eraser, ruler, pens (black, blue and red), highlighters, glue stick, scissors
CREATIVE PERFORMING ARTS	<p>Essential equipment for all CAPA subjects:</p> <p>Pens, pencils, erasers, highlighters, ruler, pencil sharpener, laptop and USB Flash drive, A4 lined margined paper for writing, A4 loose leaf ring binder.</p> <p>Music: Display folder with clear sleeves, A4 lined and margined lecture pad, headphones.</p> <p>Visual Art: A3 process diary, 2B/4B pencils, liquid paper, set of brushes thin sixes 1 2 4 and 6</p> <p>Drama: Black performance clothes (black tights and T shirt without any logos)</p> <p>Photography and Digital Media: A4 sketchbook (A4 journal), digital camera USB connection, SLR camera (not digital - optional)</p> <p>Dance: 48pg A4 exercise book, display folder, black leotard or singlet top, black ¾ or full length cotton lycra tights</p>
TAS and INDUSTRIAL TECHNOLOGY MULTIMEDIA	<p>Essential equipment for all TAS subjects:</p> <p>Laptop, USB, Lined A4 Exercise book, A4 lined and margined lecture pad, pens (black, blue and red), lead pencil and coloured pencils, eraser, sharpener, highlighters, scissors, glue sticks.</p> <p>Food Technology: 2 display folders, tea towel, sponge/scourer, apron, food container. Students must wear school shoes (not sport) and hair tied back</p> <p>Textiles Technology: a display folder, A3 sketchbook, HB/4B pencils, and 12 coloured pencils.</p>
PDHPE, PASS and CHILD STUDIES	<p>Theory: 120 page A4 covered exercise book OR notepad and folder for occasional work, digital device, pens (black, blue and red), pencils, highlighters, scissors</p> <p>Practical: PE uniform (shirt, pants/shorts and running shoes), hat, sunscreen, water bottle</p>

SECTION 4 SCHOOL PROCEDURES

4.1 GENERAL PROCEDURES ~ A – Z SUMMARY GUIDE

Absence from school

All absences must be explained via text, call, email or note. See section 4.2 *Attendance Procedures*. See also **Extended Leave** in this section.

Assemblies – entry procedures

- For Outdoor Assemblies, students should line up in Personal Best DEAR Classes in the Main Quadrangle facing the podium. A marker is used to indicate the place of each Roll class.
- For indoor Formal Assemblies in the MPC, students must line up in the Quadrangle in Personal Best DEAR Classes and wait to be directed into the MPC.
- In the Cantabrian Hall, students should generally enter from the doors adjacent to the quadrangles, NOT the foyer unless the weather is wet.

Attendance and Conduct Cards

A student may be placed on an attendance and/or conduct card for behaviour monitoring, return from suspension or Time Out, parent request or attendance monitoring after truancy.

Banned and prohibited items

- You must not bring weapons, alcohol or illicit substances to school, including cigarettes, vapes and lighters.
- You are encouraged to leave valuable items at home. You are responsible for all your possessions while at school.
- Non-uniform items are generally not permitted at school. Tights, skins, leggings and workout pants are not acceptable uniform items. If a student is doing dance for sport, they must wear navy school shorts over the top of the tights until sport commences.
- Skateboards, roller blades and scooters are not to be brought to school for safety reasons.
- Prohibited (illegal) items will be confiscated and the police may be notified.
- Confiscated items may be recovered from the Deputy if not handed over to the police.
- Suspension may result from bringing prohibited items to school.

Before School Supervision

No students should arrive at school before 8am unless they are a senior student and have a timetabled lesson. Supervision is only provided in Library OR the Canteen and adjoining inner quads from 8.15 am until Period 1.

Camps

- A camp program occurs over the six years of secondary schooling, with camps being offered in Years 7, 9, and 11. Each of the camps promotes bonding, self-esteem and positive relationships within the cohort. A program of outdoor activities develops physical activity skills, offering a range of challenges and experiences to suit all levels of fitness and confidence.
- All camps are held at venues approved by the Department of Education for safety and supervision standards, and students are accompanied by Canterbury Girls school staff members at a ratio of approximately 1 staff member for every 20 students. Students are accommodated in shared rooms with adjoining bathroom facilities, approximately 6-8 per room. All dietary requirements can be met on these camps. Payments can be arranged to be made by instalments if that suits a family's needs. Please discuss with Office A and/or the Year Adviser.

Canteen

- Opens before school daily at 8:15 a.m. for breakfast.
- Provides daily specials, vegetarian and halal menu choices.
- Follows the Healthy Canteens Policy to support balanced and nutritious eating choices.
- Orders for lunch are accepted before school, break and recess. Orders can be collected at the designated window.
- Students will not be served during lesson time unless there is good reason approved by the Deputy Principal/Principal.

Detention

- A teacher may put a student on detention at recess or lunchtime.
- If required to remain after school, detention will generally occur on a Tuesday from 2.33 p.m. – 3.10 p.m., supervised by the teacher or Head Teacher. Parents/carers will be notified 24 hours in advance.

Early Leave

See section 4.2 *Attendance Procedures*

Extended Leave (more than 5 school days)

- See Office A for Application for Extended Leave form. If travelling interstate or overseas you will be required to provide a copy of airline tickets
- Students are expected to maintain a program of study while on attendance exemption and make arrangements to catch up missed work. Tests/assessment tasks missed due to extended leave in Years 10 – 12 may be awarded a zero. In Years 7, 8 and 9 arrangements for assessment are at the discretion of Head Teachers.

Injury or Illness at school

- The designated first aid staff are located in Office A
- During class any student reporting to Office A for first aid must have a note from their teacher
- Families are asked to cooperate and not send a student to school if they are unwell
- Students must **not** contact their parents. The Office staff will do this for them if required.

International Students Fees

International Students' voluntary contributions and subject contributions are covered by the school. International students have \$300 for excursions, extra-curricular activities and educational materials. All other costs including formal, jerseys, uniform, lockers, etc. are at student cost.

Lateness

See section 4.2 *Attendance Procedures*

Library

See section 3.1 *Library and Learning Centre*

Lockers

Lockers are available to all students. Check fees section for price.

Lost Property

Lost Property is kept in Office A. Students should ensure that all property is labelled.

Medication

Students must not carry medication supplies with them for health and safety reasons. If students must take any prescribed or over the counter medication during school hours it must be arranged with Office A through the First Aid staff. See the policy on student health on the school's website.

Mobile Phones

See section 4.5 *Digital Device Policy*

Money and Valuables

- Students are responsible for any items of value brought to school but are strongly encouraged **not** to bring these to school as there is a risk these will be lost or stolen.
- Valuables and money should **not** be left unattended under any circumstances.
- The school can accept no responsibility for any losses.

Office Messengers

Two Year 8 students are rostered each day to run messages for Office A and their names are published on the Daily notices. Students on duty for the day are to get their names marked off at period 1 and then go straight to Office A for daily duties as Office Messenger.

Out of Class

Students out of class must have a pass from their teacher.

Opal Cards

See section 5.1 *School Transport*

Parents/Carers suggestions or complaints

- The school welcomes the opportunity to resolve any concerns promptly and professionally.
- Any matters causing concern will be dealt with according to the Department of Education' procedures which are available on the website: <https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students>

Printing and Photocopying

- **Computer Rooms** - Students in Years 7-10 are currently allocated 25 free copies per term from the printers in the Computer Rooms. Senior students are allocated 35 free copies per term. Copy costs are listed forthwith. Students needing to use more than this need to pay for credit at Office A. USBs can also be used in computer rooms if software is compatible.
- **Library**: a colour copier is available for all students in the library. Copy costs are listed below. Digital work can be brought into school on a USB, printed from computers linked to the copier or from students' BYOD in the library (*instructions on how to print from students' BYOD can be found on the school's Intranet*). Credit can be purchased at Office A; minimum amount is \$5.

Location	Year Group	Free Copies Per term	Type		Cost cents/sheet
Library	7-12	Not Applicable	A4	Black & White	10
			A4	Colour	40
			A3	Black & White	20
			A3	Colour	60

Reports

Reports are prepared and issued to all students twice yearly. Reports are issued directly to students and mailed to the family of any student absent. If reports are issued directly to students a School Stream alert is sent out to inform parents. All International student reports are mailed to parents.

Special Religious Education (SRE)

Special Religious Education is provided by visiting Scripture teachers of various denominations on Tuesday from 12:10 p.m. – 12:40 p.m. Students whose families do not want them to do SRE participate in DEAR at this time. Parents are informed about this through the newsletter and on the school website at the beginning of each year. The permission note is on the school website as well as details about the religious denominations. Students cannot attend without parent permission.

Disability Provisions and Misadventure

Students with special needs can apply to have the assistance of a reader and/or writer/or extra time in the HSC examinations. Students with a diagnosed language disability or learning difficulty are eligible, as well as students with an injury or illness which prevents them completing the exam independently. Students and their families should contact the Deputy Principal or Learning Support Teachers, Mrs O'Sullivan or Ms Fox, for assistance in making an application based on language or learning needs. Cases of misadventure (unexpected accidents and events just before exams) are processed through the Deputy Principal.

Staff Rooms

Students must knock and wait at the door until they are invited in by a teacher. Students may not enter staff rooms or staff common rooms at any time without a teacher present.

Toilet

- Every effort should be made to use the toilet at break times during the day.
- Students are not permitted to be in toilets unless using them; do not loiter in the area.
- Teachers will not generally agree to requests to go to the toilet during class until after 30 minutes of lesson time.
- If there is a health issue requiring frequent toilet use, please contact the school regarding this so that arrangements can be put in place.

Uniform

See section 2.3 *Uniform*

4.2 SPORTS INFORMATION

Students are required to participate in the Canterbury Girls High School Sporting Program as part of their learning and development. The Sports Program includes Wednesday afternoon school sport, (both Grade and recreational), School Carnivals, Sydney East and Knock out competitions.

- Knock out sports offered in 2022 will include volleyball, cricket, softball, basketball (both open and U15 age groups), netball (both open and U15 age groups), soccer, touch football, table tennis and tennis.
 - School sport is held every Wednesday afternoon from 12.55 p.m. – 2.47 p.m.
 - Carnivals are a whole school event. Canterbury Girls High School Carnivals will be held on the following dates and venues weather permitting
- | | |
|---------------------------------------------------------|-------------------------------------------------------------------------------------|
| ○ School Swim Carnival – 14 th February 2022 | ○ Zone Swim Carnival – 25 th February and 28 th February 2022 |
| ○ School Athletics Carnival – Term 2, Date TBA | ○ Zone Athletics Carnival – Term 2, Date TBA |
| ○ School Cross Country – Term 1 Week 10, Date TBA | ○ Zone Cross Country – 10 th May 2022 |

Sport Uniform is only to be worn for PE lessons and on Wednesday (Sports day). See *Section 2.3 Uniform* for details of correct sports uniform.

Year 7 students initially participate in either a rotational sporting program, where they participate in a variety of sporting experiences, or join a Grade sport team. All other years can choose to trial for a Grade team or they can choose a recreational sport. Some of the Grade sports offered across the year include Basketball, Netball, Soccer, Mini Soccer, Softball, Table Tennis, Oz Tag and Volleyball.

Grade sport is a round robin competition where students play against other schools in the St George Zone. It runs on a 'home and away' basis. If a 'home game' is played at school or at a local venue within walking distance from school, students may be dismissed from these venues at the conclusion of the game with permission from their parents/caregivers. Grade sport commences at the beginning of lunch (12.15 p.m.) rather than at the end of lunch (12.55 p.m.) on competition days. For the 'away games' and games played outside of the local area, teams will be transported to and from the venue by school bus with teacher supervision, returning to school by 2.47 p.m. To cover the cost of buses, students will be charged \$45 for the season which can be paid at Office A. This will allow them unlimited bus travel for the season.

Trials for Grade teams are held at the beginning of the season and some students may need to reselect their sport if they are not selected onto a Grade team. Demand for some sports and the size of the venue may mean that some student's preferred sport choices cannot be met.

The Summer Grade season starts in February and continues until the end of March. It restarts in September and runs until early November for the seniors and late November for the juniors. The Winter Grade season starts in May and continues until August.

Grade Sport Choices for 2022

Summer	Winter
Mini Soccer	Basketball
Softball	Soccer
Table Tennis	Table Tennis
Oz Tag	Volleyball
Volleyball	Netball

Recreational Sport Choices for 2022

- | | | |
|----------------|------------------------------------|---------------------------|
| • Playfair Gym | • Dance Company (through audition) | • Boxercise (Winter only) |
| • Zumba | • Rotational (Year 7) | |
| • Badminton | • Yoga (Year 11) | |
| • Pilates | • Gym @ Aquatic Centre | |
| • Tennis | • Power Walking | |
| • Ice-skating | • Gardening (Winter only) | |

These may change depending on student numbers and availability of external providers

4.4 PERFORMING ARTS

Performance extracurricular opportunities and events for 2022 include:

DANCE: Year 7 Dance Ensemble (Tuesday mornings), Junior Dance Company (Year 7 & 8), Senior Dance Company (Years 9 - 11), Dance Chorus Group (7 - 11), In the Spotlight Dance Festival, School Spectacular, Sydney Dance Company Workshops

DRAMA: Senior and Junior Drama Ensemble.

MUSIC: Concert Band, Stage Band, Ukulele Ensemble, Strings Ensemble, Percussion Ensemble, School Spectacular (Singers), Choir, CG#Sounds (Original Music Recording Project), Canterbury Combined Schools Band.

This is on top of opportunities in Music, Drama and Dance in timetabled lessons. All Extra-Curricular groups have an additional cost associated and families need to understand that this payment is essential to participation.

Performing is about communicating to an audience. All students benefit from extending their communication skills, no matter what medium of Performing Arts they choose. We endeavour to enable students to work across a range of the arts as they build confidence and provide students with wonderful skills they can use throughout their lives. They also enable our young people to build new peer groups and develop sound social skills.

Many studies have also found that music and performance generally enhances brain development as well as being a lot of fun. All performance groups will have a program of performances across the 2022 school year. Students who do elective Music or Dance in Years 8, 9 and 10 are expected to perform in one of the ensembles.

COMMITMENT

Students joining one of the performance groups are expected to make a commitment for the year. Involvement in any of these groups requires lunch or before/after school time commitment. Rehearsal times for each group will be published in the first newsletter for 2022.

4.5 DIGITAL DEVICE POLICY

There is a range of digital devices available today including laptops, iPads, mobile telephones, digital cameras, portable MP3 players/iPods, smart watches, earpods and other similar devices. All of these have the potential to be incorporated appropriately into lessons, opening exciting new approaches to learning. When these technologies are misused by students they can be very disruptive to teaching and learning and in some cases cause harm.

Canterbury Girls High School acknowledges that students may need to be in possession of a mobile telephone at school for reasons relating to their safety in travelling to and from school.

Taking photographs or videos while at school or engaged in school-related activities by students may only occur if there is a sound reason for the photography. Depending on the particular circumstances and purpose of the photography, the permission of staff, parent/carer or student may be required.

Where students bring a laptop, mobile telephone, iPad, MP3 player/iPod, camera and similar devices to school, the student must accept the following responsibilities:

- The student must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk.
- Students will use their digital devices in a way which reflects the core values being taught in schools, including the values of respect, responsibility, care and fairness.

- Students must not use mobile telephones or other devices to disrupt the learning environment or interfere with the operation of the school. Such activities may incur disciplinary action including suspension.
- All mobile phones must be off or on silent and out of sight. A teacher may confiscate the phone if it is visible.
- Students must not use mobile telephones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the telephone or for any illegal activity. Such activities may incur disciplinary action including suspension and the police.
- Students must not take out their laptop, mobile phone, iPod or head phones in class time under any circumstances unless requested to do so by the classroom teacher.
- Under no circumstances will inappropriate use of digital devices with cameras be tolerated. Students found to be using any camera contrary to this acceptable use policy will be dealt with under the school discipline policy. Disciplinary action will be taken in all classes.

Improper use of Digital devices:

- If a staff member has good reason to suspect that a student has been using a digital device inappropriately during the class, the staff member has the right to take the device from the student.
- The digital device will be given to the Deputy Principal and kept until 3.10pm.
- A record will be kept of the students from which devices have been confiscated. Collection of the device will be according to the following criteria:
 - **First offence**
The device may be collected by the student from the Deputy Principal at the end of the school day.
 - **Second offence**
The device may be collected from the Deputy Principal at the end of the day by a parent/carer of the student.
 - **Third offence**
The device may be collected at the end of the school day by a parent/carer of the student. The student's 'digital device Pass' will be cancelled and the student will not be permitted to bring the device to school.

Emergency Contact

Students should not call home to be collected when sick; students must report to Office A

- If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school's main office and a message will be sent immediately to the student.
- If a student needs to make emergency contact with anyone they can do so through the school's main office.

Mobile Phones and Examination Rules

The NESA is the body that controls all secondary school external examinations. NESA examination rules have been applied to Canterbury Girls High School, a section quoted below:

"If you do not follow the rules outlined below, or if you cheat in the tests in any way, you will be reported to the Deputy Principal and may be removed from the test room. Penalties for such actions may involve cancellation of the particular test result or of all your examinations. You must not take a mobile phone or any other electronic device into the test room."

SECTION 5 GENERAL INFORMATION

5.1 SCHOOL TRANSPORT

Opal Card

International students are not eligible for the subsidized travel and cannot obtain a student opal card.

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 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.

5.2 STUDENT HEALTH MATTERS

First Aid and School Clinic

A First Aid officer is located in Office A and assists students who have minor first aid needs at school. The school clinic is supervised by Office A and is available for students who become ill at school and need to wait for family or caregivers to collect them. The school does not provide extended care for sick students. Families should not send sick students to school. Families are requested to keep contact and emergency contact details up to date so there is no delay in advising families of illness or accident.

All teachers are trained and updated annually in basic first aid. Regular updates in asthma and anaphylaxis are also required by the Department of Education. At all times teachers are expected to provide reasonable first aid and contact medical or emergency services if appropriate for students who are ill or affected by an accident. Office A will contact emergency services when needed.

Health Care Plans

The most common reason for Health Care Plans is for students who have severe asthma, anaphylaxis, diabetes or epilepsy, which may require an emergency response.

Any student who has:

- an ongoing health condition which may need an emergency response
- regular administration of medication during school hours
- Other health support needs at school may require a Health Care Plan.

The Health Care Plan includes information about the health needs of the student, an emergency response plan, contact details for family and medical services, and details of any medications or procedures required during school hours. Health Care Plans are negotiated arrangements made in consultation with families and caregivers, and are made available to all staff as appropriate. Emergency response plans are updated annually and posted around the school in key locations. Office A keeps copies of all Health Care Plans.

Administration of Medication at School

Students are not permitted to carry prescribed or over the counter medications at school. If the student suffers from Anaphylaxis or Asthma, they must carry a spare Epi-pen and/or Ventolin on them at all times. When medication has to be taken regularly during school hours, either long term or short term, arrangements should be made with Office A. The appropriate Department of Education forms should be used.

Vaccination program – NSW Health

The school supports NSW Health vaccination programs for HPV, Hepatitis B, Chicken Pox, Whooping Cough, Diphtheria and Tetanus. Parents/Caregivers are sent information and permission notes as these vaccinations are offered.

5.3 ATTENDANCE PROCEDURES

Parents are responsible for ensuring their children attend school. A common cause of poor or unsatisfactory school progress is regular absences. The school has a number of procedures for checking the attendance of students and informing parents or carers. Below is a summary of the process:

1. At 8.38 am each morning a warning bell is sounded to notify students to proceed to their period 1 class.
2. At 8.40 am electronic rolls are marked in every class by every teacher.
3. Electronic rolls are marked every lesson providing a record of attendance for each lesson for each student.
4. For all students who are marked absent in period 1 an email message is sent to the parent/caregiver on the day of the absence.
5. A daily report is generated that checks a student's attendance to ensure they are present every lesson.
6. Parents/Caregivers are notified if a student is found to truant or a student's attendance is of concern.

If a student is late

1. Any student arriving after 8.40am is classified as late.
2. The student must go to Office A and provide an explanation for their lateness to the Office staff. Office staff will record the absence as either 'Acceptable' or 'Unacceptable', depending on the reason given.
3. The student will be issued with a note indicating the time of arrival and then should proceed quickly to class. The student will not be accepted into class without a note. (Office A updates the electronic roll to show time of arrival)
4. If a student is late three times in a term with an 'Unacceptable' explanation, parents/carers are notified by SMS or email.

If a student is absent:

1. Parents/Carers are notified via email if their student is absent from Period 1 and/or late.
2. A note should be given into Office A on the day the student returns to school. If a note is not received after 7 days, the absence is classified as 'unjustified'.
3. For all unexplained absences emails are sent to the parent(s) or carer(s) seeking an explanation for the absence.
4. If the absence is not explained, the Year Adviser may contact the parents by phone. The 'Home School Liaison Officer' may be notified and in cases of many absences interviews may be conducted during school time with the Head Teacher Student Services or Deputy Principal.

If a student needs to leave early:

1. The student must bring a note from home to Office A before school and pick up the early leavers pass at recess or break time.
2. The electronic roll will be updated and classroom teachers will be able to view early leavers. If a student does not have an early leavers pass or does not appear on the electronic roll they will not be given permission to leave class.

Absences due to illness are inevitable; however, absences from school for shopping, minding small children or family outings are not allowed. Dental and medical appointments should be arranged outside of school hours, including Sport, wherever possible. Sport is a compulsory component of a student in Years 7 – 11 learning program, and, as such, attendance is mandatory.

Attendance at all school events such as Swimming, Athletics and Cross Country Carnivals is compulsory.

For those students receiving Centrelink payments, checks are completed each term of our attendance records. If a student has more than 5 unexplained absences per term the financial assistance to the student may be adjusted.

Note: Students **MUST NOT, UNDER ANY CIRCUMSTANCES** leave the school grounds once they have entered without the permissions of the Principal or Deputy. If permission is granted an official DoE "School Leave Pass for Partial Absence" will be issued.

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.

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.

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.

5.4 CRITICAL INCIDENT POLICY RELATING TO INTERNATIONAL STUDENTS

CGHS High School's Critical Incident Policy incorporates the Department's Policy, Procedures and Emergency Management Guidelines and applies to all students. In the case of international students enrolled at the school, the following also applies.

Incident	Action	Contact numbers
<p>Any emergency involving international students Including:</p> <ul style="list-style-type: none"> • Severe verbal or psychological aggression • Death, serious injury or any threat of these • Natural disaster • Issues such as domestic violence, sexual assault, drug or alcohol abuse 	<ul style="list-style-type: none"> • For students under 18 years, contact family in the student's home country and carer in Australia. • For students 18 years and older, contact the student's family in their home country and the carer (if they have one) and emergency contact. • Notify DE International of the emergency and actions taken by the school. • Record on the students file all actions, interviews and conversations. 	<p>Student Adviser at DET International:</p> <ul style="list-style-type: none"> • 8293 6964 • Manager, School Support and Compliance: 8293 6965
<p>Missing students:</p> <ul style="list-style-type: none"> • Students who cannot be located or contacted and have been absent for 5 consecutive days 	<ul style="list-style-type: none"> • Contact the student's carer or emergency contact. • Follow up with other students and friends to locate the student. • Contact parents overseas. • Report student as a missing person to police and obtain an Event Number. • Notify DE International of this number. • Notify DE International of the missing student and actions taken by the school; DE International will notify Immigration as required. 	<p>Student Adviser at DE International:</p> <ul style="list-style-type: none"> • 8293 6964 • Manager, School Support and Compliance: 8293 6965 • Local Area Police ASHFIELD 9797 4099 BURWOOD 9745 8499

NB: Any reports of emergencies/critical incidents should be copied for information or action as necessary to **Chief Education Officer, DE International 8923 6967** in addition to regular Departmental reporting requirements.

6. LIVING IN SYDNEY

1. Staying Safe

Emergency Services

Ambulance, Police or Fire Brigade



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

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



- The local police station is Ashfield Police Station

Address: 14 Victoria St Ashfield, NSW
Phone: 02 97974099



- The nearest medical centre is Hurlstone Park Medical Centre

Address: 859 New Canterbury Rd, Hurlston Park NSW
Phone: 02 95580218



- The nearest hospital to the school is: Canterbury Hospital

Address: 575 Canterbury Rd, Campsie
Phone: 02 97870000

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) 98044700
Mobile: 0419 628 168 (24 hours)
Email: jun@auzziefamilies.com

Website: 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
Website: www.ozhomestay.com.au

Global Experience

Contact: 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 and Mrs Rachel Whyte
Phone: (+61 2) 8901 4499
Mobile: 0410 761 499 (24 hours)
Email: info@staydownunder.com.au
Website: 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.

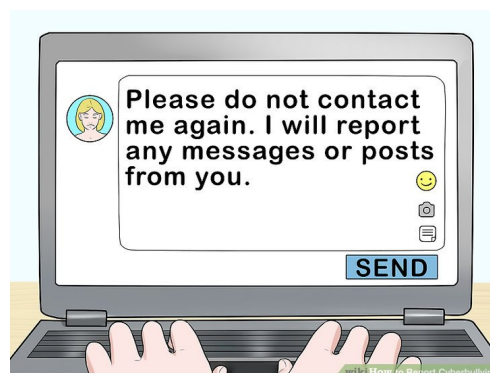
Did you know?

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>

Safety Apps

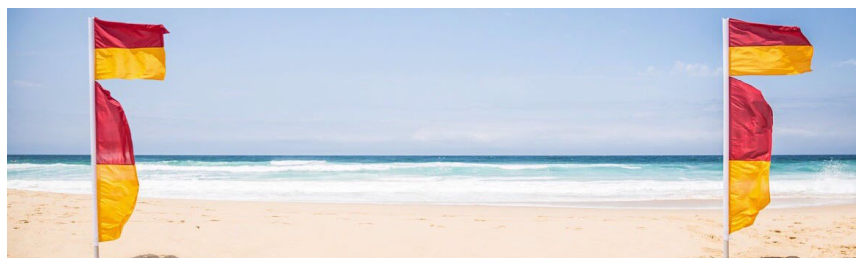
The **Emergency Plus app** is a national emergency app that you can use to get help as soon as possible in an emergency situation.

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.



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>

2. 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 Qingzhu Liu** at LOTE staff room
 - **School Counsellor: Josephine Rynsaardt** in the library
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.



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.

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 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.***

or drink

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 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.

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 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, 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.

3. Transport and Travel Concession

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

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



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

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

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



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

Road Safety and Public Transport Safety

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



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

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



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

4. 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 www.medibankoshc.com.au and select "Activate your Membership"
2. Search the student profile using personal details including membership number, birth date and name.
3. Then fill the next page with student information and click "submit" when completed.

Obtain your OSHC membership card

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

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

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

Know your cover

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

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

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

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

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

5. COVID19 Information and Resources for International Students and their families

The *COVID-19 Information and Resources* page on the DE International website brings together multilingual resources from DE International, the NSW Department of Education, NSW Health and StudyNSW.

<https://www.deinternational.nsw.edu.au/news/covid-19-information-and-resources>

DE International Wellbeing Support Service

The wellbeing of our international students is our number one priority. To ensure our students have access to the support they need, we've partnered with Medibank to offer the *DE International Wellbeing Support Service*. In addition to providing continued access for our students to Medibank's 24/7 Student Health and Support Line, the service also provides new avenues for parents, carers and schools to seek help in supporting the wellbeing of our students.

You can call the Service NSW hotline (13 77 88) for further information on COVID-19 support available or visit the [Service NSW website](#)^{External link}

<https://education.nsw.gov.au/news/media-releases/nsw-government-supporting-international-students-through-covid-19>

7. 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:

1. 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.

2. Accommodation and Welfare Arrangements

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:

<https://www.fairtrading.nsw.gov.au/housing-and-property/renting/starting-a-tenancy/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.

3. 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.

4. 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).

5. 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.

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.

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.

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.

Work

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

Arrival Checklist

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

On arrival

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

At School

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

At Home

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

FORMS

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

1. Under 18 Request to Change Welfare Arrangements form

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

4. 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.

5. 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.

6. 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

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 one 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.