



# INTERNATIONAL STUDENTS ORIENTATION HANDBOOK

SECONDARY SCHOOL



NSW GOVERNMENT SCHOOLS

## School Contacts

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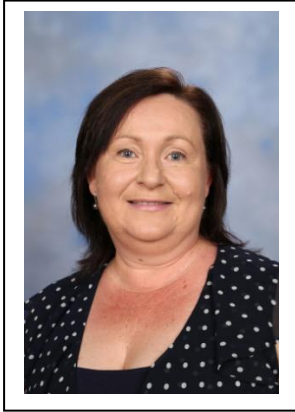
WELCOME WELCOME



WELCOME WELCOME

## About the School

### Principal's Message



I would like to welcome all new students and their families to Kingsgrove. I hope your learning experiences at Kingsgrove High School are positive and rewarding.

As our Latin school motto says, *Lumen tuum fulgat* – Let your light shine! We are committed to ensuring a safe and happy environment for your child. We support your child's health and safety through a range of strategies including:

- the behaviour code for students, which outlines the standards of behaviour expected in all NSW public schools
- anti-racism education
- anti-bullying programs
- conflict resolution and mediation training
- peer support
- road safety education
- the healthy school canteen strategy

Our professional, university-educated teachers encourage students to develop a love of learning and a desire to succeed. They maintain the highest integrity and concern for your child's wellbeing.

The principal is responsible for the educational leadership and management of our school. If you would like to speak to the Principal, please contact us to make an appointment.

Our school administrative staff can answer inquiries or direct you to the appropriate staff member for help. Once again, welcome to Kingsgrove High School.

Ms O. Sofu  
Principal

## **School Profile**

Our school is a community co-educational secondary school which has a reputation for high expectations of student learning achievement and of co-operative, caring, respectful behaviour.

Programs are based on our school's belief in quality learning for all, and on guiding statements developed by students, parents, and teachers about the qualities we believe a student should have on leaving our school.

Our students face a future characterised by change, rapid technological advancement and significant adjustments to lifestyles and the nature of work.

At Kingsgrove High School we prepare students for the future by providing them, from Years 7 to 12, with a quality education in a broad range of subjects. We cater for the interests and needs of boys and girls of all levels of ability, from varied cultural and language backgrounds.

Our school provides a pleasant, supportive, and safe environment where all students are encouraged to achieve their personal best.

The quality of programs at Kingsgrove High School has been acknowledged in recent years by four Regional or Statewide awards – for Higher School Certificate achievement, for literacy programs, and vocational and school to work transition programs.

Quite simply, it is a great place for students to learn.

## School Directory

### School Staff



#### ***International Student Coordinator (ISC)***

Ms Chang can speak to you regarding any concerns you may have about your school, health, homestay issues or if you require a leave request or change of address form. She is located in Language staffroom.

The 3 Deputy Principal's are:



***Mr G Evans***



***Mr P Witherly***



***Ms M Dracopoulos***

#### ***Head Teacher – International students***



**Mr Fourfouris** supports the ISC, and SAO and you can also speak to him about any concerns you may have. He is located in D Block HT Admin office.

#### ***School Administrative Officer (SAO) – International students***

School Administrative Officer (SAO) - International Students, the SAO responsible for International Students is Ms Debbie Wileman who manages student enrolment and correspondence between home and school.

**If you need help with a problem or feel unsafe at school at any time, go and see your International Student Coordinator or one of the staff listed here.**

## **Year Advisers**

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

Year 7	Ms D Trang
Year 8	Ms L Sherry
Year 9	Ms S Bruce
Year 10	Mr L Marks
Year 11	Ms M Kritharas Stewart
Year 12	Mr N Cassis

## **Year Advisers**

All Year Advisers are available to discuss matters of a general nature, such as the attitude, attendance, conduct and progress of your child at school. They are also available to support students at school.

In the following terms students will undertake programs that assist them to learn about themselves and improve communication with others. They will deal with issues that are not specifically dealt with in the academic curriculum. Students will be able to discuss aspects of their life at school, navigating adolescence and their learning with their teachers and peers in a structured and safe context.

They will also learn about:

- valuing their school community.
- getting along with people.
- communicating with others and managing friendships.
- conflict resolution skills and managing bullying.
- being organised, and appropriate courtesy and manners.

These lessons are complementary to the course work studied in PD/H/PE throughout the year.



## Head Teachers

English	Ms H Macris
History	Ms B Jang
Mathematics	Ms S Navrozoglou
Science	Ms A Deol
Social Science	Mr J Appleby
CAPA	Ms K Fry
PD/H/PE	Mr T Orsaris
TAS	Ms L Huddleston
Administration/Languages	Mr D Fourfouris
Careers	Ms A Theodoris
Library	Ms H Vassios
Wellbeing	Ms D Moors

## **General School Information**

The following information is listed in alphabetical order.

### **Student timetable**

The Kingsgrove High School Timetable runs on a two-week cycle with an A and B week. The first week of term is always an A week. Timetables are available via Parent/Student Portal.

### **Assemblies**

Assemblies are held every Monday. In Week A, they are Year Assemblies run by your Year Adviser. In Week B, they are whole School Assemblies and are run by the Prefects. The Principal addresses the assembly on issues relevant to the whole school and sports announcements are made for the week. Whole School assemblies are held in the Quadrangle and classes line up in Year groups in Roll Call classes.

### **School Activities**

Kingsgrove High School offers a broad range of extracurricular activities to support learning and provide opportunities to develop social, communication and real-world experiences.

Many of the memories and friendships created at school often occur during these events and provide an important role in providing a wholistic approach to education. Activities can be aimed at classes, year groups, students with special interests and whole school events. Some of the extracurricular activities that we offer include:

- Local and interstate study excursions
- Knock out sport
- Duke of Edinburgh Award scheme
- Year camps
- Academic competitions
- Rock band
- Choir

### **Attendance**

All students are expected to attend school. Attendance check is conducted at 8.50am every day, at the start of period 1 and during each lesson. The Roll is marked then, and also period by period. If students are late to school and miss the attendance check, the school sends a text message to parents.

▪ **What do I do if I am absent from school?**

Students who have been away from school for illness or other reasons must hand in the green form to the Rolls office on their first day back at school. A sample of the GREEN FORM is below. Where families are planning a holiday or extended leave, students are to collect an *Exemption from School* form from the office and bring this completed form to the office for approval to be away from school for an extended period.



**Kingsgrove High School**  
Cnr Stoney Creek Road and Kingsgrove Road  
Kingsgrove NSW 2208  
Phone: 9150 4416  
Email: [kingsgrove-h.school@det.nsw.edu.au](mailto:kingsgrove-h.school@det.nsw.edu.au)  
Web: [www.kingsgrove-h.schools.nsw.edu.au](http://www.kingsgrove-h.schools.nsw.edu.au)

**Request for full day leave**

Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Roll Class: \_\_\_\_\_

Dates absent: From: \_\_\_\_\_ to \_\_\_\_\_ inclusive

Reason: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this slip on the first day you return from leave.**

▪ **What do I do if I need to leave early or have come to school late?**

If a student arrives late, they must go to the Finance and Rolls Window and be recorded as present. They will be given an entry pass to class. Students must provide an explanation for lateness from their parents in writing. This can be done on the pink form or by responding to the text message sent. Students need to leave home with sufficient time to allow for public transport difficulties.

Unexplained or persistent lateness may incur an After School Detention and parents will be contacted.

If a student needs to leave school early, they must go to their Deputy Principal with their note from home for it to be confirmed through a phone call to a parent. Once approved the student must take the note to the Finance and Rolls Window to be given the early leave pass. Students requiring a doctor or dental appointment should organise these for after school.

The **PINK FORM** looks like this.


<p><b>Kingsgrove High School</b> Cnr Stoney Creek Road and Kingsgrove Road Kingsgrove NSW 2208 Phone: 9150 4416 Email: <a href="mailto:kingsgrove-h.school@det.nsw.edu.au">kingsgrove-h.school@det.nsw.edu.au</a> Web: <a href="http://www.kingsgrove-h.schools.nsw.edu.au">www.kingsgrove-h.schools.nsw.edu.au</a></p>
<p><b><u>Request for PARTIAL day leave</u></b></p>
<p>Early leave: <input type="checkbox"/> Late arrival: <input type="checkbox"/> (Please tick the correct box)</p>
<p>Family Name: _____</p>
<p>First Name: _____</p>
<p>Roll Class: _____</p>
<p>Times absent: From: _____ to _____ inclusive</p>
<p>Reason: _____ _____</p>
<p>Parent Name: _____</p>
<p>Signature: _____</p>
<p>Phone: _____</p>
<p>Date: _____</p>
<p><b>Please see your Deputy Principal before handing this note to the Finance window before 8.50am on the day of the request</b></p>

### **Parents and Citizens Association (P&C)**

The Parents and Citizens Association meet in weeks 4 and 9 of each term on Tuesday commencing at 7.00pm in the Staff Common Room.

### **Parent/Teacher Interviews**

Parent/Teacher interviews are held at the end of Term 2 and beginning of Term 3 after the issue of Semester One reports. It is an opportunity for parents to meet with staff on the progress of their child in all subjects studied at school, information on parent/teacher interview dates is issued to students, with a booking form before the evening in question. Parents are encouraged to contact the school for parent/teacher interviews on the progress of their child at any time, through their Year Adviser.

### **Peer Support**

The Peer Support program is run by our Wellbeing faculty with the support of our Peer Support Coordinator and Year 7 Adviser. Peer Support leaders are Year 11 students who have been trained in Year 10 to mentor and guide Year 7 students through a wellbeing program that has been targeted to meet the specific needs of the Year 7 group.

Peer support will be run during timetabled periods. In Term 1, Year 7 students will participate in an additional timetabled peer support session per week to support their communication, self-esteem and relationship development as part of their transition to high school.

### **Playground Duty Supervision**

Playground Supervision Duty is a duty for all teachers and is part of our duty of care to students. At KHS, this supervision duty occurs at Recess and Lunchtimes each day. For the purposes of staff supervision rostering, the school is divided into the following areas: Boys Quad, Girls Quad, Canteen, Library, Oval and Basketball Courts. All other areas are out of bounds to students, unless Wet Weather arrangements are in place. These areas are indicated on the PGD map that follows. A staff member is allocated to each area and a Head Teacher will support staff during each duty.

If Wet Weather Playground Supervision is to take place, an announcement will be made on the PA system by the Head Teacher on duty, after consultation with a Deputy Principal. In such cases the Oval and Basketball Courts will be out of bounds. Once wet weather is called students are permitted to be in the ground floor corridors of A and D Block.

### **Telephone calls**

Students who need to call a mobile may seek permission from the Deputy and use the school phones. No mobiles are to be used in class time.

### **First Aid room**

Is located in the print room near the front office. See the staff for any medical needs.

## Bell Times

Our school has a two week timetable. The first week is called Week A, the second is Week B. School for junior students (Year 7-10) commences at 8.50am each day with Period 1.

There are different bell times on some days. On a Monday we have Assembly, they are held at the end of Period 1. Wednesday is Sport Day for Years 7 to 12. Tuesday, Thursday, and Friday have the same bell times. All students finish early on a Tuesday as teachers have staff meetings.

Monday	Tuesday	Wednesday (Years 7 – 10 Sport)		Thursday and Friday
<b>Period 0</b> 8.00 - 8:50 (Year 11 & 12)	<b>Period 0</b> 8.00-8:50 (Year 11 & 12)	<b>Period 0</b> 8.00-8:50 (Year 11 & 12)		<b>Period 0</b> 8.00-8:50 (Year 11 & 12)
<b>Period 1</b> 8:50 – 9:40	<b>Period 1</b> 8:50 – 9:45	<b>Period 1</b> 8:50 – 9:45		<b>Period 1</b> 8:50 – 9:45
<b>Assembly</b> 9:40 – 10.00				
<b>Period 2</b> 10.00 – 10:50	<b>Period 2</b> 9:45- 10:40	<b>Period 2</b> 9:45 – 10:40		<b>Period 2</b> 9:45- 10:40
<b>Recess</b> 10:50 – 11:20	<b>Recess</b> 10:40 – 11:10	<b>Recess</b> 10:40 – 11.00		<b>Recess</b> 10:40 – 11:10
<b>Period 3</b> 11:20 –12:10	<b>Period 3</b> 11:10 – 12:05	<b>Period 3</b> 11.00 – 11:55		<b>Period 3</b> 11:10 – 12:05
<b>Period 4</b> 12:10 – 1.00	<b>Period 4</b> 12:05 – 1.00	<b>Lunch</b> 11:55- 12:25		<b>Period 4</b> 12:05 – 1.00
<b>Lunch</b> 1.00 – 1:30	<b>Lunch</b> 1.00 – 1:30	<b>Sport</b> <b>Years</b> <b>8-10</b>	<b>Lunch 2</b> <b>Year 7 only</b> 12:25 – 12:40	<b>Lunch</b> 1.00 – 1:30
<b>Period 5</b> 1:30 – 2:20	<b>Period 5</b> 1:30 – 2:20		<b>Period 4</b> 12:40 – 1:30	<b>Period 5</b> 1:30 – 2:20
<b>Period 6</b> 2:20 – 3:10	<b>Early Finish</b> <b>Staff Meetings</b> 2:20 – 3:10		<b>Period 5</b> 1:30- 2:20	<b>Period 6</b> 2:20 – 3:10

## **Counselling**

### **What is a School Counsellor?**

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

This service is free and confidential.

### **Why do students see the Counsellor?**

#### **Academic problems**

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

#### **Personal problems**

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

Ms Khoury is the School Counsellor and Ms Udachina is the School Psychologist, both are located in the Counsellor room in A Block. See your ISC or your Year Adviser to make an appointment.

### **ESL Support**

The ESL staff is available to support students with their English language development.

See the HT English or the ISC if you would like to discuss receiving more support with your English needs.

### **Cybersafety @ KHS**

There are six domains of Cybersafety that we teach and learn about at KHS. Students will be introduced to this in the first weeks of the year. Please complete the responsible use of Technology agreement form and return it to the office.

### **English As An Additional Language or Dialect (EAL/D)**

Students who are learning English as a second language, and who require assistance or support will be supported by the ESL teachers who are based in the Languages staffroom. A support program is offered by our ESL teachers for new arrivals to the school.

### **Excursions**

Excursions are organised by the school to enhance student learning opportunities and further develop their skills in various subject areas. Students and parents are requested to fill in an excursion permission note and return it to the staff member running the excursion. Any money payments are made through the finance window in the official school envelope and a receipt is issued to the student for parent records. All students are encouraged to attend excursions.

## **Expectations of all students**

### **Be on time!**

- The Roll (Attendance check) is marked in Period 1, at the beginning of each day (8.50am).
- If late to school in the morning, report to the finance and rolls window for a late note. This must happen if a student arrives **after** the start of the attendance check (9.00am).
- A student is late if he/she arrives after the teacher has let the class in – generally no more than 5 minutes after the bell.
- The teacher will let a student into class without consequence if they have a note from another teacher. If not, lateness will be reported, and a student may be given detention.

### **Stay in your class!**

- During lesson time, there is nobody out of class without a note signed by a teacher, stating the time and reason. Students should **not** normally need to go to the toilet during class time. If they do, it should be one student at a time. Students should report to the relevant Deputy Principal with a note.

### **Wear your uniform with pride!**

- Full school uniform must be worn. If not, a signed blue form from home must be brought to school, to be signed in the morning before school by your Deputy Principal.
- If a student enters a class without full school uniform or a uniform pass, he/she may be sent directly to the Principal or Deputy Principal, to explain.
- Uniform will be checked in the first period of the day during the attendance check.
- On excursions, there should not be any uniform passes, unless by direct negotiation with the Principal or Deputy Principal. This must be done well before the excursion, not at the last minute.
- Full school uniform should be worn while travelling to and from school.

### **Learn all you can even if the usual Teacher is absent!**

- A relief teacher will be present, and work will go on as usual.
- All set work is expected to be completed, and work will be checked on your teacher's return.
- Relief teachers are expected to be given the same full respect and co-operation which you would normally give your teachers.

### **Playground Behaviour**

- Stay in-bounds. This usually means stand where the teacher on duty can see you. Especially, stay clear of the carpark and the public school boundary.
- Do not participate in behaviour which interferes with the rights or safety of other students.
- Rough games, or 'rumbling', aggressive arguments, threats of intimidation.
- No throwing any objects at any time unless part of a ball game.
- No forming large groups, or groups which move from area to area.
- No 'red light' language.
- Always keep areas clean, with rubbish being deposited in bins.



### **Smoking (tobacco, vapes / e-cigarettes)**

- No tobacco, vapes/e-cigarettes smoking at school or near the school, or on the way to or from school. (Smoking is not permitted on Department land by any person. Laws regulate the sale of tobacco and e-cigarettes).
- Do not be part of a group where anyone is smoking.

### **Behaviour Outside School**

- Behaviour of students while in school uniform, remain in part, the responsibility of the school. This includes all behaviour while travelling to and from school, on excursions or at sport.
- All expectations of students, dressed in school uniform, remain the same outside the school as inside. Particularly, there should be no illegal behaviour, behaviour which is disrespectful or offensive towards members of the public, or behaviour which reflects poorly on the student or the school.
- Students should travel directly to and from school and avoid gathering in public places (especially in the cul-de-sac opposite the school, or in the bottom park at the rear of the school).
- Particular respect should be given to school neighbours, shops and business owners, and operators of buses and trains. (Opal Cards may be confiscated.)
- Respect all pedestrian traffic rules. Cross main roads **only** at pedestrian crossings.

### **Library Rules**

- All library rules are to be adhered to. If not, consequences may be applied.

### **International Students**

- International students have a departmental code to follow. They will be instructed in this at their induction to the school.

### **Visitors**

- All visitors should report first to the Front Office (this includes parents, siblings, and other relatives).
- No students are to leave school grounds during the day, unless with an authorised pass.
- Do not invite outsiders onto the school property or make contact with outsiders who may come into the school.

### **Physical Contact – ‘Hands Off!’**

- No physical contact is to be made with any other person in school, nor threats or intimidation of anyone else. No behaviour is allowed which puts in danger the safety of others. Staff may say to you ‘Hands off’ as a warning.

### **Care of Personal Property**

- Each student is responsible for the care of his or her own property. Keep your property where you can see it.
- If having to leave your bag unattended, take all valuables with you. During PE, valuable items can be handed to your PE teacher, to place in lockers. Bags will be locked in change-rooms.
- Do not touch anyone else's property, or interfere with their possessions in any way, without their permission.
- Items of value should not normally be brought to school. Under exceptional circumstances, items of value can be handed over to a Deputy Principal, for safekeeping.
- If a student finds an item, please return it to the office.
- The school takes no responsibility for lost or stolen personal belongings.

### **Care of School Property**

- All school property is to be cared for. Breakages or damage must be paid for, if these happen as a result of instructions not being followed or rules being broken, or by accident.
- No materials in any classroom or workshop must be removed from the classroom.
- No safety equipment (e.g., fire extinguishers or fire blankets) must ever be touched or approached.
- No classroom blinds, heaters or electronic equipment should ever be touched by students.
- No deliberate vandalism (e.g., graffiti) of any sort will be tolerated.

### **Behaviour in local Public Schools**

- Do not enter the premises of any other school unless with permission of the Principal.
- If you have permission to enter another school (e.g to pick up a younger brother or sister), do not:
  - ❖ Take in skateboards
  - ❖ Act in an offensive manner (e.g swearing)
  - ❖ Leave the "waiting" area
  - ❖ Move through other parts of the school or buildings
  - ❖ Disturb any classes

### **Corridors and Stairwells**

- Movement through Kingsgrove High School corridors and stairwells should be quiet and orderly. No jostling, running, or pushing! Students should "keep left" in all movement.
- Line up outside your classroom in two lines, and as close to the wall as possible.
- No students should be in corridors or stairwells during breaks unless the weather is poor. No eating and drinking in corridors and stairwells.

### **Carpark**

- No students are to use the carpark entrance gate to enter or leave the school.
- The carpark is out of bounds to all students.

### **Playing of Games**

- No games involving running or kicking should be played on hard surfaces, and no kicking games indoors (e.g., in hall or canteen) unless part of a PE lesson.

### **Tests and Exams**

- The rules covering behaviour during formal and informal tests and exams (in classrooms or in the hall) must be carefully observed. Penalty can be exclusion from the exam, and zero marks awarded. These rules will be explained at the time of the test and will be in writing for formal exams. Electronic devices are banned from any test/exam event.

### **Audience Behaviour**

- Behaviour of students who are acting as an audience, must be exemplary. This applies to all gatherings, but particularly to assemblies, year meetings, graduations, presentations, and performances. General principles are ones of respect, shown by compliance with all requirements of the occasion and appropriate applause.

### **Harassment**

- No behaviour is permitted which intrudes on the rights or respect due to others, especially if ongoing. This includes that based on ethnicity, culture or religion, family, or gender.
- In particular, sex-based harassment of all forms cannot be tolerated, including the use of inappropriate images, gestures, verbal or written material, touching or jokes.

### **Mobile Phones**

- Mobile phones should be turned off and out of sight. They may be confiscated if used inappropriately, or if they:
- Disrupt or are likely to disrupt the learning environment.
  - Interfere with the operations of the school.
  - Threaten, or are likely to threaten the safety or well-being of any person.
  - Are in breach of the law.

### **Inappropriate use of mobile phones includes students:**

- Using them to bully, intimidate or harass other people through SMS, text message, photo or video taking or transfer.
- Taking photos or videos of other persons without their express permission.
- Transferring photos, videos or text messages without the express permission of the subject.
- Using their phones to contact or invite outsiders into the school.
- 'Sexting' each other or other people.

**Depending on the circumstances you can expect any of the following actions to be taken:**

- Banning you from using your phone during the course of the day.
- Confiscating your mobile phone.
- Require you to hand in your phone at the beginning of the day to your Deputy Principal.
- Police involvement depending on the nature of the infringement.

If a phone is confiscated by a teacher, it will be returned at the end of the lesson or may be delivered to your Deputy Principal. At the end of the day, you may go to discuss the issue with them.

At that point, your Deputy will record the event. As usual, the first time is a warning; the second time your parent/caregiver may be required to come and collect the phone when they are able to, after school; and the third time will lead to more serious consequences.

If a student refuses to hand their phone to their teacher, they are to be reported immediately to their Deputy.

Parents are requested not to text or ring their child during school time; this is disruptive to students learning and can cause conflict between your child and their teacher or peers.

Parents, please ring the front office and leave a message for your child. It will then be relayed to your child at the next break.

Where a student has an urgent call to make or respond to, they are welcome to go to their Deputy's office and use their mobiles there – in peace and privacy.

*In general, mobile phones must be switched off and out of sight.*

### **Homework**

It is expected that students will have homework set regularly. This homework will be related to topics being covered in class. The completion of this homework is an important part of the learning process. In addition, it is important that students develop their own study schedule and regularly review their class work. In Years 7 and 8 you are expected to do homework or study for about 1 hour per night. Obviously, before assessments or tests or exams this will increase. Homework could include: -

- Long term assignments
- Completion of class work
- Exercises or short-term tasks
- Completion of Literacy and Numeracy books
- Silent reading
- Review and revision of the day's work

### **Some subject specific suggestions**

#### **For Creative and Performing Arts (Visual Arts, Music)**

- Homework includes research assignments, collecting stimulus material and practising either musical or artistic skills.
- Wide reading on topic is encouraged.
- Visiting galleries, exhibitions and concerts will improve students' outcomes as these experiences enrich and expand perceptions of the world around them.

### **For TAS**

Students should be encouraged to: -

- Research terms associated with Technology and the Design Process in readiness for their assignments.
- Use materials such as the internet, magazines, newspapers, and books to discover what new technologies are being developed.
- Locate objects found in their home e.g., Industrial design – Kettle. Re-design the shape looking at the various perspectives e.g top view/side view.

### **For English**

- Homework is given on a regular basis to consolidate class work.
- Any reading, writing, language, research, speaking and listening work that students do is helpful.
- Wide reading is encouraged.

### **For History**

- Read the newspaper, particularly the World sections.
- Watch more TV especially documentary, world, history programs, biographical presentations, ABC and SBS channels.
- Buy magazines like the National Geographic, Time, etc. for wide reading.
- Use the [www.news.com.au](http://www.news.com.au) to read daily news.

### **For Maths**

- Complete class tasks as requested by your teacher.
- Summarise by listing key ideas and practising with additional questions.

### **For PD/H/PE**

- Homework is set regularly and includes research assignments and assessment task work.

### **For Science**

- Homework is given on a regular basis to consolidate class work.
- Major assignments are part of homework, and these often have both practical and research aspects.
- Get involved in science competitions.
- Watch Science based television shows.

### **For Social Science (Geography)**

- Homework is set regularly and includes completion of worksheets and class work.
- Assignments are part of homework.
- Watch, read and listen to news reports, and current affairs shows.

### **Interpreters**

Please let us know if your family need access to an interpreter so we can arrange one for you.

## **Learning For Your Child**

Parents and caregivers make a tremendous contribution to their child's learning and success at school. You can assist them by:

- Encouraging them to write up their subjects each day in their diary.
- Encouraging them to do homework every night.
- As part of the Reading Program your child should read at least 3 books per term.
- Students should read for at least one and a half hours per week in Year 7.
- Ensuring they attend every day, on time and that permission notes are handed in the first day back after an absence.
- Responding quickly to any progress letters from the school.
- Contacting the school if you have any concerns about your child's learning.
- Attending all scheduled parent/teacher meetings and asking for information about your child's progress and assessment.
- Reading and following up on semester reports, available through the Parent Portal.
- Reading the information presented on our school website thoroughly.

## **Learning Support**

Learning Support is provided at Kingsgrove High School for students having difficulties in relation to their classroom learning programs.

The learning and support teachers (LaST) work with the school, teachers, parents and caregivers to assist to:

- Identify and assess students.
- Plan, implement, monitor and evaluate programs.

Students are assessed through team teaching or withdrawal from class in small groups. Targeted Literacy and Numeracy support is given according to NAPLAN results.

## **Library Hours**

The library is open before school, at Recess and Lunch for student use. Students are not allowed in the library unless the teacher-librarian is on duty. When students come to the library, or Computer Room E2, for a lesson, they are to wait outside in the covered area until their teacher directs them into the library.

You can use the computers in the library as well as access the photocopier here via your student card

## **Bags**

Students will be told by their teachers where they are to leave their bags. Hats are to be left in bags. Valuables, like wallets, should remain with the student.

## **Library cards**

Year 7 students are issued with a photo identification card with their Library barcode after the school photos are taken. This card lasts for several years, and it is initially free of charge. If a student loses his/her card, he/she must pay for a replacement card. Library cards are used for internal identification and are required to be shown before students are allowed to use the Internet. It is important for a student to carry their Library card each day, not only for borrowing from the Library and Internet ID, but also for printing or photocopying and accessing toilet passes and first aid assistance.

### **Borrowing**

The borrowing period is two weeks and resources can be extended if needed for longer. Encyclopaedia's, magazines and other selected resources can be borrowed overnight.

### **Fines**

Fines are charged for late materials and students are responsible for replacement costs if items are lost or damaged.

### **Computer network**

A network of multi-media computers, including the Oliver Library catalogue, is available for students. Students working on assignments and classes booked into the library have priority on computer use. Students are asked to always take the computer back to the main menu when finished.

### **Photocopier and printing from the computers**

Students can print from the computers and a photocopier is available for use. The cost to photocopy an A4 size sheet is 10 cents for black and white and 20 cents for colour per page. The photocopier will also produce A3 size copies for 30 cents each. Monetary credit can be placed on the library card to pay for the printing and photocopying. ONLY the cards issued by the school can be used in this equipment.

### **Atmosphere**

Students are asked to keep the noise volume low so that others can study and concentrate. Students are also asked to sit on chairs or the carpeted steps and keep feet off furniture. Please remember that there is no eating or drinking allowed in the library. Be considerate of others at all times.

### **Literacy**

All students in Year 7 undertake a literacy program through literacy tasks in the key learning areas. These tasks are relevant to the particular subjects being studied at the time using that subject's content. The student's progress is recorded and tracked to assist students to improve their literacy skills. This program continues until the end of Year 8.

### **A1 status students and Levels at KHS**

At Kingsgrove High School we encourage students to achieve their best at school both academically and socially. In our Discipline and Welfare practices we have systems in place to identify those who are responsible students and those who are at risk.

Students who automatically become A1 students, are those who have no referrals to the Levels System. A1 students are published at the end of each semester. These students will participate in specially arranged excursions and be awarded A1 certificates.

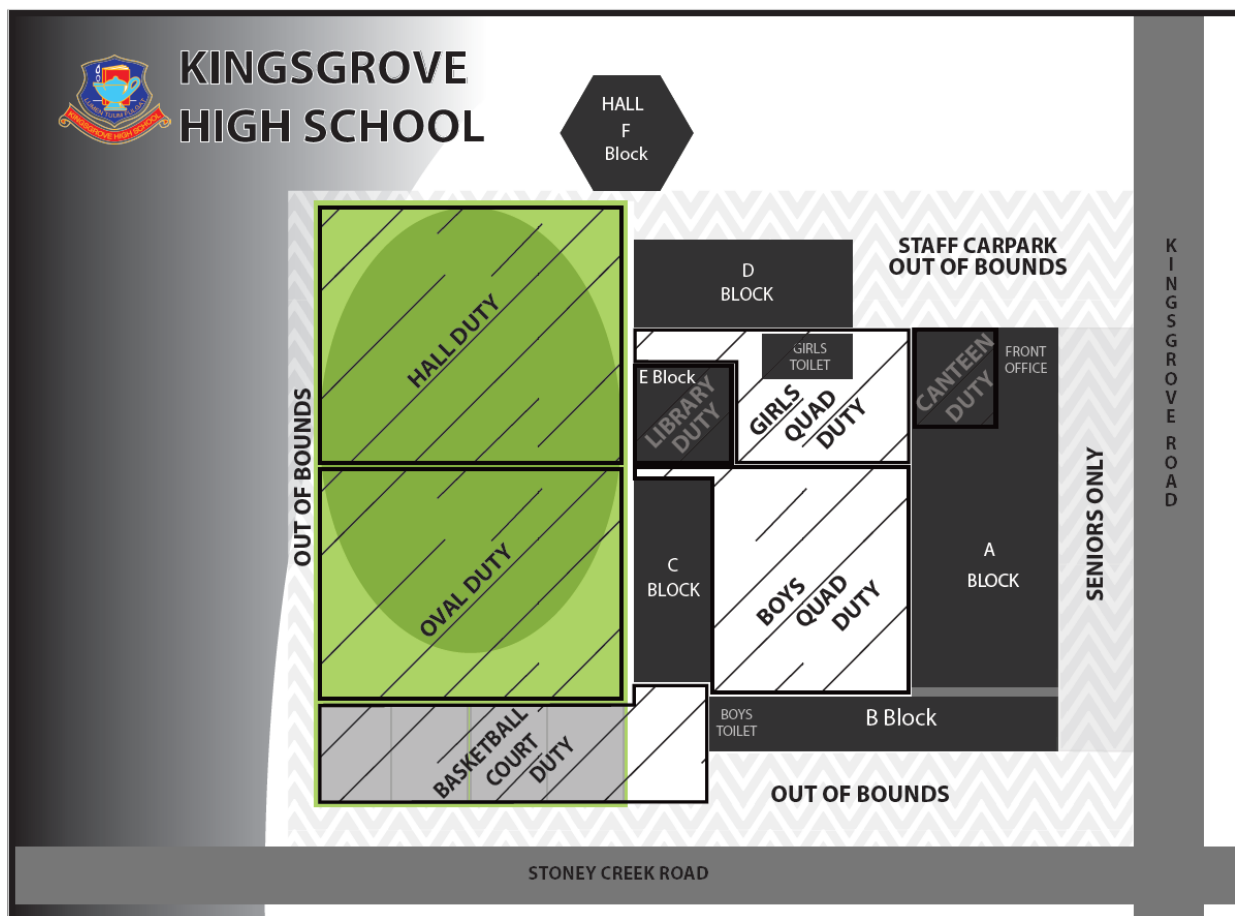
Students are reminded that lateness, uniform, classroom and playground infringements all contribute to being placed on the Levels System and losing A1 status. Students who find themselves on Levels 1, or 2 are monitored daily and a monitoring card is signed by all their teachers daily. These students are also supported at the beginning of each school day through the attendance of a mentoring and goal setting session.

### **Lost property**

If any student has lost items of clothing or shoes they need to check with the front office and the Deputy Principal's office. Valuable items like keys will be left with the office.



## Playground and Out of Bounds Map



### Prohibited Items at School

#### **Weapons, drugs, cigarettes, tobacco, vapes/e-cigarettes and alcohol**

Under no circumstances are students or their families to bring any such items onto the school premises. Nor should anyone bring toy replicas or reproductions. Any such items will be confiscated, and police could be involved.

Students should also be aware that picking up a stick, a fallen limb of a tree, a rock, a stone or even an empty drink bottle and using it inappropriately makes it a weapon of sorts and a student's actions will be dealt with accordingly.

Prohibited items are generally considered to be anything not directly and immediately required for a student's learning.

**The Department bans a range of items, and the school has added to these for our local context.**

**NO... Thick textas, spray cans, energy drinks, glass bottles, stink bombs, chewing gum, firecrackers, water bomb balloons, "throw downs", blu-tooth speakers. (portable of any type)**

### **Restricted Items: - Electronic devices**

This includes all electronic devices and mobile phones. Phones are not to be used during the school day without permission. These items will be confiscated on sight if used inappropriately. Students who occasionally need to bring expensive electronic devices to school may lodge it with their Deputy Principal at the start of the day.

If students do bring any such item to school and they do not lodge it with their Deputy, and it is lost damaged or stolen the school will not accept any responsibility for this. Students will have lost an expensive item and will have to replace it themselves. Confiscated electronic devices are returned to students the first time. On the second occasion, a parent or caregiver is asked to collect it. If there is a third confiscation, the consequences become more severe.

### **Publishing student information (Permission to Publish)**

Kingsgrove High School may publish information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service. This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media. The communications in which your child's information may be published include but are not limited to:

- Public websites of the Department of Education including the school website, the Department of Education intranet (staff only), blogs and wikis.
- Department of Education publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically on the Department of Education's websites.
- Official Department of Education and school social media accounts on networks such as YouTube, Facebook and Twitter.

Parents should be aware that when information is published on public websites and social media channels it can be linked to by third parties and may be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.

Please complete the appropriate section of the enrolment form. This permission remains effective until the school is advised otherwise.

### **School Reports**

Reports are issued at the end of each semester (Term 2 and Term 4). The Half Yearly Reports are accompanied by a Parent/Teacher meeting. All dates will be published on the school website and parent portal. It is very important that Parents/Carers attend these meetings to receive feedback on their child's progress. Parents/Carers may also follow up with requests for additional interviews at the school with the Principal, Year Adviser, Deputy Principal, Head Teachers or Class Teachers.

## **School Diary**

The school diary will be issued on the first day of the new school year. The diary will contain important information for all students and their parents and caregivers. Students will be expected to have their school diary and other necessary equipment on their desk each lesson. Homework and assignments and other important school and learning information will be entered into diaries on a daily basis. Parents should check their child's diary for homework and other requirements. The school diary is an important part of your child's life at school.

## **Positive Behaviour for Learning (PBL) at Kingsgrove High School**

Kingsgrove High School is a PBL school. PBL is a whole school process to improve learning outcomes for all students and maximise positive student behaviours.

PBL ensures that decisions about school systems and practice are based on data collected on a regular basis from the school. This data guides decision-making and evaluates how well the 'framework' is working.

PBL allows all students to have a clear understanding of what is expected of them at school. Students have the opportunity to develop positive attitudes and behaviours in order to do their best as students of KHS.

### **KHS PBL core expectations are:**

#### **Safe, Respectful, Learners.**

It is expected that students at Kingsgrove High School display these expectations. Signs are placed around the school describing the expectations we have of our students in all our school settings, to keep the expectations clear and at the forefront of everyone's minds. We also have incentives to reward students who display positive behaviours.

PBL allows the school community to guide students to becoming successful learners of our community.

We work together and understand the importance of the following three core expectations we all follow.

<b>Be safe</b>	Think about your safety and the safety of others
<b>Be Respectful</b>	Respect yourself, others and property
<b>Be a Learner</b>	Be prepared to learn and do your best

Every student has the right to learn in a safe and respectful environment.  
Every teacher has the right to teach in a safe and respectful environment.  
This is everyone's responsibility at Kingsgrove High School.



# KINGSGROVE HIGH SCHOOL

*We are Safe, Respectful Learners*

## S A F E

### *In All Settings*

- I keep my hands and feet to myself
- I wear correct uniform and shoes
- I respect personal space
- I follow instructions
- I maintain a calm manner
- I am in the right place at the right time
- I leave banned items at home

### *In the Classroom*

- I enter and leave the room safely and appropriately
- I stay in my seat unless directed by the teacher
- I use equipment safely and appropriately
- I leave furniture in its place
- I stay in working areas

## R E S P E C T F U L

### *In All Settings*

- I take my hat off indoors
- I put rubbish in the bin
- I am in the right place at the right time
- I wear my uniform proudly
- I use appropriate language, tone and voice level
- I respect others around me

### *In the Classroom*

- I keep my device off and out of sight
- I respect others' property
- I listen to others and respond appropriately
- I allow students to learn and teachers to teach
- I leave my food in my bag

## L E A R N E R

### *In All Settings*

- I do my work and allow others to learn
- I take responsibility for my learning
- I follow teacher instructions
- I am in the right place at the right time

### *In the Classroom*

- I am organised and bring all required equipment
- I engage and focus in learning activities
- I complete all required work
- I ask relevant questions and contribute to class discussions
- I use technology as the teacher instructs
- I use study periods for study

## Classroom



# KINGSGROVE HIGH SCHOOL

*We are Safe, Respectful Learners*

## SAFE

- I follow rules of the game
- I play approved games only
- I play in active areas only
- I share playing spaces fairly
- I stay in bounds

## RESPECTFUL

- I sit in the passive areas and play in the active areas
- I play fairly, sensibly and display sportsmanship
- I take care of equipment
- I leave the playground when the bell rings
- I respect others' play equipment

## LEARNER

- I engage with students and staff in a positive way
- I learn the rules of the game

## Playground

## Merit System

### **Class Merit Award**

- ❖ Students may receive positive Sentral entries (and optional Class Merit Awards) for being 'safe' and/or 'respectful' and/or a 'learner'.
- ❖ Students may also receive Class Merit Awards for class academic or sporting achievements.
- ❖ Once a student has 20 x Class Merit Awards, they are to be handed to their

### **Bronze Award**

- ❖ 5 x Class Merit Awards (across any faculty) = 1 x Bronze Award.
- ❖ Year Advisers will hand out Bronze Awards at Year Assembly.
- ❖ Students may also receive a Bronze Award for special academic achievements, school service, community service or outstanding sporting achievements.
- ❖ Once a student has 3 x Bronze Awards, they are to be handed to their Year Adviser and forwarded to the **HT Welfare/Wellbeing** and documented on Sentral.
- ❖ 3 x Bronze Awards = 1 x Silver Award (present at whole school Assembly)

### **Silver Award**

- ❖ 3 x Bronze Awards = 1 x Silver Award.
- ❖ **HT Welfare/Wellbeing** will hand out Silver Awards during whole school assembly.
- ❖ Once a student has 3 x Silver Awards, they are to be handed to the **HT Welfare/Wellbeing** and documented on Sentral.
- ❖ 3 x Silver Awards = 1 x Principal's Gold Award (presented at Principal's Assembly)

### **Principal's Gold Award**

- ❖ 3 x Silver Awards = 1 x Principal's Gold Award
- ❖ Gold Awards will be handed out during the Principal's Assembly at the end of each Semester.
- ❖ 5 x Gold Awards = School Medallion (presented at Principal's Assembly and documented on Sentral).

### **School Medallion**

- ❖ 5 x Gold Awards = School Medallion
- ❖ Medallions will be presented during the Principal's Assembly at the end of each Semester.

## School Rules

### **At Kingsgrove High School we:**

- listen and follow teachers' instructions
- stay in our own workplace unless requested or given permission to move
- come prepared with books and equipment
- behave and work in a safe and sensible way
- respect others and their property.

Any behaviour that does not meet these expectations is considered unacceptable at Kingsgrove High School.

In our school, certain behaviours are unacceptable and will result in automatic referral to the Deputy Principal. These include:

- **physical contact** with another student of any kind.
- **red light language** that is, comments about a person's religion, gender, culture or family, or swearing
- **dangerous behaviour**, that is, behaviour that is seen to jeopardise the safety of oneself or other students and staff. It includes intimidation and blatant refusal to follow instructions.
- **possession of dangerous or prohibited items.**

### Classroom Level

Classrooms are places of learning. For this to happen, all members of the class need to cooperate, and this means following the school and class rules.

If students do not do this, teachers will point out that is being disruptive, and the classroom rules have been broken.

It is at this point that the student **must get back on task**. If the student chooses to do the right thing, nothing else will happen. If the student does not comply the student will make the problem worse for themselves.

If poor behaviour continues the teacher will take further action such as:

- move the student to another seat in the classroom and ask to complete work independently.
- ask the student to stay behind after class to discuss the behaviour and discuss classroom expectations.
- place the student on detention.
- contact parents to inform them of the student's poor behaviour.
- refer the student to the Head Teacher.

If the behaviour has required the teacher to keep a student in after class, it is very serious. Students must work it out with the Class Teacher. At this stage the problem is at classroom level. It needs to be sorted out and discussed with the teacher before the next lesson. It is crucial for students to make the right choices, otherwise non-compliance will be referred to the Head Teacher. It is important to note that the teacher will record poor behaviour every lesson and enter a referral on the school's electronic record system, Sentral.

### **Head Teacher Level**

Once a Class Teacher has referred a student to the Head Teacher, **the problem has become more serious.**

The Head Teacher may:

- send a letter home informing parents/caregivers about the behaviour in the classroom.
- organise a progress report.
- contact parents for a parent interview.
- place you on a monitoring card.
- place you on a faculty detention

This will only happen if you refuse to follow the Kingsgrove High School rules.

### **Deputy Principal/Principal Level**

The Deputy Principal/Principal will become involved if:

- poor classroom behaviour continues after steps have been taken by the Class Teacher and Head Teacher; or
- students are involved in serious unacceptable behaviour such as violence, swearing, persistent disobedience or possession of dangerous or prohibited items.

Once referred to the Deputy Principal/Principal, any of the following will take place:

- parent interview
- letter home
- after school detention
- student contract
- Levels monitoring
- withdrawal of privileges e.g., playground, sport, grade, representing the school
- referral to alternate programs outside of the school
- warning of suspension.

**NO STUDENT WILL GET TO THIS POINT IF THEY FOLLOW THE SCHOOL  
RULES AND MAKE THE RIGHT CHOICES**





The student and parent portal is a website where student and parents can gain access to see important school information.

### **Sentral Parent Portal**

Here are instructions for registering your parent portal account.

Please log on to the internet and register for access to our **Sentral Parent Portal**. Via Kingsgrove High School Website.

You must use a valid email address to create your username.

Once successfully registered you will be prompted to enter your username (email address) and the password you created.

To see information from the school and to link to your enrolled children, enter the access key/s provided to you by the school.

Please note that the access key is case sensitive and will need to be typed into the box provided on screen, exactly as it appears in your letter.

Students are not required to register email; they access portal using DoE username and password.

### **Parent Portal questions and answers**

#### **Q: What is the student and parent portal?**

A: The student and parent portal is a website where student and parents can gain access to see important school information. Reports, timetables and student attendance data can be viewed here.

#### **Q: What should I do if I don't have an account?**

A: Parents have been emailed login details and access codes to their nominated email account. If you have not received this email, contact the school to confirm that the correct email is listed and then the information email can be resent to that email account. Also make sure that the school emails are not being filtered to the junk folder, especially when opening these emails on your phone.

#### **Q: I've received the instructional email from the school but am unsure about what I need to do next?**

A: Firstly, click on the register link in the email and create a student & parent portal account. Once you have created an account and logged in, copy the student access code from the email and paste it into the access code field of the page. This will link the students account to yours and allow you to see relevant student information.

**Q: What can I do if I have forgotten my password?**

A: On the student and parent portal login screen there is a button 'forgotten your password'. Click on that, and then you will be prompted to enter your email address. Then, instructions on resetting your password will be emailed to that account.

**Q: Where can I find reports and timetables?**

A: Once you have logged in, click on the name of the student. Then all information can be accessed from the sidebar under dashboard.

**Q: The access code for my child's account does not work?**

A: Contact the school and they can reissue another code.

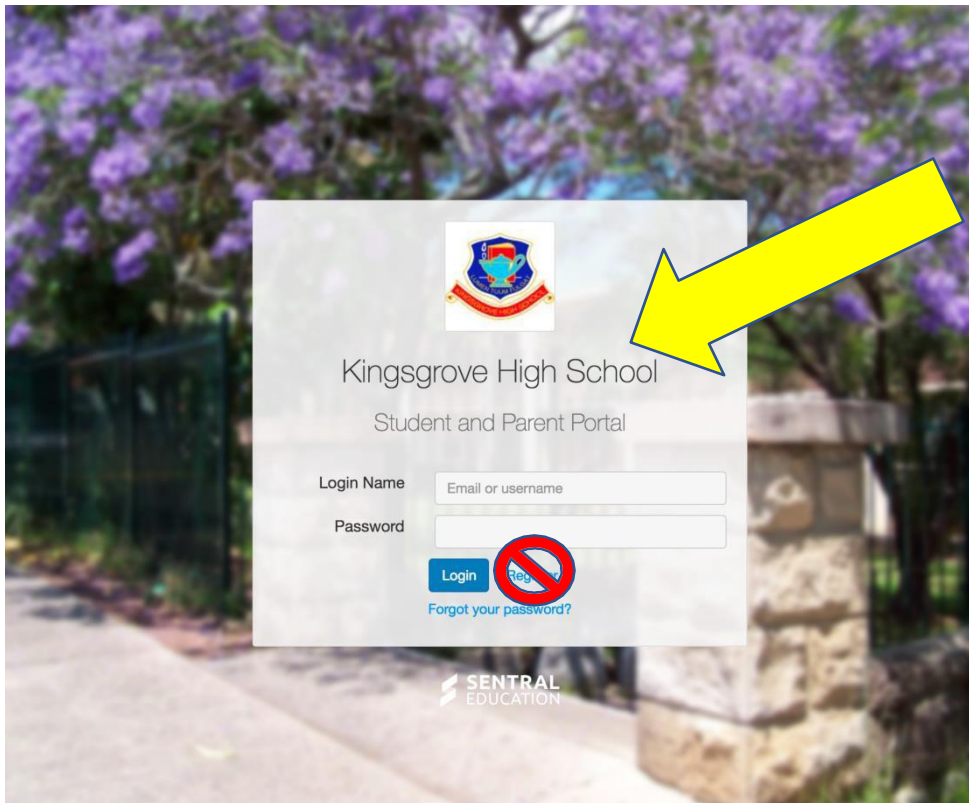
**Q: I have never been issued an access code?**

A: Codes for students are included in the initial register information letter. If you are still having trouble locating the code, please contact the school.

**Q: What do I do if I have multiple students at the school?**

A: Once you have created an account, multiple codes can be entered into the access code field to allow several students to be linked to the single parent account.

Please remember to keep this code, as this is how you will access your child's school reports each year, and other communications, for the remainder of their schooling at Kingsgrove High School.



## School Uniform

### Girls all season uniform

Polo	Sky blue with crest in short or long sleeves (for Juniors)
Overshirt	Sky blue with crest in short or long sleeves (for Juniors)
Polo	White with crest in short or long sleeves (for Seniors)
Overshirt	White with crest in short or long sleeves (for Seniors)
Skirt	Navy and red tartan
Shorts	Navy tailored
Slacks	Navy tailored
Sloppy Joe	Navy with crest
Pullover	Navy V neck with crest
Jacket	Navy panelled design or heavyweight Wellington – both with crest
Tight/stockings	Navy or black
Cap	Approved school cap
Tie	Navy with crest
Blazer	Navy unisex with crest
Shoes	Black fully enclosed leather school shoes

### Boys all season uniform

Polo	Sky blue with crest in short or long sleeves (for Juniors)
Overshirt	Sky blue with crest in short or long sleeves (for Juniors)
Polo	White with crest in short or long sleeves (for Seniors)
Overshirt	White with crest in short or long sleeves (for Seniors)
Shorts	Navy tailored/college baggies
Slacks	Navy tailored/college baggies
Sloppy Joe	Navy with crest
Pullover	Navy V neck with crest
Jacket	Navy panelled design or heavyweight Wellington – both with crest
Cap	Approved school cap
Tie	Navy with crest
Blazer	Navy unisex with crest
Shoes	Black fully enclosed leather school shoes

### Sports uniform

Polo	Red with crest in short or long sleeves
Shorts	Navy with white embroidered KHS initials
Trackpants	Navy with white KHS initials
Jacket	Navy panelled design or heavyweight Wellington – both with crest
Cap	Approved school cap
Socks	School socks advised by coach
Shoes	Fully enclosed leather sports/gym shoes

**The approved school uniform supplier is  
Lowe's, Forest Road, Hurstville  
Phone 95801032.**

## **Some important things to remember about uniform**

### **Do**

- Wear your uniform with pride and ensure it is clean, neat and in good repair.
- Wear full school uniform at all times, during classes, and when travelling to and from school, and while on excursions or representing the school.
- Wear full sports uniform at PE lessons and while representing the school in sport.
- Wear proper school shoes – black, fully enclosed leather. These are a legal requirement. You will be excluded from some practical lessons if you are wearing the wrong shoes.
- Make sure that the school crest is on all your cloths.
- Keep all buttons done up.
- Be exemplary and proud in your uniform dress when on excursions or representing the school.
- Bring a parent signed blue form to your Deputy in the morning if an unforeseen problem has arisen and you have a part of uniform missing. Wear something in uniform colours.
- Hijabs are to be navy blue.

### **Don't Wear**

- Beanies or jackets with hoods. These are not to be worn.
- Leggings, they are completely inappropriate for school. These are not to be worn.
- Excessive jewellery, especially neck chains, big earring and bracelets.
- T-shirts that are visible under your shirt collar.
- Long sleeved shirts or jumpers under your short-sleeved shirt.
- Logos, badges or other insignia. Only the school crest is acceptable.
- Tights or leggings under shorts or leggings under skirts.
- Half school and half sports uniform.
- Joggers or sports uniform, except to PE/Sport.

### **What do I do if I am out of school or sports uniform?**

Students are expected to be in full school uniform at school, when travelling to and from school and during sport and PE lessons. If for some reason you are unable to wear your correct uniform, you must bring a completed blue form to your Deputy in the morning and have it approved. A copy of the form is below. Not bringing a signed and completed form to school may incur detention and contact with parents. The BLUE FORM looks like this



**Kingsgrove High School**  
Cnr Kingsgrove & Stoney Creek Roads – Kingsgrove NSW 2208  
Phone: 91504416 Fax: 95543516

### **Request to be out of school or sports uniform**

**Student name:**

**Roll class:**

**The day(s) and date(s) being requested by the parent/caregiver for this student to be out of uniform are:**

**Reason for being out of uniform:**

**Parent//Caregiver name**

**Signature**

**Today's date:**                      **parent/caregiver contact number**

**Please bring this note to the Deputy Principal's Office before 8.50am on the day of the request.**

### **Special Needs**

Parents are asked to update the school with information regarding special needs (either medical or other) which could affect learning and care. In particular parents of asthmatic children are asked to provide the school with inhaler/spacer devices which may be needed in an emergency.

Parents should also regularly ensure that they update any change of information with the school. This could include work numbers, home address, home phone and parent mobile numbers. This is vital information in an emergency.

### **Sports at Kingsgrove**

Sport is held on Wednesday and all students wear their sport uniform to school. Year 7 Sport occurs in the morning. Sports for Years 8-10 occurs in the afternoon. All students finish school at 2.20pm. Buses to sport leave very shortly after the lunch bell.

### **Sport Buses**

All buses leave from the front of the school in Kingsgrove Road for Grade Sport.

### **Sport Choices**

Students in Years 8 to 10 can select their sport every semester and choose to do either Grade Sport or Recreational Sport. A sports fee applies per semester i.e. winter and summer. The Sport Coordinators have a complete list of sports available. Non-Sport is for students who are injured or seriously sick.

### **Grade Sport Offered**

<b>GIRLS</b>		<b>BOYS</b>	
<b>Winter</b>	<b>Summer</b>	<b>Winter</b>	<b>Summer</b>
Netball	Tennis	Rugby League	Mini Soccer
Basketball	Mini Soccer	Soccer	Basketball
Soccer	Oz-Tag	Tennis	Volleyball
Table Tennis	Table Tennis	Basketball	Touch Football
Volleyball	Volleyball	Table Tennis	Table Tennis
			Cricket

### **Recreational Sports Offered**

Striking Games	Power Walking
Racquet Sports	School Gym
Ice Skating	Golf

Students will be participating in a variety of sports including Oz tag, Mini Soccer, Netball, Basketball, AFL, Cricket and Dodgeball where they will be involved in a round robin competition. They will also participate in a swim school program.

Sport for Year 7 will occur at a local ground or on our school oval. Students will be walked to and from the venue by their class teacher. Permission notes will be sent out at the beginning of the year with further details. A \$40 integrated sport fee to cover external organisation will be charged.

### **Sports Uniform**

All students **MUST** wear the correct sports uniform to all carnivals and during PE and sport periods. Not wearing the correct sports uniform could preclude a student from participating. The KHS sports uniform is listed in the School Uniform section of this handbook.

## Carnivals

Swimming Carnival	Athletics Carnival	Cross Country Carnival
Term 1, Week 5, Thursday 24 February 2022	Term 2, Week 1, Friday 29 April 2022	Term 3

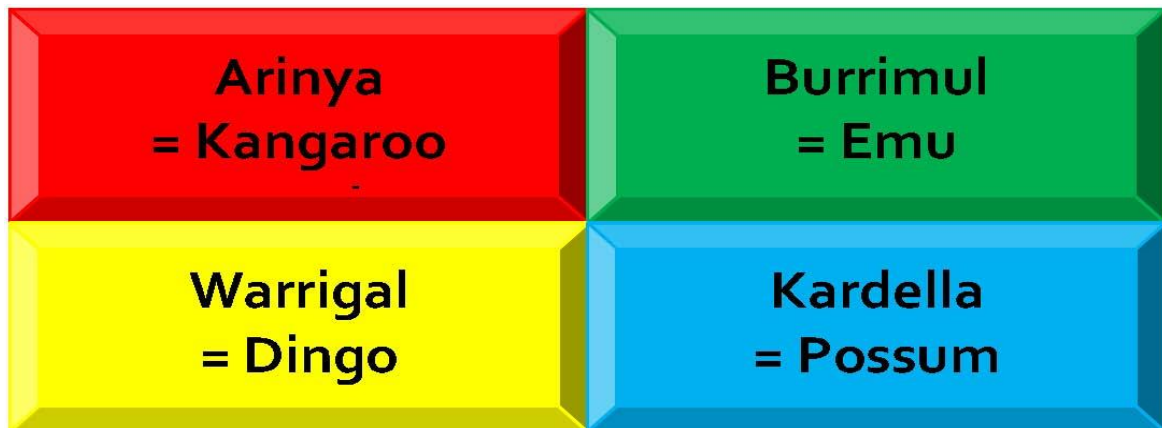


### **School Houses**

Kingsgrove High School has implemented a school house system. Throughout the school year points will be awarded for academic and sporting accomplishments. At the end of the school year the winning house will be awarded the House Shield. Points are 5, 10, 15 and 20; and will be awarded for:

- Participation in sporting carnivals.
- Academic achievement in classrooms.
- Extra-curricular participation.
- Outstanding individual achievement in academic or sporting areas.
- A1 students.
- Recipients of special awards.
- School service, citizenship and integrity.

The house names were chosen from Aboriginal Street names within our geographical area between Kingsgrove and Canterbury; and were voted on by Teachers, Prefects and the Student Representative Council. All teachers and students are encouraged to wear their house colours at carnivals.





**At Kingsgrove High School our motto is “let your light shine”**

We do believe in Lumen Tuum Fulgat. *Let Your Light Shine*. If a student has the potential to lead and wants to lead, there are many opportunities. If students have any ideas at all about enhancing the school, please pass them onto the year SRC rep or a Prefect.

**Student leadership and the Student Representative Council (SRC)**

Leadership is strongly promoted at Kingsgrove High School. Starting in Year 7, students can be chosen to lead their peers in the Student Representative Council (SRC). Students in the SRC assist with decision making within the school. In recent years, SRC representatives have also assisted in the organisation of major events such as Multicultural Day and charity events.

In Year 10, students may also be chosen to assist in the running of Peer Support. During Term 1 older students mentor Year 7 students as part of their induction into the school. Peer Tutors are also chosen from Years 9 and 10. They assist younger students with reading.

In Term 3 of Year 11, students may be elected to the role of Prefect. Prefects act as leaders and role models for the entire school. The leadership role is varied, including, representing the school at many official functions, assisting in decision-making regarding student issues, assisting in the running of major events, and the day-to-day management of a school.

From the Prefect Body are elected the School Captains, (two), Vice Captains (two), Sport Captains (two) and Student Liaison (two).

There are many other opportunities for students to shine as leaders at Kingsgrove High School. Leadership is encouraged in many school, district and regional sporting events, through music, drama, debating, dance, band, chess, visual arts, public speaking and other opportunities.

### **School Opal Card (Bus and Train)**

Students who live outside a 2 km radius of the school are entitled to free bus and train travel. If the student lives within the 2km radius but the walking route is more than 2.9km, they can apply for a travel pass. Walking distance applications are sent to the Transport for NSW Director General. For students who are not eligible for free school travel, bus concessions can be purchased from Transport for NSW for the cost of \$75.00 (for 2021) per term.

The closest train station is Kingsgrove Station which is a 10 minute walk directly along Kingsgrove Road at the Kingsgrove shopping centre.

There is a bus stop outside the school for the 490 and 492 bus routes.

See Transportnsw.info for more details.

### **Travel Conduct**

#### **Code of Conduct for School Students on Buses**

To ensure their safety and the comfort of other passengers, students will:

- Behave safely at all times.
- Respect the needs and comfort of other passengers.
- Behave appropriately at all times e.g., no use of offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus.
- Protect bus property and report any vandalism.
- Show their travel passes or tickets to the driver on boarding when requested.
- Only use the travel pass for travel between the nominated points.
- Maintain possession of the travel pass at all times.
- Follow the driver's instructions about safety on the bus (e.g., instruction on where to sit).
- Adhere to the law that bans smoking on buses.
- Only eat or drink (other than water) on the bus with the written permission of the bus operator.
- Keep arms, legs and other parts of their bodies inside the bus.
- Respect public property by not marking or damaging it.
- Only attract the attention of the driver in the case of an emergency.

**Failure to comply could result in loss of travel privileges,  
court action or police prosecution.**

## **Policies**

Copies of all policies are available at the school upon request. Just a few are mentioned here.

### **Anti-discrimination**

#### **Policy available upon request:**

Racism, bullying and sex-based harassment fall into this category.

The school has a strong policy on these areas which is based on prevention reduction. We have a strong pro-active approach to these issues through regular weekly meetings, issues being addressed generally through all subjects and in particular PD/H/PE curriculum.

Any incidents of bullying, racism or sex-based harassment are to be reported immediately. You can report them to whomever you feel most comfortable with. However, at some stage the Year Adviser or the Deputy Principal will become involved in responding to your complaint. The response to all discriminatory behaviour is graded sanctions up to and including suspension.

### **Evacuation**

An emergency in the school will be announced through the school bell ringing continuously. At this point students:

- Immediately stop work.
- Stay calm and follow your teacher's instructions.
- Take your bag but DO NOT go to the lockers.
- Walk in a single line to the left-hand side of the stairs with your teacher and evacuate through the exit indicated on the Emergency Evacuation Plan in each room.
- Go to your Year area on the oval.
- Sit in roll call groups.
- Students with support staff go to the nearest designated area.
- **At all times students must follow teacher instructions.**

### **Keeping Safe**

The health and safety of students is of paramount importance at Kingsgrove High School. This list of tips will help students keep safe when they are at school.

- read and follow the school's evacuation plan. Remember to always remain calm and stay with your teacher in the event of an evacuation.
- never leave the school grounds, unless directly supervised by a teacher or parent or with the permission of the Deputy or Principal.
- practice road safety. Encourage your parents to park safely if they are picking student up or dropping them off at school. Illegal parking places all students and other road users at great risk of injury.
- cross Kingsgrove Road and Stoney Creek Roads at the lights only.
- the carpark gate is not to be used by students at any time.
- report anything dangerous to your classroom teacher or to the teacher on playground duty. Preventing accidents is a priority at Kingsgrove High School.
- move around the school carefully. Do not use the staff parking area as a thoroughfare.
- do not sit on the stairs or in the corridors. These are important entry and exit points and need to be kept clear at all times.
- put your rubbish in the bin every time.

- stay in the correct playground areas. Out of bounds areas are clearly marked.
- follow all classroom rules especially in specialist rooms. Always use the safety equipment provided and wear full school uniform for protection.
- Always work in a safe and co-operative manner.

### **Curriculum Structure for Year 7 and 8 (Stage 4)**

All students in Stage 4 study English, Design & Technology (D&T), Geography, History, Mathematics, Music, Personal Development, Health and Physical Education (PDHPE), Science and Visual Arts, D&T Comprises Computing Studies, Home Economics and Industrial Arts.

Year 7 and 9 students sit for the National Assessment Program – Literacy and Numeracy (**NAPLAN**) test. All students are supported through curriculum based programs and special interventions through the Learning Support team.

### **Curriculum Structure for Year 9 and 10 (Stage 5)**

In the second semester Year 8 students choose two elective courses they would like to study in Years 9 and 10. It is not necessary at this stage to consider future careers when choosing elective courses.

Stage 5 students are required to study **six core (compulsory) subjects**:

- ◆ English
- ◆ Mathematics
- ◆ Science
- ◆ Australian History, Geography, Civics and Citizenship  
(Studied as History and Geography)
- ◆ Personal Development/Health/Physical Education (PDHPE)

Each week students will study two periods of History and two periods of Geography. By the end of Year 10 you will have studied 100 hours of each.

In addition, you will study **two elective subjects**. Students must select **four** subjects from the list below. You will study two of these in addition to the five core subjects, and two will be your reserve choices.

Child Studies	Industrial Technology – Electronics
Chinese	Industrial Technology – Metal
Commerce	Industrial Technology – Timber
D&T Textiles and Theatre Arts	Information and Software Technology
Drama	Marine World Studies
Food Technology	Modern Greek
French	Music
Graphics Technology	PASS: Healthy and Active Lifestyle
History (Elective)	PASS: Movement
Industrial Technology – Art Metal: Jewellery	Visual Arts

All electives offered are subject to sufficient students selecting a course to form a viable class. It may not be possible to accommodate all of your choices. Some students will be allocated their reserve choice if some courses do not run when too few students select them.

Each elective chosen will be studied for 200 hours over 2 years. In Year 9 you will have 8 x 50 minute periods per fortnight and in Year 10 you will have 6 x 50 minute periods.

Sport is also a compulsory part of the Stage 5 curriculum. Life Skills is available to selected students by invitation and is designed to cater for specific learning needs.

There is an intensive support program to guide students and inform their parents of the subjects available and how to choose the best subjects for each young person's skills, abilities and aspirations.

### **Record of School Achievement (RoSA)**

The RoSA is awarded to students who leave school between the end of Year 10 and before completing the HSC. It reflects a student's achievement up until they choose to leave school.

Assessment and reporting for the RoSA combines a standards-based approach within school, and moderation of these grades between schools. The moderation will be conducted by the NSW Education Students Authority (NESA).

### **Curriculum Structure for Year 11 and 12 (Stage 6)**

At Kingsgrove High School, in Term 3 of their Year 10 year, there is an intensive and long-term support program to assist students in making the best possible choices for their Stage 6 studies these culminate in the award of the Higher School Certificate. The key in this process is selecting courses which will maximize your results.

We offer the full range of subjects and the courses within these. We encourage students to select from a range of pathways. These include – accumulating the HSC, ATAR with and without VET (TAFE) courses and non-ATAR programs of study which include apprenticeships, traineeships and TAFE study.

Extension courses are by invitation. Some students study languages through Saturday School. The Open High School also caters for courses which are not available at the school, but which students have shown an ability and commitment to independent study and to working with a tutor.

We do our best to timetable as many subjects as possible from the handbook, but some subjects may not be timetabled if too few students select them.

### **NSW Education Standards Authority (NESA) Requirements**

1. The required pattern of courses for full time students is a minimum of 12 units of Preliminary Year 11 courses and 10 units of HSC courses in Year 12. Some students may choose to study more than 12 units in Year 11. Your selection must include
  - ❖ at least two units of English
  - ❖ at least four subjects
  - ❖ at least six of the mandatory 12 units must be Board Developed courses
  - ❖ at least three of the courses must be of 2 unit or greater value

- ❖ part time students must study at least six units for the first year of Year 11
- ❖ no more than six units of science courses may be selected

2. Participate in experiences which are required by the syllabus.
3. Complete tasks required for the assessment program of each course including practical oral/aural or project works. Students who do not comply with the assessment requirements in any course will be in danger of not being accredited as having completed the course at the end of term 3 in Year 11.
4. Have a satisfactory record of attendance and application to your studies. A minimum of 85% attendance is required if you are to achieve course outcomes. Students with a non-attendance rate in excess of 15% are in danger of being unsatisfactory.

### **Some useful websites:**

[www.nesa.nsw.edu.au](http://www.nesa.nsw.edu.au)

[www.tafensw.edu.au](http://www.tafensw.edu.au)

**<http://hsc.csu.edu.au>**

HSC on line at Charles Sturt University

[www.mq.edu.au](http://www.mq.edu.au)

Macquarie University

[www.uac.edu.au](http://www.uac.edu.au)

University Admissions Centre

[www.usyd.edu.au](http://www.usyd.edu.au)

University of Sydney

[www.unsw.edu.au](http://www.unsw.edu.au)

University of NSW

[www.uts.edu.au](http://www.uts.edu.au)

University of Technology Sydney

[www.uws.edu.au](http://www.uws.edu.au)

University of Western Sydney

2022 PRELIMINARY COURSES OFFERED TO YEAR 11 STUDENTS AT KINGSGROVE HIGH SCHOOL

**BOARD DEVELOPED COURSES – these contribute to your ATAR**

English	Mathematics	Science	Technical and Applied Studies (TAS)	History	Social Science	Languages	Creative and Performing Arts (CAPA)	Personal Development, Health and Physical Education (PDHPE)
2U English (Advanced)	2U Mathematics Advanced	2U Biology	2U Design & Technology	2U Aboriginal Studies	2U Business Studies	2U Chinese Beginners	2U Music (Course 1)  2U Visual Arts	2U Community and Family Studies
2U English (Standard)	2U Mathematics Standard	2U Earth and Environmental Science	2U Engineering Studies	2U Ancient History	2U Economics 2U Geography 2U	2U Chinese in Context		2U Personal Development, Health and Physical Education (PDHPE)
2U English (EAL/D)	1U Mathematics (Extension)	2U Chemistry	2U Food Technology	2U Modern History	Legal Studies	2U Chinese & Literature		
2U English Studies (ATAR Optional)		2U Investigating Science	2U Industrial Technology: Multimedia or Timber Products and Furniture Industries	2U Studies of Religion	2U Society & Culture	2U French Beginners		
1U English (Extension)		2U Physics	2U Information Processes and Technology	1U Studies of Religion		2U Modern Greek Beginners		
			2U Software Design and Development			2U Modern Greek Continuers		
<b>Vocational Education and Training (VET) Courses – these are category B courses, only one 2U category B course can be counted in the 10 units for an ATAR</b>								
			2U Construction		2U Business Services			2U Sports Coaching
			2U Hospitality		2U Retail Services			
			2U Information Technology					

**BOARD ENDORSED COURSES – School Developed and Content Endorsed Courses. These generally do not contribute to the ATAR.**

				2U Psychology			1 Unit	2U Sport Leisure Recreation
				2U Work Studies			Visual Design	1U Sport Leisure Recreation
								2U Exploring Early Childhood

2023 ADDITIONAL HSC COURSES OFFERED TO YEAR 12 STUDENTS AT KINGSGROVE HIGH SCHOOL

1U English (Extension 2)	1U Mathematics (Extension 2)	1U Science Extension		1U History Extension		1U Greek Continuers Extension		
	2U Mathematics Standard 1 (ATAR Optional)							

## BOARD DEVELOPED COURSES OFFERED FOR THE HSC AT KHS

A **subject** is the general name given to an area of study. A course **is** a branch of study within a subject. A subject may have several different courses, for example, the subject English includes the courses English Advances, English Standard, English as Additional Language or Dialect (EAL/D), English Studies. All courses tabled below are hyperlinked to NESA syllabus documents.

HSC Subjects	Course Two Unit	Extension Courses One Unit
Aboriginal Studies	<a href="#">Aboriginal Studies</a>	
Ancient History	<a href="#">Ancient History</a>	<a href="#">HSC History Extension</a>
Biology	<a href="#">Biology</a>	<a href="#">HSC Science Extension 1</a>
Business Studies	<a href="#">Business Studies</a>	
Chemistry	<a href="#">Chemistry</a>	<a href="#">HSC Science Extension 1</a>
Chinese	<a href="#">Chinese Beginners</a> <a href="#">Chinese in Context (Heritage Chinese)</a> <a href="#">Chinese and Literature (Chinese Background Speakers)</a>	
Community and Family Studies	<a href="#">Community and Family Studies</a>	
Design and Technology	<a href="#">Design and Technology</a>	
Earth and Environmental Science	<a href="#">Earth and Environmental Science</a>	<a href="#">HSC Science Extension 1</a>
Economics	<a href="#">Economics</a>	
Engineering Studies	<a href="#">Engineering Studies</a>	
English	<a href="#">English Advanced English</a> <a href="#">EAL/D English Standard</a> <a href="#">English Studies (ATAR optional)</a>	<a href="#">Preliminary English Extension 1</a> <a href="#">HSC English Extension 1</a> <a href="#">HSC English Extension 2</a>
Food Technology	<a href="#">Food Technology</a>	
French	<a href="#">French Beginners</a>	
Geography	<a href="#">Geography</a>	
Industrial Technology	<a href="#">Industrial Technology</a> Multimedia <a href="#">Industrial Technology</a> Timber Products and Furniture Industries	
Information Processes and Technology	<a href="#">Information Processes Technology</a>	
Investigating Science	<a href="#">Investigating Science</a>	<a href="#">HSC Science Extension 1</a>
Legal Studies	<a href="#">Legal Studies</a>	
Mathematics	<a href="#">Mathematics Advanced</a> <a href="#">Mathematics Standard 2</a> <a href="#">Mathematics Standard 1 (ATAR Optional)</a>	<a href="#">Preliminary Mathematics Extension 1</a> <a href="#">HSC Mathematics Extension 1</a> <a href="#">HSC Mathematics Extension 2</a>
Modern Greek	<a href="#">Modern Greek Beginners</a> <a href="#">Modern Greek Continuers</a>	
Modern History	<a href="#">Modern History</a>	<a href="#">HSC History Extension</a>
Music	<a href="#">Music 1</a>	
PDHPE	<a href="#">PDHPE</a>	
Physics	<a href="#">Physics</a>	<a href="#">HSC Science Extension 1</a>
Society and Culture	<a href="#">Society and Culture</a>	
Software Design & Development	<a href="#">Software Design Development</a>	
Studies of Religion	<a href="#">Studies of Religion</a>	
Textiles and Design	<a href="#">Textiles and Design</a>	
Visual Arts	<a href="#">Visual Arts</a>	



## 1. BOARD DEVELOPED VOCATIONAL EDUCATION COURSES OFFERED AT

<p><b>Year 11 and Year 12 HSC Board Developed VET courses</b> may be offered depending on student demand and teacher availability</p>	<p><u>Business services</u>, <u>Construction</u>, <u>Hospitality Operations</u>, <u>Information digital technology</u> and <u>Retail services</u></p>
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All courses tabled above are hyperlinked to NESA syllabus documents. Please see further information in this document.

## 2. BOARD DEVELOPED COMMUNITY LANGUAGES COURSES AT SATURDAY SCHOOL

A large number of community languages are offered through the Saturday School of Community Languages. Please liaise with Mr Fourfouris (Head Teacher Administration) for further information. The Saturday School of Community Languages website can be accessed through the following link: [Saturday School Community Languages](#)

## 3. EXTENSION COURSES

**extend** capable students require a **higher standard** of work beyond the 2 Unit course involve **challenging** independent work

provide **excellent background** for study at university are by invitation only, for those students who demonstrate exceptional ability, as evidenced through their consistently high performance in recent studies.

### 3.1 Extension Courses available at Kingsgrove High School

<p><b>Year 11 Preliminary 2022</b></p>	<p>English Extension 1 Maths Extension 1</p>	
<p><b>Year 12 HSC 2023</b></p>	<p>English Extension 1 History Extension 1 Maths Extension 1 Science Extension 1</p>	<p>English Extension 2  Maths Extension 2</p>

## LIFE SKILLS COURSES

The Government's commitment to extend the curriculum and reporting arrangements established for the RoSA to HSC students with special education needs is in recognition of the principle that the post-compulsory years of schooling should cater for all students who choose to participate.

To meet this commitment, the Board has developed Life Skills courses for Stage 6 in each broad area of learning. These courses have Board Developed status and can be used along with other Board Developed courses to meet requirements for the award of the Higher School Certificate.

Each Life Skills HSC course comprises a 2 Unit Preliminary course and a 2 Unit HSC course. There will not be an external examination for Life Skills courses.

Further information regarding life skills courses can be obtained from the NESA website. The link below will take you to the life skills pages.

### [Stage 6 Life Skills courses](#)

Life Skills courses do not contribute to the ATAR.

The following pages detail individual course information, including course description, topics covered and assessment information. Further information can be found on the NESA website.

The link below will take you to the course descriptions pages on the NESA website

### [HSC Course Descriptions](#)

At Kingsgrove High School, in the preliminary course, students are required to complete 12 Units of Kingsgrove High School provided courses. Additional courses may be studied as additional units through TAFE, Saturday School and SBAT. For example, plumbing course at TAFE involves 12 Units of courses at Kingsgrove High School and 2 Units at TAFE.

There is a separate application process required for each of these locations (Saturday School and TAFE). The application must be approved by the Principal prior to being submitted. Any relevant fees for these courses must be paid by families.

# Stage 5 - Compulsory Subjects



- English
- Mathematics – 5.1, 5.2, 5.3\*
- Science
- History
- Geography
- PD Health PE
- Sport \*\*

\* You will be assigned to a Mathematics pathway based on your performance and ability as shown in Stage 4.

\*\* You will have the opportunity to select which summer and winter sport you do in each season of Years 9 and 10.

**Life Skills** is aimed at students who are struggling with mainstream subjects and is only available to selected students by invitation.

**Board Endorsed and Content Endorsed Courses offered at KHS. They do NOT contribute to ATAR. Some may not run in Year 12.**

2U Exploring Early Childhood

2u Psychology

2U Work Studies

2U Design

2U Photo & Digital media

2U SLR

2U Sports (Coaching) VET & Cat B

### **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.

### **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.

### **School Curriculum**

Specific information regarding course and assessment information is located in the student assessment handbook or student diary.

### **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 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 the 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 the 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.

### **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.
- You will be given 20 school days to **appeal** to the Principal and explain why the school should not report you to the Department of Home Affairs.
- The school will inform you of the appeal outcome and your further appeal rights if your appeal is unsuccessful.
- If all your appeals are not successful, you will be reported to the Department of Home Affairs, and they may decide to cancel your visa.

# Living in Sydney

## 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 Hurstville Police Station

Phone: 9375 8589



The nearest medical centre is Blue Cross Medical Centre on Kingsgrove Road, Kingsgrove

Phone: 9554070



The nearest hospital to the school is: St George Hospital, Kogarah

Phone: 9113 1111

## Home Stay 24 Hour Hotline

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

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

### Auzzie Families Homestay Care

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

Website: [www.auzziefamilies.com](http://www.auzziefamilies.com)

### Oz Homestay

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

### Global Experience

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

### StayDownUnder

Contact: Mr Gerard Whyte  
Phone: (+61 2) 8901 4499  
Mobile: 0410 761 499 (24 hours)  
Email: [info@staydownunder.com.au](mailto:info@staydownunder.com.au)  
Website: [www.staydownunder.com.au](http://www.staydownunder.com.au)



## Important Safety Tips

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

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

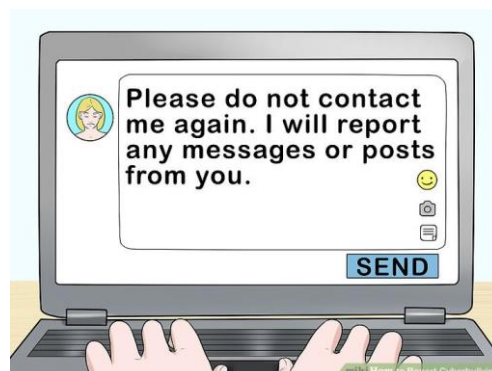
### Did you know?

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

## Cyber Safety

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

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



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



## Road Safety and Public Transport Safety

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



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

- Check transport timetables to avoid long waits, particularly at night. You can download an app on your mobile phone such as **TripView**, **TripGo** or **NextThere** to view timetables of public transport and plan your trip.
- Visit <https://transportnsw.info/apps> for all the apps available to help you plan your trip.
- If you find yourself left in a train carriage on your own or with only one other person you may feel more comfortable moving to another carriage closer to the guard or driver.



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

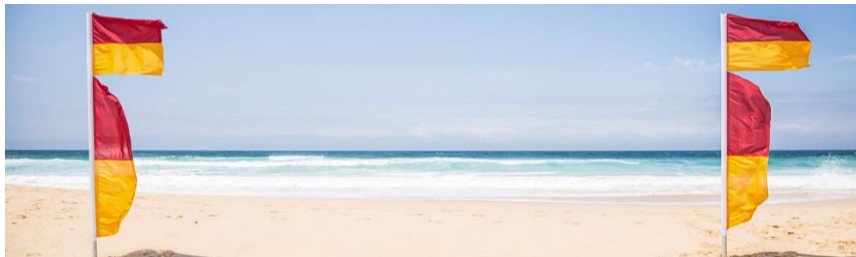
## Safety Apps

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 about 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>

## 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***

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

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



## You and the Law

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

For example:

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

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

## Driving

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

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

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

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

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

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



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

## 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](http://www.ato.gov.au).

### Know Your Work Rights

#### Workplace rights

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

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

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

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

Visit [www.fairwork.gov.au](http://www.fairwork.gov.au) for information for visa holders and international students. This includes information in 27 languages. There are also a range of helpful videos available at [www.youtube.com/fairworkgovau](http://www.youtube.com/fairworkgovau) about working in Australia in many languages.

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

## **Pay**

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

## **National minimum wage**

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

More information on employment in Australia is available on our website at [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au) and on the website of the Department of Employment at [www.employment.gov.au](http://www.employment.gov.au)

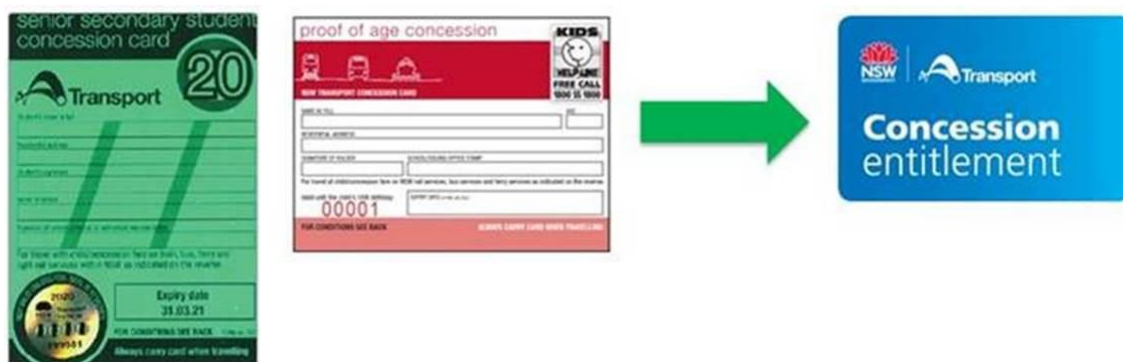


***Always ask for a payslip to keep track of your hourly rate, penalty rates, superannuation contributions and tax details, especially if you are getting paid with cash in hand. This is a mandatory requirement for an employer in Australia.***

## Transport and Travel Concession

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

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



***Please see your office staff to apply for a Transport Concession Entitlement Card before you get a Child/Youth Opal Card. You must carry this card with you at all times and present it to ticket inspectors when required.***

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

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

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



## Overseas Student Health Cover (OSHC)

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

### Activate your OSHC membership

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

#### Medibank OSHC members

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

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

### Obtain your OSHC membership card

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

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

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

### Know your cover

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

If you are a **Medibank OSHC member**, you can access the following **Online Member Services** on [www.medibankoshc.com.au](http://www.medibankoshc.com.au):

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

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

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



## Accommodation

### Homestay for under 18 students

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

#### Rules and expectations

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

✓ **Follow the rules**

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

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

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

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

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

✓ **Be respectful and considerate**

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

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

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

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

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

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

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

## Renting or Sharing an Accommodation (over 18 students)

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

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

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

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

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

### DOs:

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

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

## DON'Ts:

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

## Problems with Your Lease

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

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

## Visa Requirements You Should Know

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

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

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

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

### Your student visa

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

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

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

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

### Attendance and Course Requirements

- You must **attend a minimum of 80%** of all scheduled classes. If you do not meet attendance requirements you may be reported to the Department of Home Affairs, unless there are compassionate or compelling circumstances (refer to guidelines below).
- You must provide a doctor's certificate for any absences of 3 days or more. The doctor must be a registered medical practitioner. If you are absent for 1 or 2 days, a letter of explanation must be provided by your Carer or if you are over 18 years, you can provide your own written explanation to the principal.
- You **must meet course progress requirements**. Your school will provide you with information about course requirements as outlined by the NSW Education Standards Authority (NESA). Further information about course requirements is available at: <http://educationstandards.nsw.edu.au>

- If you fail to meet the 80% attendance requirements or the course progress requirements and fail to appeal or do not receive a successful school appeal outcome, you will be reported to the Department of Home Affairs, and this may impact the status of your student visa. An **Intention to Report** letter will be issued to you and your parents and you will have 20 school days to appeal internally then externally. If all your appeals are unsuccessful, you would be reported to the Department of Home Affairs and your visa may be cancelled.

## Accommodation and Welfare Arrangements

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

## 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.

### Taking Leave

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

### 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.

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

## Work

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



# Arrival Checklist

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

## On arrival

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

## At School

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

## At Home

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

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

## 1. Under 18 Request to Change Welfare Arrangements form

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

## 2. Over 18 Request to Change Welfare Arrangements form

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

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

## 3. Leave Request form

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

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

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

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

## 4. Leave Requests Flowchart

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

# DE INTERNATIONAL

## UNDER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name .....Student Given Names.....

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

Student's New Address .....

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

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

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

Please indicate if accommodation is:

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

Reason for changing address .....

.....

Name, age and gender of people residing at this address

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

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

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

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### CARER CONTACT DETAILS

Given Name ..... Family Name.....

Address .....

..... Postcode.....

Email Address.....

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

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

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### ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: ..... Home/Work: .....Mobile: .....

Name: ..... Home/Work: .....Mobile: .....

Student's Signature: .....

Parent's Signature: .....

# DE INTERNATIONAL

## OVER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name ..... Student Given Names.....

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

Student's New Address .....

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

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

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

Please indicate if accommodation is

- Living with direct relatives (approved by Immigration)
- Homestay family
- Shared accommodation
- Other \_\_\_\_\_

Reason for changing address .....

Name, age and sex of people residing at this address

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

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

### EMERGENCY CONTACT DETAILS

(Must be completed and signed by contact person over 21)

Given Name ..... Family Name (Mr/Mrs/Ms).....

Address .....

.....Postcode.....

Email Address.....

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

Signature..... Date .....

### ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: ..... Home/Work: ..... Mobile: .....

Name: ..... Home/Work: ..... Mobile: .....

### (MUST BE SIGNED BY STUDENT)

Student Signature..... Date .....



# DE INTERNATIONAL

## LEAVE REQUEST

Student visa conditions require that you must attend school every day during the school term. All **unapproved** short or extended leave is recorded as non-attendance and **may affect your visa**.

Please read and follow the instructions below carefully:

- Submit this leave form at least 4 weeks before the planned departure date to your school before you book any flight tickets.
- Travel during school holidays (other than returning to your home country) is only permitted if you are accompanied by a parent, guardian, homestay carer, close relative or on an approved school excursion.
- Leave during the school term can only be approved under compassionate/compelling reasons, and you must provide supporting documents as evidence.
- If your leave includes school days, you must submit a copy of your flight tickets after your leave is approved.

School: \_\_\_\_\_

Student no: \_\_\_\_\_ Date of application:    /    /

Student full name: \_\_\_\_\_

Student mobile number: \_\_\_\_\_

Student email: \_\_\_\_\_

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

Total number of schools days that you would be missing: \_\_\_\_\_

Reason for leave request: \_\_\_\_\_

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

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

### STEP 1

The leave form must be signed by a parent

### 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 if your leave is taken during the school term

#### **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.

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NSW Department of Education  
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Darlinghurst NSW 1300 Australia

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1300 300 229 (in Australia)

 [deinternational.nsw.edu.au](https://deinternational.nsw.edu.au)