



# INTERNATIONAL STUDENTS ORIENTATION HANDBOOK

SECONDARY SCHOOL

TURRAMURRA  
HIGH SCHOOL



NSW GOVERNMENT SCHOOLS



## School Contacts

**School name:** Turramurra High School

**Address:** 104 Maxwell Street  
SOUTH TURRAMURRA NSW 2074

**Telephone:** +61 294494233

**Fax:** +61 299839332

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

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

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# INTERNATIONAL STUDENTS' ORIENTATION HANDBOOK

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WELCOME WELCOME



WELCOME WELCOME

## About the School

### Principal's Message

Dear students

Welcome to Turramurra High School! We are thrilled to have you join our vibrant school community, and we are excited to support you as you embark on this enriching journey.

#### **Academic Program**

At Turramurra High School, we offer a diverse curriculum designed to cater to a variety of interests and talents. You will have the opportunity to study subjects such as English, Mathematics, Science, History, Geography, Technology, Physical Education and the Arts. Our teachers are committed to providing engaging lessons and helping you achieve your academic goals while adapting to the Australian education system.

#### **Support Services**

We understand that transitioning to a new school and country can be challenging. I myself studied overseas in Japan for a year during my own high school experience and it was amazing, but so different at times too. That's why we have dedicated support staff, including School Counsellors and an International Student Coordinator, who are here to assist you. They can help you navigate any academic or personal challenges you may face and provide guidance on settling into life in Australia.

#### **Cultural Exchange**

Turramurra High School is proud of its multicultural environment. We encourage you to share your culture and traditions with your classmates, as this will enrich our school community.

#### **Extracurricular Activities**

We believe in the importance of a well-rounded education. Our school offers a wide range of extracurricular activities, including sports teams, music ensembles, drama productions, and clubs. Participating in these activities is a great way to meet new friends, develop skills, and immerse yourself in Australian culture.

We are genuinely excited to have you as part of our school community and look forward to supporting you throughout your educational journey. If you have any questions or need assistance, please don't hesitate to reach out to your teachers or our friendly support staff.

Once again, welcome to Turramurra High School. Here's to an amazing year filled with growth, learning, and unforgettable experiences!



Ms Desley Pfeffer

Principal

Turramurra High School

# School Profile

Our core values are:

## **RESPECT**

Having regard for yourself and others, lawful and just authority, and diversity within Australian society, and accepting the right of others to hold different or opposing views.

## **RESPONSIBILITY**

Being accountable for your individual and community's actions towards yourself, others and the environment.

## **ASPIRATION**

Always having a dream or a goal to aim for or achieve. Aspiring to be part of the wider school community can be achieved through joining leadership, sporting or special interests' teams, clubs or groups.

## **CODE OF BEHAVIOUR**

- Be on time to school and class
- Follow instructions
- Complete all your work to the best of your ability
- Be prepared for work
- Be courteous to others
- Look after and respect all school property
- Wear the school uniform with pride



# Staff Directory

## School Staff

|                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                   | <p><b>Ms Chris Elliott</b><br/> <i>International Student Coordinator (ISC)</i></p> <p>Ms Elliott can speak to you regarding any concerns you may have about your school, health or homestay issues. She can also assist if you require a leave request form. Chris is in the International Students Office, top floor C Block.</p> |
|                                                                                   |                                                                                                                                                                                                                                                   |
| <p><b>Mrs Megan Pollard</b><br/> Deputy Principal</p>                                                                                                              | <p><b>Ms Leanne Solomon</b><br/> Relieving Deputy Principal</p>                                                                                                                                                                                                                                                                    |
|                                                                                  |                                                                                                                                                                                                                                                  |
| <b>Mr Justin Cogley</b>                                                                                                                                            | <b>Ms Julie Yoon</b>                                                                                                                                                                                                                                                                                                               |
| <p>Mr Cogley and/or Ms Yoon can speak to you if you have any concerns, feel unhappy or are homesick. They are in the Counsellors Office, top floor of E Block.</p> |                                                                                                                                                                                                                                                                                                                                    |
|                                                                                 | <p>Ms Delnido can help you if you are trying to find your International Student Coordinator or a counsellor or need help in the absence of the International Student Coordinator.</p>                                                                                                                                              |
| <b>Mrs Melissa Delnido</b>                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                    |
|                                                                                 | <p>Ms Clarke is an EALD teacher located in the Science Staffroom in C Block</p>                                                                                                                                                                                                                                                    |
| <b>Ms Jenny Clarke</b>                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                    |
|                                                                                 | <p>Mr Harrison can advise you on subject choices, university and career pathways.</p>                                                                                                                                                                                                                                              |
| <b>Mr Andrew Harrison</b><br><b>Careers Advisor</b>                                                                                                                |                                                                                                                                                                                                                                                                                                                                    |

## **2025 Year Advisers and Assistant Year Advisers**

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

|         |                                                                      |
|---------|----------------------------------------------------------------------|
| Year 7  | Mr Daniel Jenkins and Ms Ying Chen                                   |
| Year 8  | Ms Tina Baynie and Ms Faye Alexandria                                |
| Year 9  | Mrs Olivia Sedgwick and Ms Roshanak Sayyad Nabinia                   |
| Year 10 | Mr Inoke Tuhukava and Ms Stephanie Flynn/ Mr Lucas Dawson Hungerford |
| Year 11 | Ms Hannah Hungerford and Ms Sophie Cannard                           |
| Year 12 | Mr Julian Aguilera and Ms Mersina Kourdis                            |

## **Head Teachers and Other Staff**

|                    |                       |
|--------------------|-----------------------|
| English            | Ms Wagner             |
| HSIE               | Ms Ellam              |
| Mathematics        | Ms Ferreira           |
| Science            | Ms Miles              |
| PDHPE              | Ms Condon             |
| TAS                | Mr Delves             |
| CAPA               | Ms Farr-Jones         |
| Languages          | Mr Buttrey            |
| Library            | Ms Lusher-Main        |
| Welfare            | Mr Aguilera           |
| Student Support    | Ms Dunn               |
| Learning Support   | Ms M Andrews          |
| Anti Racism        | Mr Reid               |
| School Counsellors | Mr Cogley and Ms Yoon |

# THS Wellbeing team 2025

Don't go through anything alone!  
Talk to your class teacher or a member of our wellbeing team for support.

## Principal/ Deputies



Ms Pollard  
YEAR 7,9,11



Mrs Pfeffer  
PRINCIPAL



Ms Solomons  
YEAR 8,10,12

## Year Advisors



Mr Jenkins  
YEAR 7



Ms Baynie  
YEAR 8



Ms Petchell  
YEAR 9



Mr Tuhukava  
YEAR 10



Ms Cannard  
YEAR 11 (Relieving)



Mr Aguilera  
YEAR 12 (Relieving)

## Assistant Year Advisors



Ms Chen  
YEAR 7



Ms Alexandria  
YEAR 8



Ms Nabinia  
YEAR 9



Mr Dawson  
YEAR 10



Ms Kourdis  
YEAR 12

## HT Wellbeing & Learning Support



Mr Aguilera

## Student Support Officer



Ms Alice Dunn

## School Counsellors



Mr Justin Cogley



Ms Julie Yoon

## Anti-Racism Contact Officer



Mr Tuhukava

## Careers Advisor



Mr Harrison

## International Student Support Officer



Ms Elliot

## Learning Support



Ms M. Andrews

# Support Services

## Computers

You can use the computers in the library and get help from Mr Gomes if you have problems with your devices.

## Attendance and First Aid

To sign in or out of school and for First Aid see our Rolls Officer in the Rolls Office in 'A' Block.

## Travel to and from School

The school's main entrance is located at 104 Maxwell Street which runs parallel to Kissing Point Road, and both connect to The Comenarra Parkway.

The closest rail stations are at Turramurra and Gordon. School buses connect to these stations for travel.

## Buses and Trains

**CDC Forest District** operate on several routes surrounding the school. You can access the timetables at <https://cdcbus.com.au/school-services/school-timetables/sydney-north-shore-school-timetables-region-14/> and enter Turramurra High School to download the latest timetable. **Telephone #: 02 8602 4700**

**CityRail** run train services to Turramurra station on the North Shore Line of its network. Train services from the city take approximately 40 minutes. Turramurra High School is located approximately 5 minutes' drive and 30 minutes' walk from Turramurra station.

## International Students' Coordinator

The role of the International Students' Coordinator:

- Establish the communication bridge between you and your parent/guardian, with the school
- Monitor your progress (both academic and attendance)
- Assist you with any concerns or enquiries, such as:
  - Enrolment and/or welfare arrangement issues
  - To liaise with our Case Manager at DE International with your concerns
  - To help you understand certain concepts in English by interpreting or translating into your first language
  - Other problems or difficulties which you may face living away from your home and loved ones
  - Help you find answers to any questions that you may have in choosing your subject
  - Direct you to the appropriate member(s) of staff

Contact a member of the International Students' Office if you have any concerns or questions about school rules, subjects, further study, progress at school, personal or other welfare problems. We will assist you with any problems or refer you to an appropriate staff member.

We are here to help you strive for success in every aspect of your life at Turramurra High School.

If you need further information regarding the process of your enrolment please contact Ms Elliott or DE International on Tel: (in Australia) 1300 300 229 (Option 2) or email: [isc@det.nsw.edu.au](mailto:isc@det.nsw.edu.au)

### **Counsellors**

Mr Cogley and Ms Yoon are the school counsellors. They are located in the Counsellors Office in 'E' Block. Mr Cogley is available on Tuesday, Wednesday and Friday. Ms Yoon is available on a Monday and Thursday

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

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

*This service is free and confidential.*

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

#### *Academic*

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

#### *Personal*

- 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

Students can make an appointment through the International Student Coordinator or by going to the Counsellors office in 'E' Block.

### **English as a Second Language (ESL) Support**

For ESL support you can see Ms Clark. She can be found in the Science staffroom in 'C' Block.

### **Year Advisers and Subject Head Teachers**

Year Advisers and Head teachers are there to support you. Your Year Adviser is someone who will assist you with any problems or questions you may have. They will be in contact with parents and guardians if needed.

Head Teachers oversee curriculum areas. You may be referred to a Head Teacher if your behaviour, attitude or progress in a subject is unsatisfactory. Head teachers will also contact parents and guardians if needed. Parents and guardians may also contact the Head teacher if they have any questions. If you have questions about your class or subject these can be directed to your class teacher. If you are still unsure you might see the Head Teacher.

### **Welfare/Learning Support Head Teacher**

Mr Aguilera can assist you with any problems or issues that you would like to discuss. This can be anything to do with your life at school or at home. All information is confidential. Mr Aguilera is in the Learning Centre in 'E' Block.

Ms Dunn is the Student Support Officer who can discuss any issues or problems you may have. He is in the Student Support office in 'A' Block.

### **Careers Advisor**

Mr Harrison is the Careers Advisor. He is located in the Careers Office at the back of the library in 'E' Block. Mr Harrison can advise you on subject choices, university, TAFE and future career pathways and choices. He also arranges Work Experience for students.

### **Library and Librarian**

Ms Lusher-Main is the school librarian. The library is located in 'E' Block. The library is open before school and at lunch for students, as well as at recess for senior students. It is also open for The Turramurra Learning Centre (TLC) on Monday and Thursday afternoons. The library has computers available for student use and a wide range of fiction and nonfiction materials available for you to borrow. You will need to have your library card to borrow equipment and other books or materials. Several library support staff are also available to help you.

Mr Gomes the Technical Support Officer is also located in the library. He will assist you with IT support.

### **The Turramurra Learning Community**

The Turramurra Learning Community (TLC) meets in the library after school from 3-4pm on Mondays and from 2.20-3pm on Thursdays. Teachers are available to assist you with your homework or assignments during these times.

An afternoon tea is provided for students attending TLC.

### **Other Student Support Services**

The Learning and Support Teacher (LAST), Ms M Andrews and Student Support Officers (SSO) are also available to help you with your work. Ms M Andrews and Ms Wyatt-Spratt are available in the Student Learning Centre in 'E' Block.

### **Interest /Activity Groups Available to International Students at THS**

**BIG HILL** is a fitness program that runs before school. See Mr Tuhukova in the PDHPE staffroom in the MPC (Multi-Purpose Centre) for more information on this program.

### **The Duke of Edinburgh's International Award**

For information see Mr Tuhukova, Ms Taylor and Ms Napoli. This is an outdoor adventure and service program. Students can experience camping and bushwalking expeditions. These lead to Bronze, Silver and Gold Awards as part of the Scheme.

### **Extracurricular activities and excursions**

The school also offers interest groups such as Dance, Choral and Vocal Ensembles, Debating, Band Programs and Sports activities.

For more detailed information on school activities and excursions, scan the QR code or visit our website at [turramurra-h.schools.nsw.gov.au](http://turramurra-h.schools.nsw.gov.au).



### **The THS Leo Club**

This is a community focused club for students. It is sponsored by Lions International and our local St Ives Lions Club. Students engage in several community activities and charity events. It is open to all students. For more information see Mr Karunaratne.

# Turramurra High School Map

## 'A' BLOCK

Principal's Office  
Deputy Principals  
Administration  
Clinic (Sick Bay)  
Rolls Office  
Toilets

## 'B' BLOCK Staffrooms:

Industrial Arts  
Creative and  
Performing Arts  
Home Economics

## 'C' BLOCK Staffrooms:

Science  
English  
HSIE  
Toilets

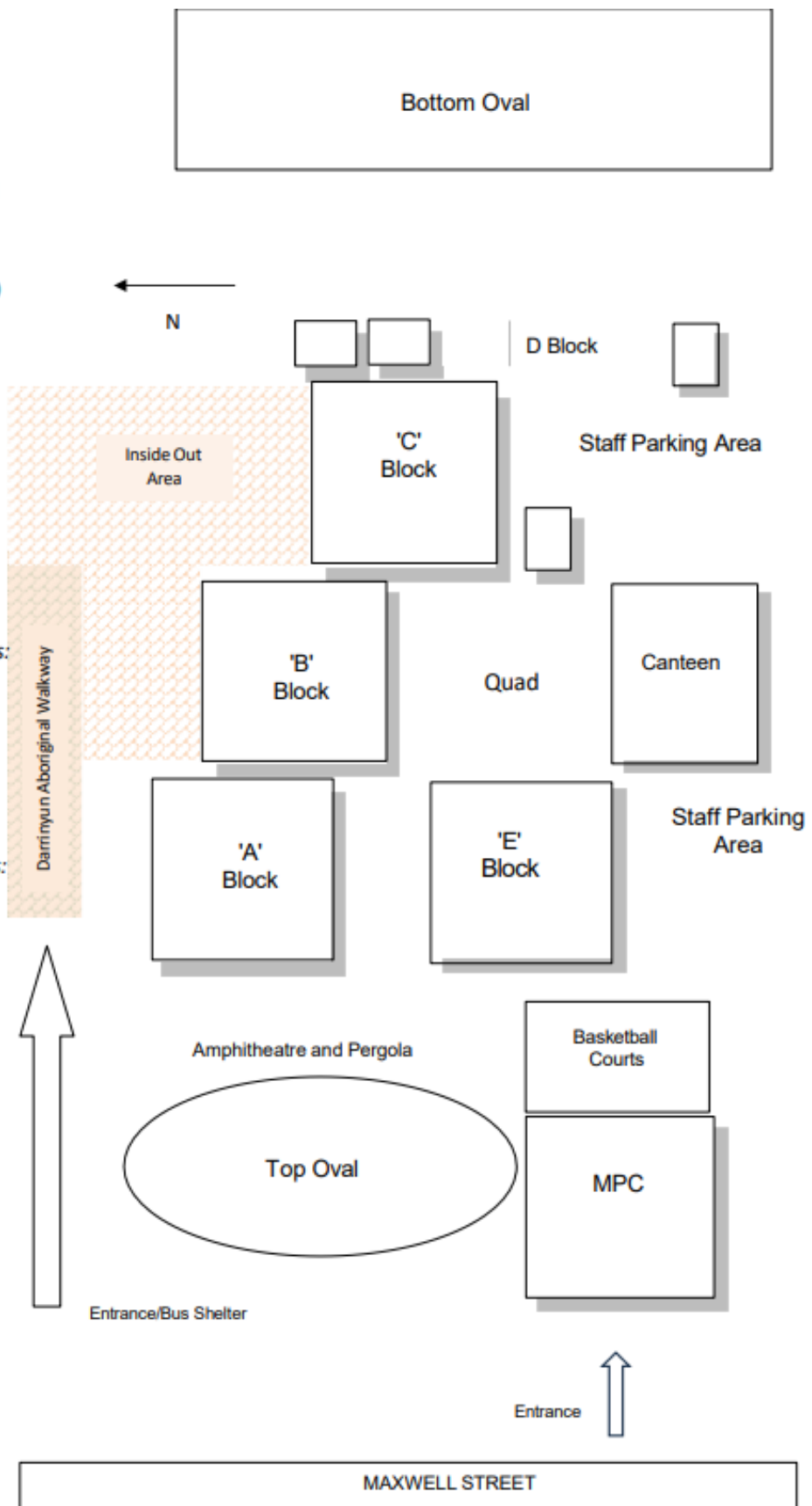
## 'E' BLOCK

Library/Careers  
Counsellor  
Clothing Pool  
Staffrooms:  
ESL Resource Room;  
Language;  
H/T Mathematics  
Mathematic  
Toilets

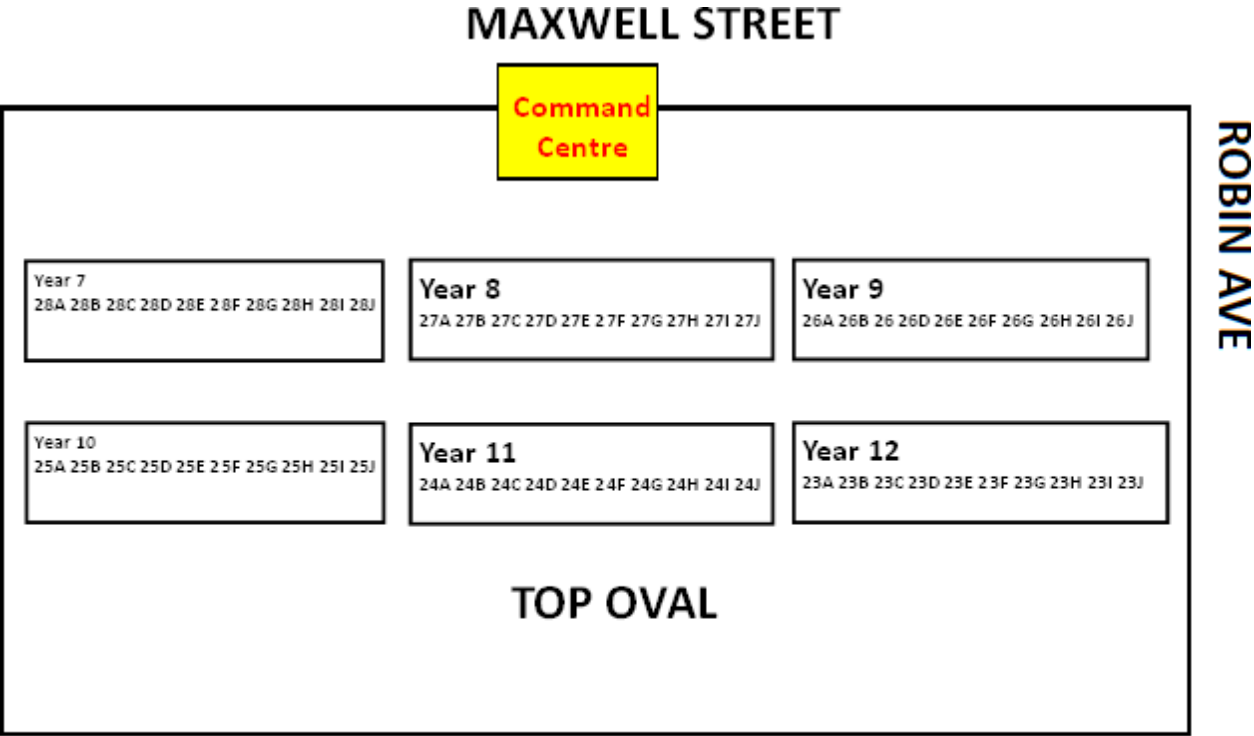
Canteen  
Change Rooms  
Basketball Court

## MPC

PDHPE Staffroom  
Toilets



# Emergency Evacuation Routes



**Emergency Evacuation – Mana Positions**  
 All students are to line up in alphabetical order in their mana groups

## Bell Times

| Mon/Wed/Fri      | Bell Times    |
|------------------|---------------|
| Period 1         | 8:40 – 9:40   |
| Period 2         | 9:40 – 10:40  |
| <b>Home Room</b> | 10:40 – 11:00 |
| <b>Recess</b>    | 11:00 – 11:20 |
| Period 3         | 11:20 – 12:20 |
| Period 4         | 12:20 – 1:20  |
| <b>Lunch 1</b>   | 1:20 – 1:40   |
| <b>Lunch 2</b>   | 1:40 – 2:00   |
| Period 5         | 2:00 – 3:00   |

| Tuesday              | Bell Times    |
|----------------------|---------------|
| Period 1             | 8:40 – 9:50   |
| Period 2             | 9:50 – 11:00  |
| <b>Recess</b>        | 11:00 – 11:20 |
| Period 3             | 11:20 – 12:30 |
| <b>Lunch 1</b>       | 12:30 – 12:50 |
| <b>Lunch 2</b>       | 12:50 – 1:10  |
| Period 4             | 1:10 – 2:20   |
| <b>Supervision</b>   | 2:20 – 3:00   |
| <b>Staff Meeting</b> | 2:30 – 3:30   |

| Thursday                     | Bell Times    |
|------------------------------|---------------|
| Period 1                     | 8:40 – 9:50   |
| Period 2                     | 9:50 – 10:55  |
| <b>Recess</b>                | 10:55 – 11:15 |
| Period 3                     | 11:15 – 12:20 |
| <b>Lunch 1</b>               | 12:20 – 12:40 |
| <b>Lunch 2</b>               | 12:40 – 1:00  |
| Period 4 / Sport (yrs 8- 10) | 1:00 – 2:00   |
| Period 5 / Sport (yrs 8- 10) | 2:00 – 3:00   |

# Rules and Policies

## **Homework Policy**

The purpose of homework is to build skills to become lifelong learners. Homework develops a student's independent study skills and should assist them to engage with, and take responsibility for, their own learning, to achieve outcomes.

Homework should be a purposeful learning experience that consolidates and/or enriches the school's teaching and learning program as well as strengthening the partnership between school and home.

The amount and nature of homework will vary throughout the year and will be adjusted to accommodate examination periods. Homework may take the form of online or written tasks and may include pre-reading or preparation, consolidation of learning, research, tasks related to project-based learning or assessment preparation.

Homework is considered an integral part of the learning experience, and it is expected that students' complete homework by the due date specified by the teacher.

### ***Student responsibilities***

Student responsibilities regarding homework are aligned with our school values of respect, responsibility and aspiration. Students are expected to respect their teachers by complying with homework requirements and due dates, take responsibility for their own learning and organisation of work to be completed and aspire to do their best.

- (a) Students are responsible for using their homework diary or a digital diary to record homework and assessment tasks as to when they are set.
- (b) Students and parents are responsible for communicating with teachers about any concerns with homework prior to the due date.
- (c) Students are responsible for liaising with teachers if they have a legitimate reason for homework not being completed.

### ***Teacher responsibilities***

- (a) Teachers are responsible for preparing and monitoring homework.
- (b) Teachers will keep records of homework completed for assessment purposes.
- (c) Teachers will periodically monitor progress of large assessment tasks.
- (d) Teachers will notify the student and parent/guardian if quantity or quality of homework is of concern. If the concern becomes significant, the teacher may send a faculty warning letter home. This can lead to serious consequences if the issue is not addressed.

Students requiring assistance with homework are encouraged to seek assistance through TLC on Mondays and Thursdays as well as through our Learning Support staff.

# Student use of Digital Devices and Online Services Procedures

## Purpose

This procedure guides student use of all digital devices (laptops, computers and personal devices when used by students with permission from teachers) and online services at our school. The related Student Use of Personal Electronic Digital Devices Procedure which relates to the student use of mobile phones in schools can be found on the Turrumurra High School website.

At Turrumurra High School, we acknowledge the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. The use of digital devices (laptops and computers) may enhance a student's ability to engage in effective and meaningful learning experiences.

## Scope

This policy provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students, parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of digital devices and online services:

- in school-related settings, including on school grounds
- at school-related activities
- outside of school where there is a clear and close connection between the school and the conduct of students (excursions, camps and sport)

This policy covers the use of school-provided and personal digital devices, and all online services.

## Responsibility and Acceptable Uses

It is the responsibility of students who bring digital devices to school to abide by the following guidelines:

- digital devices and mobile phones brought to and kept at school are used entirely at the owner's risk. The school will not accept any responsibility for theft, loss or damage to digital devices and/or mobile phones.

## Unacceptable uses of a digital device

- Digital devices and/or mobile phones may not be used during an examination or assessment. This will be considered cheating, and the student will face academic and behavioural consequences.
- Digital devices must not be used to photograph, film or record any member of the school community or visitor to the school, unless permission has been granted.
- Engaging in inappropriate social media use, including cyber bullying. Students must not use digital devices and mobile phones to threaten, bully, intimidate or otherwise harass people through any SMS, text message, photographic, video or other data transfer system available on the device or for any illegal activity.

## Exemptions

Exemptions to any part of this policy may apply for some students in some circumstances. These will be considered on a case-by-case basis and granted when required by law or at the Principal's discretion.

### **Procedures within an indoor or outdoor classroom setting**

- The classroom teacher will follow their classroom management procedures and direct that the digital device is to be used solely for the activity as outlined by the teacher.
- Teachers will follow school discipline procedures
- If a student continues to use the digital device inappropriately, the device may be confiscated by the Head Teacher with the student able to collect the device at the end of the period/day
- If the student continues to refuse to comply with the Head Teacher, a notification will be sent to the Deputy Principal who may confiscate the device. It can be collected at the end of the day by the student.

### **If the inappropriate use of the digital device continues:**

1. Students who do not comply will have their device confiscated by the Head Teacher/Deputy Principal at the next available opportunity. It can be collected at the end of the day by a parent.
2. Student and parents attend a meeting with the Deputy Principal. A formal caution of suspension may be issued to the student.
3. Failure to use the device appropriately will be viewed as persistent disobedience and may result in suspension of the student.
4. If students refuse to hand over their device when requested or are found to be: filming or recording; appearing to have the phone in filming position (this also applies to selfies); harassing; bullying anyone inside or outside the school; accessing or distributing illegal materials; parents may be contacted and requested to attend a meeting with the Deputy Principal/Principal. A formal caution of suspension or suspension may be issued to the student.

### **Responsibilities and obligations**

Supporting students to use digital devices and online services in safe, responsible and respectful ways is a shared responsibility. Recommended inclusions are listed below.

#### *For students*

Be safe, responsible and respectful users of digital devices and online services and support their peers to be the same.

Respect and follow school rules and procedures and the decisions made by staff, communicating respectfully and collaboratively with peers, school staff and the school community.

#### *For parents and carers*

Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.

Support the implementation of the school policy and procedures, including its approach to resolving issues. Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.

Further information for parents about digital citizenship and young people can be found at <https://www.digitalcitizenship.nsw.edu.au/>

### *For the Principal and teachers*

Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:

- Establishing agreed classroom expectations for using digital devices and online services, in-line with this procedure and departmental policy.
- Identifying strategies to ensure that all students are able to engage in classroom activities, including strategies to accommodate students without a digital device.
- Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Model appropriate use of digital devices and online services in line with departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
  - Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the 'Incident Notification and Response Policy and Procedures' and consider any mandatory reporting requirements.
  - Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
  - Following the school's Behaviour Management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
  - If feasible, and particularly as issues emerge, support parents/carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
  - Participate in professional development related to appropriate use of digital devices and online services.

### *For non-teaching staff, volunteers and contractors*

Be aware of the department's policy, this procedure, and act in-line with the conduct described. Report any inappropriate use of digital devices and online services to the Principal, school executive or school staff they are working with.

### **Communicating this procedure to the school community**

This information will be presented to all currently enrolled students.

Parents and carers will be advised via email annually. This policy will also be available electronically via the school's website and in hardcopy at the school's administration office.

### **Complaints**

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's guide for students/parents/carers about making a complaint about our schools:

<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students>

### **Review**

A review by the Principal or delegated staff will occur at the end of Term 1, 2025. Thereafter, a review of this policy will occur annually.

## Appendix 1: Key terms

*Bring Your Own Device [BYOD]* is an optional program where parents and carers can provide personal digital devices for use at school. Any decision to adopt a BYOD program is made by the Principal in consultation with the school community. All digital devices used in schools are covered by the Student Use of Digital Devices and Online Services policy. Schools retain discretion to determine the specifications of personal devices to be used at school.

*Digital citizenship* refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

*Digital devices* are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices. Student use of mobile phones and smart watches are not permitted during class and during breaks. Students may carry a phone when travelling to and from school.

*Digital literacy* is the set of social, emotional and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

*Educational purpose* is any use approved by school staff that supports student learning, wellbeing and educational outcomes.

*General capabilities* are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

*Image-based abuse* occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

*Online bullying* involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.

*Online safety* is the safe, responsible and respectful use of digital media, devices, other technology and online services.

*Online services* are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

*Reasonable adjustment* is a measure or action taken to assist a student with a disability to participate in education and training on the same basis as other students.

*School-related settings* include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.

*School staff* refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.

## **Appendix 2: What is safe, responsible and respectful student behaviour?**

### **Be SAFE**

Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.

Only use your own usernames and passwords, and never share them with others.

Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.

Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.

Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

### **Be RESPONSIBLE**

Follow all school rules and instructions from school staff when using digital devices and online services.

Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use.

Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need.

Take care with the school-owned devices so that other people can use them after you.

Only use online services in the ways agreed to with your teacher. Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.

Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.

Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

**Be RESPECTFUL**

Respect and protect the privacy, safety and wellbeing of others. Do not share anyone else's personal information.

Get permission before you take a photo or video of someone, including from the person and from a teacher.

Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.

Do not send or share messages or content that could cause harm, including things that might be:

- inappropriate, offensive or abusive
- upsetting or embarrassing to another person or group
- considered bullying
- private or confidential and/or
- a virus or other harmful software

## Uniform and Dress Code

School uniform can be purchased at the canteen by appointment.

Email: [uniformshop@ths.community](mailto:uniformshop@ths.community)

### Uniform

Parents/guardians are requested to provide the student with the school uniform and to ensure that the student wears it without individual variations. The uniform contributes to maintaining the tone of the school and is economical in the long-term as it is not subject to the whims of fashion.

If for some reason a student cannot wear school uniform on a particular day, a note signed by the parent/ guardian must be taken to the Rolls Office. A Green Slip will then be issued so that the student is not recorded as being out of uniform which can incur a detention.

**For safety reasons**, students are to wear no more than one pair of earrings which should be small in size (e.g. sleepers or studs). Necklaces and bracelets are to be limited in number, small, discreet and close-fitting.

Make-up and nail polish are not part of the school uniform and are not to be worn at school.

### Shoes

**For safety reasons**, shoes should be black leather and lace-up in the traditional school style. Heels should be no more than 4cm high. Runners, buckled, slip on or open 'ballet' style shoes are not permitted.

### Socks

Boys wear grey socks, and girls wear white socks. They are to be visible above the ankle, but not pulled up to the knees.

### Out of Uniform Days

Out of Uniform Days are held for charity fundraising and as part of some excursions and/or sporting activities. On these days students are able to express some individuality. When given this privilege they have the responsibility to be dressed appropriately.

Students who choose to wear non-uniform on these days will be expected to make a gold coin donation for the charity being supported.

Examples of inappropriate dress, NOT to be worn include:

- Beach type wear, including midriff tops, skirts or shorts of an inappropriate length and inappropriate footwear such as thongs
- Revealing tops which includes "see through" clothing and plunging necklines
- Offensive language on clothing
- Pants that are indiscreet, meaning pants that are worn too low on the hips

Correct PE uniform must be worn for PE classes.

Students with practical lessons in Home Economic, Industrial Art and/or Science **MUST** wear shoes with sturdy soles and leather uppers that cover the top of the foot to comply with Department of Education's Occupation Health and Safety regulations.

Thongs are not permitted at school at any time including Out of Uniform Days.

## **Absences, Lateness or Leave Requests**

### **Late to school**

If you are late to school for any reason you **MUST FIRST SIGN** in at the Rolls Office in 'A' Block and give the reason for your late arrival. If you know you will be late you are to bring a note signed by your parent or guardian which explains the reason for your lateness.

If you do not have a valid reason for your lateness, the Rolls Officer will give you two late slips. One late slip is given to your teacher when you go to class. The second is for you to take home to your parent or guardian. This must be signed by your parent or guardian and returned to the Rolls office the next day.

### **Early Leave**

If you have to leave school early you must bring a note written and signed by your parent or guardian explaining the reason. You must give this to the Rolls Officer **BEFORE** your first period class. The Rolls Officer will give you a leave slip to show your teacher.

### **Absence**

Every period missed or partially attended counts as a 20% absence against that day's attendance and **WILL** affect your overall attendance. If a school bus is late this **WILL NOT** affect your attendance.

Medical and dental appointments should be made **AFTER** school unless this cannot be arranged otherwise.

If you are sick for one or two days and cannot attend school your parent or guardian must write a note explaining your absence.

If you are sick for three days or more, you must provide a medical certificate from a registered General Practitioner (doctor).

A certificate from a traditional Chinese medicine practitioner, a herbalist or a pharmacy is not acceptable.

Medical certificates are also submitted to the Rolls Officer before Period One on your first day back at school.

### **Attendance requirements for student visa holders**

- All students are expected to attend class every school day.
- International students who are on a student visa 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 80% over two terms, or below 60% in one term?**

- An Intention to Report letter will be sent to you, your parents and your carer in Australia. This letter tells you the school's intention to report your low attendance to the Department of Home Affairs because you have breached your student visa condition.

- 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.

## **Misbehaviour, Suspension and Expulsion**

### **Student Learning and Behaviour**

At Turramurra High School we are committed to a safe, caring and inclusive learning community where all members are valued. We seek to prioritise collaborative and creative practices and empower individuals to reach their potential through the creation of supportive relationships that facilitate student agency and resilience.

Students at Turramurra High School are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with our school's uniform policy
- Attend school every day
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Failure to abide by these rules may result in disciplinary action. You may be required to meet with a Head Teacher, Year Adviser, Deputy Principal or the Principal, depending on the nature of your behaviour.

Consistent misbehaviour or bullying may lead to a suspension from school. This will be decided by the Principal and or a Deputy Principal.

Violence, bringing a weapon on to school grounds, or either using or bringing drugs to school will lead to an automatic suspension. The Principal may suspend a student for up to 20 days.

International students who receive suspensions will be notified to the Department of Home Affairs. This may lead to a student having their visa cancelled and being returned to their home country.

### **Suspension and Expulsion**

International students will be reported to Immigration if they are:

- Suspended for five or more days.
- Expelled from school because of serious misbehaviour/involvement in criminal activities.

### **What happens if I am suspended or expelled from school?**

- You will be issued an Intention to Report letter and will be given 20 school days to appeal to the Principal and explain why the school should not report you to the Department of Home Affairs.
- If your appeal is unsuccessful, you will be advised of your further appeal rights.

- If all your appeals are unsuccessful, your long suspension or expulsion will be reported to the Department of Home Affairs, and they may decide to cancel your visa.

## **Anti-Bullying Policy**

### **Introduction**

Turramurra High School is committed to providing a safe and inclusive learning environment for all students. Bullying in any form is unacceptable and will not be tolerated. This policy outlines the school's approach to preventing and addressing bullying behavior, as well as the roles and responsibilities of students, staff, and parents in creating a positive school culture.

### **What is Bullying?**

Bullying is defined as any repeated and deliberate behavior that intends to cause harm, distress, or intimidation towards an individual or group. This behavior can be physical, verbal, social, or cyber in nature and may include actions such as teasing, exclusion, spreading rumors, harassment, or online bullying.

### **Prevention Strategies**

Turramurra High School employs various strategies to prevent bullying and promote a respectful and inclusive school environment:

- **Education and Awareness:** Regular educational programs, assemblies, and classroom discussions are conducted to raise awareness about bullying, its impact, and strategies for prevention. E.g. Mana time, Wellbeing days, Consent Hubs.
- **Positive School Culture:** The school fosters a positive school culture where respect, empathy, and kindness are valued. Students are encouraged to celebrate diversity and embrace differences. E.g. Wear it Purple Day, White Ribbon Day, NAIDOC week.
- **Clear Policies and Procedures:** The school maintains clear policies and procedures outlining what constitutes bullying behavior, the consequences for engaging in such behavior, and the reporting process for victims or witnesses of bullying incidents. E.g. reporting, Restorative Plans, Wellbeing and Learning Plans.
- **Supportive Environment:** Students are encouraged to report bullying incidents to trusted staff members or through anonymous reporting channels. The school provides support services, including counseling and peer mediation, for students who have been affected by bullying. E.g. SSO support, Year Advisers.

### **Roles and Responsibilities**

Students:

- Treat others with respect and kindness.
- Speak up against bullying behavior and report incidents to a teacher or other staff member.
- Support peers who may be experiencing bullying and seek help when needed.
- Maintain E-Safety with peers in line with the Australian Government E-Safety commission.
- Uphold the core values of the school and treat others with the respect they wish to be treated with.

Teachers and Staff:

- Remain vigilant and proactive in identifying and addressing bullying behavior.
- Provide a safe and inclusive environment for all both inside and outside of the classroom.

- Intervene promptly and effectively in bullying incidents, providing support to all parties involved.
- Incorporate anti-bullying education into the curriculum and promote positive behavior among students.
- Implement wellbeing programs that target relationship building and anti-bullying messages
- Utilise restorative practices where possible and build student capacity to mend relationships in the school.

Parents and Guardians:

- Maintain open communication with their children about their experiences at school and any concerns related to bullying.
- Support the school's anti-bullying policies and collaborate with staff to address incidents involving their child.
- Encourage positive behavior and empathy at home, setting a positive example for their children.

### **Reporting and Investigation**

Students, staff, and parents are encouraged to report any incidents of bullying promptly to a teacher, counselor, or school administrator. Reports can be made anonymously, and all reports will be taken seriously and investigated thoroughly. The school will take appropriate action against individuals found to have engaged in bullying behavior, in accordance with school policies and procedures.

### **Support and Intervention**

Turramurra High School provides support services for students who have been affected by bullying, including counseling, peer mediation, and referral to external support agencies if necessary. Additionally, interventions such as restorative practices may be implemented to repair harm, promote understanding, and prevent future incidents of bullying.

### **Review and Evaluation**

This policy will be reviewed regularly to ensure its effectiveness in preventing and addressing bullying behavior. Feedback from students, staff, parents, and relevant stakeholders will be considered in the review process, and any necessary revisions will be made to enhance the school's anti-bullying efforts. Turramurra High School is committed to creating a safe, respectful, and inclusive learning environment where all students can thrive. By working together and upholding the principles outlined in this policy, we can prevent bullying and promote a culture of kindness, empathy, and mutual respect within our school community.

NSW Anti-Bullying resources:

<https://education.nsw.gov.au/schooling/schooling-initiatives/anti-bullying/parents-and-carers>

Student Behaviour:

<https://education.nsw.gov.au/policy-library/policies/pd-2006-0316>

## School Curriculum

The THS school curriculum offers a wide and varied range of subjects for students. In the Junior School the core subjects of English, Maths Science, HSIE and PDHPE are compulsory. Students will also study Languages in Year 7 and 8. In years 9 and 10 students will have a further choice of two subjects in addition to the core subjects.

In The Senior School there is a wide range of subjects for student selection. All Year 11 students will be expected to study a minimum of 12 units. In Year 12 the minimum requirement for the Higher School Certificate [HSC] is 10 units of study.

The Senior School also offers both Academic (Category A) subjects and Vocational (Category B) subjects. All Year 10 students will have a Careers lesson as part of the curriculum. A Subject Choice Selection interview with advisers is also held before students choose their Senior subjects.

Further information on the curriculum is available for students at information sessions and through Year Advisers and Parent/Carer Evenings.

### **Course progress requirements for student visa holders**

There are additional course progress requirements for international students.

- If you fail to meet the NSW Education Standards Authority's (NESA) course progress requirements for 50% or more of all your units (e.g. 6 out of 12 units), an Intention to Report letter will be sent to you, your parents and your carer in Australia. This letter tells you the school's intention to report your unsatisfactory course progress to the Department of Home Affairs because you have breached your student visa condition.
- You will be given 20 school days to appeal to the Principal and explain why the school should not report you to the Department of Home Affairs.
- If your appeal is unsuccessful, you will be contacted by Department of Education International to let you know about your further appeal rights.
- If all your appeals are not successful, you will be reported to the Department of Home Affairs, and they may decide to cancel your visa.

## School Activities

Students can take part in a range of school activities. These activity choices are varied and may change from year to year.

Information about activities is posted around the school or relayed through the Daily Bulletin in class during Period 1. They may also be introduced at Year Meetings and assemblies. Everyone is invited and encouraged to take part in the opportunities offered.

A sample of these activities include:

- Big Hill Fitness
- Chess Club
- Choral and Voice Ensembles
- Debating
- Drama
- Photography Club
- Leo's Club
- The Duke of Edinburgh's International Award Scheme
- Varied Sports teams and Interschool Competitions
- The Enviro Club

Extracurricular activities include a strong Band and Music Program. See Ms Farr-Jones in the CAPA staffroom for information about Band programs and times.

Students may also choose school service by participation in charity work, such as Legacy Day.

Leadership opportunities are available through the School Leadership Team as well as the School Sporting House System.

Sport is regarded as an integral part of the school curriculum and a wide variety of sports are provided to encourage participation and enjoyment.

Turramurra High School has a fine reputation in school sports; one which we are proud of and one which we aim to improve. This will only be achieved if new students make the same effort as those who have gone before them.

Parents/guardians are therefore expected to encourage their daughter/son/ward to take sport seriously, whether representing the school or House, or participating in recreational sport.

If a student fails to attend sport, they will receive a detention.

Thursday afternoons **should not** be used for appointments which can be easily arranged outside school hours.

### Student Leadership Team

The Student Leadership Team consists of students from all year groups. This helps to promote the leadership capabilities of the junior students, as the senior students act as role models and mentors.

### Student Leadership Model

Aims

- To develop the leadership capability of many students so they can be recognised as community leaders.
- To promote a culture of active citizenship to provide high calibre leaders for the 21st century.
- To increase the leadership density within the school by providing opportunities for all students to develop and demonstrate leadership skills in a variety of contexts.
- To acknowledge and reward those students who accept the challenge for specific leadership roles.

**Expectations of all student leaders**

All student leaders are expected to exemplify excellent behaviour by adhering to the school discipline policy at all times, having an attendance record of 90% or higher, and obeying to the school uniform policy.

They are expected to uphold the good name of Turrumurra High School in the wider community through their behaviour and appearance and should actively promote this in all students.

**What to do if you ...****Are unwell or injured**

Report to the First Aid Officer in 'A' Block.

If you need to go home your guardian will be contacted.

**Are not in uniform**

Bring a note from your guardian to explain why you are out of uniform. You will be issued with a Green Slip. If you fail to obtain a Green Slip you will receive a lunch time detention.

**Need to buy uniform items**

School uniform can be purchased at the canteen by appointment.

Email : [uniformshop@ths.community](mailto:uniformshop@ths.community)

**Lost your timetable**

Go to the Front Office where a new timetable will be issued

**Lost your Student Card**

The library will be able to issue a new card

**Are lost**

Go to the Front Office or ask a teacher for assistance

**Need additional academic support or assistance with schoolwork**

THS Learning Community is held in the library on Monday and Thursday afternoons. Teachers will help you with your work or homework, or you may choose to use this time for study.

**Don't understand the work**

See your classroom teacher, or Ms Clark the ESL teacher, or Learning Support in 'E' Block

**Need a travel pass**

Ask at the Front Office about obtaining an Opal card

**Are being bullied or know someone who is**

Immediately see the International Students' Liaison Officer [ISLO] and/or Year Adviser

**Need careers or HSC ATAR advice**

Speak to Mr Harrison, the Careers Advisor, who is located in the library

## **I must tell the International co-ordinator if ...**

### **My guardian is changing address and/or telephone number**

Complete a Welfare Arrangement form at the Front Office

### **I or my parents want to change my homestay**

Provide a letter from your parents to the ISC and complete a Welfare Arrangement form

### **I am 18 years of age, and my parents agree that I no longer need a guardian**

Provide a letter from your parents to the Front Office and complete a Welfare Arrangement form

### **I am 18 years of age, and I am changing my address or telephone number**

Complete a Welfare Arrangement form at the Front Office

### **My parents have changed address and/or telephone number**

Complete a Welfare Arrangement form at the Front Office

### **My guardian needs to leave because of an emergency**

See Ms Elliott International Students' Coordinator [ISC] or the International Students' Liaison Officer [ISLO], and DE International URGENTLY

### **My parents want me to return home for the holidays**

Provide a letter from your parents, your flight tickets to the ISC and complete an Application for Leave

### **I must return home because of an emergency**

See the IS Coordinator URGENTLY

### **I need to take extended leave from school because of illness/issues at home/compassionate circumstances**

See the IS Coordinator URGENTLY

### **My parents/employer/other service provider have asked for a letter confirming my enrollment at school**

As the Front Office staff for a Letter of Enrolment

### **My parents are visiting Australia and would like to see the school**

See the IS Coordinator

### **My parents need an 'Invitation Letter' for immigration purposes**

See the IS Coordinator

# Living in Sydney –

## Staying Safe

### Emergency Services

#### Ambulance, Police or Fire Brigade

|                                                                                     |                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>In case of an emergency or if you are in danger, call <b>000</b> and tell them:</p> <ul style="list-style-type: none"><li>• Type of emergency (ambulance/police/fire brigade)</li><li>• Your location or location of the emergency</li><li>• Your full name and contact number (if possible)</li></ul>                      |
|    | <p>The local police station is:</p> <p><b>Hornsby Police Station</b></p> <p><b>Address:</b> 292 Peats Ferry Road, Hornsby NSW 2077</p> <p><b>Phone:</b> 9476 9799</p>                                                                                                                                                          |
|  | <p>The nearest medical centres are:</p> <p><b>Hornsby Medical Centre</b></p> <p><b>Address:</b> Shop 1043 Westfield Shopping Centre<br/>Hornsby NSW 2077</p> <p><b>Phone:</b> 9476 6767</p> <p><b>Gordon Medical Centre</b></p> <p><b>Address:</b> 745-749 Pacific Highway, Gordon NSW 2072</p> <p><b>Phone:</b> 8320 8888</p> |
|  | <p>The nearest hospital to the school is:</p> <p><b>Hornsby Ku-ring-gai Hospital</b></p> <p><b>Address:</b> Palmerston Road, Hornsby NSW 2077</p> <p><b>Phone:</b> 9477 9123</p> <p><b>Royal North Shore Hospital</b></p> <p><b>Address:</b> Reserve Road, St Leonards NSW 2065</p> <p><b>Phone:</b> 9926 7111</p>             |

#### Lost or Stolen Passports

If you lose your passport, you must report it to the police IMMEDIATELY.

You will need a police reference number to take to your Consulate/Embassy.

Let the IS Coordinator know as soon as possible

If you are under 18 and require police assistance you will need your guardian to accompany you to a police station

NEVER bring your passport to school UNLESS specifically asked by the IS Coordinator.

# Important Safety Tips

## 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.

**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 Uber 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.

## Cyber Safety

When using the internet, like anywhere in the world, you should protect yourself against spam, online scams, identity theft and online bullying.

Protect yourself by following these tips:

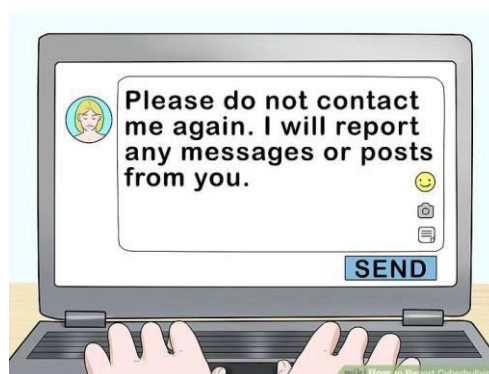
If you are using a public computer, make sure you **log out of your online** accounts such as your social media account, bank or email accounts, and log out of your computer account before you walk away.

**Do not give away your personal information.**

This includes your name, phone number, address, email address, date of birth, usernames and passwords, and bank details.

If you think you're being harassed or bullied online, **report the person being abusive** to the website or social media administrators and talk to someone you trust straight away — such as a parent, teacher or friend, or contact **Kids Helpline (1800 55 1800)**

**Ignore, block or mute** the person being abusive online and do not engage with them.



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

## Road Safety and Public Transport Safety

Where available, use pedestrian walkways and only cross the street at pedestrian crossings or lights.

Watch for traffic before you cross by looking left and right for incoming cars.

Do not use your mobile phone or put in your earphones when you are crossing the road.

Avoid isolated bus, rail and tram stops.

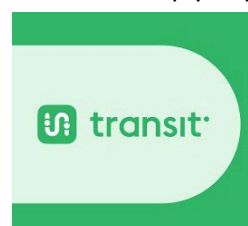
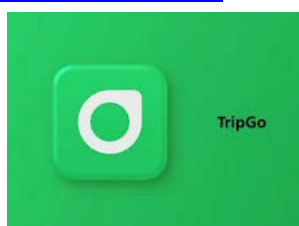
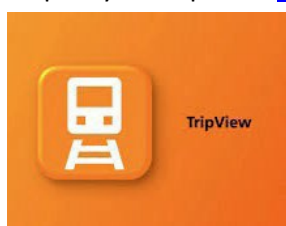


Public transport is reliable and widely used in Australia, particularly in metro and urban areas.

A number of security measures have been implemented to maximise the safety of public transport users including security officers and guards, help points, good lighting and security cameras.

However, you should still use caution when travelling on public transport:

Check transport timetables to avoid long waits, particularly at night. You can download an app on your mobile phone such as **TripView**, **TripGo**, **NextThere** or **TransitTimes** 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 are lit and safest at night.***

## Safety Apps



The **Emergency Plus app** is a national emergency app that you can use to get help as soon as possible in an emergency situation. It tells you about the exact location on the map and the GPS coordinates that you can read to the operator when you call the **emergency service 000**.

## 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 headfirst.
- 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

Rip 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 **wave 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:

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

***Police/Ambulance/Fire Brigade on 000***

### **If you need help at school**

Speak to the International Student Coordinator Ms Elliot in the International Student Office in 'C' Block, or a School Counsellor (Mr Cogley or Ms Yoon) in 'E' Block.

**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 contact:

- **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/vapes 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.

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 kms per hour
- You must have a zero-blood alcohol limit
- You must not use any functions of a mobile phone including hands-free devices while driving.

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

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



- ***Driving without a license is illegal***
- ***Speeding and drink driving is dangerous and is against the law.***
- ***You could lose your licence or go to jail if you are caught speeding or drink driving.***

## Transport and Travel Concession

School students **16 years of age and older** are entitled to a half fare concession but are required to carry an **NSW Senior Secondary Student Concession Card** as proof of their eligibility. This will allow you to travel on public transport at concession fares. This card is available from the Front Office before school or at recess.

**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.



*Please see the office staff to apply for a NSW Senior Secondary Student Concession Card (16 years old and over). You must always carry this card with you and present it to ticket inspectors when required.*

# Overseas Student Health Cover [OSHC]

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

## Activate your OSHC membership

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

## Medibank OSHC members

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

1. Go to membership at [www.medibankoshc.com.au](http://www.medibankoshc.com.au) and select “Activate your Membership”
2. Complete your personal details including your birth date, visa start date and passport details.
3. Click “submit” when completed. If you do not have your membership number, you can leave it blank.

## Obtain your OSHC membership card

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

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

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

## 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.*

# 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 ISC 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.

# Attendance and Course Requirements

The following regulations apply to your studies at a NSW Government School

You must **attend a minimum of 80%** of all scheduled classes. If you do not meet attendance requirements you may be reported to Immigration, unless there are compassionate or compelling circumstances (refer to guidelines below).

You must provide a doctor's certificate for any absences of 3 days or more. The doctor must be a registered medical practitioner. If you are absent for 1 or 2 days, a letter of explanation must be provided by your carer or if you are over 18 years, you can provide your own written explanation to the principal.

You **must meet course progress requirements**. Your school will provide you with information about course requirements as outlined by the NSW Education Standards Authority (NESA). Further information about course requirements is available at: <http://educationstandards.nsw.edu.au>

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

# 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 request approval** from the Principal and **DE International** prior to taking leave or booking flights. Approval is only granted on compassionate or compelling grounds (refer to guidelines below).

## 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.

## **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.

The 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.

### **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 must come home late, you should be home by 8 pm on weekdays and 9pm during the weekends if your host is okay with it.

**Stay in a homestay arranged by one of the four approved homestay providers** 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 purposes, and not playing games until the early hours of the morning.

### 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 the 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.

*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!*

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.

Your homestay host also must 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
- always live in the residence with you, 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.*

### **Homestay 24-Hour Hotline**

If you are living in homestay, 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) 8328 8499  
 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 Elizabeth 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)



## Renting or Sharing an Accommodation (students over 18 years of age)

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

Fair Trading NSW provides useful information on renting: <https://www.fairtrading.nsw.gov.au/>

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

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

### Here are some general Do's and Don'ts when you are renting on your own:

- ✓ 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 must pay your rent in advance. Your rent can only be increased after the specified period.
  - **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'T:

- ✗ **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>
- if you feel you are being scammed, talk to the **police**.

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

# 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
- Read your international orientation booklet so that you know what to do and what not to do during your study and your stay in Australia
- Learn about the school rules, student visa conditions, and your rights and responsibility as an international student
- Find out where your International Student Coordinator is and say hello regularly ☺
- Find out what clubs and teams you can join (Sports or hobbies)
- Actively seek help if you have any problems or questions by speaking to your International Student Coordinator, School Counsellor etc.

## At Home

- 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 getting to know your homestay family

## Forms

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

### **Under 18 Request to Change Welfare Arrangements**

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

### **Over 18 Request to Change Welfare Arrangements**

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

### **Emergency Contacts**

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.

### **Leave Request**

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 leave at least 4 weeks before the date of departure.

# 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) ☐ D
- Homestay family ☐ D
- Shared accommodation ☐
- Parent with a guardian visa ☐

Reason for changing address .....

Name, age and gender of people residing at this address

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

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

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

### CARER CONTACT DETAILS

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

Address .....

..... Postcode.....

Email Address.....

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

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

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

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

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

Student's Signature: .....

Parent's Signature: .....

# DE INTERNATIONAL

## I OVER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

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

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

Student's New Address .....

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

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

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

Please indicate if accommodation is

- Living with direct relatives (approved by Immigration) ☐
- Homestay family ☐
- Shared accommodation ☐
- Other..... ☐

Reason for changing address .....

Name, age and sex of people residing at this address

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

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

### EMERGENCY CONTACT DETAILS

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

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

Address .....

.....Postcode.....

Email Address.....

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

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

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

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

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

### (MUST BE SIGNED BY STUDENT)

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

# DE INTERNATIONAL

## LEAVE REQUEST

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

All leave requests must:

- be submitted **at least 4 weeks prior** to planned departure date
- be submitted to **DE International for approval prior to booking flights**
- have attached **signed parent consent letter**
- provide evidence of **medical or compassionate / compelling circumstances** if applicable

Travel during school holidays (other than returning to your home country) is only permitted if you are accompanied by a parent, guardian, homestay carer, close relative or on an approved school excursion.

You must submit a **copy of your flight ticket** to DE International, if approval has been granted by DE International.

School \_\_\_\_\_

Student reference no: **SO** \_\_\_\_\_ DOB: \_\_\_\_\_ Date: \_\_\_\_\_

Student given name: \_\_\_\_\_ Known as: \_\_\_\_\_ Family name: \_\_\_\_\_

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

Parent mobile number: \_\_\_\_\_ Parent email: \_\_\_\_\_

Expected **departure date**: \_\_\_\_\_ Expected **return date**: \_\_\_\_\_

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

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

### ATTACH WITH APPLICATION

- ☐ Signed parent letter  
☐ Translation of letter  
☐ Supporting documents

\_\_\_\_\_  
 Signature - **International Student Coordinator**

\*Attendance rate at date of application \_\_\_\_ %

**Principal** ☐ Recommended ☐ Not Recommended

Comment -----

DE International Office Use Only

☐ Approved

☐ Not Approved

# Leave Requests Flow Chart

## STEP 1

The leave form must be signed by a parent

## STEP 2

Submit to the ISC completed form and any supporting documents to  
school  
4 weeks prior to planned departure date

## STEP 3

School forwards request to DE International

## STEP 4

DE International assesses 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 your child leaves  
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.

*1 January 2021*

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

+61 2 9244 5555 (overseas) or

1300 300 229 (1n Australia)

[de1nternational.nsw.edu.au](mailto:de1nternational.nsw.edu.au)