



INTERNATIONAL STUDENTS ORIENTATION HANDBOOK

SECONDARY SCHOOL



School Contacts

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WELCOME WELCOME



WELCOME WELCOME

1. Principal's Message

Welcome to Greystanes High School. You may be a new student to the school or simply returning for the new school year. The new school year brings with it the opportunity to meet up with good friends, make new friends, work with your teachers and explore new opportunities. Inevitably, there will be challenges along the way, but as a school community we are here to support you.



As a school we have high expectations of all students. Your teachers will work with you to achieve your personal best and strive for continuous improvement. Working partnerships between you and your teachers are critical for success. These partnerships are built on the values of Respect, Responsibility and Active Learning. These are the foundations of our school and it is important that all members of the school community – students, parents and teachers – work to uphold these values. While striving to achieve your personal best in all subjects is expected, I also hope that you take the opportunity to build strong friendships and have fun in your learning.

Greystanes High School offers you the opportunity to participate in a range of academic, sporting and cultural activities. Extra curricular activities include: Knock Out sporting teams, Art Club, Duke of Edinburgh, Student Representative Council, Student Voices, dance, music tutoring, debating, Robotics and public speaking to name but a few. Take the time to get involved! Participate, build your skills and talents, whilst becoming a leader within our school community. I would encourage you to take advantage of The Learning Centre which is open Tuesday and Thursday afternoon until 4.30pm. The Centre provides an opportunity for you to use the library facilities, whilst also accessing a qualified teacher to assist with homework and assessment tasks. Afternoon tea is provided and it is important to remember that this service is provided free of charge.

As a school community we are committed to creating a safe and happy learning environment. In the event that you have an issue at school or your parents have a concern, your Year Adviser is the first port of call. Other teachers you may access include; the Deputy Principals Ms Kriz, Ms Lam and Mr Panagiotakis, Head Teacher Well Being Mr Dolz, the School Counsellors Mr Correy as well as the Student Support Officer Ms Lisa. Greystanes High School enjoys the services of a highly professional and committed team of teachers and administrative staff who are dedicated to working with and for students and their families. I take this opportunity to wish you all the best and I look forward to working with you in the years to come.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G. Sparke', written in a cursive style.

Mr. Grant Sparke
Principal

2. About Greystanes High School

Greystanes High School is a comprehensive high school in Western Sydney that strives to support excellence in all areas of student endeavour, through a commitment to quality teaching and targeted wellbeing programs.

The student population of approximately 1050 students has remained stable for the past few years. Our school community is culturally and linguistically diverse, with 61% of students with a Language Background other than English, 28% of whom require some level of EALD support. There are 3% of students who identify as Aboriginal or Torres Strait Islander.

Greystanes High School has completed a situational analysis with input from all sectors of the school community. This analysis provided the school with three areas of focus for this Strategic Improvement Plan. Strategic Direction 1: Student Growth and Attainment Our focus areas under this strategic direction are improving student attainment in literacy, numeracy and the HSC. Strategic Direction 2: Pursuit of Best Practice A focus on best practice in classroom and curriculum delivery, informed by research and data, is a priority for our school in supporting student growth and attainment. Strategic Direction 3: Nurturing a Community of Active Learners Student wellbeing and agency coupled with family advocacy are fundamental to improved student growth and attainment. There will be a whole school focus on develop

At Greystanes High School, we empower our learning community to thrive, strive and succeed. At Greystanes High School we inspire and challenge students to reach their full potential, achieve success and prepare for the future through innovative and dynamic teaching, an inclusive, safe and supportive environment, strong and sustainable community partnerships and a culture of high expectations for all



3. School Staff Directory



Mr. David Dolz
International Student Coordinator (ISC)

Mr. Dolz can speak to you regarding any concerns you may have about your school, health, homestay issues or if you require a leave request or change of address form. Mr. Dolz's office is located in the Wellbeing Hub (adjacent to the D Block carpark).



Mr. Grant Sparke
Principal



Mr. Thomas Panagiotakis
Deputy Principal
Years 9 and 12



Mrs. Tania Kriz
Deputy Principal
Years 7 and 10



Mrs. Sheila Lam
Deputy Principal
Years 8 and 11



Mr. Brendan Correy
School Counselor

Mrs. Dani Tegg
School Administration Officer

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

Year Advisers



Year 7
Ms J Cook
PDHPE



Year 8
Ms M Norman
Learning Support



Year 9
Ms G Drakos
Maths



Year 10
Ms T Mills
English



Year 11
Ms J Chau
Maths



Year 12
Mr H Newell
Science

House Group Leaders



Bradman
Ms G Bellave
English



Gilmore
Mr A Riccardi
TAS



Monash
Ms J Limbu
HSIE



Parkes
Mrs S Gurung
Learning Support

Faculty Head Teachers



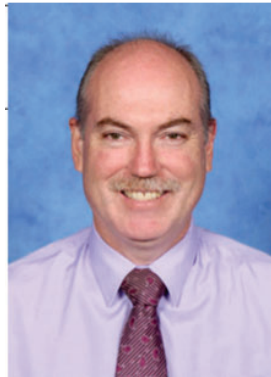
English
Mr. Gavin Brown



PDHPE
Ms. Michelle Gay



**Creative and Performing Arts
and Languages**
Mrs. Kerrie O'Dea



Mathematics
Mr. Alexander Harris



**Technology and Applied
Studies**
Mr. Adam Parnis



Science
Ms. Kaleshri Pillay

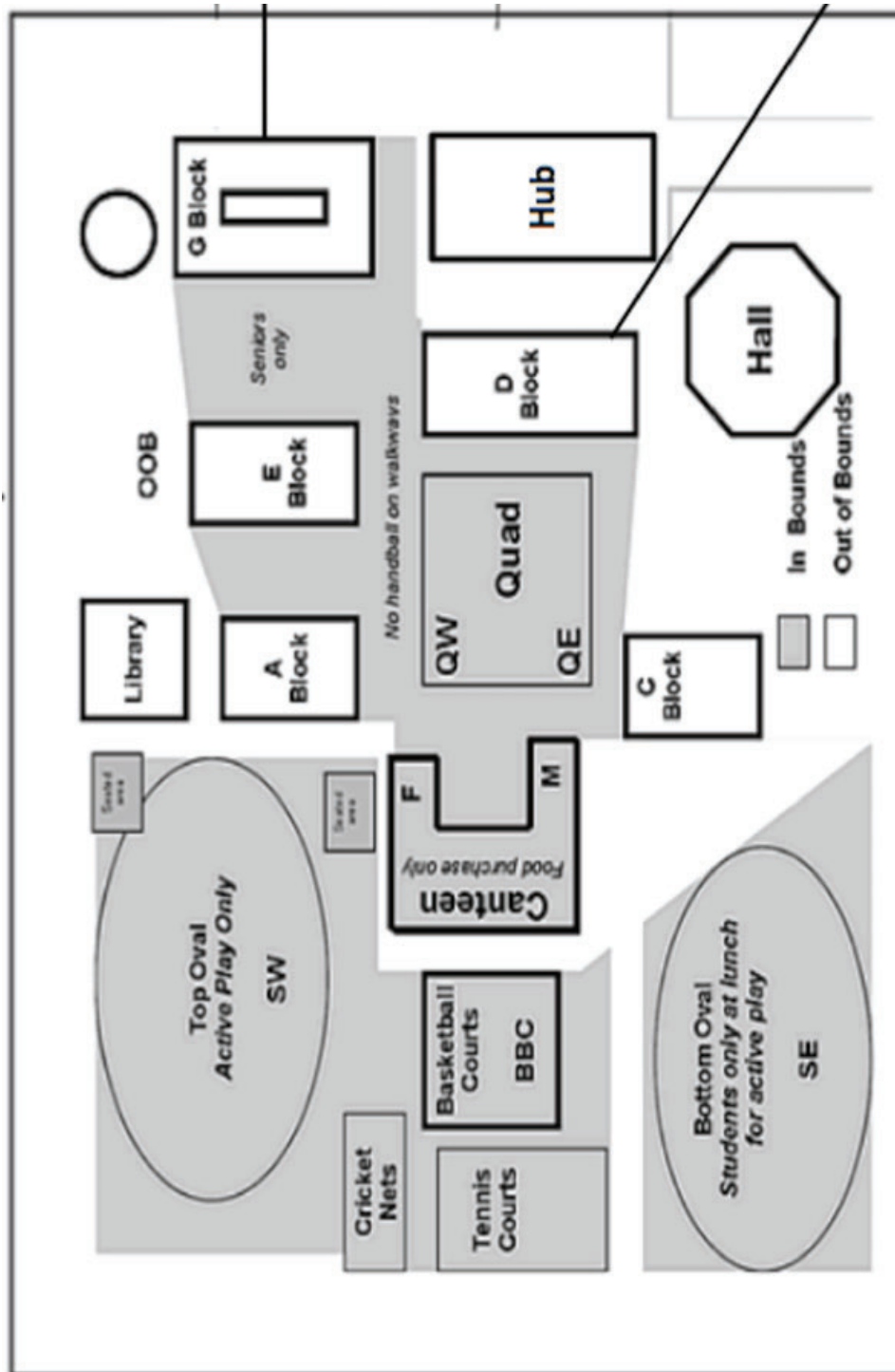


**Human Society and its
Environment**
Mr. Gary Simmons



Literacy and Numeracy
Ms. Hannah Dunsing

4. School Map



***G Block Office:** Late notes and requests to leave submitted here.

***D Block Office and Reception:** Fee payments, excursion money, enrolment, sick bay, parent/guardian pick up.

5. School Support Services

There are a range of services available for you to access at Greystanes High School.

Counselling

Mr. Brendan Correy is the School Counsellor and he is located in the Wellbeing Hub.

What is a School Counsellor?

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

This service is free and confidential.

Why do students see the Counsellor?

Academic problems

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

Personal problems

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

You can make an appointment with the school counsellor by speaking to your Year Adviser.

EAL/D Support

Deputy Principal Mrs. Tania Kriz is the EAL/D Coordinator for senior students at Greystanes High School. You can find her office in D Block office.

Subject Head Teachers and Head Teacher Learning Support

For help with specific subjects, it is best to speak to the Head Teacher of that faculty. For any general assistance with your school work or assessments, you should speak to the Head Teacher Learning Support Ms. Hannah Dunsing. You can find Ms. Dunsing's staffroom at the bottom of E Block.

Head Teacher Wellbeing

At Greystanes High School, the Head Teacher Wellbeing Mr. Dolz is also the International School Coordinator. Mr. Dolz's role is to attend to students wellbeing at school and ensure that students are happy, settled and comfortable at school.

Career Advisers

For guidance on tertiary studies and job opportunities after school, please see Mr. Steven Dewhurst. Mr. Dewhurst's office is located at the top of A Block.

Learning Centre

At Greystanes High School we offer access to the Learning Centre on Tuesday and Thursday afternoons from 3:00PM to 4:30PM. The Learning Centre runs out of the school Library and is facilitated by teachers from the school who are there to support students in the completion of homework, assessment tasks etc. Through the Learning Centre, students have access to the internet, computers and printers. Light afternoon tea is also offered to students.

Additional supports

There are additional staff who you may work with during your time at Greystanes High School:

- Community Liaison Officer - Ms. Trish Booth can be found in the Wellbeing Hub
- Student Support Officer - Ms. Lisa Yalda can be found in the Wellbeing Hub,
- Student Learning Support Officers - We have a large team of SLSOs who can be found in the Learning Support Staffroom.
- Mentors - Senior students (Year 11 and 12) are assigned a mentor. This is a teacher who will work with you during your senior years to support you in your students and wellbeing.

6. School Bell Times

Mon, Tue, Thu, Fri			Wed		
Period 1	8.25 - 9.50	85 min*	Period 1	9.00 - 10.20	80 min*
Recess 1	9.50 - 10.10	20 min	Recess 1	10.20 - 10.40	20 min
Period 2	10.10 - 11.25	75 min	Assembly	10.40 - 10.55	15 min
Recess 2	11.25 - 11.45	20 min	Period 2	10.55 - 12.10	75 min
Period 3	11.45 - 1.00	75 min	Lunch 1	12.10 - 12.30	20 min
Lunch 1	1.00 - 1.20	20 min	Lunch 2	12.30 - 12.50	20 min
Lunch 2	1.20 - 1.35	15 min	Sport	12.50 - 2.30	100 min
Period 4	1.35 - 2.50	75 min			

7. Rules and Policies

1. Student Attendance at School

Regular attendance at school is essential if students are to maximise their potential and achieve course outcomes. Regular attendance and engagement in educational programs is strongly linked to the likelihood of students experiencing success in learning. Students who exhibit poor patterns of attendance are at risk of not achieving their potential and are disadvantaged in the quality of choices they are able to make in later life. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff monitor part or whole day absences as a part of their duty of care. The school considers 10 days absent for the whole year the maximum accepted standard.

a. Daily Absence

Student absences should be explained within seven days of an occurrence of absence. Parents can explain these via the following means:

- Using the Sentral Parent Portal
- Calling the school's attendance office at any time Ph: (02) 8868 9126
- If leaving a voicemail please clearly state your child's name, House Group and reason for their absence
- Replying to the SMS sent by the school
- Writing and signing a note that the student can submit via the mail slot located outside the finance window (D Block)

Providing a doctors certificate Reasons for absences such as the following may not be justified:

- Shopping
- Sleeping in
- Working around the house
- Caring for younger siblings and other children
- Minor family events such as birthdays
- Hair cuts

Parents are required to contact the Year Advisor/Head Teacher Administration if ongoing attendance issues occur. If it is a prolonged illness then medical certificates are required.

b. Exemption from Attendance at School (refer Guidelines for Leave p 36)

Principals, Directors, Public School and Executive Directors (School) may grant exemption due to:

- Exceptional circumstances (including the health of the students where sick leave or alternative enrolment is not appropriate)

- The child being prevented from attending school because of a direction under the Public Health Act 2010. (The parent is not required to complete an application for exemption)
- Employment in the entertainment industry - refer to children's employment
- Participation in elite arts or sporting events c.

c. Attendance requirements for student visa holders

- All students are expected to attend class every school day.
- International students are on a student visa and have additional attendance requirements as a condition of your student visa.
- International students must attend at least 80% of classes each term or you may be reported to the Department of Home Affairs.

d. 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 if unsuccessful, your outcome letter will provide information on how to access the external appeals process through the NSW Ombudsman.
- 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

e. Overseas and Interstate Travel

The following procedures need to be adopted if students are thinking about taking an overseas or interstate trip with their family. We encourage families to travel during school holidays. Any student who is taking leave needs to give the school notice and completing a Certificate of Extended Leave - Travel form. **The Principal can approve up to 100 days leave. More than 100 days leave requires the approval of the Director.**

A two month trip or more, would mean that the student will not have the required

number of school time hours, and therefore the Principal will not be able to sign the form that says he/she has satisfactorily met the course requirements. In such a case the student may need to repeat the year of courses involved. To be given consideration for satisfactorily meeting course requirements a student returning from leave would need to demonstrate that they have caught up on all missed course work including class notes, course summaries and assessment tasks and worked toward achieving the outcomes of all courses.

Procedure for leave application

- Collect a copy of the Application for Extended Leave - Travel from G Block Office
- See the Head Teachers of all the subjects you study and ask them to complete the form
- Have the form completed by your parents and returned to the Principal
- Attach a copy of the itinerary or airline tickets and You may need to make an appointment to discuss your proposed absence from school with the Principal.

Please note that approved leave is no longer classified as an exemption.

2. Lateness and Early Leavers

Students are expected to be at school prior to 8.25am. This ensures that students don't miss out on the important learning activities scheduled early in the day when students are most alert, helps students learn the importance of punctuality and routine, and gives students time to greet their friends before class.

The Department of Education requests that a reasonable explanation be provided for lateness. Students who arrive late without a justifiable reason will have a consequence imposed such as a detention or playground clean-up (depending on the frequency of lateness). Their late arrival is recorded on the official roll and on the student's school report. If lateness is persistent, parents will be contacted by the Head Teacher Administration to discuss the reasons and develop a plan to improve attendance.

Under no circumstances will pupils leave the premises during school hours without the permission of the Principal or Deputy Principal. An 'Early Leavers' pass will be issued in response to a written request from a parent. Students not carrying this pass will be redirected back to school by authorities if caught. The note giving an adequate reason is to be presented to the Head Teacher Administration, a minimum of 24 hours prior to the requested leave time. Only in exceptional/emergency situations will notes for Early Leave be processed on the day. Parents are advised to make appointments for their son or daughter outside of school hours where possible.

3. Injury and Illness at School

It is essential that parents inform the school if contact or emergency telephone numbers change. If an accident/injury or illness occurs at school we will: render basic first aid, and contact parents.

In the case of an accident which requires urgent medical attention, we will call an ambulance. The P & C cover this cost through ambulance insurance policy. Other medical costs are the responsibility of parents. The school does not have sufficient staff to supervise students in Sick Bay for lengthy periods of time. If a student is too ill to return to class, parents will be contacted and arrangements made for the student to be collected from school. One period in length is the maximum time permitted in Sick Bay.

4. Policy on misbehaviour, suspension and expulsion

a. Suspension and expulsion

International students will be reported to the Department of Home Affairs if they are:

- suspended for 5 days or more;
- expelled from school because of serious misbehaviour/ involvement in criminal activities.

- **What happens if I am suspended for 5 or more days from school?**

You will be given an Intention to Report letter and will be given 20 school days to appeal to the Principal and explain why you should not be reported to the Department of Home Affairs.

If your appeal is unsuccessful, you will be advised of your further rights on how to access the external appeals process through the NSW Ombudsman.

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

- **What happens if I am expelled from school?**

You will be given a letter of Notice of Enrolment Termination following your expulsion and be reported to the Department of Home Affairs who may decide to cancel your visa.

5. Detention

Detention sessions are held during lunchtime or after school. At these sessions, pupils go to selected classrooms to be supervised by teachers as a consequence for such things as disturbing the progress of a lesson or breaking school rules. For more serious offences students are detained after school on a Tuesday for fifty minutes, ending at 3.40pm. Parents are informed of after school detentions by letter. Usually parents/carers will be provided with at least 24 hours notice of detentions.

6. Digital Devices not including mobile phones

At Greystanes High School, students are expected to bring a device such as a laptop or tablet to school every day for use in learning in accordance with the Greystanes High School BYOD

Policy, Student agreement and BYOD Charter.

Use of electronic devices in other situations such as excursions or at TAFE will be subject to the rules and expectations of the venue and students are expected to follow the rules laid out by the staff supervising the event. Mobile phones must be “off and away” during excursions as per policy.

7. Movement About School

Pupils are to move in an orderly manner and keep to the left side of corridors and stairway when moving about the school or when lining up for classes.

8. Office Duty - Years 7 and 8

Office Duty by students has been a feature of life at Greystanes High School for many years. Throughout the year students from Years 7 and 8 are selected in turn from the roll to perform this duty.

The purpose of Office Duty is multi faceted. First and foremost it is a community service for the entire school community. Greystanes High School is a large school and the school does not have an intercom system. Many students will be called to the school offices throughout the day to take messages from their families, see the Principal, DPs, Counsellor or other school personnel. The vital function the office duty students perform enables a timely response. Performing the duty helps develop and refine skills of time management, understanding and following directions and interpersonal skills. Students get to understand the structure of the school better and come into contact with a wide variety of teachers, Head Teachers and support staff. The students receive praise and encouragement for doing the duty and many students report that they thoroughly enjoy the responsibility that comes with their day of office duty. The P & C support the practice of office duty, however if any parent wishes that their child not complete office duty please contact G Block Office and their child's name will be removed from the office duty roll.

9. Out of Bounds Areas

Certain areas in the school grounds are out of bounds. These include car parks, the front lawn and all areas indicated in the out of bounds map. In the afternoon, students waiting for parents to pick them up must wait inside the school grounds to ensure their safety.

10. Presence in Classrooms

No pupil is to be in classrooms before or after school or during recesses. These areas are out of bounds at these times and at lunch without the permission of a staff member.

11. School Canteen

Lunches may be purchased from the school canteen by order (before school only), or at recess and lunch. Pupils will not be given permission to leave the school grounds to purchase lunches, or to go home during lunchtime. Students are not permitted to organise the delivery of fast foods such as pizza to the school as this breaks the Healthy School Canteen Policy.

Students must use cash or keycard to pay for items.

12. Sport

The aim of the sports program is to teach the basic rules, techniques and skills of different sporting activities for students to be able to partake in active interests during their leisure time.

Wednesday afternoon sport is compulsory for all students in Years 7-11. Students have the opportunity to choose a Grade or House/Recreational sport. Grade teams play against six other schools in the Hills zone on a weekly basis. Sports include: cricket, basketball, touch, tennis, softball, baseball, netball, water polo, volleyball, soccer and hockey.

House/Recreational activities include: aerobics, basketball, skating, squash, soccer, softball, touch, tennis, volleyball, swimming, indoor rock climbing and lawn bowls.

Talented students have the opportunity to represent the school at Zone, Regional or State levels. We have a commitment to our zone to participate in swimming, cross country and athletic carnivals and have a very proud and successful record.

We have consistently been the highest performing school in the region in all of these sporting activities.

All students must wear the PE/Sport uniform which can only be purchased at the school uniform shop. Students unable to participate in sport will assist staff in scoring or other ways at sport. Appointments should not be made on a Wednesday afternoon as it is a mandatory part of the curriculum. If they are, an appointment card must accompany a note requesting permission to leave early the day before sport.

Students without proper sports uniform (including sports shoes) will be sent to a room for the sports afternoon and be detained until 2.50pm. Disobedient or unruly students will be detained till 2.50pm.

Many students go by bus to sporting venues. Despite our best organisation, buses are sometimes late in bringing the students back to school, usually they return by 2.40pm. All students should have an emergency plan in case they miss their bus home. Students and parents should discuss the procedure.

13. Sport Bus Money

a. How does my child pay for their sport bus?

A (5 return trip) pre-paid bus card can be purchased from the front office. When a student gets onto a bus he/she will present the card to a teacher who will validate it. Each time it is used a hole will be punched in the card. Once all trips on the card have been punched your child must buy a new card.

b. How can I pay for the card?

You can pay by cash, eftpos or credit card (MasterCard or Visa) in person at the D

Block Finance Window. Cards may also be purchased by online by using School Bytes Portal.

c. **What if my child changes sport?**

The card has no time limit. It can be used on sport travel until the trips have been made. After the card expires a new card will need to be purchased.

d. **Will my child still need to bring money for Sport?**

If he/she does a Recreational Sport or plays Grade Sport they will still need to bring money for entry to the venue or bus fare. If he/she plays a House Sport there will be no need to take any money.

e. **What happens if my child forgets to bring his/her card or money for the venue?**

Under the new WHS laws staff are not allowed to carry money. If a student forgets his/her money or card he/she will not be allowed to go to sport. He/she will be required to do a non-sport activity for that afternoon.

f. **What if my child loses his/her card?**

Unfortunately once your child purchases his/her card it is his/her responsibility. If he/she loses the card, he/she will have to purchase a replacement card before he/she travels again.

g. **Who should I contact for further information?**

The Sports Organisers, will be happy to answer any queries you may have about sport. You can contact them on the usual school telephone number: 9631 9144.

14. Staff Rooms

These are out of bounds at all times to students. If you wish to see a teacher, knock and wait for a teacher to answer.

15. Supervision Before and After School

The school day commences at 8:25am (9.00am Wednesday). Supervision is available from 8am. Parents are asked to ensure that students are not on the premises before that time. The school does not accept responsibility for students prior to 8am or after 3pm unless they are under the care and direction of a teacher. School lessons are from 8:25am to 2:50pm (9.00am - 2.30pm Wednesday).

16. Textbooks

Textbooks may be issued by some faculties in the school. These texts will be provided to the students in good condition and are expected to be returned in the same condition.

17. Travelling to and from School

Pupils are subject to school rules when travelling to and from school. Whether walking or travelling by public transport, they are expected to obey all safety rules, and to conduct themselves in such a way as to bring credit to themselves, their parents, and the school.

18. Anti-Bullying Policy

Schools are among the safest places in the community for children and young people. Greystanes High School prides itself on being a safe and supportive school. This policy and its practices are designed to prevent and respond to incidents involving harassment, bullying, as well as aggression and violence as forms of bullying. This school values diversity and works to ensure that all members of the school community feel respected and included and can be confident that they will receive support in the face of any threats to their safety or wellbeing. Positive Behaviour for Learning activities and other school Welfare Programs within the school work to develop positive and respectful relationships with peers and teachers and student confidence about their emotional and social skills (Adapted from National Safe School Framework).

To see the full details of the Anti-Bullying Policy at our school please refer to the [Greystanes High School Student Handbook 2024](#).

19. School Uniform Policy

See overleaf

Greystanes High School Uniform Policy

The Parents & Citizens Association, SRC and staff support the wearing of school uniform. The following is the description of the school uniform and jewellery and body piercing guidelines.

All clothing items of the school uniform are available from the School Uniform Shop. The shop is located in the Hall and is open on Mondays and Thursday from 7.30am – 10.30am and Tuesdays from 1.00pm to 4.00pm.

The following uniform will be expected to be worn.

All Students

Black lace-up leather school shoes with black laces and leather tongue; the welt and all surfaces must be completely black



White skivvy (under shirt if needed)

Bottle green pullover or 'sloppy joe' with school badge

Green school jackets (optional)

Tie (optional) – only to be worn with button through shirt

Plain black or Greystanes cap (optional)

School black scarf with logo optional winter uniform

** Beanies, Hoodies and Sweat Bands are not permitted **

Shirts:

Years 7-10

An "ice" coloured shirt with school badge or transfer on pocket available from the school uniform shop.



Years 11 and 12

White shirt with school badge

White regulation button through shirt (short or long sleeves) with school transfer on pocket



BOYS

Long or short mid grey school trousers (serge or drill) with fly.

No corduroy or external side pockets.

Shorts are not to be longer than knee length.

Plain white ankle length socks.



GIRLS Years 7-10

Bottle green gabardine school skirt.

Bottle green school shorts or slacks.

Plain white ankle length socks.

GIRLS Years 11-12

Green Check Skirt or as above.

PE AND SPORT UNIFORM

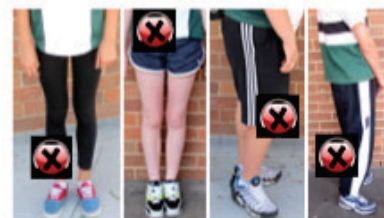
Black Greystanes sports shorts – Green, white and black Greystanes T-shirt, sports shoes and white socks.

Plain black or Greystanes cap (compulsory).

Black Greystanes tracksuit pants permitted for BOTH boys and girls

Leggings are not permitted as outer wear

Note: The sport uniform may be worn to and from school on a Wednesday in place of the normal school uniform. Students are **not** permitted to mix and match.



** Students who have represented Sydney West or Combined High Schools may **not** wear their **representative jacket** as it is not part of the school uniform.**



Jewellery and Body Piercing – All Students

No differentiation is made between male and female students with respect to the wearing of jewellery or of body piercing.

The whole issue of enhancement to personal appearance using jewellery, body piercing and other adornments is a matter on which there is a huge range of public opinion. Rather than make definitive rules with regard to all aspects of these matters the School Council, P & C and school staff endorse the following guidelines.

Guidelines

Jewellery is not permitted to be worn at Sport, Industrial Arts, Physical Education, Science classes, or in any other class where the teacher believes a safety or hygiene issue exists.

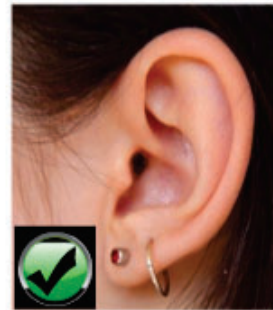
The wearing of jewellery, use of body piercing and jewellery used with body piercing, or the use of other adornments **must not detract from the wearing of school uniform** or be of such size or construction or be placed in such a manner as to **create a potential safety risk for either the wearer or others.**

Students may wear small unobtrusive items that do not detract from the wearing of school uniform or present a potential safety risk.

Large chunky or brightly coloured items are not permitted. *(Examples include: spikes, studs, large leather wristbands and chunky rings)*

The risk to safety resulting from body piercing and the use of jewellery will be determined based on the location of the piercing and the size and construction of the jewellery.

As these matters are so open to personal interpretation the School Council, the P & C Association and the school staff endorse the school Principal or nominee to be the final and sole judge in the interpreting of these guidelines.



**P & C meet
Second
Wednesday of
the Month in
each School
Term
7.00pm - Library**

Parents & Citizens Association

As a school community, it is important to us that parents, staff and students work together for the benefit of our students. Parents are encouraged to participate in the Parents & Citizens' Association that works to support the school. Meetings are held on the second Wednesday of the Month in each School Term at 7.00pm in the school Library.

The Principal and other members of staff and community partners attend these meetings to discuss matters of concern or interest to the school community. The Principal provides an update on programs/events at the school. Teachers attend to share information about the teaching and learning programs and other initiatives and leadership programs.

20. School Mobile Phone Policy

Greystanes High School Mobile Phone Policy Gate to Gate - Off and Away

Purpose

- To develop the responsible use of mobile phones by students.
- To minimise the disruption to student learning.
- To minimise the impact of inappropriate use of social media during school hours.

Gate to Gate - Off and Away Policy

- Phone must be off and away at all times, both in class and in the playground.
- 'Off and away' means it cannot be used, seen or heard.
- Under no circumstances will students be able to use their phone as part of a lesson. There will be no teacher's discretion. iPads are available from the library for photographic requirements.
- Students will need to bring either cash or card to use at the canteen.
- Students with a diagnosed medical concern that requires the use of a phone (eg diabetes) may be provided with an exemption plan. Medical Specialist paperwork will need to be provided to a Deputy Principal for approval.
- Students will not be issued with a pouch.
- Staff will each receive a number of pouches that will have their name and a number on them that will be issued to students in class or playground and returned to their tray by SASS staff after they have been used by a student.

Student Management

If a student uses a phone or has a phone out in class or in the playground:

- No warnings or chances given.
- Student will place their phone in a pouch provided by the teacher.
- The pouch is locked and retained by the student.
- Entry made on SENTRAL by the teacher that includes the pouch number.
- Student takes their phone pouch to D Block Office finance window at the end of the day to unlock. Do not dismiss students early to do this.
- D Block SASS records the name of students as they return pouches.

First Infringement:	Second Infringement:	Subsequent Infringements:
The following day <ul style="list-style-type: none">• G Block calls parent / carer (or texts if no answer).• This communication is documented on the original Sentral entry.	The following day <ul style="list-style-type: none">• G Block identifies students with two infringements.• G Block create a bulk formal caution entry (misuse of technology), prints Formal Caution of Suspension letters* and sends them to DPs.• DPs interview students, call carer/parents and issue letters.	The following day <ul style="list-style-type: none">• G Block identifies students with three or more infringements.• List is sent to DPs for referral to the Principal.• Potential suspension from school.

* Formal Caution letters are pre-signed by Principal

8. Merit System

School Values Positive Entry/PBL School Values letters are given to students during the school day for demonstrating the school's values of respect, responsibility, and active learning. The idea is for immediate and frequent reward and recognition of positive behaviour.

Some examples of possible positive behaviours that could be rewarded –

Respect	Student	Uses polite and considerate communication Listens attentively to teacher and other students Is fair and plays by sports rules
Responsibility	Student	Assists teacher or other students Helps keep room or playground tidy Reports bullying or unsafe work environment
Active Learning	Student	Voluntarily seeks feedback and completes work Makes clear effort to improve their understanding Diligently completes class or homework tasks

Students will be awarded a school values acknowledgment through an online entry on Sentral. Teachers will tick the relevant core value achieved by the student. The values data will be automatically collated via Sentral and in combination with other positive rewards, the data will be used to award the appropriate achievement level in the Merit system.

Merit/Commendation letters are given out to students in recognition of excellence in academic, creative and sports performance. These are rewards for:

- Best in class/in cohort/or being on task
- Achievement at a certain level • Personal best attempt in assignment

Students then progress through the award system to receive the Achievement Award per stage. The Achievement and the Bronze Awards will be presented at House Assemblies.

Higher Awards

Silver Award – To gain this award students must have earned 2 Bronze Awards and completed 10 hours of in school community service in a school community program or event (eg. Extra-curricular activity) or external community service (must be negotiated with relevant DP).

Gold Award – In Stage 4, students must have earned a Silver Award and completed 10 hours internal or external community service. In Stage 5 and 6, students must have earned a Silver Award and completed 10 external hours of community service.

Silver and Gold awards will be presented at Presentation Night.

Examples of School and Community Service School service examples:

School Service:

- Night of Stars performing/assisting
- Debating/Public Speaking
- Examination reader/writer
- Volunteer – Parent Teacher
- Year 12 Mocktails waitressing
- Grade or KO sports assistant
- Library monitor

Community Service:

- Charity work/fundraising
- Volunteer work
- Tutoring
- Local sporting events helper
- Helping at a nursing home

A log sheet tracking a minimum of 10 hours of service must be completed and signed by an independent person (not family). These sheets can be picked up at G Block office.

PLEASE NOTE: PBL Award System runs on a yearly basis but the Bronze, Silver and Gold awards will accumulate to the end of the students HSC year.

9. School Curriculum

1. Course progress requirements for student visa holders

There are additional course progress requirements for international students.

- a. 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.
- b. 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.
- c. If your appeal is unsuccessful, you will be informed on how to access the external appeals process through the NSW Ombudsman in your outcome letter.
- d. 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.

2. Curriculum Information Specific to You

Please refer to the Handbook that is specific to the year you are in. These can be found on the Greystanes High School website.

10. School Activities

Student Representative Council (SRC)

The Student Representative Council allows you to voice your opinions concerning the improvement of Greystanes High. The duties of the Council include the organisation of social functions, fund raising for charities, improving the school surroundings and the school community and acting as a forum for communicating ideas between students and school executive.

The Student Representative Council represents you and is here to help you. If there is any matter you would like to have discussed at a Council meeting, feel free to write a submission and present it to the SRC leader.

All students are encouraged to accept the challenge of student leadership by seeking to be elected to the SRC. You may be the person who can really make a difference to the life of our school.

Duke of Edinburgh

At Greystanes High School, the Duke of Edinburgh Award Scheme operates for students when they reach 14 years of age, generally Year 9.



The award involves four sections; Service, Skills, Physical Recreation and Expeditioning, which on satisfactory completion, leads to an award at either Bronze, Silver or Gold level. The award has been very successful at Greystanes

High School over many years and we have a committed staff who encourage students through all aspects of this exciting and challenging program.

This is a program that develops a student's independence and skills. It is a program highly regarded by business and industry because it develops the leadership skills of those participating.



Do you live 2 kilometres or more from School?

Free bus transport to and from school each day is available for students who live a minimum distance from their school - to be eligible for a School Opal card pupils must reside MORE than 2.0km straight line distance or 2.9km walking or further.



How to apply?

- ◆ Application is available online.

<https://apps.transport.nsw.gov.au/ssts/>

<https://www.opal.com.au/en/about-opal/opal-for-school-students/>

Student Safety arriving and departing School

Parents are requested not to drive into the school grounds or bus bay to "drop off" or "pick up" their child if they have been driven to school

For pickup it is preferred that you organise a location some distance from the entry to the school to help alleviate congestion or have your child wait inside the school grounds until you arrive for "pick-up".

If there is a situation where you require temporary permission to drive on school grounds, contact the school grounds, contact the school office for a 'Temporary Parking Permit' e.g. a child may require crutches and needs to be dropped/picked up.

Special Religious Education

Special Religious Education (SRE), previously referred to as scripture, is available for students in Years 7-11 on an opt -n basis. A note will be sent out to parents prior to commencement of SRE classes. A note is also found in the enrolment pack.

SRE classes are delivered by **Holroyd Combined Churches**. The lessons are interactive and seek the active involvement of students. Students' opinions are sought and different opinions accepted.

SRE classes aim to have a positive influence on students by:

- ◆ Encouraging them to develop meaningful relationships
- ◆ Seeking to meet their individual needs
- ◆ Presenting models of Christian living
- ◆ Offering stable concepts in a changing world
- ◆ Advocating forgiveness and tolerance of differences

During the time that SRE classes are being held, students not participating will remain in their classrooms with their class teachers and will participate in meaningful activities - **such as reading, private study, revision or completing homework.**

Students participating in SRE will leave their normal classes and be located in a separate space and be supervised by representatives of Holroyd Combined Churches.

Voluntary student activities of a religious nature

Voluntary student activities of a religious nature in schools (VSA) are not part of Special Religious Education.

11. Living in Sydney

11.1 Staying Safe

Emergency Services

Ambulance, Police or Fire Brigade



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

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



The local police station is Wentworthville Police Station

Address: 81 Wentworth Ave, Wentworthville NSW 2145

Phone: (02) 9688 8499

Hours: Open 24 hours



The nearest medical centre is Greystanes Family Medical Practice

Address: 250 Old Prospect Rd, Greystanes NSW 2145

Phone: (02) 9636 6244

Hours: 8:00AM · 5:30PPM

11.2 Homestay 24 Hour Hotline

If you are living in a homestay or with a parent nominated carer (distant relative or a close family friend), you can talk to your carer that you are registered with if you need help.

Alternatively, you may wish to contact the homestay company that your carer is registered with on their 24 hour hotline. Contact your International Student Coordinator if you do not know the name of your carer's registered homestay company.

Auzzie Families Homestay Care

Contact: Ms Gloria Wang
Phone: (+61 2) 83288499
Mobile: 0419 628 168 (24 hours)
Email: info@auzziefamilies.com

Website: www.auzziefamilies.com

Oz Homestay

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

Global Experience

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



11.3 Important Safety Tips

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

- Always **plan your trip** home, especially at night. You may want to pre-book a taxi/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.
Note: IEC students are not eligible to work.
- 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. The majority of retailers accept electronic payment through cards or payment systems on your phone. You can take money out at ATMs found in shops, supermarkets, petrol stations, shopping malls, shop fronts and many other public places.
- **Do not accept parcels** that do not directly belong to you. You will be held legally responsible for the contents of the parcels.
- **Do not pay for school fees through people who offer discounts.** This is a SCAM.
- **Call 000 in the event of an emergency.** Remember, calls to 000 are free of charge.

Did you know?

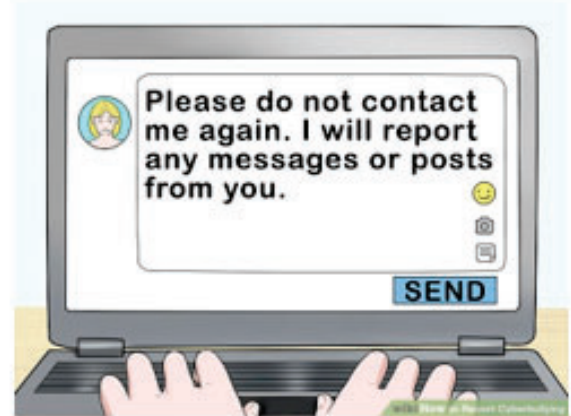
You must let your school know of **any change of your address and contact details as soon as possible, no later than 7 days.**

This is a student visa requirement and helps to keep you safe if the school knows where you live and how to contact you in case of an emergency.

11.4 Cyber Safety

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

- If you are using a public computer, make sure you **log out of your online accounts** such as your social media account, bank or email accounts, and log out of your computer account before you walk away.
- **Do not give away your personal information.** This includes your name, phone number, address, email address, date of birth, usernames and passwords, and bank details.
- If you think you're being harassed or bullied online, **report the person being abusive** to the website or social media administrators and talk to someone you trust straight away — such as a parent, ISC/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>

11.5 Road Safety and Public Transport Safety

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



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

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



Plan your trip
Visit transportnsw.info
Call 131 500 NRS 133 677

For train, bus, ferry and light rail trip planning, maps, ticketing, transport updates and accessible travel information.

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

11.6 Safety Apps

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

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

11.7 Water Safety

- Check whether a beach is closed before you go. Closed beaches are not patrolled and signal dangerous conditions.
- Only **swim between the red and yellow flags** on the beach. This is the area where lifeguards and lifesavers patrol to keep you safe.
No Flags = No Swim
- Look for, read and **obey water safety signs**.
- **Never swim alone** at the beach.
- Check water conditions and water depth before swimming – never dive head first.
- Never bathe and swim directly after eating or under the influence of drugs including alcohol.
- Learn how to spot a **rip current** and keep clear of the area.
- Always **use sunscreen** to protect exposed skin, put on a shirt, wear sunglasses and a hat when not swimming, and drink plenty of water.



Spot and Survive a rip current

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 **raise an arm** to gain attention of nearby surfers or lifeguards.

Learn about how to spot a rip and what to do when you are caught in a rip from the videos (multi-languages) on the Beachsafe website: <https://beachsafe.org.au/surf-safety/ripcurrents>

**YOU CAN SURVIVE A
RIP CURRENT
BY KNOWING YOUR OPTIONS**

AVOID RIP CURRENTS, ALWAYS SWIM BETWEEN THE RED AND YELLOW FLAGS

FOR ASSISTANCE, STAY CALM, FLOAT AND RAISE AN ARM TO ATTRACT ATTENTION

TO ESCAPE A RIP CURRENT, SWIM PARALLEL TO THE BEACH

CONSERVE YOUR ENERGY, WAVES CAN ASSIST YOU BACK TO THE BEACH

Australian for life

12. Reporting Incidents and Seeking Help

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

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

Police/Ambulance/Fire Brigade at 000

2. If you need help at school:

- Your International Student Coordinator [insert name of teacher] at [location]
- School Counsellor [name of counsellor] at [room]

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

- **Kids Helpline** is a free, private and confidential 24/7 phone line and online counselling service for young people. Call **1800 55 1800** or email counsellor@kidshelpline.com.au or visit www.kidshelpline.com.au for more information.
- **Bullying. No Way!** provides information and helpful ideas about bullying: <https://bullyingnoway.gov.au/>
- **1800RESPECT** is a confidential information, counselling and support service for sexual assault victims and domestic violence. Call 1800 737 732 (24 hours) or visit their website at www.1800respect.org.au Ask for an interpreter if you wish to speak in your own language that is not English.



13. You and the Law

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

- it is illegal to ride a bike without wearing a helmet
- it is illegal to consume alcohol if you are under 18 years of age
- it is illegal to purchase cigarettes if you are under 18 years of age
- possession and use of illegal drugs is a criminal offence

Visit the website www.lawstuff.org.au for information about laws relating to you.

13.1 Driving

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

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

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

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

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

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



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

14. Taking a Part-time Job and Your Work Rights

14.1 Allowable Work Hours

In order for you to work part-time, you MUST:

- Not be enrolled in an Intensive English Program
- have been enrolled for at least six months in your current high school
- have a satisfactory attendance record
- provide your school with a letter of consent from your parents.

Students enrolled in an Intensive English Program are not permitted to work.

If you are taking a part-time job, remember:

- Any part-time work during school term must not interfere with your school studies
- You must NOT work more than 40 hours per fortnight (14 days) which is a mandatory student visa condition
- You should not work more than 10 hours per week in school terms
- You should not work during school days (Monday – Thursday) as this may impact on your learning
- You should not work past 8pm during the weekend.

14.2 Tax File Number

You must obtain an Australia Tax File Number (TFN) in order to work part-time. Your TFN is your personal reference number in the Australian tax system and you will be asked to provide your TFN to your employer at the workplace. If you do not have a TFN, you will be taxed at a higher rate.

You can apply for a TFN online at the Australian Taxation Office website at www.ato.gov.au

14.3 Know Your Work Rights

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

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

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

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

Visit www.fairwork.gov.au for information for visa holders and international students. This

includes information in 27 languages. There are also a range of helpful videos available at www.youtube.com/fairworkgovau about working in Australia in many languages.

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

Pay

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

National minimum wage

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

More information on employment in Australia is available on our website at www.homeaffairs.gov.au and on the website of the Department of Employment at www.dewr.gov.au



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

15. Transport and Travel Concession

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

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



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

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

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

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



16. Overseas Student Health Cover (OSHC)

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

Activate your OSHC membership

You would have already purchased an OSHC membership before you arrive. It is important that you activate your OSHC as soon as you arrive.

Medibank OSHC members

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

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

Obtain your OSHC membership card

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

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

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

Know your cover

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

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

Once you have access, you will be able to:

- 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 or contact your education agent for assistance.

17. Accommodation

17.1 Homestay for Students under 18

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

Rules and expectations

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

✓ **Follow the rules**

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

- **Come home for dinner every day** – you are expected to come home after each school day. You cannot stay overnight at a friend's or relative's place without approval from DE International
- **Follow the curfew time** – on special occasions when you have to come home late, be sure to let your host parent know. Please note that you should be home by 8pm on weekdays and 9pm on weekends
- **Stay in a homestay arranged by one of the three approved homestay providers** (refer to section 9.2) and seek approval from DE International if you want to move
- **Do not invite friends to stay at your homestay overnight** without your host parent'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 parent 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 10-15 minutes to save water, especially during a drought season
- switch off your devices by 11 pm and be considerate of household members who may be sleeping
- Internet should only be used for school purposes, and not for playing games until early hours of the morning
- be sure to help keep the home secure by closing and locking the doors when you leave (don't lose your house keys or give them to anyone else)
- look after furniture and items in your home and always clean up after yourself e.g. bathroom/toilet, kitchen, laundry
- be respectful to all family members, friends and visitors to the home
- help out with house chores wherever possible

- enjoy spending time with family members, dine together and engage in family activities
- learn to communicate freely with your host parents and share any feelings or concerns you might be experiencing.

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 and people in the home.

*Be **flexible and open-minded**, and don't be afraid to try new things!*

✓ **Be respectful and considerate**

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

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

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

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

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

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



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

17.2 Renting or Sharing Accommodation (for students over 18)

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

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

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

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

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

DOs:

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

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

DON'Ts:

- × **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.
- × **Don't 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.
- × **Don't 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.
- × **Don't let your landlord keep your passports, ID document or personal belongings.** While they may ask for copies of your passport or ID documents, they cannot keep them. They also cannot keep your personal items.

Problems with Your Lease

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

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

Visa Requirements You Should Know

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

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

For information about student visa requirements refer to the Department of Home Affairs (DHA) website: www.homeaffairs.gov.au

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

Your student visa

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

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

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

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

1. Attendance and Course Requirements

- You must **attend a minimum of 80%** of all scheduled classes. If you do not meet attendance requirements you may be reported to the Department of Home Affairs, unless there are compassionate or compelling circumstances (refer to section 21).
- 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, an **Intention to Report** letter will be issued to you and your parents and you will have 20 school days to appeal internally to the principal. If you do not receive a successful school appeal outcome you can then appeal externally to the NSW Ombudsman. If you fail to appeal or do not receive a successful appeal outcome, you will be reported to the Department of Home Affairs and this may impact the status of

your student visa.

2. Accommodation and Welfare Arrangements

- All students must be picked up at the airport on arrival in Australia.
 - If you have requested a Homestay family, 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 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.
- DE International recommends that students over 18 continue to live with relatives or Homestay families rather than move out to live independently. 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**. They are also required to notify the school if there are 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.

3. Conditions of Enrolment

- You must commence school enrolment on the date stated on the **Confirmation of Enrolment (CoE)** and if this is not possible, notify DE International in writing within 24 hours of the start date on the CoE.
- You must adhere to school rules and the terms and conditions of enrolment as stated on the international student application form. You will receive information about school rules and expected behaviour at orientation.
- Your school may suspend or cancel your enrolment on grounds of misbehaviour. For further information about student behaviour and suspension and expulsion of students, contact 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, an approved relative or on an approved school excursion. Written permission from your parents is required.
- If you want to transfer to another government school you must provide a written request to your school signed by your parents.
- If you want to change provider you must provide a written request to your school signed by your parents. For further information concerning visa regulations about

change of provider, refer to the Department of Home Affairs website and the coordinator at your school.

19. Taking Leave

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

20. Deferment of Course Commencement Date

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

21. Guidelines for Compassionate or Compelling Circumstances

Compassionate or compelling circumstances refers to situations that are generally beyond your control. Examples include, but are not limited to:

- illness, where a medical certificate states that you are unable to attend classes (e.g. serious medical issues or hospitalization that require extended time away from school)
- loss of close family members such as parents or grandparents (this must be supported with a death certificate or other evidence either prior to departure or on return)
- major political upheaval or natural disaster in your home country which may impact 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 must 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.

Where DEI has approved your leave on compassionate or compelling circumstances, your attendance percentage will be adjusted.

However, if you are sick and absent from school for a shorter period of time, this leave will still be counted in your attendance percentage. This means that if your attendance falls below 80%, you will be issued with a warning letter.

If your attendance remains below 80% after you are issued a second warning letter, or your attendance falls below 60%, you will be issued an Intention to Report to immigration, which you will have a right to appeal. If you provide a medical certificate for your sick days, this will be considered in your appeals process should you choose to submit an appeal to your principal.

22. Approved Enrolment on Hold

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

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

An enrolment on hold may affect your visa, so please consult the Department of Home Affairs before submitting a request.

23. Complaints and Appeals

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

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

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

24. Work

- Students attending an Intensive English Program are not permitted to work part time.
- To work part-time, DE International requires that you must have been enrolled for at least six months in your current school, have a satisfactory attendance record and provide your school with a letter of consent from your parents before beginning part-time work.
- Any part-time work during school term must not interfere with your school studies and must not exceed 48 hours per fortnight during holiday periods. Please note that you should **not work more than 10 hours per week** during the school term, as any more hours may impact on your learning.

Arrival Checklist

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

On arrival

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

At Home

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

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

1. Under 18 Request to Change Welfare Arrangements form

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

2. Over 18 Request to Change Welfare Arrangements form

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

You **MUST** provide details of an emergency contact person **IN AUSTRALIA**. This person can be your relative, parent or friend but they must be over 21 years old. We recommend that the emergency contact person is a permanent resident.

3. Leave Request form

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

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

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

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

4. Leave Requests Flowchart

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

DE INTERNATIONAL

UNDER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family NameStudent Given Names.....

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

Student's New Address

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

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

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

Please indicate if accommodation is:

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

Reason for changing address

.....

Name, age and gender of people residing at this address

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

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

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

CARER CONTACT DETAILS

Given Name Family Name.....

Address

..... Postcode.....

Email Address.....

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

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

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work:Mobile:

Name: Home/Work:Mobile:

Student's Signature:

Parent's Signature:

DE INTERNATIONAL

OVER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name Student Given Names.....

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

Student's New Address

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

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

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

Please indicate if accommodation is

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

Reason for changing address

Name, age and sex of people residing at this address

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

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

EMERGENCY CONTACT DETAILS

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

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

Address

.....Postcode.....

Email Address.....

Telephone: Home Mobile.....

Signature..... Date

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work: Mobile:

Name: Home/Work: Mobile:

(MUST BE SIGNED BY STUDENT)

Student Signature..... Date



DE INTERNATIONAL

LEAVE REQUEST

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

Please read and follow the instructions below carefully:

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

School: _____

Student no: _____ Date of application: / /

Student full name: _____

Student mobile number: _____

Student email: _____

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

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

Reason for leave request: _____

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

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

Parent signature: _____

Parent printed name: _____

Parent mobile number: _____

Leave Requests Flowchart

STEP 1

The leave form must be signed by a parent

STEP 2

Submit completed form and any supporting documents to school
(International Student Coordinator)

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 you leave school



AUSTRALIAN NATIONAL ANTHEM

Australians all let us rejoice,
For we are one and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross
We'll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

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