



INTERNATIONAL STUDENTS ORIENTATION HANDBOOK

SECONDARY SCHOOL



NSW GOVERNMENT SCHOOLS

School Contacts

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

INTERNATIONAL STUDENTS ORIENTATION HANDBOOK

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About the School

1. Principal's Message



Welcome to Pennant Hills High School where our school motto *Nil Nisi Bonum* meaning *Nothing but the best* - reflects what we aim to deliver to our school community. Our school has a fine reputation as one of the best comprehensive Government schools in New South Wales. Our students work hard to excel academically, they achieve outstanding results in the creative and performing arts, sport and in the areas of citizenship and leadership.

The contents of this booklet are designed to make your start at Pennant Hills High School as smooth as possible.

Consequently, we hope that you read the information carefully so that you understand the procedures that exist at Pennant Hills High School.

Three of our core values at Pennant Hills High School are responsibility, integrity and achievement. So as a student, the question is - *how do you contribute to the development of these 3 core values?*

Achievement is about working to attain your personal best. First and foremost that means working to reach your personal best in the academic sphere. You should be working hard in your lessons and completing your homework so that you are able to aim for the highest academic level possible. Our teachers are committed to assisting you in achieving this. If you should experience difficulties, they are happy to provide the support needed to enable goals to be met.

Responsibility is about how you want to be perceived as a member of our school community. To contribute effectively in our school relies on mutual respect. That is, you need to work positively with all of the people in our school community.

Integrity is about being true to yourself. It is about setting yourself a goal to be the sort of person of whom Pennant Hills High School can be proud and more importantly you can be proud of yourself. You will gain new friendships within our school that you will nurture long after you have left our gates for the last time.

I look forward to building an excellent relationship with you and your family. I hope you make the most of your time at Pennant Hills High School. Work hard to participate in the myriad of opportunities that are offered to you and as you do, you will reap the rewards that we have to offer. I am confident that you will see why Pennant Hills High School is renowned by its students and the community as delivering *Nothing but the Best*.

Ross Warren
Principal

2. School Profile

Pennant Hills High School is a large coeducational, comprehensive high school serving the community of Pennant Hills and surrounding areas since 1966. There are approximately 1100 students and 110 staff.

The school has a strong tradition of emphasis on academic excellence. We are committed to the development of future-focused, lifelong learners. Teaching and learning at Pennant Hills High School is personalised and relevant, connecting with students' experience and learning styles.



The classrooms are on four levels, the main or entry level being Level 3. Rooms are numbered with a three digit number, in a clockwise direction on each level. The first digit indicates the level of the room. So room 409 for example, is located on Level 4.

The Administration Office is in the single storey building on Level 3, as you enter from the car park. The first entrance (closest to the car park) is the Public Reception area. The second entrance is the Student Reception area. The offices of the Principal and Deputy Principals are located in this building, near the Public Reception entrance.

CORE VALUES

At Pennant Hills High School there exists a strong belief system that is based upon mutually accepted values consistent with those in Department of Education schools:

Responsibility

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

Integrity

Being honest and trustworthy.

Achievement

Striving for the highest personal achievement in all aspects of life.

Respect

Having respect for people and their different opinions, and upholding the law.

Cooperation

Working together, supporting others and resolving conflict positively.

Participation

Being a proactive and productive individual.

Care and compassion

Care for yourself, other people and the environment, demonstrating empathy and compassion.

Understanding, tolerance and inclusion

Supporting the principles of social justice and opposing prejudice, dishonesty and injustice. Promoting the rights, freedoms and democratic responsibilities of people.

First Day at Pennant Hills High School

On Arrival (Public Reception)

- Authority to Enrol (ATE) must be received by Enrolment Officer before you can start at the school
- Meet International Student Coordinator and Year Advisor, select Thursday sport, get Student ID and school log ons
- Receive a copy of timetable



Meet Your 'Buddy' (Public Reception)

- You will be paired with a 'Buddy' who is usually of the same sex and year group and share some courses with you
- Your buddy will show you around and introduce you to teachers
- Your buddy will help you find your classrooms, toilets, canteen, sports field etc.



Go to your First Class (The classroom on your timetable)





- Your buddy will lead you to your first class



Orientation Materials

- School Diary
- International Students' Handbook
- Assessment Handbook
- PHHS Sport Guidelines

Reading Your Timetable

	MonA	TueA		WedA		ThuA		FriA
0 8:30 - 8:55			0 8:55 - 9:15		0 8:30 - 8:55		0 8:30 - 8:55	
1 8:55 - 10:19	History Yr8 (8HISQ) Room: 305 MS Dani Poole	Chinese Yr8 (8CHQ) Room: 4A1 MS Alva Li	1 9:15 - 10:34	English Yr8 (8ENQ) Room: 410 MRS Bernadette Jebbink	1 8:55 - 10:10	Taster - VA Yr8 (8VAB1) Room: 4A5 MISS Tracey Tazewell	1 8:55 - 10:19	Mathematics Yr8 (8M3) Room: 402 MISS Kaitlin Finch
Recess 10:19 - 10:39			Recess 10:34 - 10:54		Recess 10:10 - 10:35		Recess 10:19 - 10:39	
2 10:39 - 11:58	Taster - VA Yr8 (8VAB1) Room: 4A5 MISS Tracey Tazewell	Physical Education Yr8 (8PEQ) MR Corey Morton	2 10:54 - 12:07	Tech Mandatory - Timber Yr8 (8T-TIB) Room: 3T4 MR Matthew Dwight	2 10:35 - 11:50	Mathematics Yr8 (8M3) Room: 402 MISS Kaitlin Finch	2 10:39 - 11:58	Tech Mandatory - Textiles Yr8 (8T-TXB) Room: 303 MS Elise Graham
3 12:03 - 13:22	Chinese Yr8 (8CHQ) Room: 4A1 MS Alva Li	Science Yr8 (8SCIQ) Room: 317 MS Caroline Osborn	3 12:12 - 13:26	History Yr8 (8HISQ) Room: 305 MS Dani Poole	3A 11:50 - 12:32	English Yr8 (8ENQ) Room: 410 MRS Bernadette Jebbink	3 12:03 - 13:22	English Yr8 (8ENQ) Room: 401 MRS Bernadette Jebbink
Lunch_1 13:22 - 13:42			Lunch_1 13:26 - 13:46		Lunch_1 12:32 - 12:53		Lunch_1 13:22 - 13:42	
Lunch_2 13:42 - 14:02			Lunch_2 13:46 - 14:06		Lunch_2 12:53 - 13:14		Lunch_2 13:42 - 14:02	
4 14:02 - 15:20	Science Yr8 (8SCIQ) Room: 317 MS Caroline Osborn	SRE: Christian Yr8 (8SREQ) Room: 321 M Albert	4 14:06 - 15:20	Mathematics Yr8 (8M3) Room: 402 MISS Kaitlin Finch	3B 13:14 - 13:57	SPORT SPORT (SportBS15) Room: 3T1 MR Lucas Ctercteko	4 14:02 - 15:20	Science Yr8 (8SCIQ) Room: 317 MS Caroline Osborn
					4 13:57 - 15:20	SPORT SPORT (SportBS15) Room: 3T1 MR Lucas Ctercteko		
	MonB	TueB		WedB		ThuB		FriB
0* 8:30 - 8:55			0 8:30 - 8:55		0 8:30 - 8:55		0 8:30 - 8:55	
1* 8:55 - 10:19	Mathematics Yr8 (8M3) Room: 402 MISS Kaitlin Finch	Taster - VA Yr8 (8VAB1) Room: 4A5 MISS Tracey Tazewell	1 9:15 - 10:34	History Yr8 (8HISQ) Room: 305 MS Dani Poole	1 8:55 - 10:10	Science Yr8 (8SCIQ) Room: 317 MS Caroline Osborn	1 8:55 - 10:19	Mathematics Yr8 (8M3) Room: 402 MISS Kaitlin Finch
Recess 10:19 - 10:39			Recess 10:34 - 10:54		Recess 10:10 - 10:35		Recess 10:19 - 10:39	
2* 10:39 - 11:58	Physical Education Yr8 (8PEQ) MR Corey Morton	Science Yr8 (8SCIQ) Room: 317 MS Caroline Osborn	2 10:54 - 12:07	Science Yr8 (8SCIQ) Room: 317 MS Caroline Osborn	2 10:35 - 11:50	Tech Mandatory - Textiles Yr8 (8T-TXB) Room: 303 MS Elise Graham	2 10:39 - 11:58	Health Yr8 (8HEQ) Room: 206 MR Corey Morton
3* 12:03 - 13:22	Taster - VA Yr8 (8VAB1) Room: 4A5 MISS Tracey Tazewell	English Yr8 (8ENQ) Room: 401 MRS Bernadette Jebbink	3 12:12 - 13:26	Mathematics Yr8 (8M3) Room: 402 MISS Kaitlin Finch	3A 11:50 - 12:32	English Yr8 (8ENQ) Room: 410 MRS Bernadette Jebbink	3 12:03 - 13:22	History Yr8 (8HISQ) Room: 409 MS Dani Poole
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4* 14:02 - 15:20 	Chinese Yr8 (8CHQ)* Room: 4A1 MS Alva Li 	Tech Mandatory - Timber Yr8 (8T-TIB) Room: 3T4 MR Matthew Dwight	4 14:06 - 15:20	Chinese Yr8 (8CHQ) Room: 4A1 MS Alva Li* 	3B 13:14 - 13:57	SPORT* (SportBS15) Room: 3T1 MR Lucas Ctercteko	4 14:02 - 15:20	English Yr8 (8ENQ) Room: 410* MRS Bernadette Jebbink 
* Period 0 to 4	*8CHQ refers to: 8 – Year 8 CH - Chinese			*MS Alva Li Teacher: Ms Li	4 13:57 - 15:20	SPORT* (SportBS15) Room: 3T1 MR Lucas Ctercteko 		*Room 410 refers to: Level 4 Room 410

*Period 0 is for senior students doing extension subjects

*Thursday sport Years 8-11

Note: We use a two week cycle. The first week is Week A, second week is Week B, third week is Week A again and so on.

3. School Directory

School Staff



Mrs Li
International Student Coordinator (ISC)

Mrs Li can speak to you regarding any concerns you may have about your school, health, homestay issues or if you require a leave request or change of address form. She is located in the Languages Staffroom next to room 403.



Mrs Payne
Deputy Principal
Years 7, 9 and 11



Mr O'Byrne
Deputy Principal
Years 8, 10 and 12



Mrs Parry
School Administrative Officer

School Administrative Officer

Mrs Parry can help if you are trying to find your International Student Coordinator, Counsellor or need help in the absence of the International Student Coordinator. She is located at the school office.

School Counsellors

The School Counsellors can speak to you if you have concerns, feel unhappy or are homesick. They are located in the Counsellor's office on Level 3 between the HSIE staffroom and 319.

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

Year Advisers

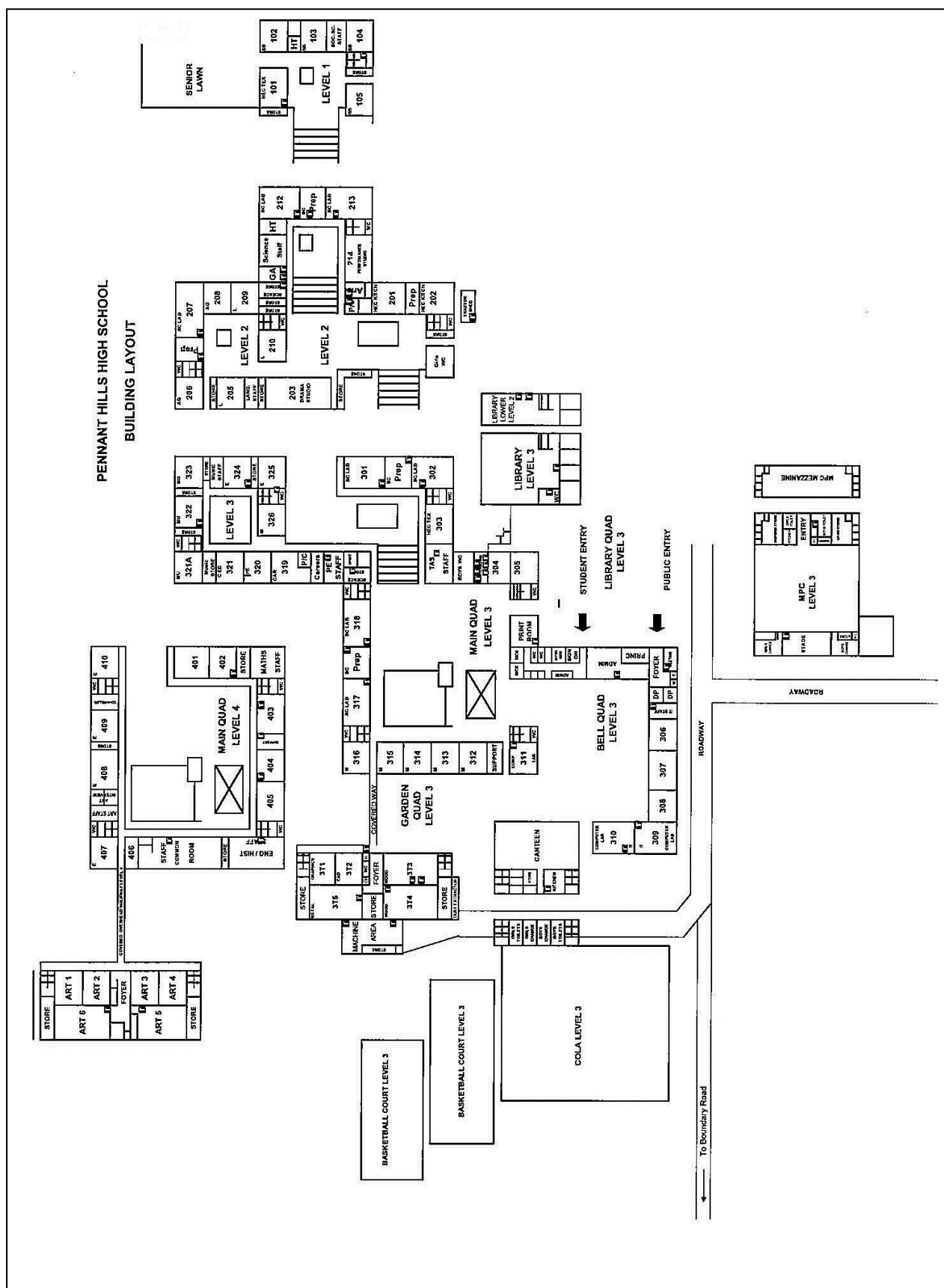
Your Year Adviser can speak to you if you have any concerns about your school work.

Year 7	Mr L Ctercteko (Industrial Arts Staffroom)
Year 8	Ms E Carless (English Staffroom)
Year 9	Ms K Van Ede (Creative and Performing Arts - CAPA Staffroom)
Year 10	Ms C Morrissey - Relieving (Human Society and Its Environment - HSIE Staffroom)
Year 11	Mr L Gill (Industrial Arts Staffroom)
Year 12	Miss A Greer (Human Society and Its Environment - HSIE Staffroom)

Head Teachers

Creative and Performing Arts (CAPA)	Mrs J Dennis
Careers	Ms Baker (Relieving)
English	Mr R Williams
Human Society and Its Environment (HSIE)	Mr R Niccol
Languages	Ms T Frasca (Relieving)
Learning and Support	Mrs K King
Library	Ms M Feneley
Mathematics	Mr S Keegan
Physical Development, Health and Physical Education (PDHPE)	Mrs V Kruger
Science	Mrs M Frida
Student Wellbeing	Mrs A Austin
TAS – Home Economics	Ms J Breden
TAS – Industrial Arts	Mr B Wilson

4. School Map and facilities



5. Support Services

School Counsellors

The School Counsellors are located on Level 3 between the HSIE Staffroom and Room 319. They are available five days a week. You can make an appointment directly with the School Counsellor, or your parent/caregiver can contact the School Counsellor on 9473 5000 to arrange an appointment.

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

EAL/D Support

If you need support with ESL learning outside of your classes, please see Mrs Li, the International Student Coordinator.

Head Teacher Student Wellbeing – Mrs Austin

Mrs Austin is located on Level 3 of the Administration Building.

The Head Teacher Student Wellbeing manages all students with specific health, learning and social needs. She is also responsible for the implementation of wellbeing programs that support you in reaching your potential and in feeling safe and secure in the school environment. The Head Teacher Student Wellbeing heads a team of people who work together to support students.

IT Support

Mr Roberts is located in the IT office next to room 306.

He can assist with any IT issues including logging into your department of education email or accessing school software.

Careers Adviser – Ms Baker (Relieving)

Ms Baker is located in the Careers Office on Level 4 in Room 409A.

The Careers Adviser provides advice to students about careers and appropriate subject choices. This is mostly relevant to students in Years 9 to 12. The Careers Adviser is available to all students and has a range of materials to assist in investigating suitable career options.

6. Rules and Policies

Bell times

Pennant Hills High School operates on a two week cycle – Week A and Week B. **Lessons are 75 – 80 minutes long.** Students must sit in their Year Group area at assembly and leave walkways clear. In the event of assembly not being held, Monday bell times will operate.

Term 1 & 4

Period	Monday, Tuesday Friday	Wednesday	Thursday
1	8.55-10.19	Assembly 8.55-9.15 Main Quad Period 1 9.15-10.34	8.55-10.10
Recess	10.19-10.39	10.34-10.54	10.10-10.35
2	10.39-11.58	10.54-12.07	10.35-11.50
Transition	11.58-12.03	12.07-12.12	No transition
3	12.03-1.22	12.12-1.26	3A 11.50-12.32
Lunch 1	1.22-1.42	1.26-1.46	12.32-12.53
Lunch 2	1.42-2.02	1.46-2.06	12.53-1.14
4	2.02-3.20	2.06-3.20	3B 1.14-1.57
			4 1.57-3.15

Term 2 & 3

Period	Monday, Tuesday Friday	Wednesday	Thursday
1	8.55-10.19	Period 1 9.15-10.14 Assembly 10.14-10.34 Main Quad	8.55-10.10
Recess	10.19-10.39	10.34-10.54	10.10-10.35
2	10.39-11.58	10.54-12.07	10.35-11.50
Transition	11.58-12.03	12.07-12.12	No transition
3	12.03-1.22	12.12-1.26	3A 11.50-12.32
Lunch 1	1.22-1.42	1.26-1.46	12.32-12.53
Lunch 2	1.42-2.02	1.46-2.06	12.53-1.14
4	2.02-3.20	2.06-3.20	3B 1.14-1.57
			4 1.57-3.15

Uniform and dress code

As proud students of Pennant Hills High School, we expect that you will wear our uniform correctly and completely. **Where to buy the uniform:**

- The Uniform Shop is located in the MPC (hall). Standard operating hours during school term are: Mondays 10am-2pm & Fridays 8am-12pm.
- The second hand uniform shop is open each day at recess and lunch or on major enrolment days, and has a limited range of **good used** uniform items for sale. Donations of freshly laundered uniform items in good condition are always welcome.



When purchasing school shoes, please be aware that **ONLY black leather lace-up shoes are acceptable**. Any other advice from shoe stores is incorrect.

ACCEPTABLE school shoes:



ALL these styles are UNACCEPTABLE:



From *School Uniforms in NSW Government Schools* (2004):

Under the Occupational Health and Safety Act 2000 (WHS Act) the Department of Education must ensure that students are not exposed to risks to their health or safety while they are on Departmental premises.

At Pennant Hills High School, this means wearing enclosed leather footwear.

ONLY BLACK LACE-UP LEATHER shoes in the traditional school style. **NOT** ballet flats, *Mary Jane* style shoes, 'Rabens', boots, desert boots or jogging shoes (on sport days jogging shoes with all leather uppers are acceptable in practical classes). This is a requirement in the interest of safety.

General Uniform Rules

Summer Uniform – to be worn during Terms 1 and 4

Winter Uniform – to be worn during Terms 2 and 3

Jumper	Navy with one red stripe and one white stripe around cuffs and V neck. <i>A sloppy joe</i> with school emblem may be worn instead.
Jacket	Navy all-weather waterproof jacket with school crest, sold by the Uniform Shop.
Blazer	Navy with school crest, sold by the school (must be worn by band, choir and prefects)
Jewellery	Wristwatch and/or <u>one</u> flat ring; <u>One</u> pair of small sleepers or small stud earrings. <u>NO</u> other jewellery. These restrictions are in the interest of safety.
Hat/Cap	Navy with school emblem sold by the Uniform Shop can be worn in PE also.
Scarf	School scarf, sold by the Uniform Shop.
Other	Special items of uniform purchased by previous Year 12 groups as commemorative wear are NOT acceptable uniform for students of other year groups. Leggings may NOT be worn at any time. Long-sleeved undershirts are not to be worn under short-sleeved shirts. Hoodies and/or beanies are not to be worn.

Junior Boys		Senior Boys	
Shirt:	White school shirt with school crest on pocket Short sleeves (summer) Long sleeves (winter)	Shirt:	White school shirt with school crest on pocket Short sleeves (summer) Long sleeves (winter)
Shorts:	ONLY grey polycotton; NOT Designer shorts, elasticised, 'Yakka', 'Rugger' or 'King Gee' style or cord drawn	Shorts:	ONLY navy blue polycotton; NOT Designer shorts, elasticised, 'Yakka', 'Rugger' or 'King Gee' style or cord drawn
Trousers:	ONLY mid-grey (college grey) worsted; NOT Designer trousers	Trousers:	ONLY Navy blue worsted NOT Designer trousers
Socks:	Short grey, with bands of school colours on top; not short anklets	Socks:	White; no logos, stripes or other design; not short anklets
School tie:	Junior navy with red and white stripes (Terms 2 and 3 only)	School tie:	Pale blue with school crest (all year ie Terms 1 to 4)
PE/Sport:	Red PHHS polo shirt, navy PHHS shorts or navy PHHS track pants, navy PHHS sloppy joe, white socks and sneakers	PE/Sport:	Red PHHS polo shirt, navy PHHS shorts or navy PHHS track pants, navy PHHS sloppy joe, white socks and sneakers
Junior Girls		Senior Girls	
Dress:	Summer: Blue patterned polycotton dress with dropped waist, pleated skirt, Peter Pan collar with white trim, short sleeves with white trim. Winter: Navy serge tunic, white blouse	Dress:	Summer: Pale blue A line dress with white and navy collar and tie Winter: Navy/red check serge tunic, pale blue blouse
Blouse:	Summer: White short sleeve Winter: White with peaked collar Plain white T-shirt or skivvy may be worn under white shirt in winter only.	Blouse:	Summer: Pale blue short sleeve Winter: Pale blue long sleeve Plain white T-shirt or skivvy may be worn under winter shirt only.
Skirts:	All season skirt is available to wear with the white short sleeve and long sleeve blouses.	Skirts:	All season skirt is available to wear with the pale blue short sleeve and long sleeve blouses.
Shorts:	Navy shorts (2 styles available)	Shorts:	Navy shorts (2 styles available)
Socks:	ONLY Short white.	Socks:	ONLY Short white
Tights:	Black stockings are only to be worn with winter uniform.	Tights:	Black stockings are only to be worn with winter uniform
Slacks:	ONLY Plain navy (option for winter). No designer or King Gee style slacks	Slacks:	ONLY Plain navy (option for winter) Blouses must remain tucked in. Not designer or 'King Gee' style slacks
Hat:	School cap, sold by the School.	Hat:	School cap, sold by the School.
PE/Sport:	Red PHHS polo shirt, navy PHHS shorts or navy PHHS track pants, navy PHHS sloppy joe, white socks and sneakers Leggings may NOT be worn	PE/Sport:	Red PHHS polo shirt, navy PHHS shorts or navy PHHS track pants, navy PHHS sloppy joe, white socks and sneakers Leggings may NOT be worn.
Hair ribbons / headbands:	ONLY in School colours (navy, sky blue, red or white)	Hair ribbons / headbands:	ONLY in School colours (navy, sky blue, red or white)
NON-UNIFORM DAYS ('MUFTI' DAYS)			
<p>Pennant Hills High School occasionally holds 'MUFTI' days to raise money for charities and projects. You are expected to bring a gold coin donation if you choose to wear MUFTI. On these occasions, you must dress appropriately.</p> <ul style="list-style-type: none"> - If you have PE on a mufti day, you must bring your full sport uniform to change into. - If you have a timetabled practical lesson on a mufti day, such as Industrial Technology, Food Technology, Textiles, Science or Visual Arts, you must wear sturdy, leather shoes that enclose the whole foot. <p>Enclosed footwear must be worn as a requirement of the Department of Education. OPEN FOOTWEAR SUCH AS THONGS AND SANDALS IS STRICTLY PROHIBITED.</p>			

Policies and procedures on absences, lateness or leave requests

Absent from school

- If you are absent 1 or 2 days, your parent/caregiver needs to contact the school by email to pennanthil-h.school@det.nsw.edu.au to explain the reason for your absence or put a note in the absence box at Student Reception on your return.
- If you are absent for 3 days or more, you must provide a doctor's certificate which also needs to be placed in the absence box. The doctor must be a registered medical practitioner.
- If you are over 18 years **and** your own caregiver, you can provide your own written explanation.

Late to school

- Go to Student Reception, swipe your student ID and get a late note before going to class.
- An additional note will be printed which must be signed by your parent/caregiver and be returned to the *Absence Notes* box the following day.
- Constant lateness without a note will result in an after school detention/monitoring card or parent/caregiver being notified with a warning letter.

Need to leave school early

- Bring a note from your parent/caregiver before or on the day to Student Reception before school to be issued an early-leave pass.
- If you leave school grounds without the pass, this will be considered as an act of truancy.

Attendance requirements for student visa holders

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

What if my attendance falls below 80%?

- A **warning letter** will be sent to you, your parents and your caregiver 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 caregiver 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.

Policy on misbehaviour, suspension and expulsion

Children are entitled to an education and teachers are entitled to respect and courtesy at all times.

The school will not permit the misbehaviour of any student to interfere with the education of others. Neither will the school permit the misbehaviour of any student to interfere with the professional environment that teachers have a right to expect. The Principal will give first consideration to the need to protect the rights of teachers to teach and students to learn.

Pennant Hills High School uses a Levels system.

Progress Monitoring Book

A student may be required to use a Progress Monitoring Book to encourage them to make a greater effort with work and/or behaviour, and to provide positive reinforcement for students who show improvement. The book is to be presented to the teacher at the start of every lesson for comment and signature. It is shown to a parent/caregiver each night and signed, and taken to your Year Adviser each day so that they can support your progress. Generally students spend two weeks using this book.

Contract

One of the purposes of a discipline system in a school is to teach students to do the right thing and to take responsibility for their own actions. It may be necessary for a student to negotiate a contract with the school in order to modify their behaviour and to make it easier for the school to monitor a student's progress. It is expected that the student, teacher and parent/caregiver will sign the negotiated contract. The document will then be filed at school.

Restitution

- Where practical and appropriate, restitution by the student will be expected.
- Restitution may be arranged by the teacher to deal with issues that arise.
- Restitution should be appropriate to the offence that the student has committed, and may include:
 - Financial compensation (this may need to be discussed with a Deputy Principal);
 - Playground cleanup;
 - Work in and for the faculties;
 - Letters of apology; and
 - Other school service that may be appropriate.

Lunchtime Detention

It may sometimes be necessary for a student to be placed on detention at lunchtime. This detention may take the form of a faculty detention or a playground litter duty. Students will only be required to undertake such a detention for one half of the lunch period at a time.

School Detention

If a student is placed on a school detention, both the student and the parent/caregiver will be notified at least 24 hours in advance in writing. School detentions are held afternoons between 3.20pm and 4.00pm. It may be necessary to make alternative transport arrangements when a student is placed on detention. The school regrets any inconvenience that this may cause to parents/caregivers, but detentions are necessary to assist in the compliance of the school's *Code of Conduct* and expectations.

Attendance Detention

Students who miss class without good reason can be placed on a longer attendance detention, held afternoons from 3.20pm to 4.30pm. Students who truant a class, or have attendance problems that cannot be resolved in other ways will be placed on this detention. Work, sporting or other student commitments are not regarded as acceptable reasons for not doing such a detention. Students will spend the time doing schoolwork.

Withdrawal from classes

Where a student continues to disrupt the education of other students in class, it may be necessary to withdraw the student from class. Work will be set for the student to complete while on this withdrawal. A Deputy Principal or Head Teacher will supervise the withdrawal period.

Suspension

As a last resort, and usually after warnings to the student and notification to parents/caregivers, a suspension from school may be necessary. Suspensions may be up to ten school days in length. In extreme circumstances, a student may be expelled from the school or the Government school system. The Department of Education provides the guidelines for suspensions and expulsions. A copy of the guidelines is available from the school on request.

A separate booklet outlining the School Discipline Policy is issued to all students upon enrolment. This booklet includes a detailed description of the Level System.

Long suspension and expulsion

International students will be reported to Immigration if they are:

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

What happens if I am suspended or expelled from school?

- You will be given an **Intention to Report** letter and will be given 20 school days to appeal to the Principal and explain why the school should not report you to the Department of Home Affairs.
- If your appeal is unsuccessful, you will be advised of your further appeal rights.
- If all your appeals are unsuccessful, your long suspension or expulsion will be reported to the Department of Home Affairs and they may decide to cancel your visa.

Policy on anti-bullying

Bullying of any kind, including online bullying is not acceptable in NSW schools.

Please contact your International Student Coordinator or your Year Adviser if you believe you have been bullied, witnessed bullying or been involved in bullying.

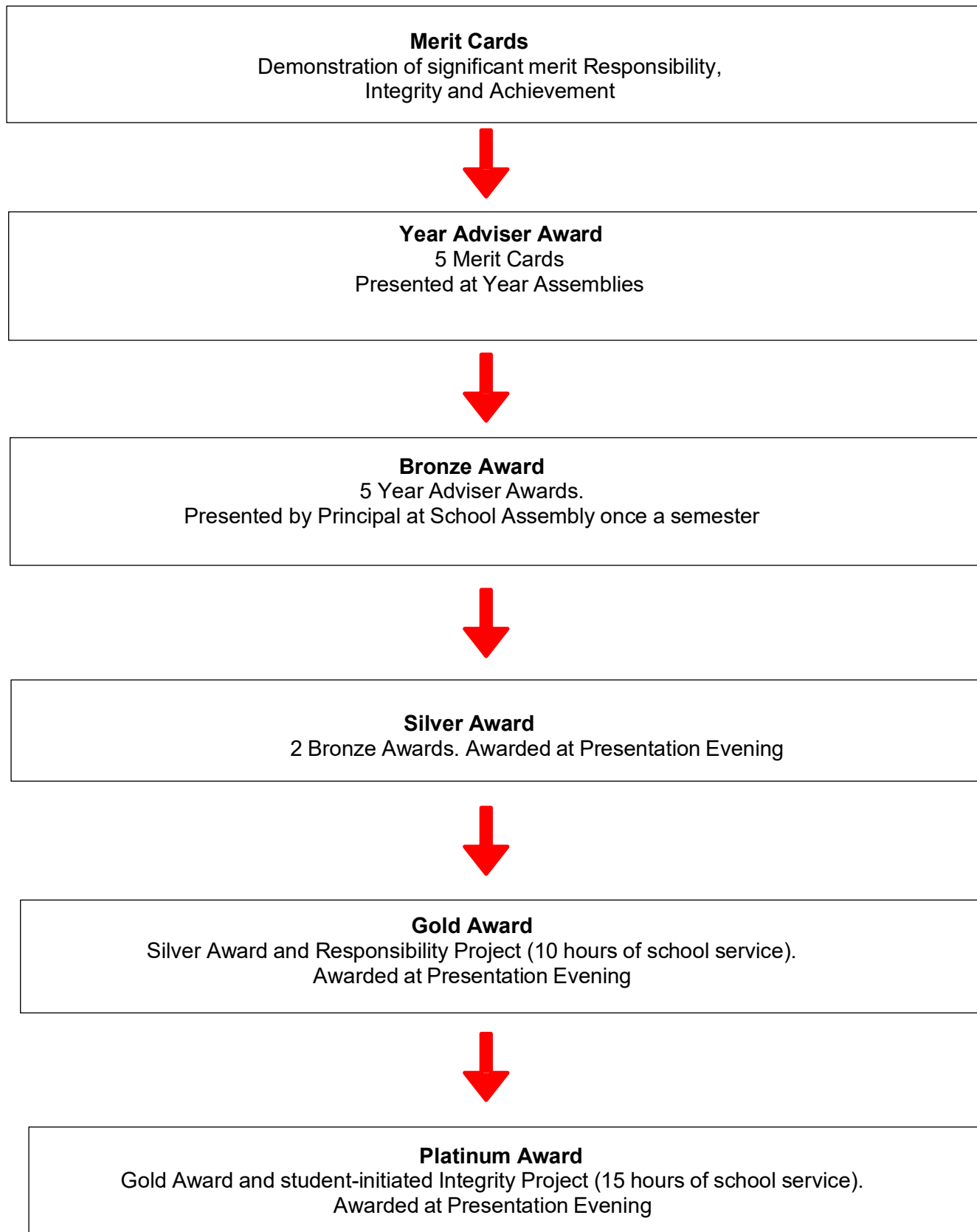
Our school welcomes students, families and community members from all cultural backgrounds. We appreciate difference and diversity and aim to provide a culturally inclusive and responsive environment that benefits all students.

Our teaching and learning programs develop intercultural understanding, promote positive relationships and enable all students to participate as active Australian and global citizens. Our school fosters student wellbeing and community harmony by implementing anti-racism and anti-discrimination strategies that encourage engagement by parents and caregivers from all backgrounds.

Merit system

Pennant Hills High School values **RESPONSIBILITY, INTEGRITY and ACHIEVEMENT**. The Award System is designed to encourage students to honour these values and build capacity to achieve their potential.

Award Scheme - Pennant Hills High School



7. School Curriculum

Stage 4: Year 7 and 8

The curriculum in Years 7 and 8 gives students experience in a wide range of subjects and is designed to develop and broaden students' skills and interests in learning. In Year 7 all students study a core curriculum:

English
Geography
History
Languages – French, Japanese, Mandarin (2 languages are studied over 4 terms in Year 7, with one chosen to continue in Year 8)
Mathematics
Music
Physical Education (PE) and Health
Science
Technology
Visual Arts

Year 8 students pursue a similar core curriculum, but also have *enrichment courses* running for one term each. They are:

- Agriculture - Drama/Music - Information Technology/ Multimedia - Visual Arts

In Year 7, sport is played according to timetabled PE lessons rather than on a set afternoon. Year 8 students play sport on a Thursday afternoon.

Special Religious Education is available in Stage 4 and 5 through an approved provider to those students whose parents/caregivers choose to have them receive such instruction.



Stage 5: Year 9 and 10

The curriculum in Years 9 and 10 provides continuity of studies in the Key Learning Areas of:

English
Mathematics
Science
PDHPE
Geography
History

It also allows students to choose elective courses which they pursue in Years 9 and 10. Students may study three Stage 5 elective courses (example subjects listed below):

Aboriginal Studies (including Accelerated)

Agriculture

Commerce

Drama

Engineering

Food Technology

Industrial Technology – Timber

Information and Software Technology

Languages – French, Japanese, Chinese (Mandarin)

Music

Photographic and Digital Media

Physical Activity and Sports Studies

Textiles Technology

Visual Arts



Special Religious Education is available in Stage 4 and 5 through an approved provider to those students whose parents/caregivers choose to have them receive such instruction.

Years 8, 9 and 10 students play sport on Thursday afternoon. Both grade and social sports are offered. **A separate School Bytes Online Sport Selection Student Instruction form will be included in your enrolment pack.**

Students in Year 10 also study Careers.



Stage 6: Years 11 and 12

Stage 6 prepares students for University, further education and the workforce. Pennant Hills High School has a strong academic focus, but also provides access to vocational pathways through TAFE courses. English is the only compulsory subject.

Students are able to choose a pattern of study from a breadth of curriculum offerings. Curriculum offerings include NSW Educational Standards Authority (NESA) developed and endorsed courses as well as TAFE delivered Vocational Education and Training (VET) Framework courses and non-Framework TAFE courses.

In Year 11 students choose 12 units of study (example subjects listed below). Upon successful completion of Year 11, students may progress to the HSC course. In Year 12 students must study at least 10 units to obtain the Higher School Certificate. All subjects below are 2 units unless specified.

Aboriginal Studies

Agriculture

Biology

Business Studies

Chemistry

Chinese (Beginners and Continuers)

Community and Family Studies

Drama

Economics

Engineering Studies

English (Standard, Advanced, Extension courses 1 and 2)

English as an Additional Language/ Dialect (EAL/D)

English Studies

Food Technology

French (Beginners)

Geography

History (Ancient, Modern and HSC Extension)

Hospitality

Industrial Technology (Timber)

Information Processes and Technology

Japanese (Beginners and Continuers)

Legal Studies

Mathematics (Standard 1 & 2, Advanced, HSC Extension courses 1 & 2)

Music (Course 1 and 2, HSC Extension)

Personal Development, Health and Physical Education (PDHPE)

Photography, Video and Digital Imaging

Physics

Society and Culture

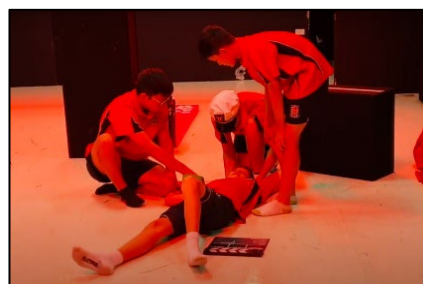
Software Design and Development

Sport, Lifestyle and Recreation Studies (1 unit & 2 unit)

Textiles and Design

Visual Arts

Visual Design (1 unit & 2 unit)



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 caregiver in Australia. This letter tells you the school's intention to report your unsatisfactory course progress to the Department of Home Affairs because you have breached your student visa condition.
- You will be given 20 school days to **appeal** to the Principal and explain why the school should not report you to the Department of Home Affairs.
- If your appeal is unsuccessful, you will be contacted by Department of Education International to let you know about your further appeal rights.
- If all your appeals are not successful, you will be reported to the Department of Home Affairs and they may decide to cancel your visa.

8. School Activities

Student Leadership Council

The Student Leadership Council (SLC) is comprised of students, elected by their peers, who work hard to improve school life for everyone. Students are elected from each year group. All students are welcome to nominate themselves for election. The SLC meets regularly to discuss matters of concern to the student body and to plan events such as Spirit Week. It plays an important role in addressing student needs and promoting change at Pennant Hills High School.



Sport

Pennant Hills High School has a proud tradition of sporting involvement. Knockout competitions are open to all students from Years 8 to 12 in a wide range of sports from soccer, netball, cricket, basketball, triathlon, volleyball, and many more.

Clubs

Students are urged to participate in the various activities offered at the school. These include two concert bands, two stage bands, a string ensemble, choir, drama ensemble, Science Linkages, Christian fellowship, debating, light and sound crew, Duke of Edinburgh's Award Scheme, photography club, *Young Endeavour* leadership scheme and The Horizon's Program.

Times for these activities are announced on notice boards and through the *Daily Notices* which are read to all classes during Period 1 and can be accessed on the student intranet.

Activity	Coordinator	2023 Costs
Band	Mrs Coomber, CAPA Faculty	\$120 - \$140 per term
Book Club	English Faculty	Free
Choir	Mrs Coomber, CAPA Faculty	\$70 per term
Debating	English Faculty	Free
Drama Ensemble	Ms Dennis, CAPA Faculty <i>The Drama Ensemble meets after school to learn and develop performance skills. They perform at the annual Drama Festival.</i>	\$25
Duke of Edinburgh's Award Scheme	Ms Baker, HSIE Faculty <i>Students achieve Bronze, Silver and Gold Awards. Years 9 – 12 only.</i>	Varies according to level
Premier's Sporting Leadership Program	Mrs Kruger, PDHPE Faculty <i>This program continues from Primary school and there are limited places for new participants.</i>	Free
Photography Club	Ms Erickson, CAPA Faculty <i>Meet regularly at lunchtimes throughout the year.</i>	Free



Living in Sydney

9. Staying Safe

9.1 Emergency Services

Ambulance, Police or Fire Brigade



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

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



The local police station is at Pennant Hills

Address: 12 Hillcrest Road
Pennant Hills NSW 2120
Phone: 13 14 44



The nearest medical centre is Pennant Hills Medical Practice

Address: 20 Hillcrest Road
Pennant Hills NSW 2120
Phone: 9481 2300



The nearest hospital to the school is at Hornsby

Address: Palmerston Road
Hornsby NSW 2077
Phone: 9477 9123

9.2 Homestay 24 Hour Hotline

If you are living in homestays, you can contact your homestay host and/or caregiver 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

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

StayDownUnder

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



9.3 Important Safety Tips

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

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

Did you know?

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

9.4 Cyber Safety

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

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



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

9.5 Road Safety and Public Transport Safety

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



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

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



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

9.6 Safety Apps

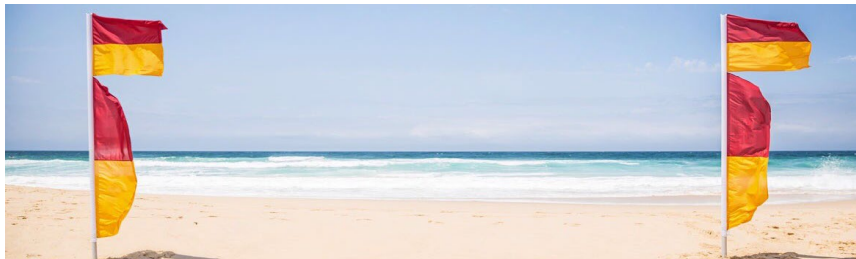
The **Emergency Plus app** is a national emergency app that you can use to get help as soon as possible in an emergency situation.

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



9.7 Water Safety

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



Spot and Survive a rip current

Rips currents are the number one hazard on Australian beaches. The things to look for are deeper, dark-coloured water; fewer breaking waves; a rippled surface surrounded by smooth waters; anything floating out to sea or foamy, discoloured, sandy, water flowing out beyond the waves.

If you are caught in a rip: **stay calm, float with the current, call out HELP** and **raise an arm** to gain attention of nearby surfers or lifeguards.



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

10. Reporting Incidents and seeking help

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

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

Police/Ambulance/Fire Brigade at 000

2. If you need help at school:

- Your **International Student Coordinator Mrs Alva Li** at the Languages Staffroom next to room 403
- **School Counsellors** are located at the Counsellor's office on Level 3 between the HSIE staffroom and 319.
- **Mrs Parry** at Public Reception in the administration building

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, you can use:

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



11. You and the Law

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

For example:

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

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

11.1 Driving

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

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

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

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

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

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



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

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

12.1 Allowable Work Hours

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

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

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

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

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

12.2 Tax File Number

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

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

12.3 Know Your Work Rights

Workplace rights

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

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

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

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

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

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

Pay

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

National minimum wage

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

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

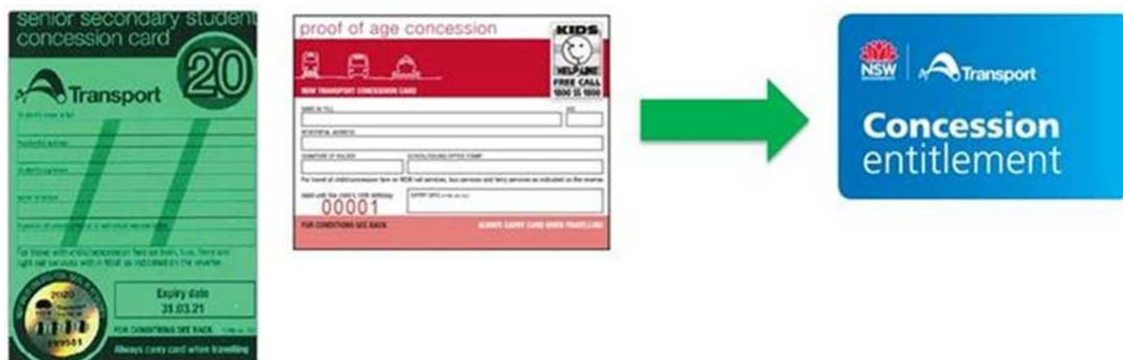


Always ask for a payslip to keep track of your hourly rate, penalty rates, superannuation contributions and tax details, especially if you are getting paid with cash in hand. This is a mandatory requirement for an employer in Australia.

13. Transport and Travel Concession

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

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



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

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

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

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



14. Overseas Student Health Cover (OSHC)

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

Activate your OSHC membership

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

Medibank OSHC members

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

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

Obtain your OSHC membership card

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

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

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

Know your cover

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

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

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

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

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

15. Accommodation

15.1 Homestay for under 18 students

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

Rules and expectations

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

✓ Follow the rules

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

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

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

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

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

✓ **Be respectful and considerate**

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

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

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

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

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

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

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

15.2 Renting or Sharing an Accommodation (over 18 students)

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

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

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

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

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

DOs:

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

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

DON'Ts:

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

Problems with Your Lease

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

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

Visa Requirements You Should Know

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

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

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

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

Your student visa

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

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

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

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

16. Attendance and Course Requirements

- You must **attend a minimum of 80%** of all scheduled classes. If you do not meet attendance requirements you may be reported to the Department of Home Affairs, unless there are compassionate or compelling circumstances (refer to guidelines below).
- You must provide a doctor's certificate for any absences of 3 days or more. The doctor must be a registered medical practitioner. If you are absent for 1 or 2 days, a letter of explanation must be provided by your caregiver or if you are over 18 years, you can provide your own written explanation to the principal.
- You **must meet course progress requirements**. Your school will provide you with information about course requirements as outlined by the NSW Education Standards Authority (NESA). Further information about course requirements is available at: <http://educationstandards.nsw.edu.au>
- If you fail to meet the 80% attendance requirements or the course progress requirements, and fail to appeal or do not receive a successful school appeal outcome, you will be reported to the Department of Home Affairs and this may impact the status of your student visa. An **Intention to Report** letter will be issued to you and your parents and you will have 20 school days to appeal internally then externally. If all your appeals are unsuccessful, you would be reported to the Department of Home Affairs and your visa may be cancelled.

17. Accommodation and Welfare Arrangements

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

18. Conditions of Enrolment

- You must commence school enrolment on the date stated on the **Confirmation of Enrolment** (CoE) and if this is not possible, notify DE International in writing within 24 hours of the start date on the CoE.
- You must adhere to school rules and the terms and conditions of enrolment as stated on the international student application form. You will receive information about school rules and expected behaviour at orientation.
- Your school may suspend or cancel your enrolment on grounds of misbehaviour. For further information about student behaviour and suspension and expulsion of students, refer to the International Students Coordinator at your school.
- Travel during school holidays, other than returning to your home country, is only permitted if you are travelling with your carer or relatives or on an approved school excursion. Written permission from your parents is required.
- If you want to transfer to another government school you must provide a written request to your school signed by your parents.
- If you want to change provider you must provide a written request to your school signed by your parents. For further information concerning visa regulations about change of provider, refer to the Department of Home Affairs website and the coordinator at your school.

19. Taking Leave

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

20. Deferment of Course Commencement Date

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

21. Guidelines for Compassionate or Compelling Circumstances

Leave approved on grounds of compassionate or compelling circumstances is not counted in attendance records. Compassionate or compelling circumstances are generally those beyond your control and which have an impact upon your course progress or wellbeing. These could include, but not limited to:

- illness, where a medical certificate states that you are unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate or other evidence should be provided either prior to departure or on return)
- major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on your studies
- a traumatic experience which could include, but is not limited to:
 - involvement in, or witnessing of an accident
 - witnessing or being the victim of crime and this has impacted on you (these cases should be supported by police or psychologists' reports or advice)
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

22. Suspension of Studies

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

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

A suspension of studies may affect your visa so please consult the Department of Home Affairs before submitting a request.

23. Complaints and Appeals

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

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

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

24. Work

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

Arrival Checklist

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

On arrival

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

At School

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

At Home

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

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

1. Under 18 Request to Change Welfare Arrangements form

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

2. Over 18 Request to Change Welfare Arrangements form

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

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

3. Leave Request form

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

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

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

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

4. Leave Requests Flowchart

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

DE INTERNATIONAL

UNDER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family NameStudent Given Names.....

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

Student's New Address

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

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

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

Please indicate if accommodation is:

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

Reason for changing address

.....

Name, age and gender of people residing at this address

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

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

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

CARER CONTACT DETAILS

Given Name Family Name.....

Address

..... Postcode.....

Email Address.....

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

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

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work:Mobile:

Name: Home/Work:Mobile:

Student's Signature:

Parent's Signature:

DE INTERNATIONAL

OVER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family NameStudent Given Names.....

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

Student's New Address

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

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

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

Please indicate if accommodation is

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

Reason for changing address

Name, age and sex of people residing at this address

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

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

EMERGENCY CONTACT DETAILS

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

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

Address

.....Postcode.....

Email Address.....

Telephone: Home Mobile.....

Signature..... Date

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work:Mobile:

Name: Home/Work:Mobile:

(MUST BE SIGNED BY STUDENT)

Student Signature..... Date

DE INTERNATIONAL

LEAVE REQUEST

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

Please read and follow the instructions below carefully:

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

School: _____

Student no: _____ Date of application: / /

Student full name: _____

Student mobile number: _____

Student email: _____

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

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

Reason for leave request: _____

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

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

Parent signature: _____

Parent printed name: _____

Parent mobile number: _____

Parent email: _____

Please return this form to your school

Leave Request Flowchart

STEP 1

The leave form must be signed by a parent

STEP 2

Submit completed form and any supporting document to School
(International Student Coordinator)

STEP 3

School forwards request to DE International

STEP 4

DE International Assess request

If approved:

Purchase flight ticket and send
a copy to school if your leave is
taken during the school term

If declined:

Leave is not approved and
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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