



International Student Orientation Handbook



East Hills Girls Technology High School
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Principal's Welcome

Welcome to East Hills Girls Technology High School. At East Hills Girls Technology High School we have a proud tradition of supporting students to become engaged learners and citizens of their world. We pride ourselves on our academic excellence and technologically integrated learning, as well as a strong emphasis on the overall wellbeing of our students. We have a dedicated and highly skilled staff committed to the provision of quality learning and support programs which cater to a variety of abilities, interests and skills. These programs are implemented in a safe, caring inclusive learning environment.

At our school we view education as a partnership between students, families and staff. Optimal educational outcomes result from this partnership working together as an effective team. Students, parents and carers are therefore encouraged to participate fully in school life and maintain an active interest in student learning.

Students are encouraged to take full advantages of the many opportunities our school has to offer. Opportunities to develop talents in leadership are provided through a range of leadership committees, including the Student Representative Council. Community Service is encouraged through volunteer programs which help students develop a positive, empathetic attitude and promote community spirit. The school also offers a variety of extracurricular activities in Sport; the Creative and Performing Arts; special interest clubs, like coding; and academic competitions in many providing students with the opportunity to showcase their talents.

East Hills Girls Technology High School is future focused and is committed to educating and preparing students for a constantly changing society. We believe each student should be challenged to do her best and achieve her potential. As a new member of our community we hope that International Students take advantage of the opportunities to engage and contribute to our school community.

As a member of our school community, I hope that you will work with us to create a positive, enjoyable and successful experience for your daughter.

With best wishes

J. Hardwick

School Profile

East Hills Girls Technology High School has been providing quality education for girls for over fifty years. The school has over 1000 students from a wide variety of backgrounds, interests and abilities – 69% of the students are from backgrounds other than English.

The school, established in 1953, is situated between the suburbs of Panania and East Hills and is approximately twenty kilometres south west of the Sydney business centre. It is situated on 5.5 hectares in a landscaped natural bushland setting.

The school offers a technologically rich and culturally inclusive learning environment which inspires students to aim high and achieve their potential. The school has an enviable reputation for high academic achievement, innovation and student leadership. The Information and Communication Technology Centre (ICT) has state of the art technology to support students' learning. The new gymnasium and Creative and Performing Arts and Technological and Applied Studies workshops and classrooms provide excellent facilities for learning.

The school promotes:

- academic excellence
- student centred learning
- opportunities for specialisation in information technology
- strong emphasis on providing pathways and training to further education
- high behaviour standards and pride in uniform
- a positive and caring learning environment
- strong partnerships with parents and the community
- a learning environment that maximises potential and creates confident and capable citizens.

The school's focus is to provide the best possible learning environment so that all students can achieve their potential.

Our Statement of Purpose

To provide a quality education with a technological focus which inspires girls to develop to their full potential, and contribute to their community as informed, caring citizens.

School Motto

Honor ante Honores "*Honour before Reward*"

International Student Support Staff



International Student Coordinator

Ms Lauren Sims

Email: lauren.sims@det.nsw.edu.au

Located in the English Faculty

Head Teacher Student Support

Ms Susan Simonsen

Email: susan.simonsen@det.nsw.edu.au

Located in the Administration Building

EAL/D Teachers

Mrs Maree Harrington

Email: maree.harrington@det.nsw.edu.au

Located in the English Faculty

Mrs Veronique Anderson

Email: veronique.andersons@det.nsw.edu.au

Located in the English Faculty

School Administrative Officer

Mrs Keryn Brown

Email: keryn.brown@det.nsw.edu.au

Located in the Administration Building

School Staff

| | | |
|---|---------------------------------|-------------------------|
| Principal | Mrs J. Hardwick | Administration Building |
| Deputy Principals | Mrs Z. Hammoud (rel. 8, 10, 12) | Administration Building |
| | Mrs K. Rytmeister (7, 9, 11) | Administration Building |
| International Student Coordinator | Ms L. Sims | Room 7 |
| International Student Office Contact | Mrs K. Brown | Administration Building |
| Careers Adviser/Saturday School Coordinator (Languages) | Ms. Downey | Room 15 |
| School Counsellors | Ms N. Stratham | Administration Building |
| | Ms J. Ibrahim | Administration Building |
| Librarian | Ms K. Holden | Library |
| Learning Support | Mrs E. Gray | Room 15 |
| | Mrs K. Evans | Room 15 |
| | Mrs P. Passmore | Room 45 |
| | Ms L. Sims | Room 7 |
| English as a Second Language Teacher (EAL/D) | Mrs M. Harrington | Room 7 |
| | Mrs V. Anderson | Room 7 |
| School Administration Manager (SAM) | Ms Bronwyn Hatzis | Administration Building |

** **Bold indicate important contacts for International Students** **

Key Learning Area Head Teachers

| | | |
|-----------------------------------|---------------------------|-----------------------------|
| Creative & Performing Arts | Mr F. Necic | Room 37 |
| English | Mr M. Garbutt (relieving) | Room 7 |
| History | Ms S. Wellfare | Room 9 |
| Information Technology | Mr S. Sharma | IT Centre |
| Languages | Ms S. Wellfare | Room 9 |
| Mathematics | Ms D. Duval | Room 27 |
| PD/Health/PE | Ms A. Harriman | Room 20 |
| Science | Mrs H. Hammond | Room 52 |
| Social Science | Mr J. Short | Room 45 |
| Technological and Applied Studies | Ms K. Hook | Room 42 |
| Student Support | Ms S. Simonsen | Administration Block |

Year Advisers

| | | |
|---------|------------------|-----------|
| Year 7 | Mrs Z. Tambakes | Room 9 |
| Year 8 | Mrs K. Thumpkins | Room 9 |
| Year 9 | Mr A. O'Halloran | Room 45 |
| Year 10 | Ms K. McCarthy | IT Centre |
| Year 11 | Ms A. Rae | Room 7 |
| Year 12 | Mr J. Paterson | Room 20 |

Core Values

The Government recognises the importance of the following core values to the community. These values represent the aspirations and beliefs of the Australian community as a whole, including its concern for equity, excellence and the promotion of a caring, civil and just society. They are common to a range of secular and religious world-views and are found in most cultures.

The following examples illustrate the core values in school community and classroom contexts.

| | |
|-----------------------|--|
| Integrity | Being consistently honest and trustworthy |
| Excellence | Striving for the highest personal achievement in all aspects of schooling and individual and community action, work and life-long learning |
| Respect | Having regard for yourself and others, lawful and just authority and diversity within Australian society and accepting the right of others to hold different or opposing views |
| Responsibility | Being accountable for your individual and community's actions towards yourself, others and the environment |
| Cooperation | Working together to achieve common goals, providing support to others and engaging in peaceful resolution of conflict |
| Participation | Being a proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and the nation |
| Care | Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion |
| Fairness | Being committed to the principles of social justice and opposing prejudice, dishonesty and injustice |
| Democracy | Accepting and promoting the rights, freedoms and responsibilities of being an Australian citizen. |

The school rules are based on these Core Values

Core Rules

Student Discipline is highly valued in NSW Government Schools. All students in NSW government schools are expected to:

- Attend every school day, unless legally excused, be in class on time and prepared to learn.
- Maintain a neat appearance, including obeying the requirements of the school's uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, this includes following class rules, speaking courteously and cooperating with instruction and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

School Rules

General

- Students must wear full school uniform. Coloured jackets, scarves, socks or hats are not permitted. Coloured nail polish and make must be natural coloured.
- All mobile phones must be turned off whilst students are inside the school grounds.
- Students must not leave the school grounds after they arrive each day.
- Under no circumstances are students to photograph or video a teacher, or another student, without their permission.
- Students must not interfere with or damage another student's property or property belonging to the school.
- Any incidents of bullying, discrimination or racism should be immediately reported to the year advisor or the ARCO
- Students must obey all staff instructions and speak respectfully to both staff and other students.

In the classroom

- Students may not enter classrooms without a teacher. They must line up outside the room before lessons (senior classes are exempt from this rule).
- Students may not eat or drink in the classroom. Water is accepted.
- Students are not permitted in the classrooms during recess and lunch unless supervised by a teacher.
- Students may not leave the classroom without teacher permission.

In the playground

- Students are only permitted in supervised areas of the playground and must not go into designated 'out of bounds areas'.
- All rubbish must be placed in the bins provided.
- Only senior students are permitted in the senior area.

Internet Code of Behaviour

In accordance with Department policy, East Hills Girls Technology High School has developed a Student Access to the Internet Policy. As part of that policy, the school has developed a Code of Behaviour which applies to all students. The Code of Behaviour aims to ensure safe and responsible use of the Internet by students.

The Code of Behaviour is issued to each student. Parents/carers and students are asked to read the Code of Behaviour carefully and sign the agreement at the end of the document. This agreement is then forwarded to the school and placed on file. Only students who have signed the agreement will be given access to the Internet.

Any concerns regarding the Internet or the Code of Behaviour should be addressed to the Head Teacher IT or the Principal.

School Information for International Students

Emergency Procedures

In an emergency such as a fire the entire school will be evacuated. Practice evacuations are conducted. The signal for an evacuation is a continuous bell. If you hear this signal it is very important that you follow your teacher's instructions. Students will be moved and assembled at Smith Park where they are required to line up in roll call groups. Students will not be permitted to take their bags. If you hear a continuous bell and you are not in class you must move to Smith Park by the most direct route.

School Counsellors

International Students experience significant personal and cultural change. Adapting to this change can be very difficult for some students and it is important for you to understand that there are experienced people who can help you. If you are feeling sad, stressed, and lonely or having difficulty adjusting to your new situation, you need to tell your International Student Coordinator who may refer you to a School Counsellor.

Careers Advisor

The Careers Advisor is a specialist teacher who is employed full-time to advise students on all matters relevant to careers. It is very important that senior students discuss with the careers advisor the options which are available after you complete the HSC. The Careers Advisor has many resources relevant to international students regarding universities, TAFE, job applications, information days. The Careers Advisor can also assist you in making the correct subject choices and choosing the right options for your HSC.

Saturday School and Open High School

Most International Students choose to study a language as part of their HSC study pattern. This is a 2 unit course, undertaken outside the school. International Students usually do well in their language course and the results contribute valuable points to their ATAR.

To enroll in a language course at Saturday School or Open High School, and for all information regarding languages, venues, regulations and procedures see the Careers Advisor.

Assemblies

A whole school assembly is held at 9 am each Monday.

Junior students attend year assemblies approximately once per term and students are notified in advance of the period in which these are to be held. Senior students have one double period per fortnight timetabled for assemblies.

Assemblies are a very important way for information to be given to students. Failure to attend assemblies, or inability to understand their content, may result in you missing out on valuable information.

Sport

Sport is a subject like all other subjects and it is compulsory for years 7-10.

If you do not feel confident engaging in sport because you are unsure of the rules or procedures it is important that you tell your International Student Coordinator and you will be supported in the same way as for any other subject. Any questions regarding your sport group, times or explanation of procedures should be directed to the Sports Coordinator in the PDHPE staff room, or the International Student Coordinator.

Your sports fees will be covered from your International Student funds, provided sufficient money is available. Years 11 and 12 do not do sport.

Excursions

Excursions are a valuable part of your learning and provide opportunities for you to mix with other students outside the school environment. Money from your fees is put aside for excursion costs, so excursions, camps, incursions and information days will be covered from your International Student funds, provided sufficient money is available.

In order to attend excursions you must complete the necessary forms and hand them in on time. You should indicate on the permission slip that you are an International Student so that the cost is covered.

Permission Notes & Payments

Each International Student enrolled at East Hills Girls Technology High School is allocated an amount of money to cover the cost of excursions and activities which have an educational benefit. Some funds can be used for optional (non-educational) excursions and activities. Personalised items are at the student's own expense.

To attend an excursion/incursion, participate in a competition or other school event which requires payment; please take your permission note and payment envelope to the International Student Coordinator for approval. Once you have received approval, complete the permission note and submit to your class or organising teacher. Complete a payment envelope, ensuring you have written your full name, not preferred name. Clearly write 'International Student' on the envelope. Place the payment envelope in the box in the office. If your request to access International Student funds has been approved then do not include money in the envelope. Leave the envelope empty.

Translators

EAL/D students may use translators in their lessons. Translators for students 7-11 are permitted in all examinations except English, for students who have been given approval by the EAL/D Teacher and Deputy Principal. HSC students may not use translators in exams or assessment tasks.

Learning Support for International Students

Like all EAL/D students, International Students receive support in their learning from the EAL/D teachers. This support is allocated according to the individual and group needs of the students. Most of the time, you will be given help in the classroom in lessons where you are having the most difficulty. Sometimes students are withdrawn for individual assistance or small group instruction. It is important that you tell your EAL/D teacher if you are having difficulty with your work in a class where you are not being supported.

Senior students should enroll in the EAL/D English course for their 2 Units of English, as this is the course best designed to meet their needs.

The International Student Coordinator has a variety of resources, including course text books, to assist students. Students may borrow these at any time.

In accordance with the ESOS Act, receipt of an ‘N’ award in any subject will result in counselling and a warning from the principal. An intervention strategy will be implemented for any year 10, 11 or 12 International Student who receives more than one “N” award for a subject. Parents will be notified when this occurs.

The HSC

There are a number of different types of HSC you can attain. Students can attain:

- HSC with an Australian Tertiary Admission Rank (ATAR) enabling entry into University or TAFE.
- HSC with vocational education and training and an ATAR.
- HSC with vocational education and training and no ATAR this allows entry into TAFE but not university.

To support these options, a wide choice of courses is available. These are listed in your course selection booklet. Note: It is very important that you understand the different types of HSC you can attain and have a thorough understanding of the course choices available. Incorrect course choice results in unnecessary stress and may affect results and limit career options.

It is difficult to change course after you have commenced a course. To avoid this you must consult with the International Student Coordinator **BEFORE** you submit your course selection form.



Special Programs for International Students

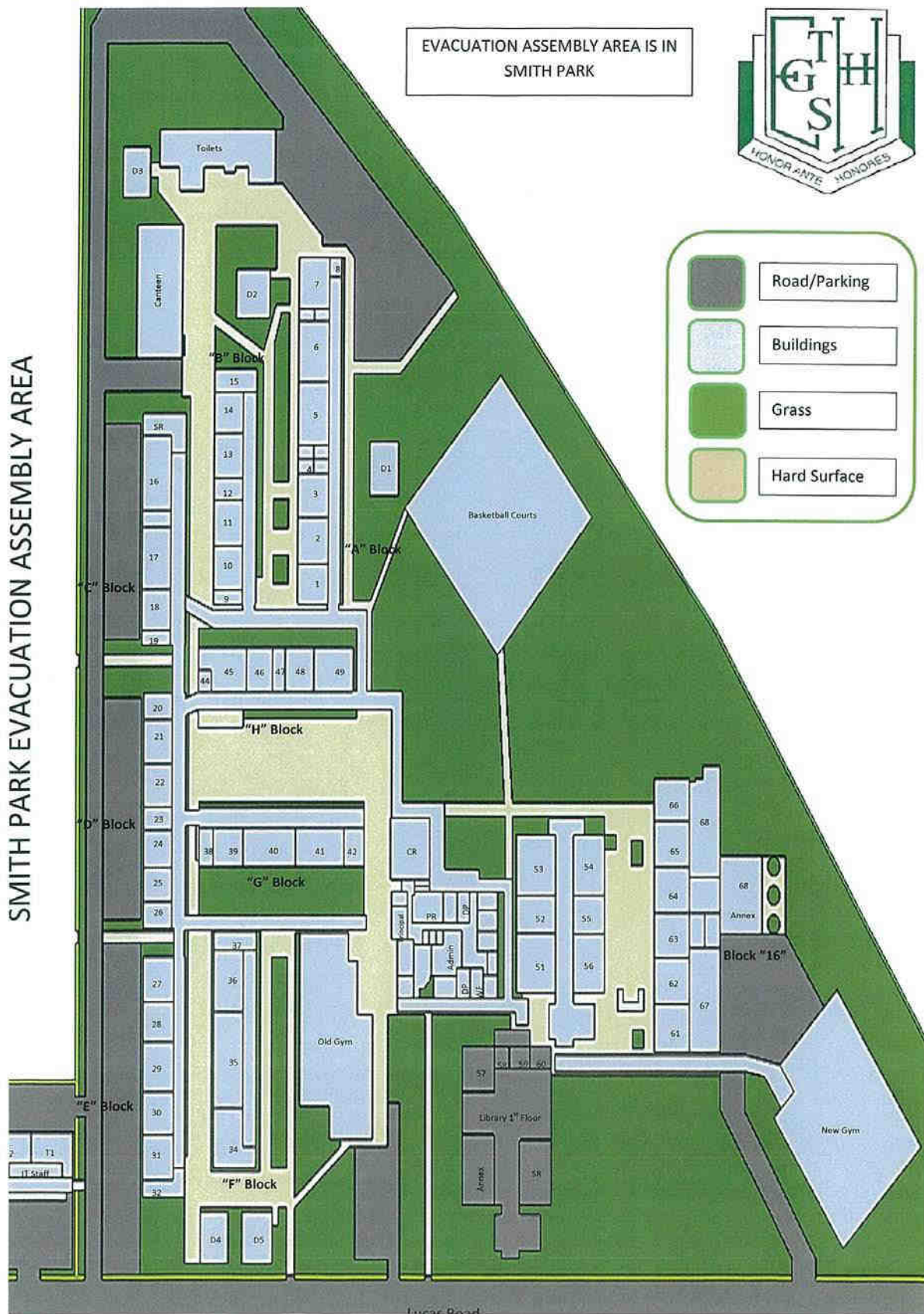
The International Student program at East Hills Girls Technology High School offers students the opportunity to achieve a high level of academic success, form new friendships and enrich their understanding of Australian society in a safe and supportive environment. We have a number of initiatives in place. These include:

- **Individual and Group Tutorials:** The EAL/D teachers have periods set aside for senior students to make an appointment for individual or small group sessions where they can receive extra help with their studies. These sessions can be used to clarify class work, review assessment tasks, assist with writing essays, etc. These sessions must be booked in lessons that are not timetabled for other courses. They may not be booked during a timetabled sport lesson.
- **International Student Excursions:** International Students participate in cultural excursions and incursions as part of their integration program. The location is chosen based on cultural, historical or social significance.
- **Welfare Meetings:** Twice a term you will be invited to a morning tea or lunch meeting with the ISC and fellow International Students. These meetings provide you with the opportunity to socialise with other students, discuss any problems you might be having and offer suggestions for how to improve your school experience. The ISC will also ensure that none of your details have changed.
- **General Inclusion:** International Students are encouraged to participate in as many school activities as possible in order to feel included and valued as a school member. Some suggestions include:
 - joining committees e.g. CARE, Environment, Senior Jersey
 - nominating for the SRC
 - speaking at assemblies
 - participating in sports and swimming carnivals
 - joining music, dance or drama groups
 - trying out for interschool sports knockout teams
 - contributing to Harmony Day
 - participating in the volunteer program

Bell Times

| Monday Early Day/Assembly | | Tuesday | | Wednesday Sport | | Thursday and Friday | |
|---------------------------|------------------------|-----------------|----------------------|-----------------|----------------------|---------------------|----------------------|
| Period | Time | Period | Time | Period | Time | Period | Time |
| | | 0 | 8.00-9.00am | | | 0 | 8.00-9.00am |
| Assembly | 9.00-9.15am | | | | | | |
| 1 | 9.15-10.15am | 1 | 9.00-10.00am | 1 | 9.00-10.00am | 1 | 9.00-10.00am |
| 2 | 10.15-11.15am | 2 | 10.00-11.00am | | | 2 | 10.00-11.00am |
| Recess | 11.15- 11.35am | Recess 1 | 11.00 - 11.15 | Recess | 10.00-10.15am | Recess 1 | 11.00 - 11.15 |
| | | Recess 2 | 11.15 - 11.30 | | | Recess 2 | 11.15 - 11.30 |
| 3 | 11.35 -12.35pm | 3 | 11.30-12.30pm | 2 | 10.15 - 11.15am | 3 | 11.30-12.30pm |
| | | 4 | 12.30-1.30pm | 3 | 11.15-12.15pm | 4 | 12.30-1.30pm |
| Lunch 1 | 12.35 - 12.52pm | Lunch 1 | 1.30 - 1.50pm | Break | 12.15-12.35pm | Lunch 1 | 1.30 - 1.50pm |
| Lunch 2 | 12.52 - 1.10pm | Lunch 2 | 1.50 - 2.10pm | Sport | 12.35-2.35pm | Lunch 2 | 1.50 - 2.10pm |
| 4 | 1.10-2.10pm | 5 | 2.10-3.10pm | | | 5 | 2.10-3.10pm |

School Map



Junior School Uniform

Parents and students are reminded that East Hills Girls Technology High School has a strict Student Dress Code. When a student is enrolled at our school, there is a strong expectation that parents will support the Student Dress Code and ensure that the appropriate items of clothing are purchased from our on-campus uniform shop.

Summer

- Green and white checked dress. Longer skirt available to accommodate cultural/religious beliefs.
- Grey shorts/long pants with white school blouse
- Green jumper with school crest
- Green jacket with school crest
- Green blazer with school crest (optional)
- White socks
- Black leather lace-up shoes
- Black opaque stockings
- White undershirt (if needed)
- White hijab (if worn)



Winter

- Grey long pants with white school blouse
- Green tartan skirt with white school blouse
- Green jumper with school crest
- Green jacket with school crest
- Green blazer with school crest (optional)
- White hijab (if worn)
- Scarf with school crest (optional)



Sport uniform

- Green shorts with school crest
- Grey polo top with school crest (long or short sleeves)
- Green jumper with school crest
- Green jacket with school crest
- White hijab (if worn)
- Sneakers/running shoes



Senior School Uniform

Parents and students are reminded that East Hills Girls Technology High School has a strict Student Dress Code. When a student is enrolled at our school, there is a strong expectation that parents will support the Student Dress Code and ensure that the appropriate items of clothing are purchased from our on-campus uniform shop.

Summer & Winter

- Pale green school blouse.
- Grey and green plaid skirt. Longer skirt available to accommodate cultural/religious beliefs.
- Green school pants
- Green jumper with school crest
- Green jacket with school crest
- Green blazer with school crest (optional)
- White socks
- Black leather lace-up shoes
- Black opaque stockings
- White undershirt (if needed)
- Grey hijab (if worn)
- Scarf with school crest (optional)



Courses of Study

The teaching programs of Years 7-12 offer a broad and balanced range of courses. This provides students with the opportunities to study courses that meet their needs in terms of ability, interests and career aspirations.

There are eight Key Learning Areas:

- English
- Mathematics
- Science
- Human Society & Its Environment
- Technological & Applied Studies
- Languages
- Creative & Performing Arts
- Personal Development/Health/Physical Education

Junior Curriculum – Years 7 and 8

Students in Years 7 and 8 study courses in all eight Key Learning Areas.

Middle School –Years 9 and 10

Students in Years 9 and 10 continue their study of the core courses - English, Mathematics, Science, Australian History, Geography, Civics and Citizenship and PDHPE. Students also study Information and Software Technology as an elective and careers. In addition, students select two other electives to study.

Senior School - Years 11 and 12

In the senior years only English is compulsory, and students choose the level of English they wish to study. All other courses are elective. An extensive range of courses is offered to cater for HSC pathways.

Additional Learning Areas

Sport

Participation in Sport is compulsory for all students in Years 7-10.

Special Religious Education

Students in Years 7-12 are offered lessons or seminars in Religious Education. This special Religious Education is provided for Protestant, Catholic and Islamic religions.

Extra Curricula Activities

These are available to students in Years 7 -12 and include:

- Annual Athletics, Swimming and Cross Country Carnivals
- Band
- Choir
- Camps
- Competitions, e.g. Mathematics, Science, Economics, Computing Studies,
- Public Speaking & Debating
- Excursions
- Inter School Christian Fellowship (ISCF)
- Interest Clubs
- Performances, e.g. Drama Ensembles, Dance Ensembles
- Presentation Day
- School Assemblies
- School/Industry Links
- Student Community Involvement Program (SCIP)
- Volunteering Programs
- Multicultural Programs
- State Knockout Competitions e.g. table tennis, badminton
- Space Camp



Assessment and Reporting

Assessment is the process of identifying, gathering and interpreting information about student achievement. Students are awarded an assessment mark representing a measure of their achievement against set criteria. Student rankings indicate a student's achievement relative to other students.

The **purpose** of assessment is to:

- assist student learning;
- evaluate and improve teaching and learning programs;
- provide information on student learning and monitor progress in a course in relation to the syllabus outcomes;
- rank students and identify suitable class placement;
- provide evidence of satisfactory completion of a course and
- report on each student's achievement at the conclusion of a course.

Methods of assessment will vary depending on the year the student is in, the course and the material being assessed. Assessment may be formal or informal, formative (ongoing throughout a unit of work) or summative (end of unit), internal or external. Types of assessment include:

Internal Assessment – (School Based)

Informal Assessment

- observation of student learning
- classroom activities
- homework assignments
- topic tests
- group and pair work
- positive participation

Formal Assessment

- projects
- presentations
- research assignments
- unit tests
- mid-year and yearly examinations
- assessment tasks

Additional

- EAL/D students are assessed using the ESL Scales. Results are used to place students in suitable support programs.
- All incoming Year 7 students undergo a standardized reading screening test to identify students who may require additional assistance in literacy.

External Assessment

- **NAPLAN:** Students in Years 7 and 9 are assessed against national standards through the NAPLAN tests. These are conducted early in Term 2 and the results are sent to parents later in the year. The school uses these results to identify areas of strength and weakness and to improve teaching and learning.
- **HIGHER SCHOOL CERTIFICATE (HSC):** HSC Certificate results are used for university entry, TAFE and/or employment. Students undertake this examination at the conclusion of their senior studies.

Notification of Assessments

Students in Years 7 to 9 are issued with written Assessment Criteria for each of their courses throughout the year, informing them of all details regarding upcoming assessment tasks. It is important that students understand these criteria as they identify the nature of the task and the outcomes that will be assessed. Due dates should immediately be entered in their student diary.

Students in Years 10 to 12 are issued with an Assessment Booklet. This clearly outlines all tasks that will be conducted throughout the year and used to determine their final results. In addition, these booklets contain all necessary information regarding the strict rules and regulations related to assessment tasks. It is essential that students carefully examine, and thoroughly understand, these booklets. Students should see their Year Advisor, Course teacher or the International Student Coordinator if they are unsure of any details.

Reporting

Students' academic progress, attendance and attitude to learning are reported to parents/carers through printed school reports. Reports are issued twice a year.

Student progress is discussed with parents and carers at parent interviews held on scheduled Parent Teacher Nights. At these meetings, parents/carers may also clarify information presented in the Student Achievement Report.

NAPLAN results are posted to parents/carers and contain an extensive report outlining what students can and can't do and their position relative to same age peers.

ROSA Year 10 students will receive a Record of Student Achievement reporting their achievements. ROSA replaces the School Certificate Examination and is based on the assessment tasks conducted throughout the year.

Board of Studies Website

Syllabi for all courses may be accessed through the NSW Board of Studies (BOS) website at www.boardofstudies.nsw.edu.au

Support Structures

International Student Coordinator

International students' welfare is the responsibility of the International Student Coordinator who will hold regular meetings to monitor progress, attendance and well-being.

Year Coordinator

Each year has a Year Coordinator who is responsible for that year. The Year Coordinator deals with major welfare issues and is the primary contact person for parents/carers.

EAL/D Teacher

The EAL/D Teacher assists students for whom English is a second language. Assistance is based on student need and is delivered through team teaching programs and individual or small group withdrawal.

Roll Call Groups

When they enrol, students are allocated a House group and a Roll call group, these groups are alphabetical. There are four houses: **Banksia, Eucalyptus, Melaleuca** and **Telopea**. Each House has nine roll call groups. Each roll group includes students from Years 7 to 12. The roll is marked daily during Period 1. However, students are grouped in roll call groups on assembly on Monday Week A & B, for evacuations and for sporting carnivals.

House Coordinator

The aim of the four Houses is to develop a strong school spirit and a feeling of belonging to the school. There is a House badge which students are encouraged to purchase and wear with pride. Each House has a teacher Coordinator and a student Captain and Vice-Captain. The House Coordinator supervises all students in their House and manages the House points system. He/she also manages the merit card system, assists in organising assemblies and coordinates House activities for the carnivals.

Careers Advisor

The Careers Advisor consults with students on all matters relating to career pathway planning. She liaises with students regarding enrolment in external courses, e.g. Saturday School, Open High School and Distance Education. She also advises students on course choices, provides information on TAFE, Universities and Colleges. Careers is taught as a course one lesson per cycle in years 9 and 10.

Learning and Support Teachers (LAST)

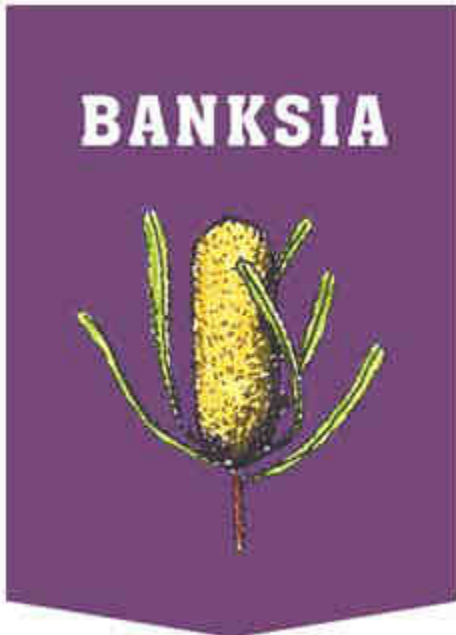
The LASTs support students who have special needs and learning difficulties. They develop and implement individual learning plans for these students.

School Counsellors

The School Counsellors are available to assist students. Students may book an appointment at any available time. A school counsellor can be accessed at any time if the need is urgent.

Houses

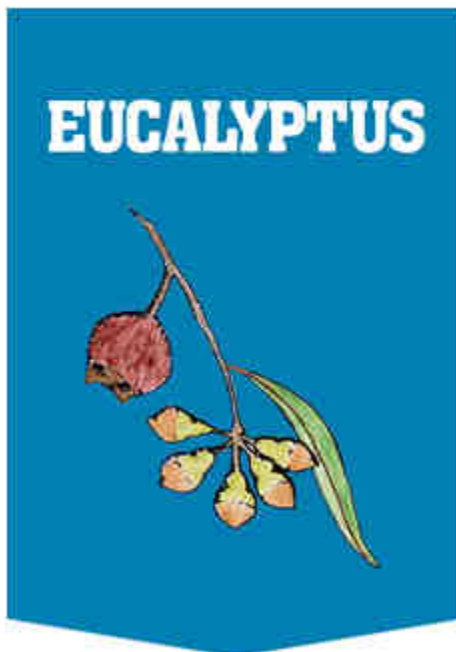
There are four Houses to which students are assigned. The aims of the Houses are to develop a strong school spirit and a feeling of “belonging” to the school. There is a House Badge which students are encouraged to purchase and wear with pride.



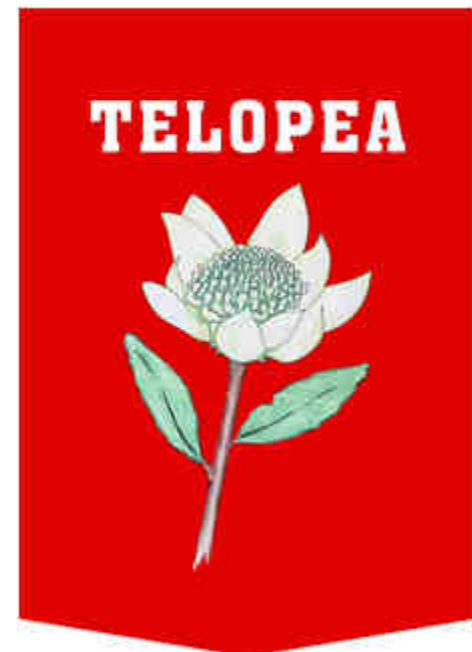
Banksia House
House Coordinator: T. Vaccaro



Melaleuca House
House Coordinator: A. Parkin



Eucalyptus House
House Coordinator: S. Ford



Telopea House
House Coordinator: D. Castillo

Student Leadership

Student Representative Council (SRC)

The SRC is a body of students which meets regularly to discuss issues which directly affect students and the school. It aims to make the school environment as productive and pleasant as possible.

The SRC allows students to understand and participate in the democratic decision making process. Being involved in this “parliamentary type” organisation enables students to work as a group with students from all years. The group arrives at decisions by discussing with other students and exchanging ideas. Representatives from the SRC serve on many school committees, e.g. Finance, Fundraising and Uniform Committees.

The Principal strongly supports the SRC and is keen to see more students become involved in its activities.

Being a SRC member is a great honour as it is the voice of the students. Students who become involved gain self-confidence, greater self-esteem and the ability to make important decisions in the future.

Student Leadership Program

Students have the opportunity to be selected for one of the leadership committees:

- Senior Mentors (Year 12)
- Peer Mentors (Year 10)
- Student Representative Council (Year 7-12)
- CARE (Year 7-12)
- Environment (Year 7-12)
- House Representatives (Year 7-12).

Students involved in these leadership committees develop skills in communication, critical thinking, team work, problem solving skills and conflict resolution strategies.

General School Information

Absences

An SMS message is sent to parents/carers on days when students are absent or late.

Early Leavers

Once students arrive at school in the morning they are to remain within the school grounds until dismissed. If a student needs to depart from the school at an earlier time, a note of explanation from parent/carer should be brought to the Deputy Principal before school so that a Department of Education and Communities pass can be obtained.

Special Conditions for Seniors

After arriving at school no student may leave the school grounds until the conclusion of their final lesson. However, if senior students do not have a timetabled period in the morning or afternoon, they are permitted to arrive late (commencing their day when their first period begins) or leave early (concluding their day after their last period ends). Students arriving after roll call need to report to the office to ensure their attendance is recorded.

Contact with Students

As the school accepts responsibility for students while they are at school, parents/carers are requested to:

- avoid making any contact, either personally or by phone, with their daughter except with the knowledge of the Principal
- call at the Administration Block before visiting any part of the school.

Visitors

All visitors are asked to report to the Administration Block when visiting the school. All visitors are required to sign in and wear a badge whilst on site.

Supervision Before and After School

There is no direct supervision of students either in the grounds. However, if a problem occurs students can report to the Administration Office.

Sick Students

The school has neither the resources nor the facilities to care for students who are sick. If students are not well enough to come to school they should stay home. If students become sick at school they should report to the class teacher or playground duty teacher. No student will be sent home sick without the permission of a parent/carer. Therefore, the school requires the current home, work and mobile phone numbers of parents/carers as well as an emergency contact phone number. Sick students must be collected from the school.

Medication

No medication should be brought to school unless prescribed by a doctor or regarded as essential by the parents/guardians. This is a requirement of the NSW Department of Education and Communities.

If medication is required during school hours, an authorisation for staff to administer this medication must be provided (parents/carers need to complete an authorisation for staff to administer medication). The only medication students are allowed to carry and self-administer is asthma and diabetes medication. It is essential that the school be notified if a student is at risk of anaphylaxis.

We are an asthma friendly school. Spray deodorants and perfumes are not to be brought to school. They will be confiscated. Please contact the school if any clarification is required regarding medication.

Network Access

East Hills Girls Technology High School has an extensive computer network. Students will be given their own individual login to the system. This login will provide each student with her own secure workspace which can be accessed from any computer in the school.

Student user names are issued by the Department of Education and Communities. This network space is for each student's schoolwork only. No other material is permitted to be stored in this space.

All students should have a USB "flash disk" for storage of work.

Permission to Photograph Students and/or Their Work

The Department of Education and Communities requires that permission to photograph has been approved. The school uses student photographs and work in publications such as school newsletters and the prospectus, for the school archives and for publicity. Within the school, photographs and videotapes are used for assessment and teaching of students in practical subjects. At no time would any material be used in a way that is not approved by the Principal and the Department of Education and Communities.

Library

The library is open before school from 8.30 am, recess and all of lunch. Students in Year 7-10 can borrow a maximum of six items and Year 11-12, eight items. In most cases these are loaned for two weeks. Students will be issued with their Student Services Card which is also their library card.

Should students incur overdues, they will be unable to borrow until late items are returned.

Student Services Card

All students have a Student Services Card which includes an identity picture of the student, together with name, date of birth, school ID number and signature. This card also contains a library borrower barcode and a textbook borrower barcode, which are used regularly throughout the year. Students also use this card when photocopying in the school library.

Students **must carry their cards at all times** and treat them with care. If a card is lost it should be reported it to the Librarian. A replacement card will be ordered from the company for a \$10 replacement charge.

New students will be issued a temporary card until the next photo day.

Merit Award System

A system of merit awards operates to reward positive student behaviour and achievements and establish high levels of self-esteem. This allows every student to build a record based on success.

Certificates are issued for House spirit and for both classroom work and school-wide achievement. These certificates can be accumulated to attain higher awards of Bronze, Silver and Gold. Outstanding students may achieve a Medallion and ultimately the Principal's Award of High Distinction.

Lost Property

Students need to go to sick bay for lost articles of clothing. To ensure the safe return of any articles lost, **please label all clothing and equipment.**

Lockers

Lockers are available for hire at a cost of \$5 per year. Students provide their own padlock and keys. No student is permitted access to lockers during class time.



About Your Visa

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:

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

Information for International Students

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.

For a summary of the ESOS framework, go to: [https://internationaleducation.gov.au/Regulatory-](https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx)

[Information/Pages/Regulatoryinformation.aspx](https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx)

For information about student visa requirements refer to the Department of Immigration and Border Protection (DIBP) website: <http://www.border.gov.au/Trav/Visa-1/571->

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.

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

Attendance and course requirements

- You must attend a minimum of 80% of all scheduled classes. If you do not meet attendance requirements you may be reported to DIBP, unless there are compassionate or compelling circumstances (guidelines are provided below).
- You must provide a doctor's certificate for any absences of 3 (three) 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.
- You must meet course progress requirements. Your school will provide you with information about course requirements as outlined by the Board of Studies. Further information about course requirements is available at www.boardofstudies.nsw.edu.au

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 for you 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 NSW Department of Education, 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 (seven) days of arriving in Australia and notify any changes of address and contact details within 7 (seven) days. Students over 18 years who change address must also notify their school within 7 (seven) days.

Conditions of enrolment

You must commence school enrolment on the date stated on the Confirmation of Enrolment and if this is not possible notify DE International in writing within 24 hours of the start date on the Confirmation of Enrolment.

- 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 Student 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 or carer.
- 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 DIBP website and the coordinator at your school.

Taking leave

- If you are going to be absent for a week or more during school term, your parents must request approval from the principal. You must not defer your start date or take extended leave without the principal's permission. Approval is only granted on compelling or compassionate grounds (guidelines below).

Complaints and Appeals

- NSW Department of Education has a complaints and appeals process which is available on the website. If you wish to make a complaint or appeal a decision made concerning your enrolment, course progress or other decision, you should contact the International Student Coordinator at your school. Your carer (if you are under 18) or support person (if you are over 18) must be present with you in any appeal interviews.
- If you are not satisfied with the outcome of internal complaint and appeal process, you will be given access to the external appeals process through the NSW Ombudsman.

Work

- 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.

Guidelines for compassionate or compelling circumstances

Leave approved on grounds of compelling or compassionate 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 or
- 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) or
- major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on your studies or
- 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.

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 DIBP before submitting a request.

Suspension of studies

If you are required to take leave from attending school due to compelling and compassionate 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 compelling and compassionate circumstances. A suspension of studies may affect your visa so please consult DIBP before submitting a request.

国际学生信息单

澳大利亚的法律旨在为海外学生推进优质教育、促进消费者保护。这些法律称为海外学生教育服务 (ESOS) 框架。它们包括《2000年海外学生教育服务法》和《国家法则》。

欲了解海外学生教育服务框架的概况，请访问

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

欲了解学生签证要求方面的信息，请参照移民与公民事务部 (DIAC) 网站：

<http://www.border.gov.au/Trav/Visa-1/571->

如果你对就读的学校、个人问题或其它问题有任何担忧或疑问，请联系学校的**国际学生协调员**，协调员会帮助你或将你转介给相关工作人员。

以下规定适用于在新南威尔士州政府学校学习的学生：

出勤率和课程要求

- 你必须出席至少 **80%** 的规定课程。如果你不能满足出勤率这一要求，除非有**病丧或迫不得已**的情况（以下提供了一些指引），你可能会被报告到移民局。
- 如果缺席 3 天或以上你必须提供医生证明，且医生必须是经注册的医疗从业者。如果缺席 1 天或 2 天，必须由你的监护人提供解释信，或者，如果你年满 18 岁你可以提供自己的书面解释。
- 你必须满足课程进度要求，学校会向你提供教育委员会拟定的课程要求信息。
在 www.boardofstudies.nsw.edu.au 可以获得有关课程要求的进一步信息。

住宿和生活安排

- 如果你未满 18 岁，你必须**保持经批准的住宿、抚养和生活安排**。如果这些安排是由新南威尔士州教育和社区部批准的，未经事先书面批准，你不能改变这些安排。改变这些安排的申请必须以书面方式向国际学生中心提出，并由父母签字。
- 如果你想改变住宿家庭，你应联系学校的国际学生协调员。
- 新南威尔士州教育和社区部建议 18 岁以上的学生继续与亲属或寄宿家庭生活在一起。更改的住处应在距离学校合理的路程内。
- 你的父母或亲属（批准的监护人）必须在你到达澳大利亚的 7 天内通知学校你的住址，并在任何地址和联系方式变更的 7 天内通知学校。年满 18 岁的学生也必须在变更地址的 7 天内通知学校。

入学条件

- 您必须按照“入学确认函”上的日期开始办理入学手续，如果因故不能办理，请务必于“入学确认函”上规定的开始日期的 24 小时内以书面形式通知“新南威尔士州教育和社区部”的国际学生中心。
- 你必须遵守学校的规定及国际学生申请表中规定的入学条件和条款。在入学介绍时你会得到有关学校规定和所要求的行为方面的信息。

- 学校可能会因为行为不当让你停学或取消你的注册入学。欲了解更多有关学生行为、停学和开除方面的信息，请咨询学校的国际学生协调员。
- 学校假期期间，除回国以外到其它地方旅行，只有在与监护人或亲属同行或参加经批准的学校远足旅行时才可获准。要求父母提供书面同意。
- 如果你想转到另外一所政府学校，你必须向学校提供由父母或监护人签字的书面申请。
- 如果想转到私立学校或大学，你必须向学校提供由父母签字的书面申请。欲了解更多有关变更学校的签证规定信息，请参照移民局网站及询问学校协调员。

请假

- 如果在学期内要缺课一周或更长时间，你的父母必须请求校长批准。未经校长准许，你不得推迟开课日期或延长请假时间。只有病丧或迫不得已的理由才可获得批准（见以下指引）。

投诉和上诉

- 新南威尔士州教育和社区部设有投诉和上诉程序。如果你想提出投诉或想对注册入学和学习进度决定或其它决定提出上诉，你应当联系学校的国际学生协调员。

工作

- 如果你打算找一份兼职工作，新南威尔士州教育和社区部国际学生中心规定你要在校就读至少半年并且有良好的考勤记录，在开始工作之前，你的家长必须递交给学校一份同意书。
- 任何学期内的兼职工作都不能影响你在学校的学习，而且每两周不能超过四十小时。在上课期间你的打工时间务必要限制在十小时以内，因为过多的工作会影响你的学习成绩。

病丧或迫不得已的情况指引

因病丧或迫不得已的理由而批准的假期不计入出勤记录。病丧或迫不得已的情况一般来讲是指你不能控制、并对你的课程进度或生活造成影响的情况。这些情况可能包含、但不限于：

- 生病，有医疗证明说学生无法上课，或者
- 父母或祖父母等家庭近亲属去世（在可能的情况下，在离开或返回时应提供死亡证明或其他证明），或者
- 发生在自己国家的重大政治剧变或自然灾害，要求紧急回国，并影响到学业，或者
- 可能包含但不限于以下情况的创伤经历：
 - 卷入或目击一场事故
 - 目击犯罪行为或是犯罪行为的受害人

而且这影响到了你（这些个案应有警方或心理医生的报告或建议加以证明）。

- 由于获得学生签证延迟，未能在开课日期开始学习。

Thông báo dành cho Du Học Sinh Quốc tế

Luật pháp nước Úc đề cao chất lượng giáo dục và việc bảo vệ người tiêu dùng dành cho du học sinh quốc tế. Luật lệ này được biết đến như khuôn khổ ESOS và bao gồm đạo luật Education Services for Overseas Students (Dịch Vụ Giáo Dục Du Học Sinh Quốc Tế -ESOS) năm 2000 và National Code (Điều luật của Quốc Gia).

Muốn có bản tóm lược về khuôn khổ ESOS, xin xem trang mạng:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

Muốn biết thêm chi tiết về các đòi hỏi đối với chiếu khản diện du học sinh, xin vào xem trang mạng của Bộ Di Trú Quốc Tịch (DIAC) ở: <http://www.border.gov.au/Trav/Visa-1/571->

Hãy liên hệ với **International Student Coordinator (Điều Hợp Viên Du Học Sinh Quốc Tế)** tại trường của quý vị nếu quý vị có điều gì thắc mắc muốn hỏi về trường quý vị học, về các vấn đề riêng tư hoặc về bất cứ vấn đề nào khác. Điều Hợp Viên sẽ giúp đỡ quý vị hoặc giới thiệu quý vị đến nhân viên thích hợp.

Các qui định dưới đây áp dụng cho học trình của quý vị tại các trường công lập ở NSW:

Qui định đến lớp và các khóa học

- Quý vị phải đến lớp tối thiểu là **80%** các giờ học theo thời khóa biểu ấn định. Nếu quý vị không thỏa mãn đòi hỏi về việc đến lớp theo qui định thì có thể nhà trường sẽ báo cáo lên Bộ Di Trú Quốc Tịch, trừ phí quý vị ở vào hoàn cảnh đặc biệt hoặc bó buộc (xin xem bản hướng dẫn về việc này ở bên dưới).
- Nếu vắng mặt 3 ngày hoặc hơn, quý vị phải cung cấp giấy chứng nhận của bác sĩ. Vị này phải là bác sĩ có đăng ký. Nếu quý vị vắng mặt chỉ 1 hoặc 2 ngày thôi, thì người giám hộ phải viết thư giải thích hoặc nếu quý vị trên 18 tuổi thì quý vị có thể tự mình viết thư giải thích.
- Quý vị phải thỏa mãn các đòi hỏi về tiến trình học tập. Nhà trường của quý vị sẽ cung cấp thông tin cho quý vị biết về các đòi hỏi về khóa học do Hội Đồng Học Đường đề ra. Muốn biết thêm chi tiết về đòi hỏi này, hiện có sẵn thông tin trên trang mạng www.boardofstudies.nsw.edu.au

Các thu xếp về nơi trú ngụ và phúc lợi

- Nếu quý vị dưới 18 tuổi, quý vị phải **duy trì các thu xếp về nơi trú ngụ, hỗ trợ và phúc lợi**. Nếu các thu xếp này được Bộ Giáo Dục và Cộng Đồng tiểu bang NSW phê chuẩn, quý vị không được thay đổi các sắp xếp này mà không có sự phê chuẩn trước đó trên giấy tờ. Muốn thay đổi thu xếp, phải làm đơn yêu cầu viết trên giấy và gửi đến Trung Tâm Du Học Sinh Quốc Tế (DEC International) có chữ ký của phụ huynh của quý vị.
- Nếu quý vị muốn thay đổi nơi ở (homestay), quý vị nên liên hệ với Điều Hợp Viên Du Học Sinh Quốc Tế tại trường của quý vị.
- Bộ Giáo Dục và Cộng Đồng tiểu bang NSW đề nghị là các du học sinh trên 18 tuổi tiếp tục sống với người thân hoặc gia đình tại nơi mình ở. Mọi thay đổi chỗ ở nên được thực hiện trong khoảng cách hợp lý từ nơi quý vị ở đến trường của quý vị.
- Phụ huynh hoặc người thân của quý vị (người giám hộ đã được chấp thuận) phải thông báo cho trường của quý vị biết địa chỉ cư trú của quý vị trong vòng 7 ngày tính từ khi quý vị đến Úc và phải thông báo nếu có thay đổi

địa chỉ cũng như chi tiết liên hệ trong vòng 7 ngày. Các du học sinh trên 18 tuổi mà đổi địa chỉ cũng phải báo cho trường mình biết trong vòng 7 ngày.

Điều kiện ghi danh học

- Các em phải bắt đầu ghi danh học vào ngày được thông báo trên Giấy Xác Nhận Ghi Danh. Nếu việc này không thể được hãy thông báo cho Trung tâm Du Học Sinh của DEC bằng thư trong vòng 24 tiếng đồng hồ của ngày bắt đầu trên Giấy Xác Nhận Ghi Danh.
- Quý vị phải tôn trọng nội quy của nhà trường cũng như các điều khoản và điều kiện của trường qui định về việc đăng ký ghi danh có nói trong đơn đăng ký ghi danh du học sinh quốc tế. Quý vị sẽ nhận được thông tin về nội qui của trường và hạnh kiểm mà nhà trường đòi hỏi ở nơi quý vị tại buổi định hướng.
- Nhà trường có thể đình chỉ hoặc hủy bỏ việc đăng ký ghi danh của quý vị với lý do là quý vị có hành vi không tốt. Muốn biết thêm thông tin về các hành vi của du học sinh và việc đình chỉ cũng như tống xuất học sinh, xin tham khảo với điều hợp viên du học sinh tại trường.
- Vi ệc đi du lịch trong các kỳ nghỉ, mà không phải là về quê, chỉ được chấp thuận nếu quý vị đi với người giám hộ hoặc người thân của quý vị hoặc theo trường tham quan du ngoạn đã được phê duyệt. Việc này phải được phụ huynh của quý vị viết giấy cho phép.
- Nếu quý vị muốn chuyển trường qua trường công lập nào khác, quý vị phải viết đơn yêu cầu gửi đến nhà trường. Đơn này phải có chữ ký của phụ huynh hoặc người giám hộ của quý vị.
- Nếu quý vị muốn thay đổi cơ quan cung cấp hỗ trợ, quý vị cũng phải viết đơn yêu cầu gửi đến nhà trường. Đơn này phải có chữ ký của phụ huynh hoặc người giám hộ của quý vị. Muốn biết thêm thông tin về các qui định về chiếu khản do có thay đổi cơ quan cung cấp bảo trợ, xin vào trang mạng Bộ Di Trú Quốc Tịch và liên hệ với điều hợp viên tại trường của quý vị.

Ngày nghỉ phép

- Nếu quý vị sắp vắng mặt một tuần lễ hoặc hơn trong học kỳ, thì phụ huynh của quý vị phải xin chủ nhiệm nhà trường chấp thuận. Quý vị không thể tri hoãn ngày bắt đầu nghỉ hoặc nghỉ mà không có sự chấp thuận của chủ nhiệm nhà trường. Chủ nhiệm chỉ chấp thuận cho các lý do đưa ra trên cơ sở cảm thông và bất khả kháng thôi (xin xem hướng dẫn chi tiết bên dưới).

Than phiền và kháng kiện

- Bộ Giáo Dục và Cộng Đồng tiểu bang NSW có thủ tục than phiền và kháng kiện. Nếu quý vị muốn đưa ra lời than phiền hoặc kháng kiện về các quyết định có liên quan đến việc đăng ký ghi danh của quý vị hoặc, tiến trình học tập hoặc về quyết định nào khác, quý vị nên liên hệ với điều hợp viên du học sinh tại trường.

Làm việc

- Để làm việc bán thời gian DEC International yêu cầu bạn phải học ít nhất sáu tháng trong trường học hiện tại của bạn, và có một bảng hạnh kiểm tốt cung cấp bởi trường học và có thư đồng ý của cha mẹ. Bạn phải có đầy đủ những yêu cầu trên trước khi được bắt đầu làm việc bán thời gian.
- Bất kỳ công việc bán thời gian nào cũng không được ảnh hưởng tới việc học của bạn và bạn không được làm hơn 40 giờ mỗi hai tuần. Bạn không nên làm việc nhiều hơn 10 giờ mỗi tuần nếu có sự ảnh hưởng tới việc học của bạn.

Hướng dẫn chi tiết về các đáng thương hoặc bất khả kháng

Nghỉ có phép được phê duyệt vì hoàn cảnh đáng thương hoặc vì lý do bất khả kháng không tính vào hồ sơ đến lớp.

Các hoàn cảnh đáng thương hoặc tình trạng bất khả kháng thường là các hoàn cảnh vượt quá tầm kiểm soát của quý vị. Nó tác động đến tiến trình học tập cũng như tinh thần sống khoẻ của quý vị. Các hoàn cảnh này gồm có, nhưng không chỉ giới hạn:

- đau bệnh, có giấy bác sĩ chứng nhận là quý vị không thể đến lớp hoặc
- người thân trong gia đình như cha mẹ hoặc ông bà vừa mất (nếu có thể nên cung cấp giấy khai tử hoặc giấy chứng trước khi đi hoặc khi quay trở về) hoặc
- biến động lớn về chính trị hoặc thiên tai xảy ra ở quê nhà bắt buộc quý vị phải đi gấp và việc này tác động đến việc học của quý vị hoặc
- một kinh nghiệm thương đau có thể bao gồm, nhưng không phải chỉ có thể:
 - can dự vào hoặc chứng kiến tai nạn xe cộ,
 - chứng kiến hoặc là nạn nhân của tội ác hình sự

và điều này đánh động đến quý vị (các trường hợp này nên được chứng thực bằng các báo cáo của cảnh sát hoặc ý kiến hoặc tường trình của các chuyên viên tâm lý)

- Không thể bắt đầu đúng ngày khai giảng khóa học nguyên do có sự chậm trễ trong việc nhận chiếu khán diện du học sinh

Applying for Leave

The following process must be followed when applying for leave:

1. Inform the International Student Coordinator of your desire to take leave and intended dates of travel.
2. Complete a Request for Leave form.
3. Attach a signed letter from your parents outlining why leave is required, the date you will be leaving Australia and the date you will be arriving back in Australia. This can be written in your parent's own language. You will need to provide a translated copy.
4. Attach a copy of your flight details.
5. Hand in all paperwork to the International Student Coordinator. You may email your letter and flight details or hand in hardcopies.
6. Leave applications will be approved by the Principal and forwarded to DE International.

Leave may NOT be approved if:

- Your overall attendance is unsatisfactory.
- If your leave is during a school term, unless there are compelling or compassionate reasons.
- The number of days will lead to a significant drop in your rate of attendance.
- You do not have all of the necessary documentation.

Example of Note from Parents:

Date:

To Whom It May Concern:

I, (parent name), the mother/father of (your full name), (your date of birth), who is currently enrolled at East Hills Girls Technology High School, would like to apply for leave for my daughter to return to (country) in the school holidays to (provide reason). She will be departing on (date) and returning on (date).

Signature of parent

Leave Requests Flow Chart

STEP 1

Parents (not carers) must sign the Leave Request Form

STEP 2

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

STEP 3

School forwards request to DE International

STEP 4

DE International assess request

If approved:

Purchase flight ticket and send a copy to school



school forwards flight ticket to DE International

If declined:

Leave is not approved.
Attendance will be affected if you leave school

DE INTERNATIONAL

LEAVE REQUEST

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

All leave requests must:

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

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

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

School _____

Student reference no: **SO** _____ DOB: _____ Date: _____

Student given name: _____ Known as: _____ Family name: _____

Student mobile number: _____ Email: _____

Parent mobile number: _____ Parent email: _____

Expected **departure date**: _____ Expected **return date**: _____

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

Reason for leave request: _____

ATTACH WITH APPLICATION

- Signed parent letter
- Translation of letter
- Supporting documents

Signature - **International Student Coordinator**

*Attendance rate at date of application ____%

Principal Recommended Not Recommended

Comment _____

DE International Office Use Only

Approved

Not Approved

Changing Your Welfare Arrangements

The following process must be followed when you have changed your accommodation arrangements:

1. Inform the International Student Coordinator that you are intending to or have changed accommodation.
2. Complete DE International Change of Welfare Arrangement form and submit to the International Student Coordinator.
3. Complete a yellow Change of Details form and submit to the International Student Coordinator.

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.

DE INTERNATIONAL

UNDER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name Student Given Names.....

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

Student's New Address

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

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

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

Please indicate if accommodation is:

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

Reason for changing address

Name, age and gender of people residing at this address

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

Permission to Work

Application for Student Visa with Permission to Work

To be eligible to make an application for permission to work, you must:

- hold a valid student visa class 571,
- be in Australia,
- have commenced your course with NSW Department of Education and Training and Communities and;
- have complied with the conditions of your existing visa.

Lodgment Options

You can either apply:

1. Online using a credit card or BPay. This option takes two working days to process. Please note that students with e-Visa can ONLY apply for work permission online. E-Visas are the types of visa that have no visa evidence label on passport *OR*
2. By Post. This option takes 30 days to process. You must send in a completed application along with payment in the form of a money order payable to DIAC.

Lodgment Instructions

Applying online/through internet

To lodge online, you must have a credit card or use BPAY as payment method.

- i. Submit a copy of your parent consent letter (signed by parent), your recent school attendance report to the International Students Centre (ISC) (827-839 George Street, Broadway) to inform them that you intend to lodge an online work visa application (please include your updated email address/mobile number in correspondence with this office). ISC will confirm with DIAC that you have commenced your studies and you will be informed by phone or email.
- ii. Once the ISC has advised DIAC, it usually takes 24 hours before you can apply online.
- iii. Log on to DIAC's e-Visa page: www.immi.gov.au/e_visas/students.htm
- iv. Choose "Permission to work" and follow the prompts.
- v. Complete the online application form.
- vi. Payment will be made online (credit card or BPay). To have access to BPay, contact your Australian bank to setup telephone or internet banking before you apply. If you pay by BPay you must allow 7 days for your payment to be processed.
- vii. DIAC will send an email to you to confirm that your application is complete.
- viii. Once you have received advice that the application is complete, take your passport to DIAC to have a new visa label attached.

- ix. At DIAC, please select the queue ticket category called "E-visa Evidencing".

This is an express service to receive labels for visa applications that have been lodged online.

Applying By Post

- i. Print out a copy of the application form (157P) from the DIAC website: www.immi.gov.au/allforms/application-forms Eligibility and procedures for enrolment of international students in NSW government schools 55
- ii. Take a copy of your parent consent letter (signed by parents), your recent school attendance report and the completed 157P form to ISC (827-839 George Street, Broadway). ISC staff will complete "Education Provider Details (Question 15)" section of the form.
- iii. Obtain a money order for application fee of A\$60 from any Post Office and make it payable to "**DIAC**".
- iv. Send the completed form (157P) along with money order payment to:
- DIAC**
NSW Student Centre
GPO Box 9984
Sydney NSW 2001
- v. DIAC will send an email to you to confirm that your application is complete.
- vi. Once you have received advice that the application is complete, take your passport to DIAC to have a new visa label attached.
- vii. At DIAC, please select the queue ticket category called "E-visa Evidencing".

This is an express service to receive labels for visa applications that have been lodge online.

Overseas Student Health Cover (OSHC)

It is compulsory for student visa holders to have Overseas Student Health Cover (OSHC) usually through Medibank Private. This allows you to access medical services similar to Medicare cover. For the cost of OSHC, refer to the Application Form or the Medibank website www.medibank.com.au

Please give the school a copy of your Medibank OSHC card, in case of accident or injury.

Students may pay the OSHC annual renewal fee to ISC with their school fees or to Medibank Private directly. You are reminded that it is a requirement of your visa to maintain this health cover.

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 **Revesby**

Address: 139 The River Rd
Revesby
Phone: 8724 6099



The nearest medical centre is **Panania Medical Centre**

Address: 21 Peffer Street
Panania
Phone: 9772 1011



The nearest hospital to the school is **Bankstown Hospital**

Address: Eldridge Road
Bankstown
Phone: 97228000

External Contacts

NSW Department of Education Contacts

Email: isc@dec.nsw.edu.au
Website: www.international.school.edu.au
Phone: +61 1300 300 229

OZ Homestay

Elizabeth Walmsley – Managing Director
Sarah Walmsley - Contact Person
P.O. Box 416, Sydney Markets NSW 2129
Phone: (+612) 9325 6988
Fax: (+612) 9325 6960
Mobile: 0421 556 374 (24 hours)
Email: lizwalmsley@ozhomestay.com.au
Website: www.ozhomestay.com.au

Stay Down Under

Gerard and Rachel Whyte – Managing Directors
Rachel Whyte – Contact Person
P.O. Box 423, Killara NSW 2071
Phone: (+612) 8901 4499
Fax: (+612) 8901 4599
Mobile: 0410 761 499 (24 hours)
Email: info@staydownunder.com.au
Website: www.staydownunder.com.au

Global Experience

Sonia Ortega – Managing Director Agnes
Ong – Contact Person & Yumi Rodthong -
Contact Person
P.O. Box Q680, Sydney NSW 1230
Level 1, 141 York St Sydney NSW 2000
Phone: (+612) 9264 4022
Fax: (+612) 9264 9322
Mobile: 0420 530 112 (24 hours)
Email: agnes@globalexperience.com.au
yumi@globalexperience.com.au
Website: www.globalexperience.com.au

AUZZIE FAMILIES Homestay Care Pty Ltd

Jun Zheng – Managing Director
Gloria Wang – Contact Person
PO Box 112 Rose Bay NSW 2029 Australia
Suite 4, rear 795 New South Head Road, Rose Bay NSW 2029 Australia
Phone: (+612) 9301 0900
Fax: (+612) 9301 0999
Mob: 0419 628 168 (24 hours)
Email: jun@auzziefamilies.com
Website: www.auzziefamilies.com

Mental Health Services

Headspace

Headspace is the National Youth Mental Health Foundation providing early intervention mental health services to 12-25 year olds, along with assistance in promoting young peoples' wellbeing. This covers four core areas: mental health, physical health, work and study support and alcohol and other drug services.

<https://www.headspace.org.au/>

Reach Out

Reach Out is Australia's leading online mental health organisation for young people and their parents. Their practical support, tools and tips help young people get through anything from everyday issues to tough times. The information they offer parents makes it easier for them to help their teenagers.

<https://au.reachout.com/>

Beyond Blue

Beyond Blue is equips individuals in Australia with the knowledge and skills to protect their own mental health. They provide people with the confidence to support those around them.

<https://www.beyondblue.org.au/>

If at any stage you feel unsafe, inside or outside of the school, report this to the International Student Coordinator and your Year Coordinator.

Safety Tips

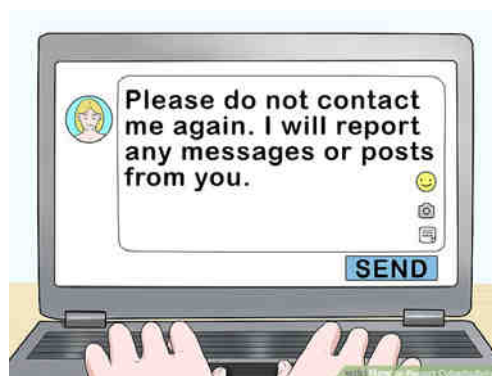
When you are out with friends or by yourself, here are some simple things to remember:

- 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 jewelry, electronic equipment such as your laptop and your passport.
- Do not carry large amounts of money with you. You can take money out at ATMs found in shops, supermarkets, petrol stations, shopping malls, shop fronts and many other public places.
- Do not accept parcels that do not directly belong to you. You will be held legally responsible for the contents of the parcels.
- Do not pay for school fees through people who offer discounts. This is a SCAM.
- Call 000 in the event of an emergency. Remember, calls to 000 are free of charge.

Cyber Bullying

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



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

Road Safety & Public Transport

- 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 cars.
- Do not use your mobile phone or put on your ear phones in when you are crossing the road.
- Avoid isolated bus, rail and tram stops.

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

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



Safety Apps

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

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



Water Safety

- Only swim between the red and yellow flags on the beach. This is the area where lifeguards and lifesavers patrol to keep you safe. No Flags = No Swim.
- Look for, read and obey water safety signs.
- Never swim alone at the beach.
- Check water conditions and water depth before swimming. Never dive head first.
- Never bathe and swim directly after eating.
- 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.



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

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



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

Reporting & 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
- School Counsellor

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

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



You & the Law

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

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

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

Driving

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

- You must not drive faster than 90 km per hour
- You must have a zero blood alcohol limit
- You must not use any functions of a mobile phone including hands-free devices while driving.



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

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



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

Taking a Part-time Job & Your Work Rights

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.

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

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

Tax File Number

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

Know Your Rights

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

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

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

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

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

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

National Minimum Wage

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.

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



International Students Working in NSW

Your basic workplace rights and responsibilities

As an international student, you have the same rights and responsibilities as any other worker in NSW. However, **the work you do must meet your visa conditions**. This fact sheet outlines some of the key things you must be aware of when starting work.

Starting work on trial

When offered a job, you may be asked to work for a trial or probation period to see if you can do the job. Your employer must tell you how long the probation or trial period will be (maximum three months) and **you must be paid for any work you do**.

Unpaid work trials are against the law in Australia – **you should not be asked to work for free**. You should be paid for all the hours you work, including meetings and training, as well as for the time spent opening and closing the business.

The **only** instance you may be asked to do work experience for no pay is when it is organised as part of your course of study. This placement must be through a registered educational training organisation like a school, TAFE or university.

Get the job offer in writing

When you are offered a job, it is a good idea to ask your employer to explain in writing the conditions you will be working under and what you will be expected to do.

The letter should include:

- the name of your employer
- what the job involves and a list of your duties
- how much you will be paid each hour, week or fortnight
- your hours of work
- whether you are casual, part-time or full-time
- the employment conditions and arrangements you will be working under, such as an award or agreement.

Before you agree to the job offer

You may be employed under an award or an agreement. To find out how the award or agreement covers you in the job you are doing (i.e. the minimum wage you must be paid, when you can take breaks during your shift and what duties your employer can expect you to do) call the **Fair Work Infoline on 13 13 94**.

If you are asked to sign a document agreeing to certain working conditions, **read it very carefully**. Don't feel pressured to sign it straight away, especially if it doesn't suit you.

Ask your employer for time to consider the document. Feel free to take the agreement home and get other people you trust to read it over with you. You may want to seek legal advice before you make your decision.

If you are unsure about the conditions of the agreement you have been asked to sign, contact the **Fair Work Infoline on 13 13 94**.

Your pay

Your employer must pay you at least the minimum rate set out in the award that applies to your job. This rate will depend on the type of work you do and the times you work. Your employer can pay you more than this amount, but not less.

You may also be paid allowances for doing certain tasks, overtime pay for working outside your regular hours or penalty rates for working nights, weekends or public holidays.

Your employer must pay you at least once a month.

You must be paid in cash, by cheque or have the money deposited into your bank account. It is not acceptable to receive goods or services instead of pay.

Your employer must give you a pay slip when you receive your pay, which explains exactly how much you are being paid.

Your employer can't deduct any money from your pay unless you have agreed to it in writing or it is required under the law. For example, if you accidentally break something, your employer must not deduct money from your wages. No deductions can be made from your annual holiday pay.

You should also be receiving **superannuation**. Check your pay slip each time to make sure this is being done.

If you are worried about deductions from your wages or concerned that you are being underpaid, contact the **Fair Work Infoline** on **13 13 94** for free information and advice. You can also lodge a complaint online by visiting www.fairwork.gov.au.

National Employment Standards

All workers in the private sector are covered by the ten National Employment Standards. These are the minimum standards of employment for anyone working in Australia. Only some of these entitlements apply to casual workers. For a complete list of the National Employment Standards, visit www.fairwork.gov.au

Casual workers

Casual workers receive an additional payment called a loading to compensate for not receiving paid leave, such as sick leave and other leave, no notice period for termination and no guarantee of employment.

Useful tip: Work Diary

It is a good idea to keep a work diary. Write down your start and finish times, any breaks, who you worked with, the type of work you did and the amount you got paid. You may need to rely on this information in the future if you are having problems at work.

Your workplace responsibilities

As an employee, you must obey any lawful and reasonable instructions given by your employer and work with them to maintain a safe and healthy workplace.

Ending your employment

Your employment can be terminated by either you or your employer giving the appropriate notice, preferably in writing. Check your award or agreement for notice periods.

If you think you have been unfairly dismissed, it is important to act quickly.

For more information about what to do, contact the **Fair Work Infoline** on **13 13 94**.

Useful websites and contacts

NSW Industrial Relations
www.industrialrelations.nsw.gov.au

Fair Work Online
www.fairwork.gov.au
☎ **13 13 94**

Department of Immigration and Citizenship
www.immi.gov.au
☎ **13 18 81**

WorkCover NSW - for information on health and safety in the workplace
www.workcover.nsw.gov.au
☎ **13 10 50**

Maria's story

Maria saw a sign in the window of a local café asking for experienced waiters and waitresses. Maria took in her resume and explained that she had worked in a café to earn some money when she was a student and she had more than six months of experience working as a waitress.

Alex, the owner, said he would give her a week's trial starting the following Monday. She would need to be there from 6.00 pm until 10.00 pm each night. Alex explained that the trial work would give him a chance to see how well she worked as a waitress.

Maria did the work trial and was happy with how things went. Alex called Maria over at the end of the Friday shift and said he was sorry but he couldn't offer her any more work as she was too slow serving the customers.

Maria said that she was disappointed by his decision but she was happy to have earned some money. Alex told her that as this had been a work trial she wouldn't be paid.

This is illegal! Alex can ask Maria to do a work trial but she must get paid for all the hours that she worked during the trial period.

Transport & Travel Concession

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

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



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

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

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

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



Overseas Student Health Cover (OSHC)

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

Activate your OSHC membership

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

Medibank OSHC members

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

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

Obtain your OSHC membership card

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

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

1. Log in to Online Members Services at www.medibankoshc.com.au
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 insurer, 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.

Arrival Checklist

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

On arrival

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

At School

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

At Home

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



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