



**St Paul's
School**

St Paul's School

(Direct Entry)

Orientation Guide For International Students

Name: _____

Date: _____

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create your own story!

Dear Student

Welcome to St Paul's School.

This School offers you the opportunity to participate in a dynamic learning environment and to communicate with Australian students.

The Orientation Program is outlined in this booklet and we hope it will help you adjust to your new learning environment. It also tells you about banking, medical insurance and explains who is available to address any concerns you may have.

Sections of this booklet will be explained and discussed further with you during your first month at St Paul's School.

It may take a little time for you to adjust to your life in Australia but we are sure you will feel welcome and soon begin to enjoy your schooling at St Paul's School.

Yours sincerely

A handwritten signature in black ink, appearing to read 'DK', followed by a period.

Ms Debbie Kemish
Director of International School

SCHOOL EXPECTATIONS

CLASS TIMES

School commences at 8.40am each weekday and finishes at 3.10pm. Class times are:

	One	One	One	One	One	Two	Two	Two	Two	Two
	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
House	8:40-9:15	8:40-8:55	8:40-8:55	8:40-8:55	8:40-8:55	8:40-9:15	8:40-8:55	8:40-8:55	8:40-8:55	8:40-8:55
1	9:20-9:50	9:00-9:50	9:00-9:50	9:00-9:50	9:00-9:50	9:20-9:50	9:00-9:50	9:00-9:50	9:00-9:50	9:00-9:50
2	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45
Morning Tea	10:45-11:05	10:45-11:05	10:45-11:05	10:45-11:05	10:45-1:05	10:45-11:05	10:45-11:05	10:45-11:05	10:45-11:05	10:45-11:05
3	11:05-11:55	11:05-11:55	11:05-11:55	11:05-11:55	11:05-1:55	11:05-11:55	11:05-11:55	11:05-11:55	11:05-11:55	11:05-11:55
4	12:00-12:45	12:00-12:45	12:00-12:45	12:00-12:45	12:00-2:45	12:00-12:45	12:00-12:45	12:00-12:45	12:00-12:45	12:00-12:45
Lunch	12:45-1:30	12:45-1:30	12:45-1:30	12:45-1:30	12:45-1:30	12:45-1:30	12:45-1:30	12:45-1:30	12:45-1:30	12:45-1:30
5	1:30-2:20	1:30-2:20	1:30-2:20	1:30-2:20	1:30-2:20	1:30-2:20	1:30-2:20	1:30-2:20	1:30-2:20	1:30-2:20
6	2:25-3:10	2:25-3:10	2:25-3:10	2:25-3:10	2:25-3:10	2:25-3:10	2:25-3:10	2:25-3:10	2:25-3:10	2:20-3:10

Punctuality is expected of staff and students. Students who are late should report to the Tooth Centre (main administration building) before entering their class.

ATTENDANCE

Attendance is a serious matter, both for academic progress and to fulfil the requirements of your Australian student visa. Students are required to attend their lessons each day of the School week for the entire School day. International students who breach their attendance rate will be reported to the Department of Immigration and Citizenship (DIAC) and their visa may be cancelled.

If a student is absent from class, a telephone call must be made to 3261 1388 and a reason given for the absence. This must be followed by a note from the homestay family, addressed to the Director of the relevant sub-school. (See Appendix 1 for sample letter). A Doctor's Certificate is required if a student is absent for more than one day.

If a student is excluded/suspended for misbehaviour, this will be recorded as an absence. The term dates are set one year in advance and must be adhered to. The School will not allow students to leave before the end of term or to return late from vacation unless there are exceptional circumstances. Parents must apply in writing to the relevant Director of Sub-School for special leave before it can be discussed. Those who take extra leave without permission will be required to "make up" time.

Term Dates 2014

Term 1:	Tuesday 28 January – Friday 4 April
Term 2:	Tuesday 22 April – Friday 27 June
Term 3:	Tuesday 22 July – Friday 19 September
Term 4:	Tuesday 7 October – Friday 28 November

BEHAVIOUR AT SCHOOL

Code of Behaviour

- Students are expected to behave in a respectful manner to other students and staff at all times. This means that it is important to be punctual and to listen carefully to any instruction.
- Class activities will be explained and, if a student is not clear about something, they should ask their class teacher.
- Homework and Assessment items are an integral part of the program and should be completed. You will receive an Assessment planner within the first two weeks of your commencement.
- The school uniform must be worn correctly.
- Students are to speak English only in class.
- Students must ask teachers before they borrow any textbooks or equipment.
- No eating or drinking is allowed in the classrooms.
- Chewing gum is not allowed on the school grounds.
- Smoking and alcohol are banned.
- Students must remain on the School grounds once they arrive at School in the morning until they leave after 3.10pm. Students may not go to local shops during lunch times.
- The homestay rules are set out in the contract the students sign. They must be adhered to.

LANGUAGE

English only in the classrooms!

As you are here to improve your English, it is important you take the opportunity to speak English whenever possible. Electronic translators may be used in some classes but teachers may ask students not to use them for some tasks. Purchase of a suitable English-English dictionary is advisable for tests and vocabulary extension.

Whilst it is understandable that you will continue to speak your first language, be aware that it is sometimes considered rude to use your own language in front of people who do not understand. Remember this when you are at the Tuckshop or in the Library.

SCHOOL GROUNDS AND FACILITIES

The School Library is open from 8am each weekday morning and closes at 4.30pm on Mondays – Thursdays and 4pm on Fridays. To borrow books from the Library, students need to state their student ID number.

SCHOOL LAPTOPS

You will be issued a School Laptop once the relevant documentation has been completed. Access to your school email address can also be arranged. This address is the only one you can access at St Paul's School. You cannot use Hotmail. You will be given a student number that enables you to set up and access your computer file and to borrow books from the Library. When you initially login to the school computer you will be asked to read and accept the terms and conditions of the Acceptable Computer Use Policy.

UNIFORMS

It is expected that students take pride in the St Paul's School uniform, ensuring that the uniform is clean, tidy and worn correctly at all times. Please also note the jewellery and hair regulations printed in the School Diary.

TUCKSHOP

Students are able to buy food or drink from the School Tuckshop during break times. Please note the following rules:

- Each student is to purchase his/her own food items from the Tuckshop.
- Students should wait quietly and in an orderly fashion in the appropriate queue.
- Students must be courteous and show proper respect to the people working in the Tuckshop.
- The Tuckshop does not accept notes larger than \$20.

TELEPHONE CALLS

Students are welcome to have mobile phones but they must be off during class time. Students are asked to give their mobile phone number to their homestay and the Director of International School for safety reasons.

STUDENT IDENTIFICATION CARD

Once you enrol at St Paul's School, you are entitled to a Student Identification Card. You will receive this card shortly after your arrival at the School. This card entitles you to some student fares on public transport and to discounts at cinemas etc. The Student Identification Card must be carried at all times when travelling on a bus or train while using a concession/student ticket.

TRANSPORT

Students who travel to and from School on public transport must wear full St Paul's School uniform. This includes the school hat.

The Thompsons School Bus timetable is available under "Transport" on our website.

Please note: Students are not allowed to drive themselves to and from School unless the Director of International School or Head of Senior School has given permission.

MONEY

Students are advised not to have large sums of money on them during school hours. If you must bring a large sum of money to school, ask the Director of International School to look after it for you until school finishes for the day. Any other items of high value should also be given to the Director for safety reasons.

ACTIVITIES

If you are interested in any of the extra-curricular activities – wish to learn to play a musical instrument, join a choir or play a sport - please ask your Head of House for further information.

ROUND SQUARE

St Paul's is a member of Round Square. The Round Square network includes over 80 schools worldwide, providing students with an incredible opportunity to explore other cultures, develop international friendship and study in another country. International service projects, conferences and exchange programs all work to develop a truly international, diverse and exciting education for students.

LIFE IN AUSTRALIA

BANKING

Banks are generally open from 9.30am to 4.00pm, Monday to Thursday and from 9.30am to 5.00pm on Fridays. The nearest Automatic Teller Machines (ATMs) are at Westfield Strathpine Shopping Centre and at the Service Station on Gympie Road.

To avoid extra banking fees when you turn 18, take your student ID card to the bank to obtain an exemption.

SHOPPING

Most stores in Australia are open between the hours of 9.00am to 5.00pm Monday to Friday and 9.00am to 4.00pm on Saturday and from 10.00 to 4.00pm on Sundays. Late night shopping is on a Thursday night in the suburbs when shops are open until 9.00pm and in Brisbane city on a Friday night when shops are open until 9.00pm.

Brisbane city is host to a number of interesting Craft markets trading Friday night, Saturday and Sunday on both sides of the Brisbane River.

SAFETY

The emergency phone number in Australia is **000**, or **112** if you are ringing from a mobile phone. You will then be asked if you are calling for the fire, police or ambulance service.

In Australia all government agencies, including police, are required to act fairly and honestly. They are there to assist the public, including international students, remain safe, and you should not be afraid to approach them for information or help.

Generally Australia is a safe place. However, like anywhere, you need to use common sense. Many students enjoy visiting the city or "Chinatown" on the weekends. It is very important to be aware of issues regarding safety when out late at night. Your host family will give you advice regarding safety, listen to their advice, and discuss your plans with them. Again, it is wise not to carry large sums of cash if you can avoid it.

BE SUNSAFE

Please be aware of the dangers of sunburn and do not stay in the sun for long periods of time without protection. The beach is one area where it is very easy to become sunburnt in a very short space of time.

It is worthwhile remembering that as well as being exposed to direct sunlight, you are also receiving reflected sunlight from the water and the sand, trebling the intensity. It is essential to apply sunscreen often. While swimming at the beach, pay particular attention to warning signs and always swim 'between the flags' in patrolled areas.

MEDICAL TREATMENT

If you are ill, and wish to see a doctor, ask your host family or the Homestay Coordinator for assistance. It may be possible for you to discuss your problem in your first language; until you gain more confidence in English. The School has a list of bi-lingual doctors.

When you visit a doctor's surgery, you will have to pay for the visit and then claim a refund afterwards from AHM (Australian Health Management Group Ltd) either online, by phone or mail.

International students in Australia on a Student Visa have paid an Overseas Student Health Care (OSHC) fee. Your AHM OSHC card will be given to you during your first weeks at St Paul's School.

AHM pays 85% of the scheduled (Government recommended) medical fee for each consultation with private doctors and 100% of Emergency Ambulance Services. Services covered by AHM also include treatment by specialists, surgery and diagnostic services such as pathology and radiology. You may have to pay the difference between the 85% and the fee charged.

The basic AHM cover does **not** cover treatment of your teeth, physiotherapy or optical services. If you are concerned regarding costs, private insurance or extended benefits on your AHM card can be arranged as these services can be very expensive.

HOSPITAL TREATMENT: AHM covers shared ward accommodation and treatment in a public hospital where the treatment is provided by a doctor appointed by the hospital. Students who are treated by doctors who charge above the scheduled fee will have to pay the difference.

If you choose to be treated in a private hospital, AHM pays up to the scheduled fee for the treatment and accommodation. Any costs beyond the scheduled fee would have to be met by the students.

LEGAL ISSUES

People are considered adults when they are 18 years old in Australia. Until this age, it is illegal to purchase alcohol, cigarettes or to enter casinos. It is also important to note that legally you must wear a bicycle helmet if you intend to use a bicycle. The wearing of seat belts in cars is also compulsory for all occupants.

Any illegal activity is a breach of your Student Visa. There is an Asian Specialist Support Unit within the Queensland Police Department and this unit can assist students with further queries.

DRIVING IN AUSTRALIA - If you wish to arrange to learn to drive in Australia, please discuss this with your homestay and the Director of International School as there are strict rules regarding this. It is also important not to purchase a car without seeking advice from an independent person. Contracts are binding and should not be signed without you being fully aware of the issues involved.

EMPLOYMENT- If you wish to work, please see the Director of International School or the School Registrar to discuss the conditions for work on your Student Visa.

POSTAGE

It is important to remember that certain items cannot be posted to Australia because of Customs Regulations. Information about this is available to students upon request.

VISA CONDITIONS

Student Visas for overseas students are granted subject to a number of conditions. One of the major conditions is Condition 8202, which is "Satisfactory Attendance/Course Progress".

Satisfactory Attendance – In accordance with the ESOS Act and the National Code (Standard 11.3), overseas students are required to attend at least 80% of the scheduled course contact hours. Overseas students who breach their attendance rate may be reported to the Department of Immigration and Border Protection and Citizenship (DIAC).

Satisfactory Course Progress at St Paul's School for International Students is defined as:

An international student will need to meet the majority of the following criteria to be assessed as achieving "Satisfactory Course Progress" at St Paul's School.

1. Sound level of Achievements in 3-4 subjects.
2. Demonstrated improvement in the use of the English Language.
3. Demonstrated academic improvement
4. Active involvement in class.
5. Meeting of all assessment deadlines.
6. Utilisation of support services provided by the School
7. Evidence of self-discipline.

Students who appear to be breaching the condition of "Satisfactory Course Progress" will be counselled and given guidance; if however they are not able to show visible improvements within one semester, they may be reported for unsatisfactory course progress to the Department of Immigration and Border Protection and Citizenship (DIAC).

Students are monitored regularly in regard to attendance and course progress.

Students are also required to comply with the **Code of Behaviour** of the School, which is explained in the Student Diary.

ASSISTANCE AT ST PAUL'S SCHOOL

There are a number of staff members who are available to help you.

HOUSE TUTOR

You will meet with your House tutor on a daily basis and he/she can answer many of your questions.

HEAD OF HOUSE

Your Head of House is available to assist you with any problems you might experience whilst attending St Paul's School.

In addition you can also seek help from:

THE DIRECTOR OF INTERNATIONAL SCHOOL

Ms Debbie Kemish can help you with regard to class placement and any problems with your English studies. All questions about attendance should be addressed to her, but if Ms Kemish is unavailable, please discuss the issue with **Mrs Terese Reese**, the Head of Studies at the International School.

THE REGISTRAR

The School Registrar, **Mrs Michelle Davies** can assist with visa extensions and future enrolments in St Paul's School. Registry staff can also assist with communication with your agent/guardian/parents overseas if required, and with enquiries related to health insurance.

HOMESTAY CO-ORDINATOR

Ms Simone Green is the St Paul's Homestay Co-ordinator and is available to discuss homestay questions and issues by appointment. **In case of an emergency, Ms Green can be contacted by phone on 0417 706 504.**

INTERNATIONAL SERVICES OFFICER

The International Services Officer, **Miss Laura Turner** is available during School Hours to help answer any questions regarding School life at St Paul's. She is located in the reception area of the International School Office.

STUDENT COUNSELLORS & CAREER GUIDANCE OFFICER

Trained student counsellors are available to help students with personal or career problems. The counsellors' office is situated in Block 3, the Wellbeing Centre, and appointments are made upon request. Trained interpreters can be arranged. The Career Guidance Officer is also available at this office and can assist students with decisions for future study and work.

TRANSLATION

If you have a problem which requires an interpreter, please see the Director of International School. Outside school hours, the Australian Government also operates a Telephone Translating and Interpreting Service. They can be contacted by ringing 13 14 50.

COMPLAINTS AND APPEALS PROCEDURE

If you have a complaint about St Paul's School, there are steps available to seek a resolution:

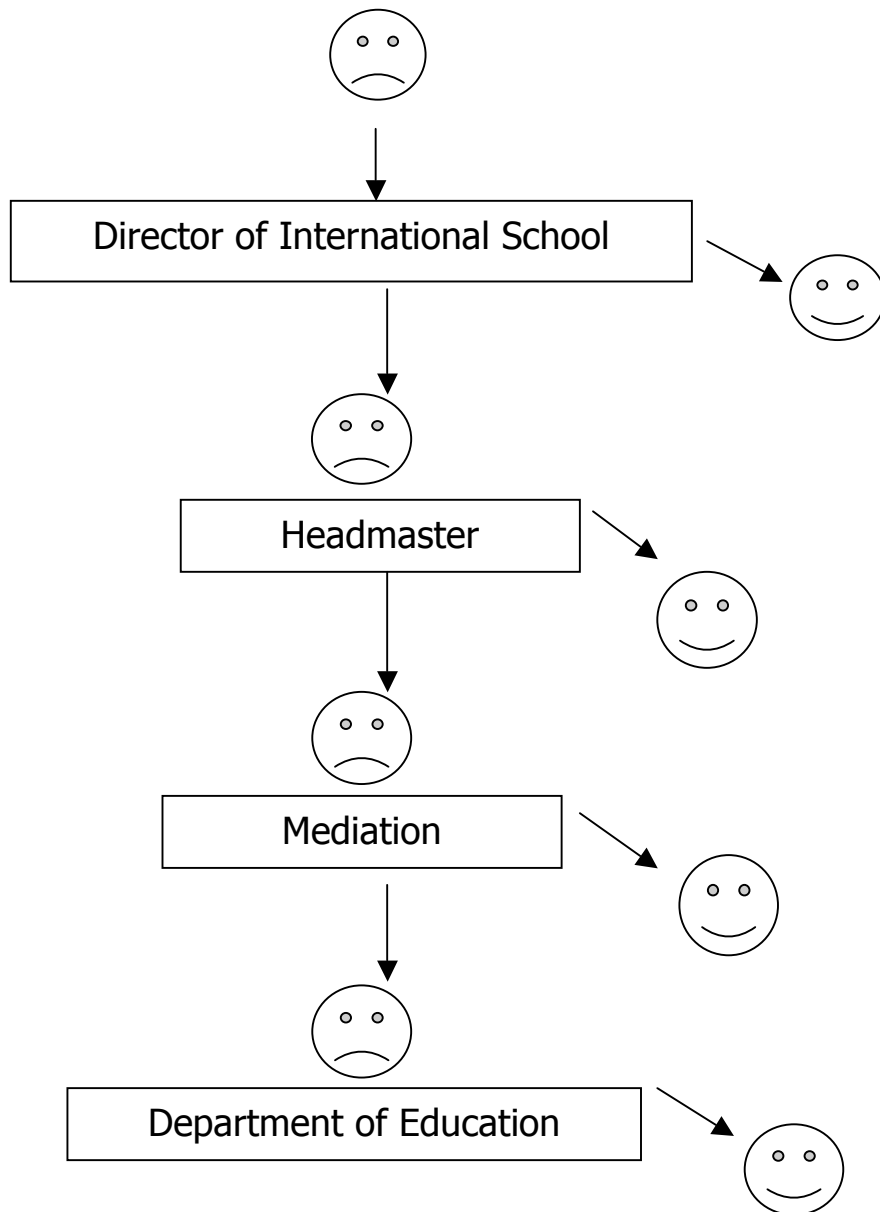
1. Discuss the problem or grievance with the Director of International School, Ms Debbie Kemish.
2. If there is no resolution, notify the Headmaster, Mr Paul Browning and provide details of the complaint in writing.
3. You may nominate a support person, to accompany you at any stage of the dispute resolution process.
4. If attempts to resolve the dispute within St Paul's fail, you can appeal to the Overseas Student Ombudsman. Find out more at www.oso.gov.au or phone 1300 362 072.
5. Nothing in the School's Dispute Resolution Policy negates the right of any overseas student to take action under Australia's consumer protection laws in the case of financial disputes.
6. Nothing in the School's Dispute Resolution Policy negates the rights of any overseas student to pursue other legal remedies.
7. If a student is concerned about the actions of the School they may approach the Chief Executive of the Department of Education, Training and Employment, who, under part 2, division 2 of the Education (Overseas Students) Act 1996, may suspend or cancel the registration of a provider or a course if a breach of the requirements of registration provision is proved. Concerns or complaints about the conduct of a registered provider should be addressed in writing to:

The Manager
International Quality (Schools) Unit
DETE
LMB 527
BRISBANE QLD 4001

7. This process will commence within 10 working days from formal lodgement.
8. You will be given a written statement of the outcome, including details of the reasons for the outcome.

Complaints and Appeals Flowchart

- the following is a visual summary only – for full details, refer to the full Complaints and Appeals Procedure.



If you want to complain or appeal this decision, you can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman is free and independent. Find out more at www.oso.gov.au or phone 1300 362 072

St Paul's School Orientation Program

Within your first week at St Paul's School you will do the following:

- Meet the Director of International Studies, Ms Debbie Kemish
- Meet the School Registrar, Mrs Michelle Davies
- Meet the Homestay Coordinator, Ms Simone Green
- Meet the Director of your Sub-School (finalise subjects)
- Meet your Head of House and House Tutor – your Tutor will also issue you with a School Diary.
- Tour the School campus, including the Geise Library and the Tuckshop
- Purchase your School uniform
- Complete an assessment of your English abilities
- Receive Homestay Orientation information
- Be given a list of your initial stationery needs which you will be required to purchase.
- Collect your School Laptop
- Receive an AHM card and information about the Overseas Health Coverage.
- Finalise transport arrangements to and from School
- Have photo taken for Student Identification Card

