



Cumberland High School

Excellence in Education

INTERNATIONAL STUDENTS' ORIENTATION HANDBOOK 2025



Education
Public Schools



DE International Contacts

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ABOUT THE SCHOOL

WELCOME

Cumberland High School has provided excellence in education since 1962. We value our traditions and history while fostering an environment of high academic success and a love of learning. Our focus is the development of young men and women with the confidence, skills and experience to excel in life beyond school. Excellence, leadership, enrichment and student wellbeing are crucial components of education at Cumberland High School.

We believe that students thrive when they are engaged in a challenging academic program. Our approach is aimed at ensuring our students extend themselves, that they seek out opportunities and are solution focused in their thinking.

The foundation for the above is provided by our professional, experienced and highly committed teachers who are invested in their own professional learning to enable student success.

Cumberland High School offers a diverse curriculum in both traditional and innovative disciplines. We focus on the integration of Information Technology across all subjects while simultaneously delivering on the key skills of academic literacy and numeracy, preparing students to function effectively in a complex information landscape.

Working actively with ten of the surrounding local schools on a number of combined initiatives including the School Excellence Program, Community of Schools Film Festival, Education Week initiatives and combined professional learning activities for staff, Cumberland High School is proud to be involved in this Community of Schools Program.

We also offer an extensive range of leadership opportunities for students in all cohorts as well as a variety of enrichment programs designed to develop and extend your child's academic, creative and sporting skills, talents and interests.

Cumberland High School is committed to the ongoing development of each student through our core values of Respect, Responsibility and Excellence.

“FINIS CORONAT OPUS”
- Strive to Achieve -

PRINCIPAL'S MESSAGE

Cumberland High School takes great pride in providing excellence in education. Since 1962, we have maintained a strong focus on meeting the individual needs of every student in every classroom.

Our diverse learning community supports and works with each other to ensure our students have the skills and capabilities to succeed in and beyond school. Our learning spaces are safe and challenging environments that allow students to achieve to their academic, leadership and social potential.

At Cumberland High School, we value Respect, Responsibility and Excellence, which ensure our expectations of ourselves and each other remain high. As a Positive Behaviour for Learning school, we regularly reinforce these values in all that we do. This is also supported by strong wellbeing initiatives that ensure our students are healthy, happy, engaged and successful.

Students at our school are known as individuals. They are actively involved in the design of learning, academic and wellbeing goals. Achievement of these goals is supported by a strong report conference program, quality teaching and committed staff who are strong advocates for our students.

As a diverse community, we welcome and celebrate the achievements of our students from Language Backgrounds other than English, high potential and gifted learners, students with additional learning needs and Aboriginal and Torres Strait Islander students.

Cumberland High School has a strong history of cultural, sporting and academic successes, which include outstanding achievements in the HSC and NAPLAN. The rich Journey Program, Concert Band, Vocal Ensembles and Community Mentoring initiatives, as well as the Cumberland Community of Schools with our ten surrounding local schools, continue to provide the platform to cater for students' academic, creative and sporting talents and interests.

Welcome to the Cumberland High School family.



Mr Luke Fulwood
Principal

SCHOOL DIRECTORY

Key Staff - International Student Program:



Ms Shannon Un
International Student Coordinator (ISC)

Ms Un can speak to you regarding any concerns you may have about your school, health, homestay issues or if you require a leave request or change of address form. She is located in the staffroom for the *Faculty of Social Sciences* – downstairs in D Block. Ms Un speaks English and Cantonese



Ms Johanna Ashton
Deputy Principal
Years 7, 9 11



Mrs Matina Shadwick
Deputy Principal
Years 8, 9, 12



Ms Sabreen Khan
EAL/D Teacher



Ms Leyla Tabibi
EAL/D Teacher



Ms Jane Saggerson
Student Administration

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

Year Advisors and Head Teachers

Our Student Year Advisors are assigned one cohort for the six-year high school period, allowing for students to build a strong and open relationship with their Advisor. Student Year Advisors work closely with the Head Teacher in charge of the Wellbeing Team, School Counsellors and Deputy Principals so that the wellbeing of each child is enhanced. Subject Head Teachers are also available to all students to discuss their subject concerns and to communicate any problems regarding their work.

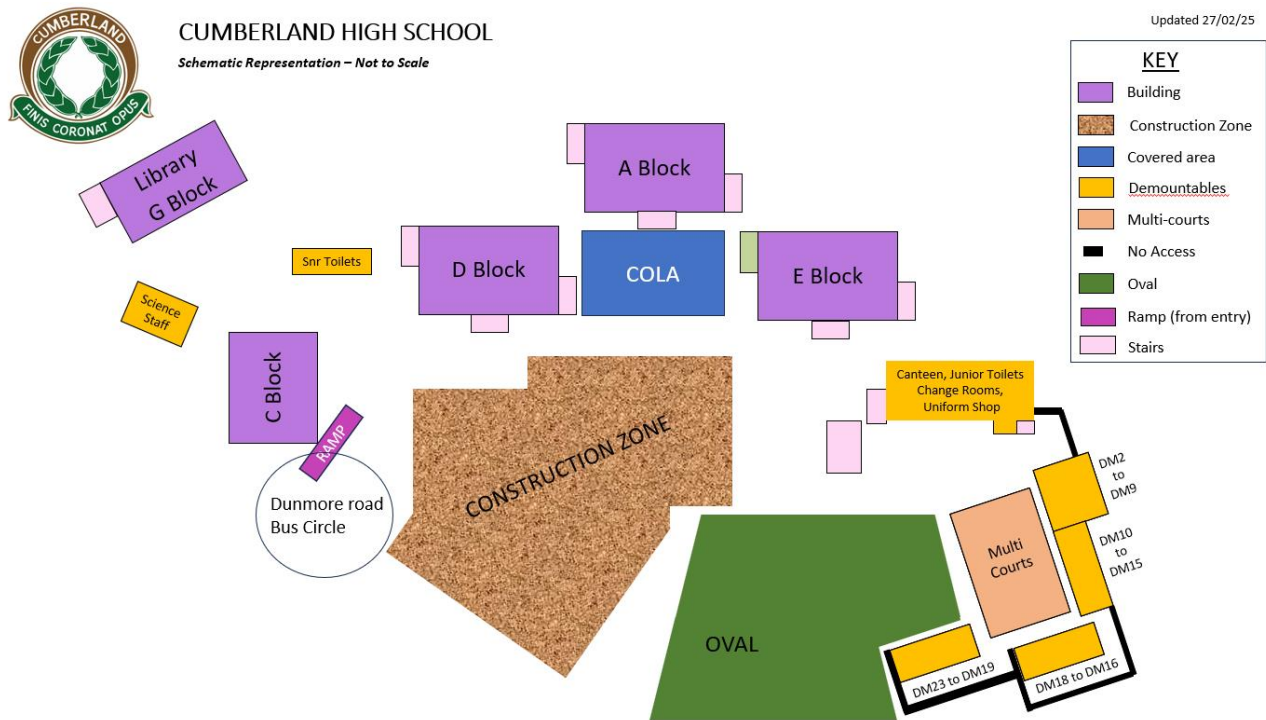
Year Advisors

Year 7	Mr Mizael Santos (CAPA staffroom) Ms Isabelle Goodacre (CAPA staffroom)
Year 8	Mr Thomas Chan (Science staffroom) Mr Michael Hahm (Maths staffroom)
Year 9	Mr Campbell Duffy (History staffroom) Ms Samantha Borg (Science staffroom)
Year 10	Mr Locklen Kwan (Science staffroom) Ms Karen Stonnill (LDW staffroom)
Year 11	Ms Kari Isachsen (English staffroom) Ms Letitia McCubbin (English staffroom)
Year 12	Mr Aaron Langdon (PDHPE staffroom) Mr Adam Shearer (PDHPE staffroom)

Head Teachers

Administration	Mr James Ford (relieving) and Ms Helena Rosenkranc (relieving)
Careers Advisor	Ms Nivanthi Ratnayake
English/EALD	Mr Steve Duhigg
History	Mr Adrian Condell
Social Sciences	Ms Evette Jaajaa
Mathematics	Mr Geoffrey Bell
Science	Ms Samantha Borg (relieving)
Arts	Mr Bradley Smith (relieving)
Technological and Applied Studies (TAS)	Mr Benjamin Wood
Personal Development, Health and Physical Education (PDHPE)	Ms Breana Hoppe and Mr Joshua Wilson
Learning Design and Wellbeing	Ms Alison Bovill
Teaching and Learning	Mr Christopher Lummis
Secondary Studies	Mr Jonathan Wilcox

SCHOOL MAP



Cumberland High School is currently undergoing extensive refurbishment and construction. The above map may change as our new building progresses.



SUPPORT SERVICES

Counselling

Ms Stranges, Ms McLaren or Ms Manassa are the School Counsellors, and they are located in the Counsellor Room in D Block (downstairs).

What is a School Counsellor?

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

This service is free and confidential.

Why do students see the Counsellor?

Academic problems

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

Personal problems

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

Meet the Counsellor

Students may:

- Go directly to the counsellor's office during a break.
- Ask a teacher to refer them to the counsellor.
- Ask at the office if the counsellor is available to see them.

English as an Additional Language/Dialect (EALD) Support

Cumberland High School offers a number of dynamic EAL/D learning support options including:

- Additional English classes/English Fundamentals in Year 11 and 12 to enhance student mastery of the English language.
- English elective classes to strengthen English curriculum delivery in Year 9 and 10.
- Strong literacy program with intensive language support to enhance academic literacy

Welfare/Learning Support Head Teacher

At Cumberland High School we provide a proven comprehensive student wellbeing structure that caters effectively for the need of our students. Our Wellbeing Team works with staff, students and parents to prioritise and address important issues pertaining to peer relations, academic concerns or any other problems.

From the very beginning of Year 7, our students are linked with Peer Support Leaders. Our leaders are there to assist the younger students to settle into Cumberland High School and develop a sense of the "Cumberland Spirit"

Other programs offered as part of the student wellbeing program include:

- AMPing it Up Mentoring Program
- School Diary
- Peer Tutoring
- Positive Behaviour for Learning
- Community Mentoring
- Police Youth Liaison Officer seminars
- Ysafe sessions
- Strengths Summits
- Year 7 Camp
- Year 10 Careers Conference and Work Experience Program
- Year 11 Life Ready Program
- Library study sessions every Wednesday afternoon from 2:25pm
- Year 10 Getting It Right Day



Careers Advisor

Careers Advisors help students explore their education and career options. For International Students, the Careers Advisor:

- Guides students to decide on and develop career goals, explore career options and create effective career and transition strategies in individual/group meetings.
- Delivers lunch time career workshops specific to the needs of International Students.
- Hosts guest speakers from TAFE NSW, private colleges and universities to talk to students about their tertiary study options.
- Helps students, parents and carers understand how the curriculum subject selection, HSC, further education and training, as well as employment impact on career decisions.
- Provides workplace learning opportunities.



Homework Centre

When students are seeking additional support for their studies the best practice is to consult with the classroom teacher. If further assistance is required, the Head Teacher of each subject area can follow up with further support. In addition to the faculty staff the Learning Design and Wellbeing faculty offer homework, assessment and general educational support for interested students. This may be in the form of lunch time support to complete tasks or additional target support in specific areas of need.



Studying in the Library

Our library is open after school on a Wednesday from 2:30pm to 3:30pm if students wish to study or use the computers for schoolwork and assessments. It is also open each day before school from 8:20am and during recess and lunch.



RULES AND POLICIES

Bell times

MON/THU/FRI	
SESSION 1	8.40
(late bell)	8.45
RECESS	10.05
SESSION 2	10.25
SESSION 3	11.45
LUNCH 1	1.05
LUNCH 2	1.25
SESSION 4	1.45
SCHOOL ENDS	3.00

WEDNESDAY	
SESSION 1	9.00
(late bell)	9.05
RECESS	10.20
SESSION 2 (Yr 7 SPORT)	10.40
LUNCH 1	12.00
LUNCH 2	12.20
SESSION 3 Yr 7 (Yr 8-12 SPORT)	12.40
SESSION 4 Yr 7 (Yr 8-12 SPORT)	1.45
SCHOOL ENDS	2.25

TUESDAY HOME ROOM/ COLA ASSEMBLY/MEETINGS	
HOME ROOM	8.40
(late bell)	8.45
SESSION 1	9.05
RECESS	10.20
SESSION 2	10.35
SESSION 3	11.50
LUNCH 1	1.05
LUNCH 2	1.25
SESSION 4	1.45
SCHOOL ENDS	3.00

TUESDAY FORMAL ASSEMBLY	
HOME ROOM	8.40
(late bell)	8.45
SESSION 1	9.30
RECESS	10.35
SESSION 2	10.50
SESSION 3	12.00
LUNCH 1	1.10
LUNCH 2	1.30
SESSION 4	1.50
SCHOOL ENDS	3.00

Assessments and Homework Policy

Assessments

Students from Year 7 to 12 will be issued with an assessment booklet at the beginning of the year. The assessment booklet will outline all subject requirements, assessment tasks, assessment weightings and dates. It is essential that ALL assessment tasks are submitted reflecting the learning and achievements of each student.

Homework

Homework is regularly provided by teachers. The purpose of homework is to consolidate learning or prepare for future classes.

The average time for your homework and study should be:

- Year 7 and 8 – 1 hour per night
- Year 9 and 10 – between 1-2 hours per night
- Year 11 and 12 – between 2-3 hours per night



If there are no set tasks for any particular night, students are expected to revise schoolwork and ensure that all work is up to date.

Uniform and Dress Code

Uniform Shop Times

Monday 8am – 11:30am, Wednesday 10am – 1pm and Thursday 10am – 2pm

Students are expected to wear full school uniform at all times including to and from school.

BOYS

Junior and Senior Boys – Summer and Winter

- College grey trousers/shorts
- Plain black belt
- Short sleeve white shirt with school logo
- School tie
- Short grey striped socks
- Black leather lace up shoes (no boots or trainers)
- Official school bottle green jumper, sloppy-joe or sports tracksuit jacket
- School cap, black with school

GIRLS

Junior Girls - Winter (Terms 2 & 3)

- Green skirt or green trousers
- White blouse with school logo
- Black leather lace up shoes (no boots or trainers)
- Black tights/pantyhose or white socks
- Official school bottle green jumper, sloppy-joe or sports tracksuit jacket
- School cap, black with school logo

Junior Girls – Summer (Terms 1 & 4)

As per junior girls winter uniform, except green and white checked dress preplaces winter skirt/trousers and blouse

Senior girls – Summer and Winter

As per junior girls in winter except checked skirt is worn instead of plain green

ALL SENIORS:

- A blazer is compulsory for all Prefects
- The Year 12 Jersey/Jacket annual design approved by the Executive is permitted from the beginning of their final year of school only.

Sport and PE Uniforms

Students are able to wear full sports uniform on Wednesdays or specified sport days (e.g. School Carnival or Year 7 Gala Day).

Full sport uniform to be brought to school on designated days.

- Bottle Green polo shirt with school logo.
- Shorts – unisex bottle green shorts with school logo.
- CHS School Track suit – optional (winter only).
- Trainers/joggers and white socks.
- Cap – black with school logo only.

Please Note: Hair ornaments must be in school colours (i.e. bottle green). Studs or sleepers may be worn in ears. Other items like jewellery are discouraged for security and safety reasons. Make-up and brightly coloured nail polish are discouraged, as is brightly coloured hair. Other items of clothing not specified above are not to be worn – even if in correct school colours (except for cultural/religious reasons approved by the Principal).



Footwear

The Department of Education and WHS regulations state that protective footwear must be worn in all specialist rooms. In particular, practice sessions in Industrial Technology, Food Technology and Science must wear fully enclosed, lace-up shoes. Soft shoes and sandals are not acceptable. Additional requirements may apply in some courses.

Note: Gym shoes/sport shoes/joggers are not acceptable as part of the school uniform (except Wednesday Sport Day).

Food Technology

Year 8-10 Food Technology students must wear an apron during practical lessons. This is supplied in class. Year 11 and 12 Hospitality students are fitted with protective uniforms at an additional cost.



Industrial Technology

An apron and safety glasses must be worn and is provided as part of the students' course fees.

Canteen

Students can bring their food from home or buy it from the canteen. The canteen is open before school, recess and lunch. Students are not allowed to leave the school grounds to buy food. Payment may be made with cash or card. NO MOBILE PHONES may be used to pay for purchases.

The school canteen operates every day and sells a wide range of foods including noodles, rice, burgers, salads, sandwiches, wraps and a selection of hot meals, snacks and drinks.

Orders for lunch can be taken before school or recess. To avoid disappointment students are encouraged to order their lunch at these times.

Change of Address

If you change your address, you must inform the school of the change within 7 days. This is a student visa condition. You can use the **Under 18 Request to Change Welfare Arrangements** form in the Forms section at the end of this booklet.

Absences, Lateness or Leave Requests

What do I do if I...

Am late	If you arrive after 8:40am, go to the front office to sign in. You will be issued a late slip which should be presented to your homeroom teacher or the teacher of your class.
Am unwell	Report to the front office with a note from your class teacher.
Am absent	Your guardian will need to either respond to the school's text message/ring the front office/or send an email clearly stating your name and year group, explaining the reason of your absence.
Plan to leave early	Present a note from your guardian to your International Student Coordinator, Ms Un. Sign out at the front office at the time of departure.
Not in full school uniform	Bring a note from your guardian. Present it to your Deputy Principal and collect a uniform pass for that day.
Having problems	Inform your Year Advisor, a teacher, a Deputy or the school counsellor.
Have lost some property	Report it to the front office.
Need to obtain a travel pass	Apply online at www.transportnsw.info/school-students
Am lost	Aska teacher or report to the front office.
Lost my timetable	See your year Advisor or ask the front office for assistance.
Am being bullied	Read the resilience section in your diary for strategies and tell a teacher.
Don't understand the work	Ask your teacher for help or check with the Teacher Learning Support.
Want career advice	See the Careers Advisor.

Attendance requirements for student visa holders

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

What if my attendance falls below 80%?

- A **warning letter** will be sent to you and your parents and your carer in Australia.
- You will have to attend an interview and explain why you have been away.
- If you have any supporting documentation such as **medical certificates**, present them as evidence.
- Your attendance will continue to be closely monitored. If your attendance does not improve, you will be sent a **second and final warning letter**.

What if my attendance falls below 80% over two terms?

- An **Intention to Report** letter will be sent to you. This letter tells you the school's intention to report your low attendance to the Department of Home Affairs because you have breached your student visa condition.
- You will be given 20 school days to **appeal** to the Principal and explain why the school should not report your low attendance to the Department of Home Affairs.
- The school will inform you of the appeal outcome and if unsuccessful, your outcome letter will provide information on how to access the external appeals process through the NSW Ombudsman.
- If all your appeals are not successful, you will be reported to the Department of Home Affairs and they may decide to cancel your visa.

Misbehaviour, Suspension and Expulsion

Cumberland High School has high expectations of our students and staff, and we are committed to delivering the excellent public education that parents, carers and the community rightly demand. Our code of conduct is based on our three core values of RESPECT, RESPONSIBILITY and EXCELLENCE.

Students are expected to:

- Promote the school image by wearing full school uniform with pride
- Be prepared with the correct school equipment for all activities
- Respect other peoples' belongings and take care of the school and its properties
- Be punctual to class and all school events
- Act safely while at school and on the way to and from school
- Be responsible for their own actions
- Respect all people irrespective of gender, race, religion, sexuality, ethnicity, socio-economic status, age, education or disability
- Actively participate in learning as a member of the school community
- Strive to achieve their personal best in all school activities
- Interact with staff members and peers in a respectful and positive manner
- Discuss any concerns with staff to do with their well-being and/or that of their peers
- Display positive behaviour at all times
- Engage in appropriate use of digital media and electronic devices in and away from school

Long suspension and expulsion

International students will be reported to Immigration if they are:

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

What happens if I am suspended or expelled from school?

- You will be given an Intention to Report letter and will be given 20 school days to appeal to the Principal and explain why the school should not report you to Immigration.
- If your appeal is unsuccessful, you will be contacted by Department of Education International to advise you of your further appeal rights
- If all your appeals are unsuccessful, you will be suspended or expelled depending on the case. You will be reported to Immigration and they may decide to cancel your visa.

Anti-bullying

Cumberland High School is committed to providing a safe and caring environment that fosters respect, responsibility and excellence.

Bullying is not tolerated in our school and will not be accepted in any form. All students have the right to expect that they will spend the school day free from the fear of bullying (including cyberbullying), harassment, intimidation and victimisation.

The Cumberland High School Anti-bullying Policy and Code of Conduct is issued to each student on enrollment. Should students feel they are being treated in breach of these policies, they are encouraged to inform their teacher or Year Advisor.

Electronic Devices and Mobile Phones

The increased ownership of electronic devices requires the school to have rules to ensure that all devices are used responsibly by students.

At Cumberland High School, electronic devices are defined as: mobile phones; ipads; laptops; personal listening devices (ipod's etc); digital cameras; stereos and speaker systems. Earphones; airpods and headphones are considered part of the electronic device.

This policy outlines what is the acceptable use of the phone and other electronic devices and the consequences if a mobile phone or electronic device is used outside these policy guidelines.

ALL electronic devices must be turned off (ie not in silent mode) and put away (in the student's bag) from the commencement of Home Room until the end of Session 4

If students require access to their mobile phone for medical reasons, medical documentation from parents and health professionals will be required and a meeting with the relevant Deputy Principal to discuss.

Mobile phones will not be able to be used to make purchases at the front office or canteen after the first bell. Students and families will need to prepare for alternative payment methods such as card or cash. Use of phone for payment can only occur before school. The canteen takes recess/lunch orders from 8am and the front office takes payments from 8.20am.

Parents are reminded that if they need to contact their child urgently, they should contact the school on 9871 7718 and the office staff will assist in communicating any messages.

Unacceptable use of electronic devices:

- Electronic devices should not be used to make calls, send SMS messages, listen to music, surf the internet, record, take photographs/videos or any other application during and between lessons (note the exception described under Acceptable Uses). This also includes the use of mobile phones to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, social media, video or other data transfer system available on the phone
- Electronic devices must not be used to photograph/video students and teachers in the classroom or playground unless approved by the School Media Team
- Mobile phones must not disrupt classroom lessons by ringing, beeping or vibrating
- Electronic devices are banned from examination/test/assessment task situations (either in the hall or classroom) due to their ability to store data, transmit messages and disturb others

It is very important that students understand that electronic devices are not to:

- Disrupt the learning environment
- Interfere with the operation of the school
- Threaten the safety or wellbeing of any person

Should there be a breach, the consequences will be as follows:

- In an examination/test/assessment task situation (either in the hall or classroom) a student caught using any electronic device will be awarded zero marks for that examination/test/assessment task. The student's electronic device will be given to the Deputy Principal by a teacher on duty
- During school hours, students who have an electronic device (such as their mobile phone) visible will have their device confiscated and placed in a labelled envelope and taken to the Front Office where the student may collect their device at the conclusion of Session 4
- If the student continually re-offends, the parent will be contacted. The student may face disciplinary actions as outlined in the Cumberland High School Code of Conduct
- Students using electronic devices such as mobile phones to intimidate or bully other students will face disciplinary actions as outlined in the Cumberland High School Code of Conduct

Safety and Security of Electronic Devices

The safety and security of electronic devices is the responsibility of the owner. The school accepts no responsibility if a device is lost, stolen, damaged or misplaced. This includes travelling to and from school.

Merit System

The school's merit scheme is acknowledgement of outstanding school endeavours. This may be for things like:

- Consistent effort in class
- Outstanding homework or assignment work, seeking additional work independently of the class teacher
- Upholding school values
- Extra-curricular or sport activities
- Sustained improvement in any area including achievement of goals

When you have the required merit awards, give them to your Year Advisor who will record them and award you an award equivalent to the level achieved. This will be presented to you at assembly.

You can achieve the Cumberland High School Medal of Excellence by following these steps:

BRONZE = 15 merits	
SILVER = 30 merits	
GOLD = 45 merits	Faculty Award Year Advisor Award Letter of Commendation = 5 merits
PLATINUM = 60 merits	Deputy Principal Award = 10 merits
TITANIUM = 75 merits	Principal Award = 15 merits
 MEDAL OF EXCELLENCE = 100 merits	

ACADEMIC CURRICULUM

Stage 4 (Years 7-8)

- Drama
- English
- Geography
- History
- Languages
- Literacy
- Mathematics
- Music
- PDHPE
- Science
- Sport
- Technology and Applied Studies (TAS)
- Visual Arts

Stage 5 (Years 9-10)

In order to satisfy the minimum requirements for the RoSA at Cumberland High School, students will complete the following course of study throughout Years 9 and 10:

- English
- Geography
- History
- Mathematics
- PDHPE
- Science
- Sport

*In Years 9 and 10 **three** more subjects must be chosen from the following Electives:*

- Commerce
- Computing Technology
- Design and Technology
- Drama
- Elective History
- English Additional
- Food Technology
- Industrial Technology – Timber
- Japanese
- Music
- Photography and Digital Media
- Physical Activity and Sport Studies (PASS)
- Visual Arts
- iSTEM

Note: No class will be formed for any elective subject unless a sufficient number of students choose that subject.

Stage 6 (Years 11-12)

It is a NSW Education Standards Authority (NESA) requirement that students' study and successfully complete a minimum of 12 units in Year 11. Students who choose to complete other courses must do so in addition to the 12 units completed at school.

Both years MUST include the following:

- At least 6 units from Board Developed Courses, (including at least 2 units of a Board Developed Course in English)
- At least three courses of 2 units of value or greater.
- At least four subjects.
- No more than 6 units of science courses.

Note: Please be aware, in Year 11 at Cumberland High School all students need to study English and Mathematics.

Students may also select from a range of VET courses offered either on site or through TAFE



Course Progress Requirements for Student Visa Holders

There are additional course progress requirements for international students:

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

SCHOOL ACTIVITIES

Co-curricular and extra-curricular activities enrich student education and experience, providing them with opportunities to extend and refine their skills, talents and interests.

Cumberland High School has a tradition of Excellence in Music. We have a large ensembles program that caters for students of all levels of musical experience. We offer an extensive instrumental tuition program. Students are able to learn string (including guitar and piano), brass, wood wind and percussion instruments. Our tutors are industry professionals or undertaking study at a university level.



A number of our students who have been a member of the tuition and ensembles program have gone on to achieve in the top 10% of the state in music.

Students have several performance opportunities to showcase their talents throughout the year including Music Concert, Winter Band Tour, MAD and Band Camp concert. MAD is an evening concert that celebrates the creative and performing arts. Artworks, dance, drama and musical items are featured.

Band tours bring our ensembles to our local primary schools. Our students perform a concert that highlights the exceptional musical abilities of the ensembles. Band tours allow us to forge strong links with the community and our local schools.



The Arts Faculty offers a wide range of extra-curricular opportunities for students with artistic and creative talents. Students can enter and participate in various art, Japanese and photography competitions throughout the year. Japanese Club is open to all students in the school and provides students an opportunity to partake in both modern and traditional cultural activities.

Sport plays an important part in the life of students at Cumberland High School. Year 7 students participate in compulsory in-school sport on Wednesday mornings and Year 8-12 participating in a Grade Sport or Recreational Sport on Wednesday afternoons.

Grade Sport provides students with the opportunity to compete against other schools on the sporting field while Recreational Sport allows students to enjoy sport in a less competitive environment here at the school.

Many other opportunities exist for our students to shine in the sporting arena including our Year 7 Gala Day, a longstanding tradition with James Ruse Agricultural High School that sees Year 7 students from both schools compete in a variety of sports while Year 9 and 10 students act as team managers and referees.



Another longstanding traditional at Cumberland High School is the annual interschool Wauchope Carnival which consists of three intensive days of sporting competition between the two schools. Each year since 1976 there has been an annual sporting/cultural/social exchange between the students and staff of Cumberland and Wauchope High School.



Wauchope is a small country town about 20km inland from Port Macquarie on the North Coast. Each year 100 students are selected from each school to make up the various teams that will compete for the Jack Parsons Memorial Shield.

Our annual Swimming Carnival and Athletics Carnival are compulsory whole school events that are fun filled days for students that are competing to represent our school at Zone, Regional and State levels as well as for those students participating in non-competitive events. These carnivals showcase the best of the “Cumberland Spirit”.



The Science Faculty has been running programs with professional to develop student skills and knowledge in science. CSIRO STEM program allows students to be paired with local STEM professionals to mentor them through the projects with exposure to contemporary STEM practices. The Future Project provides students interested in science and engineering, an opportunity for challenge, self-directed learning, extension and endeavour.

Our school's leadership programs include Peer Support, Peer Tutoring and Cumberland Connects. In these programs, students take on a leadership role in mentoring younger students. This supports students to develop self-development skills and strengthen their connectedness to Cumberland High School and the wider community.

To enhance student skills in speech writing and speaking confidently in front of others, the English faculty and Learning Design and Wellbeing team runs the Debating and Public Speaking Club. Students who are interested in law can join the Mock Trial Team with meetings that mostly occur at lunch and after school. Students prepare a legal case and compete against other schools. Schools are exposed to real life court case scenarios and use critical thinking to achieve the best outcome for their case. There are a range of roles such as witness, barrister and solicitor.

There are also a wide list of extra-curricular club activities offered during the school's lunch time such as the Chess Club, Chill Out Tuesday and First Friday Fiction Book Club. Students across different year groups can interact and socialise with each other, promoting good wellbeing and teamwork.

LIVING IN AUSTRALIA

STAYING SAFE

In case of an Emergency:



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 Eastwood Police Station

Address: **3 Ethel Street**
Eastwood NSW 2122

Phone: **02 9858 9299**



The nearest medical centre is 1 Health Medical Centre

Address: **Carlingford Court Shopping Centre**
Pennant Hills Road, Carlingford

Phone: **02 9873 3888**



The nearest hospital to the school is Ryde Hospital

Address: **9 Denistone Road**
Eastwood NSW 2112

Phone: **02 9876 0199**

Homestay 24 HR Hotline

If you are living in a homestay or with a parent nominated carer (distant relative or a close family friend), you can contact talk to your carer that you are registered with if you need help. Alternatively, you may wish to contact the homestay company that your carer is registered with on their 24 hour hotline. Contact your International Student Coordinator if you do not know the name of your carer's registered homestay company.

Auzzie Families Homestay Care

Contact: Ms Gloria Wang

Phone: (+61 2) 8328 8499

Mobile: 0419 628 168 (24 hours)

Email: info@auzziefamilies.com

Website: www.auzziefamilies.com

Oz Homestay

Contact: Ms May Yung

Phone: (+61 2) 9325 6988

Mobile: 0421 556 374 (24 hours)

Email: info@ozhomestay.com.au

Website: www.ozhomestay.com.au

Global Experience

Contact: Ms Agnes Ong

Phone: (+612) 9264 4022

Mobile: 0430 008 448 (24 hours)

Email: sydney@globalexperience.com.au;

Website: www.globalexperience.com.au



Important Safety Tips

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

- **Always plan** your trip home, especially at night. You may want to pre-book a taxi/Uber or arrange transport with a friend. Always make sure you have enough money to get home.
- Avoid staying out past 8pm.
- If you have a part-time job, do not work during school nights Monday – Thursday and return home by 9pm on weekends.

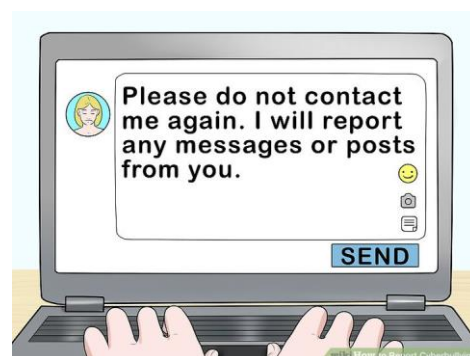
*Note: Students **must** have been enrolled for at least 6 months in high school before working, and **must** provide a letter of consent from their parents. IEC students are not eligible to work.*

- Try to travel with a friend or in a group at night.
- Keep your bag and belongings close to your body and where you can always see them.
- Leave valuables at home if you don't need to take them with you. This includes jewellery, electronic equipment such as your laptop and your passport.
- Do not carry large amounts of money with you. The majority of retailers accept electronic payment through cards or payment systems on your phone. You can take money out at ATMs found in shops, supermarkets, petrol stations, shopping malls, shop fronts and many other public places.
- Do not accept parcels that do not directly belong to you. You will be held legally responsible for the contents of the parcels.
- Do not pay for school fees through people who offer discounts. This is a SCAM.
- Call 000 in the event of an emergency. Remember, calls to 000 are free of charge.

Cyber Safety

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

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



You can find more information on the Kids Helpline website at :

<https://kidshelpline.com.au/teens/issues/online-harassment>

Road and Public Transport Safety

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



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

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



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

Safety Apps

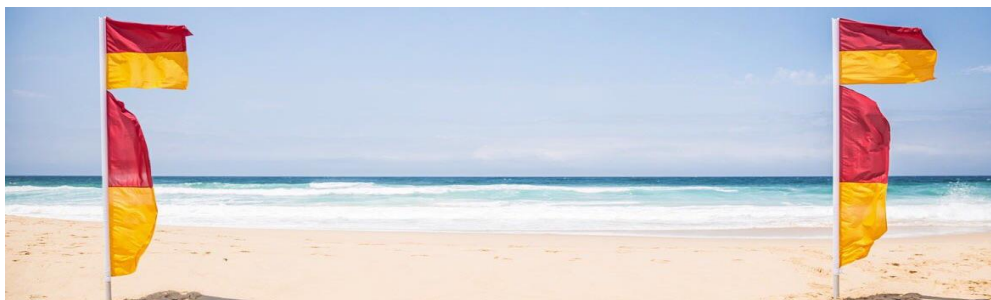
The **Emergency Plus app** is a national emergency app that anyone can use in Australia to get help as soon as possible in an emergency situation.

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

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



Spot and survive a rip current

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

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

YOU CAN SURVIVE A
RIP CURRENT
BY KNOWING YOUR OPTIONS

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>

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

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

TO ESCAPE A RIP CURRENT, SWIM PARALLEL TO THE BEACH

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

Australian for life.

Reporting Incidents and Seeking Help

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

**If you are in immediate danger, or wish to report an incident:
Police/Ambulance/Fire Brigade at 000**

If you need help at school:

- Your International Student Coordinator Ms Shannon Un (HSIE staffroom, D Block downstairs)
- School Counsellors Melissa Stranges, Elyse McLaren & Lamya Manassa (D Block downstairs)

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 AND THE LAW

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

It is illegal to ride a bike without wearing a helmet
It is illegal to ride an e-scooter in NSW
It is illegal to purchase and consume alcohol if you are under 18 years of age
It is illegal to purchase and smoke cigarettes/vapes if you are under 18 years of age
Possession and use of illegal drugs is a criminal offence
It is illegal to use a mobile phone whilst driving

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) licence once you have turned 17 and you:

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

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

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

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

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



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

WORKING PART-TIME

Part-Time Work and 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.

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

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

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

Tax File Number

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

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

Workplace Rights

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

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

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.

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

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

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

Pay

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

National Minimum Wage

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

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



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

TRANSPORT

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

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



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

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

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

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

ACCOMMODATION

Homestay for under 18's

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

Rules and expectations

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

- ✓ **Follow the rules**
Because your accommodation has been approved by DE International, it is important that you follow the rules to make sure you stay safe during your stay in Australia:
- ✓ **Come home for dinner every day** – you are expected to come home after each school day. You cannot stay overnight at a friend's or relative's place without approval from DE International
- ✓ **Follow the curfew time** – on special occasions when you have to come home late, be sure to let your host parent know. Please note you should be home by 8pm on weekdays and 9pm on weekends
- ✓ **Stay in a homestay arranged by one of the three approved homestay providers** (refer to section 9.2) and seek approval from DE International if you want to move
- ✓ **Do not invite friends to stay at your homestay overnight** without your host parent's consent.

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

- keep your room clean and tidy during your stay
- do not eat in the bedroom for hygiene reasons
- tidy up or clean up after yourself around the home
- call your host parent if you are running late
- turn off the lights and appliances when you are not using them to avoid wasting energy
- take short showers no longer than 10-15 minutes to save water, especially during a drought season
- switch off your devices by 11 pm and be considerate of household members who may be sleeping
- Internet should only be used for school purposes, and not for playing games until early hours of the morning.
- be sure to help keep the home secure by closing and locking the doors when you leave (don't lose your house keys or give them to anyone else)
- look after furniture and items in your home and always clean up after yourself e.g. bathroom/toilet, kitchen, laundry
- be respectful to all family members, friends and visitors to the home
- help out with house chores wherever possible
- enjoy spending time with family members, dine together and engage in family activities
- learn to communicate freely with your host parents and share any feelings or concerns you might be experiencing.

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

Be respectful and considerate

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

Take time to know and talk to your homestay family

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

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

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

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

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

Renting or Sharing Accommodation (over 18's)

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

The Fair Trading NSW website provides useful information on renting:

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

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

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

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

DOs:

- ✓ Let your school know your new address within 7 days (a student visa condition) and let them know of an emergency contact – this person should be a trustworthy adult friend or relative in Sydney, and preferably over 21.
- ✓ Make sure you sign a lease agreement and read and understand the terms. The agreement will protect you if there are problems with your landlord. Remember you cannot be charged for the preparation of the agreement. Keep a copy of the agreement and all other related documents.
- ✓ Check your agreement carefully so you understand what you are signing up for. A few common things to look for are:
- ✓ Rent: Check that the weekly rate is what you have agreed to and the period of the contract. You must pay your rent in advance. Your rent can only be increased after the specified period of time.
- ✓ Bond: this is a deposit that you pay to cover any damages or if you end the lease early. The maximum you can be asked to pay is 4 weeks of rent. This bond should be refunded to you at the end of your tenancy.
- ✓ Any other fees such as administrative fees, utilities (except water) etc
- ✓ Get a receipt for any rent or fees that you have paid and keep them for your records. Avoid paying in cash if possible, and make sure you ask for a receipt.
- ✓ Respect and follow the house rules, especially if you are sharing the accommodation with others. However, if the house rules are unreasonable, refer to your lease agreement and talk to your landlord.
- ✓ Keep the accommodation tidy and in good condition. Your landlord has the right to inspect the accommodation, but they cannot show up without giving you notice.

DON'Ts:

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

Problems with Your Lease

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

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

ABOUT THE SCHOOL

VISA AND COURSE REQUIREMENTS

Attendance and Course

You must attend a minimum of 80% of all scheduled classes. If you do not meet attendance requirements you may be reported to the Department of Home Affairs, unless there are compassionate or compelling circumstances (refer to section 21).

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

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

If you fail to meet the 80% attendance requirements or the course progress requirements, an Intention to Report letter will be issued to you and your guardian/carer and you will have 20 school days to appeal internally to the principal. If you do not receive a successful school appeal outcome you can then appeal externally to the NSW Ombudsman. If you fail to appeal or do not receive a successful appeal outcome, you will be reported to the Department of Home Affairs, and this may impact the status of your student visa.

Accommodation and Welfare

All students must be picked up at the airport on arrival in Australia.

- If you have requested a Homestay family be arranged, then a compulsory airport transfer will be arranged for you.
- If a relative or close family friend has been approved as your carer then arrangements must be made for them to meet you at Sydney International Airport.

If you are under 18 years, you must maintain your approved accommodation, support and welfare arrangements. If these arrangements are approved by the DE International, you must not change those arrangements without prior written approval. Requests to change the arrangements must be made in writing to DE International and signed by your parents.

If you want to change your Homestay, you should contact the International Student Coordinator at your school.

DE International recommends that students over 18 continue to live with relatives or Homestay families rather than move out to live independently. Changes to accommodation should be within reasonable travelling distance to your school.

Your parent/approved carer must notify your school of your residential address within 7 days of arriving in Australia. They are also required to notify the school if there are any changes of address and contact details within 7 days. Students over 18 years who change address must also notify their school within 7 days.

Conditions of Enrolment

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

You must adhere to school rules and the terms and conditions of enrolment as stated on the international student application form. You will receive information about school rules and expected behaviour at orientation. Your school may suspend or cancel your enrolment on grounds of misbehaviour. For further information about student behaviour and suspension and expulsion of students, contact the International Students Coordinator at your school.

Travel during school holidays, other than returning to your home country, is only permitted if you are travelling with your carer, an approved relative or on an approved school excursion. Written permission from your parents is required.

If you want to transfer to another government school, you must provide a written request to your school signed by your parents.

If you want to change provider, you must provide a written request to your school signed by your parents. For further information concerning visa regulations about change of provider, refer to the Department of Home Affairs website and the coordinator at your school.

Taking Leave

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

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 or compassionate circumstances can be provided. A deferment may affect your visa so please consult the Department of Home Affairs before submitting a request.

Guidelines for Compassionate or Compelling Circumstances

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

- illness, where a medical certificate states that you are unable to attend classes (e.g. serious medical issues or hospitalisation requiring extended time away from school)
- loss of close family members such as parents or grandparents (this must be supported with a death certificate or other evidence should be provided either prior to departure or on return)
- major political upheaval or natural disaster in your home country which may impact on your studies
- a traumatic experience which could include, but is not limited to:
 - involvement in, or witnessing of an accident
 - witnessing or being the victim of crime and this has impacted on you (these cases must be supported by police or psychologists' reports or advice)

- inability to begin studying on the course commencement date due to delay in receiving a student visa.

Approved Enrolment on Hold

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

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

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

Complaints and Appeals

DE International has a complaints and appeals process which is available on the DE International website: <https://www.deinternational.nsw.edu.au/?a=16827>.

Complaints

You should contact the International Student Coordinator at your school in the first instance if you have any concerns or issues that you wish to discuss informally. However, if you wish to make a formal complaint, you will receive a response regarding your complaint within 10 school days.

Internal appeal

You may wish to lodge an appeal if you have received an Intention to Report concerning your attendance, course progress, suspension or finances. You have 20 school days to submit a written appeal against an Intention to Report to the Department of Home Affairs that has been issued to you. Please note you may not be given the opportunity to appeal if your behaviour puts others or yourself at risk of harm. Your carer (if you are under 18) or support person (if you are over 18) must be present with you in any appeal interviews. You will receive a response regarding your appeal within 10 school days.

External appeal

If you are not satisfied with the outcome of the internal complaints and appeals process, you will be given access to the external appeals process through the NSW Ombudsman which must be submitted within 10 school days from the date that the internal appeal outcome was issued.

You must maintain your enrolment at school throughout any appeal process until the process has been completed. This, however, does not apply if you are being reported for non-payment of fees or your behaviour puts others or yourself at risk of harm.

Work

Students attending an Intensive English Program are not permitted to work part time.

To work part-time, DE International requires that you must have been enrolled for at **least six months** in your current school, have a satisfactory attendance record and provide your school with a letter of consent from your parents before beginning part-time work.

Any part-time work during school term must not interfere with your school studies and must not exceed 40 hours per fortnight during holiday periods. Please note that you should not work more than 10 hours per week during the school term as any more hours may impact on your learning.

ARRIVAL CHECKLIST

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

On arrival

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

At School:

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

At Home

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



AUSTRALIAN NATIONAL ANTHEM

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

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



SCHOOL SONG

F E D C F F G G A A A G F F D C

Hear our voi - ces prou - dly ring - ing, Clear to all the chall - enge fling - ing.
f

5 A A A A G F F D C F F G F F

Fin - is Cor - o - nat Op - us sing - ing, Hail to Cum - ber - land!
p *f*

9 F F F F F F F F F F F F

Vis - tas new en - thrall us; Worlds un - con - quered call us,

12 F F F F F F F F F F F F F F F F

May we learn the false to spurn, To fol - low truth, what ev - er may be - fall us;

17 F E D C F F G G A A A G F F D C

Sport or stu - dy alw - ays try - ing, O - thers' vic - tories ne'er de - cry - ing;
mp

21 A A A G F F D C F F G F F

Still we keep our own flag fly - ing. On - ward Cum - ber - land!
f

DE INTERNATIONAL

UNDER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family NameStudent Given Names.....

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

Student's New Address

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

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

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

Please indicate if accommodation is:

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

Reason for changing address

Name, age and gender of people residing at this address

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

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

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

CARER CONTACT DETAILS

Given Name Family Name.....

Address

..... Postcode.....

Email Address.....

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

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

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work:Mobile:

Name: Home/Work:Mobile:

Student's Signature:

Parent's Signature:

DE INTERNATIONAL

OVER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name Student Given Names

Student Reference No SO Passport No Date of Birth

Student's New Address

Postcode:

Student's Personal Email Telephone No

High School (or school preferences if school not confirmed)

Please indicate if accommodation is:

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

Reason for changing address

Name, age and gender of people residing at this address

Name Age M ☐ F ☐ Name Age M ☐ F ☐

Name Age M ☐ F ☐ Name Age M ☐ F ☐

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's Signature: Date:

DE INTERNATIONAL

LEAVE REQUEST

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

Please read and follow the instructions below carefully:

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

School: _____

Student no: _____ Date of application: / /

Student full name: _____

Student mobile number: _____

Student email: _____

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

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

Reason for leave request: _____

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

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

Parent signature: _____

Parent printed name: _____

Parent mobile number: _____

Parent email: _____

Please return this form to your school

LEAVE REQUEST FLOW CHART

STEP-1¶

The leave form must be signed by a parent¶

STEP-2¶

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

STEP-3¶

School forwards request to DE-International be signed by a parent¶

STEP-4¶

DE-International assesses your request¶

If Approved:¶



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

If Declined:¶



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

