



# INTERNATIONAL STUDENTS ORIENTATION HANDBOOK

SECONDARY SCHOOL



NSW GOVERNMENT SCHOOLS



## School Contacts

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# INTERNATIONAL STUDENTS ORIENTATION HANDBOOK

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WELCOME WELCOME



WELCOME

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# About the School

## 1. Principal's Message



Cumberland High School is a dynamic learning community that has at its core a strong sense of belonging and the pursuit of excellence.

The vibrant and positive learning culture at our school enables students to emerge empowered and resilient individuals, equipped with life effectiveness skills and able to contribute positively as citizens of the 21<sup>st</sup> century.

At Cumberland High School, we maintain a whole-school focus on innovative teaching practice and the achievement of personal best throughout our core values Respect, Responsibility and Excellence. We encourage all students to seek help actively when required and engage in the many and varied school activities and opportunities.

As an all-inclusive learning community, we believe in the provision of collaborative leadership that supports professional learning and a diverse curriculum with an emphasis on student and staff leadership, strong partnerships and ongoing personal growth.

Welcome to Cumberland High School!

**Mr Luke Fulwood**  
Principal

## 2. School Profile

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.



### 3. School Directory

#### School Staff



**Ms Natalie Wai**  
***International Student Coordinator (ISC)***

Ms Wai 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 Arts* - upstairs in D Block. Ms Wai speaks Japanese, Mandarin and Cantonese.



**Ms Johanna Ashton**  
***Deputy Principal – Years 7, 9, 11***



**Ms Matina Shadwick**  
***Deputy Principal – Years 8, 10, 12***



**Mr Martin Andrews**  
***International Homeroom Head Teacher***



**Ms Mi-Yong Son**  
***International Homeroom Teacher***



**Ms Sabreen Khan**  
***EAL/D Teacher***



**Ms Joyce Byun**  
***EAL/D Teacher***

**Ms Tess Jagiello & Ms Naomi Terrazzolo**  
***School Counsellor***

Ms Jagiello or Ms Terrazzolo can speak to you if you have concerns, feel unhappy or are homesick. They are in the *counsellors room* – downstairs in D Block.

**Ms Jane Saggerson**  
***Administration International Students***

Ms Saggerson can help you if you are trying to find your International Student Coordinator or counsellor, or need help in the absence of the International Student Coordinator.

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

### ***Year Advisers***

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

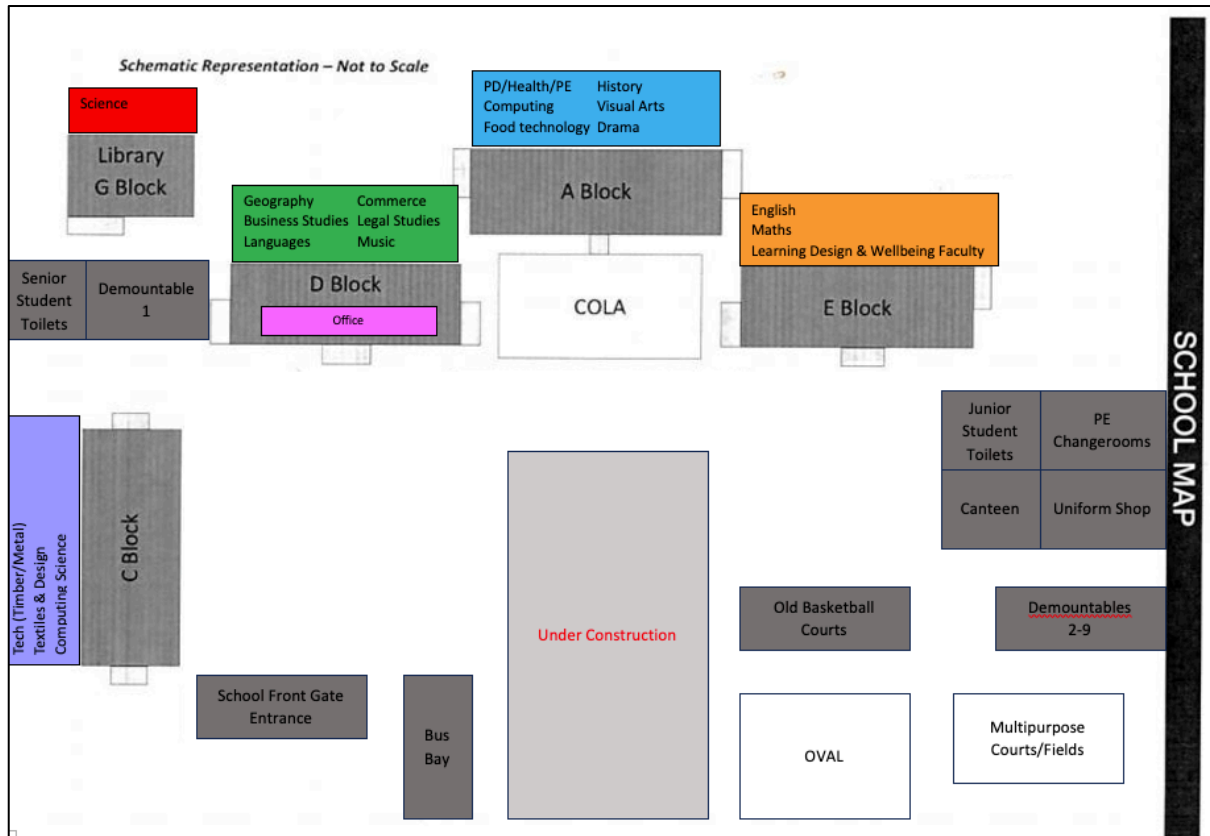
Year 7	Ms Samantha Coster
Year 8	Mr Locklen Kwan
Year 9	Ms Letitia McCubbin & Ms Kari Isachsen
Year 10	Mr Aaron Langdon
Year 11	Mr Michael Pillay
Year 12	Mr Bradley Smith

### ***Head Teachers***

Administration	Mr Keith Thomas
Careers Adviser	Ms Nivanthi Ratnayake
English	Mr Steve Duhigg
History, Society and its Environment	Mr Adrian Condell
Mathematics	Mr Geoffrey Bell
Science	Mr Mark Walford
Arts	Mr Martin Andrews
Technological and Applied Studies	Ms Therese Czislowski
Personal Development, Health and Physical Education	Mr Joshua Wilson
Learning Design and Wellbeing	Ms Alison Bovill



## 4. School Map and facilities



You can catch public transport to get to Cumberland High School.

We will help you work out the best transport options for you when you come for your enrolment interview. This will either be bus or train or a combination of both.

You can also visit: <http://transportnsw.infor/trip#/> (find school bus options)

## 5. Support Services

### Counselling

Ms Jagiello or Ms Terrazzol is the School Counsellor and she is 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.

### 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.

### Year Advisers/Subject Head Teachers

Our Student Year Advisers are assigned one cohort for the six year high school period, allowing for students to build a strong and open relationship with their Adviser. Student Year Advisers work closely with the Head Teacher in charge of the Wellbeing Team, the School Counsellor and the Deputy Principal 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.

## 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
- Peer Tutoring
- Positive Behaviour for Learning
- Year 11 Cross Roads Program
- The Helmsman Project

## Career Advisers

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

- 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 careers workshops specific to the needs of International Students.
- Hosts guest speakers from TAFE NSW, private colleges and universities to talk to International 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 before school from 8:20am and during recess and lunch.

# CUMBERLAND HIGH SCHOOL

## CODE OF CONDUCT



Students are expected to:

- 1** display positive behaviour at all times.
- 2** be responsible for their own actions.
- 3** be respectful to all people at all times.
- 4** interact with staff members and peers in a respectful and positive manner, using appropriate language.
- 5** actively participate in learning as a member of the school community.
- 6** strive to achieve their personal best in all school activities.
- 7** act safely and in a responsible manner while at school and on the way to and from school.
- 8** be punctual to class and all school events.
- 9** promote the school image by wearing full school uniform, including correct sports uniform with pride.
- 10** consume food before school commences, at recess and at lunch.
- 11** be prepared with the correct equipment for all activities.
- 12** respect other people's belongings and take care of the school and all school property.
- 13** discuss any concerns with staff to do with your wellbeing and/or that of your peers.
- 14** ensure all electronic devices, including mobile phones, are switched off or on silent and out of sight during lessons and assemblies.

## Bell times

	Monday	Tuesday	Tuesday	Wednesday	Thursday	Friday
Home Room	8:40am	<i>HR/COLA assemblies</i> 8:40am	<i>Formal assemblies</i> 8:40am	8:40am	8:40am	8:40am
Session 1	8:50am	8:50am	8:50am	8:50am	8:50am	8:50am
Recess	10:10am	10:20am	10:35am	10:05am	10:10am	10:10am
Session 2	10:25am	10:35am	10:50am	10:45am	10:25am	10:25am
Session 3	11:45am	11:50am	12:00pm	12:40pm	11:45am	11:45am
Lunch 1	1:05pm	1:05pm	1:10pm	12:00pm	1:05pm	1:05pm
Lunch 2	1:25pm	1:25pm	1:30pm	12:20pm	1:25pm	1:25pm
Session 4	1:45pm	1:45pm	1:30pm	12:20pm	1:45pm	1:45pm
School Ends	3:00pm	3:00pm	3:00pm	2:25pm	3:00pm	3:00pm

## Assessments and Homework Policy

### Assessment

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

Tuesday 8:00am – 11:30am

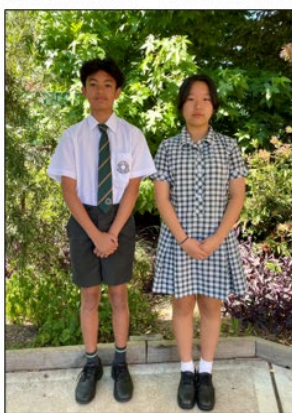
Thursday 10:00am – 2:00pm

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



## School Uniform Showcase

### Summer Uniform



### Winter Uniform



### Sports Uniform



### Boys

#### **Juniors (winter and summer):**

- College grey trousers/shorts (wool or wool look-alike).
- Short sleeve white shirt with school logo (summer/winter).
- Long sleeve plain white shirt with school logo (winter).
- School tie (not mandatory).
- Socks – college grey with school colours if worn with shorts/plain grey socks with trousers.
- Shoes – black leather lace up school shoes (NO boots, trainers/joggers, or canvas and ballet-type shoes).
- Jumper – bottle green woollen jumper with school logo or sloppy joe with school name.
- School jacket with school logo.
- Cap – black with school logo only.
- Bottle Green Scarf only (winter).

#### **Seniors (winter and summer):**

As above. Blazer is preferred and compulsory for prefects. The Year 12 Jersey/Jacket annual design approved by Executive is permitted from beginning of their final year of school only.

### Girls

#### **Juniors - winter (Terms 2 & 3):**

- Bottle Green Junior skirt or slacks.
- White short or long sleeve over blouse with school logo.

- School tie (not mandatory).
- Black stockings OR white socks. Shoes – black leather lace up (NO boots or trainers/joggers, canvas or ballet-type).
- Jumper – bottle green woollen jumper with school logo or sloppy joe with school name.
- School jacket with school logo.
- Cap – black with school logo only.
- Bottle Green Scarf only.

**Juniors - summer (Terms 1 & 4):**

- Green & white check dress replaces skirt/slacks and blouse.
- White socks only.
- Black leather lace-up shoes.

**Seniors (winter & summer):**

As above except that check senior skirt is worn instead of bottle green junior skirt (all year). The Year 12 Jersey/Jacket annual design approved by Executive is permitted from 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 day (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.

The school canteen operates every day.

The canteen 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.



## Policies and procedures on absences, lateness or leave requests

### What do I do if I...

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<b>Am late</b>	If you arrive after 8:45am, 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.
<b>Am unwell</b>	Report to the front office with a note from your class teacher.
<b>Am absent</b>	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.
<b>Plan to leave early</b>	Present a note from your guardian to your International Student Coordinator, Ms Wai. Sign out at the front office at the time of departure.
<b>Not in full school uniform</b>	Bring a note from your guardian. Present it to your homeroom teacher and collect a uniform pass for that day.
<b>Having problems</b>	Inform your Year Adviser, a teacher, a Deputy or the school counsellor.
<b>Have lost some property</b>	Report it to the front office.
<b>Need to obtain a travel pass</b>	Apply online at <a href="http://www.transportnsw.info/school-students">www.transportnsw.info/school-students</a>
<b>Am lost</b>	Aska teacher or report to the front office.
<b>Lost my timetable</b>	See your year adviser.
<b>Am being bullied</b>	Read the resilience section in your diary for strategies and tell a teacher.
<b>Don't understand the work</b>	Ask your teacher for help or check with the Teacher Learning Support.
<b>Want career advice</b>	See the Careers Adviser.

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## Attendance requirements for student visa holders

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

### What if my attendance falls below 80%?

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

### What if my attendance falls below 80% over two terms, or below 60% in one term?

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

## Policy on 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

Guardians are expected to:

- Reinforce and support the Cumberland High School Code of Conduct with their child
- Regularly communicate with their child about their school experiences
- Support their child and inform toe school of any concerns about their well-being and learning
- Work with school staff to develop solutions and management of issues as they arise
- Encourage their child to act as a responsible digital citizen

## Suspension and expulsion

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

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

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

- You will be given an **Intention to Report** letter and will be given 20 school days to appeal to the Principal and explain why you should not be reported to the Department of Home Affairs.
- If your appeal is unsuccessful, you will be advised of your further rights on how to access the external appeals process through the NSW Ombudsman.
- If all your appeals are unsuccessful, your suspension will be reported to the Department of Home Affairs and they may decide to cancel your visa.

### What happens if I am expelled from school?

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

## Policy on 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 Adviser.



## Merit system

The school's merit scheme is a way staff can congratulate you for 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 curricula activities or Sport activities
- Sustained improvement in any area including achievement of goals

## Awards

### Merits

Awarded by different subjects, programs, and events throughout the school.

### Faculty Award

Awarded by a Faculty for exceptional achievement or effort in a subject. Equivalent to 5 merits.

### Bronze Award

Awarded for exceptional achievement once you have reached the 15 and 30 merit mark from any school area. You can get up to 2 Bronze Awards.

### Silver Award

Awarded for exceptional achievement once you have reached 45 and 60 merit mark from any school area. You can get up to 2 Silver Awards.

### Gold Award

Awarded for exceptional achievement once you have reached 75 and 90 merit mark from any school area. You can get up to 2 Gold Awards.



# Merit System Progress



## What to do from here

- Get merits or Faculty Awards for achievement, effort, acts of service, commitment etc. from different areas of school.
- Give merits to your Year Advisor in stacks of 5 so that they can track and record your progress. Faculty awards can be given separately.
- If you achieve 5 merits from different areas, you will be given a Year Advisor Award.
- Once you reach a certain milestone (e.g. 15 merits), your Year Advisor will present you with a Bronze Award (or relevant award) at an Assembly to recognize your achievement.



**You can get up to 2 Medals of Excellence In Years 7-10!**

## 7. School Curriculum

### Stage 4 (Year 7-8)

- English
- Mathematics
- Science
- Literacy
- Visual Arts
- Music
- History
- Geography
- Japanese
- PDHPE
- Technological and Applied Studies (TAS)
- Drama

### Stage 5 (Year 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
- Mathematics
- Science
- Personal Development, Health & Physical Education - PD/H/PE
- Geography
- History
- Sport

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

ENGLISH: HT: Mr Duhigg	Drama
HSIE: HT: Mr Condell	Commerce Elective Geography Elective History
PDHPE: HT: Ms Hoppe/Mr Wilson	Physical Activity and Sports Studies (PASS)
TAS: HT: Ms Czislowski	Design and Technology Food Technology Information and Software Technology Industrial Technology – Timber
FACULTY OF THE ARTS: HT: Mr Andrews	Japanese Music Photographic and Digital Media Visual Arts

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

## Stage 6 (Year 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.*



## 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 the Department of Home Affairs and they may decide to cancel your visa.



## 8. 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 a number of performance opportunities to showcase their talents throughout the year including the Term One Music Concert, Winter Band Tour, MAD, Summer Bank Tour and Band Camp concert. MAD is a two-evening concert that celebrates the creative and performing arts. Artworks, dance, drama and musical items are featured. Year 7 and 8 form a large choir and sing with the school.

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.

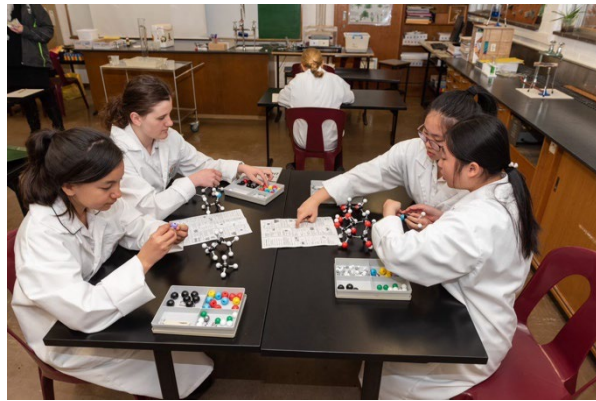


**2022 Schools National Swimming Competition – International Student David So achieved 3<sup>rd</sup> place in the Medley Relay, 4<sup>th</sup> in the 50m breaststroke and 5<sup>th</sup> in the 100m breaststroke**

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 and Tech Faculty has been running programs with professional to develop student skills and knowledge in science. CIRSO 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.



**2022 Leadership Assembly Awards-  
International Student Yuet Ting Wong  
School Captain 2023**

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 the 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.



**2022 Mock Trial Team**

# Living in Sydney

## 9. Staying Safe

### 9.1 Emergency Services

## Ambulance, Police or Fire Brigade



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

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



The local police station is **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

## 9.2 Homestay 24 Hour Hotline

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

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

### Auzzie Families Homestay Care

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

Website: [www.auzziefamilies.com](http://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](mailto:info@ozhomestay.com.au)  
Website: [www.ozhomestay.com.au](http://www.ozhomestay.com.au)

### Global Experience

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



### 9.3 Important Safety Tips

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

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

#### Did you know?

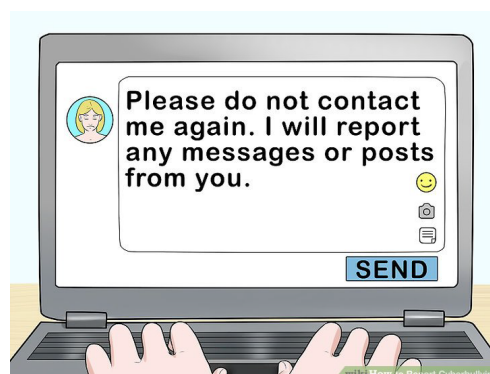
You must let your school know of **any change of your address and contact details as soon as possible, no later than 7 days.**

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

### 9.4 Cyber Safety

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

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

## 9.5 Road Safety and Public Transport Safety

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

## 9.6 Safety Apps

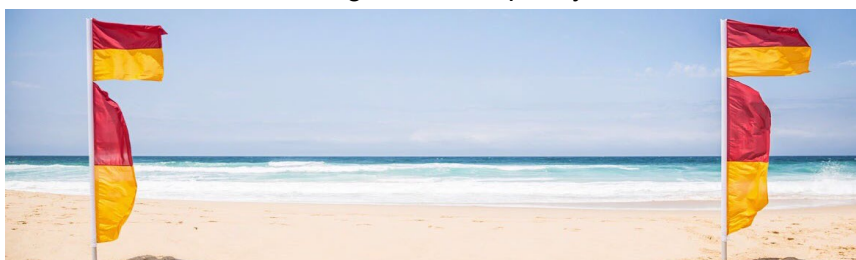
The **Emergency Plus app** is a national emergency app that you can use to get help as soon as possible in an emergency situation.

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



## 9.7 Water Safety

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



### Spot and Survive a rip current

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

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



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



## 10. Reporting Incidents and seeking help

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

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

***Police/Ambulance/Fire Brigade at 000***

### 2. If you need help at school:

- Your **International Student Coordinator Natalie Wai in D Block (upstairs)**
- **School Counsellor** Tess Jagiello and Naomi Terrazzolo (D Block downstairs)

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

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



## 11. You and the Law

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

For example:

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

Visit the website [www.lawstuff.org.au](http://www.lawstuff.org.au) for information about laws relating to you.

### 11.1 Driving

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

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

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

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

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

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



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

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

### 12.1 Allowable Work Hours

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

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

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

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

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

### 12.2 Tax File Number

You must obtain an Australia Tax File Number (TFN) in order to work part-time. Your TFN is your personal reference number in the 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](http://www.ato.gov.au).

### 12.3 Know Your Work Rights

#### Workplace rights

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

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

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

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

Visit [www.fairwork.gov.au](http://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](http://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](http://www.fairwork.gov.au/pay)

More information on employment in Australia is available on our website at [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au) and on the website of the Department of Employment at [www.dewr.gov.au](http://www.dewr.gov.au)

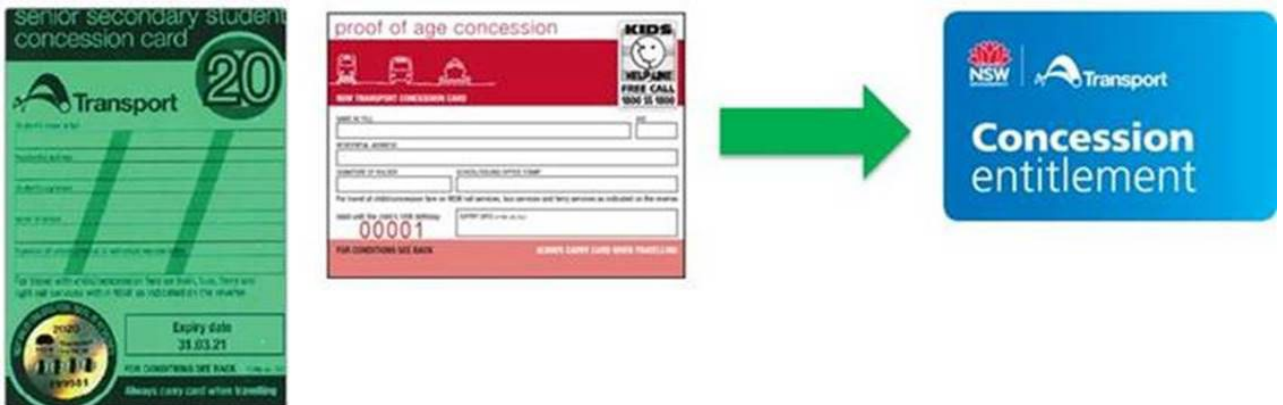


***Always ask for a payslip to keep track of your hourly rate, penalty rates, superannuation contributions and tax details, especially if you are getting paid with cash in hand. This is a mandatory requirement for an employer in Australia.***

### 13. Transport and Travel Concession

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

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



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

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

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

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



## 14. Overseas Student Health Cover (OSHC)

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

### Activate your OSHC membership

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

#### Medibank OSHC members

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

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

### Obtain your OSHC membership card

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

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

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

### Know your cover

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

If you are a **Medibank OSHC member**, you can access the following **Online Member Services** on [www.medibankoshc.com.au](http://www.medibankoshc.com.au)

Once you have access, you will be able to:

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

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

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

## 15. Accommodation

### 15.1 Homestay for under 18 students

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

#### Rules and expectations

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

#### ✓ Follow the rules

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

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

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

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

*Remember that things will be different from what you are used to at your home overseas and it may take some time for you to adjust – this can be the food, culture, language and people in the home.*

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

✓ **Be respectful and considerate**

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

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

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

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

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

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

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



## 15.2 Renting or Sharing Accommodation (over 18 students)

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

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

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

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

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

### DOs:

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

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

## DON'Ts:

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

## Problems with Your Lease

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

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

## Visa Requirements You Should Know

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

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

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

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

### Your student visa

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

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

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

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

## 16. Attendance and Course Requirements

- You must **attend a minimum of 80%** of all scheduled classes. If you do not meet attendance requirements you may be reported to the Department of Home Affairs, unless there are compassionate or compelling circumstances (refer to section 21).
- You must provide a doctor's certificate for any absences of 3 days or more. The doctor must be a registered medical practitioner. If you are absent for 1 or 2 days, a letter of explanation must be provided by your carer or if you are over 18 years, you can provide your own written explanation to the principal.
- You **must meet course progress requirements**. Your school will provide you with information about course requirements as outlined by the NSW Education Standards Authority (NESA). Further information about course requirements is available at: <http://educationstandards.nsw.edu.au>
- If you fail to meet the 80% attendance requirements or the course progress requirements, an **Intention to Report** letter will be issued to you and your parents and you will have 20 school days to appeal internally to the principal. If you do not receive a successful school appeal outcome you can then appeal externally to the NSW Ombudsman. If you fail to appeal or do not receive a successful appeal outcome, you will be reported to the Department of Home Affairs and this may impact the status of your student visa.

## 17. Accommodation and Welfare Arrangements

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

## 18. Conditions of Enrolment

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

## 19. Taking Leave

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

## 20. Deferment of Course Commencement Date

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

## 21. Guidelines for Compassionate or Compelling Circumstances

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

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

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

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

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

## 22. Approved Enrolment on Hold

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

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

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

## 23. Complaints and Appeals

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

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

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

## 24. Work

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

# Arrival Checklist

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

## On arrival

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

## At School

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

## At Home

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

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

## 1. Under 18 Request to Change Welfare Arrangements form

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

## 2. Over 18 Request to Change Welfare Arrangements form

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

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

## 3. Leave Request form

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

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

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

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

## 4. Leave Requests Flowchart

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



# DE INTERNATIONAL

## UNDER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name .....Student Given Names.....

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

Student's New Address .....

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

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

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

Please indicate if accommodation is:

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

Reason for changing address .....

.....

Name, age and gender of people residing at this address

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

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

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

### CARER CONTACT DETAILS

Given Name ..... Family Name.....

Address .....

..... Postcode.....

Email Address.....

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

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

### ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: ..... Home/Work: .....Mobile: .....

Name: ..... Home/Work: .....Mobile: .....

Student's Signature: .....

Parent's Signature: .....

# DE INTERNATIONAL

## OVER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name ..... Student Given Names.....

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

Student's New Address .....

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

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

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

Please indicate if accommodation is

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

Reason for changing address .....

Name, age and sex of people residing at this address

Name.....Age..... M/F      Name..... 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 Signature..... Date .....

# DE INTERNATIONAL

## LEAVE REQUEST

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

Please read and follow the instructions below carefully:

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

School: \_\_\_\_\_

Student no: \_\_\_\_\_ Date of application:    /    /

Student full name: \_\_\_\_\_

Student mobile number: \_\_\_\_\_

Student email: \_\_\_\_\_

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

Total number of schools days that you would be missing: \_\_\_\_\_

Reason for leave request: \_\_\_\_\_

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

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

Parent signature: \_\_\_\_\_

Parent printed name: \_\_\_\_\_

Parent mobile number: \_\_\_\_\_

## Leave Requests Flowchart

### STEP 1

The leave form must be signed by a parent

### STEP 2

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

### STEP 3

School forwards request to DE International

### STEP 4

DE International assesses request

#### **If approved:**

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

#### **If declined:**

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



## AUSTRALIAN NATIONAL ANTHEM

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

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

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