



TGS

INTERNATIONAL STUDENT HANDBOOK *2023*

CRICOS #00564G

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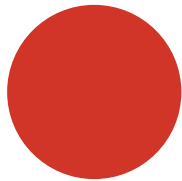
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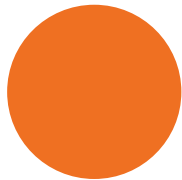
HOW TO USE THIS HANDBOOK

The information contained within this handbook has been colour-coded for your convenience in order of priority. Each page is colour-tagged according to its urgency or importance

EXAMPLE: IMMEDIATE PRIORITY - 



I NEED TO KNOW IMMEDIATELY!



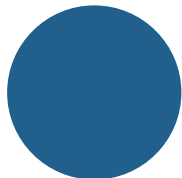
I NEED TO KNOW BY THE FIRST WEEK!



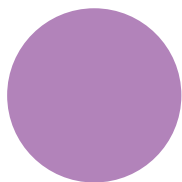
I NEED TO KNOW BEFORE CLASSES BEGIN!



I NEED TO KNOW BY THE END OF WEEK 4



I NEED TO KNOW BY THE END OF WEEK 6



I NEED TO GO BACK AND REMIND MYSELF OF THIS AS I GO THROUGH MY STUDY.



WELCOME

Welcome!



FROM THE PRINCIPAL

Welcome to the Townsville Grammar School.

Townsville Grammar School is a school where young people, irrespective of their innate abilities, can achieve their personal best. The School motto Bonus Intra Melior Exi, i.e. "come in good and go out better" is a guiding philosophy in our approach to the academic, sporting, cultural and character development of all young Grammarians who pass through the School.

I trust that you will enjoy your time as a Grammarian in Townsville.

A blue ink signature of Mr Timothy Kelly.

Mr Timothy Kelly



FROM THE DIRECTOR OF ENROLMENTS

(INTERNATIONAL STUDENT CO-ORDINATOR)

Welcome to Townsville Grammar School!

Townsville is a vibrant, tropical city in Australia, I trust you will enjoy your stay and make the most of the opportunities to take part in the Australian lifestyle.

If you have any problems or need to chat to someone, you can call me or come and see me. My office is located in the Front Office at the North Ward campus.

A black ink signature of Mrs Kristell Scott.

Mrs Kristell Scott

IMPORTANT INFORMATION AND EMERGENCY CONTACTS

EDUCATION PROVIDER MAIN CONTACT DETAILS:

61 7 4722 4900
45 Paxton Street, North Ward QLD 4810

INTERNATIONAL STUDENT COORDINATOR/ADVISOR

Mrs Kristell Scott

61 7 4722 4973 / kristell@tgs.qld.edu.au
45 Paxton Street, North Ward Q 4810

INTERNATIONAL STUDENT 24 HOUR EMERGENCY CONTACT

Mrs Kristell Scott

0409 054 107

HOMESTAY CO-ORDINATOR

Mrs Simone Kossendey

61 7 4773 7667 / 0415 898 531

EMERGENCY TELEPHONE NUMBERS:

Police, Fire, Ambulance – 000

DEPARTMENT OF HOME AFFAIRS

Brisbane

Ground Floor, 299 Adelaide Street, Brisbane QLD 4000
9 am to 4 pm Monday to Friday
131 881

Cairns

Level 2, GHD Building, 85 Spence Street, Cairns QLD 4870
9 am to 4 pm Monday to Friday.
131 881

MEDICAL CENTRES:

Townsville Family Medical Centre

55 – 59 Keans Street, Currajong QLD 4810
61 7 4759 1100

TRANSPORT:

The easiest way to travel in Townsville is by taxi. There are also buses.

Taxis - Townsville Taxis

131 008
<http://www.tsvtaxi.com.au/>

Buses - Sunbus

(07) 4725 8482
<http://www.sunbus.com.au/>

PUBLIC FACILITIES:

Location of Automatic Teller Machines (ATMs)

ATMS are located in various locations around Townsville. The closest ATM to Townsville Grammar School is near McDonalds in North Ward. The ATM is beside Merrilee Melville Optical on Eyre Street.

LOCATION OF PUBLIC TELEPHONES

Public telephones are located in various locations around Townsville. The closest public telephones to Townsville Grammar School are near McDonalds in North Ward. The ATM is beside Dominos on Eyre Street.

POST OFFICE

Belgian Gardens

Bundock Street, Belgian Gardens QLD 4810

APPLICATION STEP-BY-STEP PROCESS MODEL

STEP 1: Student enquiry and application (Via agent, exhibition, email, phone or fax)

STEP 2: International admissions issues 'Offer of place'

STEP 3: Student acceptance Return signed forms and fees

STEP 4: International admissions issues Electronic Confirmation of Enrolment (eCoE) and schedule health insurance (OSHC)

STEP 5: Student finalises visa conditions with Department of Home Affairs

STEP 6: Student makes travel and/or accommodation arrangements

STEP 7: Student arrives in Australia (greeted at airport by school representative if required)

STEP 8: International student orientation registration

STEP 9: Student registers for OSHC card and sets up bank account, mobile phone, etc.

STEP 10: School orientation

STEP 11: Classes begin

THINGS TO DO:

BEFORE LEAVING HOME:

- ☐ Apply for passport
- ☐ Arrange student visa
- ☐ Make contact with institution
- ☐ Arrange for immunisations and medications from my doctor
- ☐ Apply for a credit card and/or arrange sufficient funds
- ☐ Confirm overseas access to your funds with your bank
- ☐ Make travel arrangements
- ☐ Arrange travel insurance
- ☐ Advise institution of travel details
- ☐ Confirm accommodation
- ☐ Arrange transport from airport to accommodation

PACK BAGS BEING SURE TO INCLUDE THE FOLLOWING:

- ☐ Name and contact details of an institution representative
- ☐ Enough currency for taxis, buses, calls etc. in the event of an emergency

IMPORTANT DOCUMENTS:

- ☐ THIS HANDBOOK!
- ☐ Passport
- ☐ Letter of offer
- ☐ eCoE
- ☐ Certified copies of qualifications & certificates
- ☐ Travel insurance policy
- ☐ ID cards, drivers licence, birth certificate (or copy)

NOTE: Make sure you leave any originals or copies of these documents safely with family in your home country in case of loss.

UPON ARRIVAL IN AUSTRALIA:

- ☐ Call home
- ☐ Settle into accommodation
- ☐ Contact institution
- ☐ Attend international student orientation
- ☐ Advise health insurance company of address & get card
- ☐ Open a bank account
- ☐ Get textbooks
- ☐ Start classes
- ☐ Get involved in student life and associations (eg music, sporting and cultural clubs).



PRE-ARRIVAL

INTRODUCTION TO AUSTRALIA

Australia is a modern and vibrant multicultural country. On your breaks from study you will have a wide choice of activities to enrich your experience - from cultural festivals, concerts and museums, to major sporting events.

Australian education has a strong international reputation for excellence. Whether you study at a university, school, vocational or English language institute, you will receive a quality education that will form a strong foundation for your future success.



Feeding a kangaroo



The beautiful Strand (Townsville)



Aboriginal art on a rock face



Visit the Great Barrier Reef

USEFUL LINKS:

CHOOSE AUSTRALIA

[HTTP://WWW.IMMI.GOV.AU/LIVING-IN-AUSTRALIA/CHOOSE-AUSTRALIA/ABOUT-AUSTRALIA/INDEX.HTM](http://www.immi.gov.au/living-in-australia/choose-australia/about-australia/index.htm)

ABOUT AUSTRALIA

[HTTP://WWW.AUSTRALIA.GOV.AU/ABOUT_AUSTRALIA](http://www.australia.gov.au/about_australia)

TOURISM AUSTRALIA

[HTTP://WWW.TOURISM.AUSTRALIA.COM/](http://www.tourism.australia.com/)

INTRODUCING TOWNSVILLE

Townsville is a city on the north-eastern coast of Australia, in the state of Queensland. Adjacent to the central section of the Great Barrier Reef, it is in the dry tropics region of Queensland. Townsville is Australia's largest urban centre north of the Sunshine Coast, with an estimated population of 181,743. Considered the unofficial capital of North Queensland, Townsville hosts a significant number of governmental, community and major business administrative offices for the northern half of the state.

Popular attractions include 'The Strand', a long tropical beach and garden strip; Riverway, a riverfront parkland attraction located on the banks of Ross River; Reef HQ, a large tropical aquarium holding many of the Great Barrier Reef's native flora and fauna; the Museum of Tropical Queensland, built around a display of relics from the sunken British warship HMS Pandora; and Magnetic Island, a large neighbouring island, the vast majority of which is national park.

INTRODUCING TOWNSVILLE GRAMMAR SCHOOL

Townsville Grammar School is the oldest secondary school in North Queensland, having commenced operations in 1888. The School's graduates include Rhodes Scholars and numerous academic prize winners, together with many prominent persons in government, law, medicine, education, the arts and industry.

The Senior and Middle Schools (Years 7-12) still remain on its original site of 6.53 hectares in the seaside suburb of North Ward, sitting in the shadow of Castle Hill and enjoying cooling breezes off Cleveland Bay.

In 1997, Townsville Grammar opened the Junior School campus at Annandale, which caters for students from Pre-Prep to Year 6.

Townsville Grammar has approximately 1450 students, 150 of whom are boarders. The School hosts students from many different cultures and countries.

ARRANGING VISAS

Most international students wanting to study in Australia require a student visa. Some other visa holders are also eligible to study as international students in Australia. Many students apply for a visa themselves on-line or via the Australian Diplomatic Mission in their country. The visa application process can be complicated and for students from some countries it may better to submit an

application with the assistance of an accredited agent due their familiarity and experience in the field.

You should check with the education provider in Australia for their accredited agents in your country.

In order to apply for a visa you will need a valid passport, an electronic Confirmation of Enrolment (eCoE) and any other documentation required by the Australian diplomatic post with which you lodge your application. If you are under 18 you must have a completed CAAW form to ensure your accommodation and welfare is approved by your education provider.

You must ensure to allow enough time for processing between lodging your application and the start of your academic programme, as it can be a lengthy process depending on your country of origin.

DEPARTMENT OF HOME AFFAIRS AND BORDER PROTECTION (IMMIGRATION)

The Australian Government's Department of Home Affairs provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application. Visit www.immi.gov.au/students/index.htm for the latest information.

Department of Foreign Affairs and Trade (DFAT)

As well as links from the Department of Home Affairs website the Department of Foreign Affairs and Trade website www.dfat.gov.au/embassies has a comprehensive list of Australian embassies, high commissions, consulates and representative offices around the world.

MIGRATION AGENTS

A migration agent can assist you in submitting your visa application and communicate with DEPARTMENT OF HOME AFFAIRS on your behalf, but please note that you do not need to use a migration agent to lodge any kind of visa application.

EDUCATION AGENTS

Education agents promote various Australian education programmes and institutions internationally and are a good way for students to apply to study in Australia. Agents are experienced in making international student applications and applying for visas. Most speak both English and the local language so this makes the application process a lot simpler and generally hassle free for students and parents. Most do not charge for their service as they collect a commission from the institution you choose to attend. However, some agents

do charge small amounts or offer additional services for which they charge. You can check with your Australian education provider for contact details of agents they recommend.

Please Note: Although able to assist in completing education and visa applications, Education Agents are NOT licensed to provide migration advice.

VISA CONDITIONS:

If you are granted a visa, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa. These conditions include (but are not limited to):

- Complete the course within the duration specific in the CoE
- Maintain satisfactory academic progress
- Maintain approved Overseas Student Health Cover (OSHC) while in Australia
- Remain with the principal education provider for 6 calendar months, unless issued a letter of release from the provider to attend another institution
- Notify your training provider of your Australian address and any subsequent changes of address within 7 days.

For a full list of mandatory and discretionary student visa conditions please visit

WWW.IMMI.GOV.AU/STUDENTS/VISA-CONDITIONS-STUDENTS

ARRANGING TRAVEL:

You will need to make your own travel arrangements to Australia. Please try to arrive at least 1-2 days before the start of term to allow enough time for settling-in, adjusting to the climate and overcoming jet-lag.

You should fly into either Brisbane or Cairns International Airport which is the closest international airport to Townsville. Visit <http://www.townsvilleairport.com.au> Townsville Grammar is located 5km from Townsville Airport.

DOCUMENTS

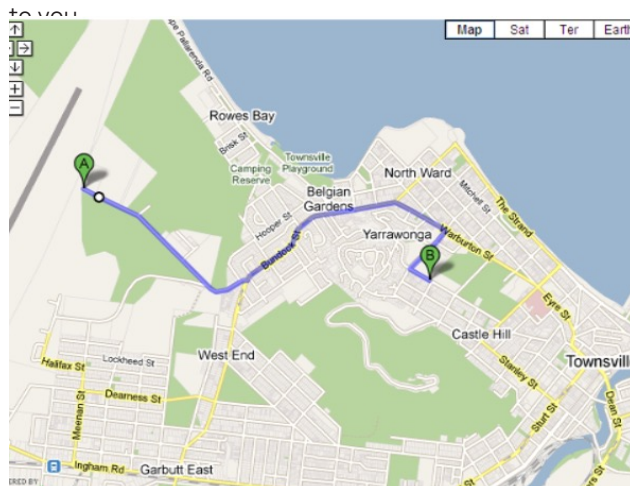
You should prepare a folder of official documents to bring with you to Australia, including:

- Valid passport with Student Visa
- Offer of a place / admission letter from Townsville

Grammar School

- Confirmation of Enrolment (eCoE) issued by Townsville Grammar School
- Receipts of payments (e.g. tuition fees, OSHC, bank statements etc.)
- Insurance policies
- Original or certified copies of your academic transcripts and qualifications
- Other personal identification documents, e.g. birth certificate, ID card, driver's licence
- Medical records and/or prescriptions
- CAAW if you are under 18 years of age.

If you are travelling with your family you will need to include their documents as well. Keep all documents in your carry-on luggage. In case you lose the originals, make copies that can be left behind with family and sent



WHAT TO BRING

Students are often surprised by how strict Australian Customs Services and quarantine can be. If you're in doubt about whether your goods are prohibited or not, declare it anyway on the Incoming Passenger Card which you will receive on the plane. Students have received on the spot fines for not declaring items. Visit the Australian Quarantine and Inspection Service (AQIS) homepage www.aqis.gov.au:

Read "What can't I take into Australia?" And also let your family and friends know

"What can't be mailed to Australia?"

Baggage allowances flying into Australia will vary according to your carrier, flight class and country of origin. Please check with your carrier prior to departure. Economy passengers are generally permitted 1 x checked luggage (35kg) and 1 x carry-on (7kg) for international flights, but only 20kg of checked luggage on domestic flights within Australia. This will significantly limit the amount of things you can bring, especially if you will fly within Australia to get to your final destination. Therefore, it is essential to think the packing process through very carefully. You will be able to purchase most things upon arrival in Australia but the price may be higher than in your own country.

SEASONAL CONSIDERATIONS

Summer in Australia is from December to February, autumn from March to May, winter from June to August, and spring from September to November. For most of the country the hottest months are January and February. Townsville is a tropical city, so most of the time the weather is warm.

If you arrive in June or July, the coldest months of the year, you may need to bring or buy winter clothing and blankets.

CLOTHING

During all of the School day students will be wearing School uniform which you will purchase upon arrival. Outside school hours students usually dress informally. Jeans or shorts with t-shirts or blouses, sneakers or "running shoes" are almost standard dress. Sandals are the most common footwear. It is acceptable for both men and women to wear shorts and sleeveless t-shirts. This is common during the hotter months.

OTHER ITEMS YOU MIGHT NEED TO INCLUDE

(MOST CAN ALSO BE PURCHASED IN AUSTRALIA)

Alarm clock
Handkerchiefs
Sandals, Thongs, Casual Shoes
Toiletries
Hat
Nightwear
Single bed sheets (2 fitted and 2 flat)
4 Pillowcases
Doona and cover
Mattress protector
Pillow
3 Towels
Sleeping bag
Casual clothing
Underwear
Good clothing for outings (eg collar shirts for boys)
Water bottle
Shoe cleaning kit
Coat hangers
Quantity of embroidered name tapes and a sewing kit
Swimming costume
Umbrella
Dictionary (bilingual)
Spare spectacles or contact lenses (if applicable)
Your optical prescription (if applicable)

OPTIONAL

Camera
Small gifts from home
Photos of friends and family
Music CDs or iPod
Personal Fan
Airtight plastic containers for storage of food

The standard voltage for electrical items in Australia is 240V. Electric plugs have three flat pins one of which is an earth pin. You may need to buy an adaptor or have the plugs changed when you arrive.

Note: In the picture, the red dot indicates that the switch is on and power is flowing through that socket.



BRINGING YOUR COMPUTER

Bringing a PC or laptop into Australia may be a little more complicated.

Items owned and used for more than 12 months prior to arrival are allowed in tax-free. Proof of the date of purchase and purchase price may be required. Computers which are less than 12 months old and over AUD\$400 may attract Goods and Services tax (GST) at a rate of 10%. Consideration is given as to whether or not you intend to export the computer at the conclusion of your studies.

To satisfy the Customs Officer that you will be taking the computer out of Australia you should bring along a statutory declaration (a written declaration witnessed by the certifying authority in your country) stating that the computer is for use during your studies in Australia, and that you intend to take it back with you when you complete your studies. You may be required to give an undertaking under Section 162 to this effect and provide a cash security to Australia Customs upon arrival.

MOBILE PHONES & LAPTOPS

If you are considering bringing a mobile phone, laptop, or any communication devices we suggest that you visit the Australian Communications and Media Authority www.acma.gov.au before making any purchases. Some students have brought in their own laptops with internal modems only to discover that they were unable to use their modem in Australia. Any external or built-in modems must be Austel/Foxtel Approved in order to function in Australia.

ON YOUR FLIGHT

Wear comfortable, layered clothing so that you are able to make adjustments according to the local weather. Remember – if you are flying from a northern hemisphere winter into the Australian summer it will be very HOT so wear light weight clothing underneath, and have a pair of sandals or lighter shoes in your hand luggage if you need cooler footwear. Alternatively, extra clothing may be required on-hand if flying into the Australian winter season.

Before landing in Australia passengers are given an Incoming Passenger Card to fill in. This is a legal document. You must tick YES if you are carrying any food, plant material including wooden souvenirs, or animal products. This includes fruit given to you during your flight. If you have items you don't wish to declare, you can dispose of them in quarantine bins in the airport terminal. Don't be afraid to ask airline staff if you have any questions.

If you are carrying more than AU\$10,000 in cash, you must also declare this on your Incoming Passenger Card. It is strongly recommended however, that you do not carry large sums of cash but arrange for an electronic transfer of funds into your Australian bank account once it has been opened.

ENTRY INTO AUSTRALIA

AUSTRALIAN IMMIGRATION

When you first arrive in Australia you will be required to make your way through Australian Immigration (follow the signs for Arriving Passengers as you leave the plane). An Immigration Officer will ask to see your completed Incoming Passenger Card (given to you on the plane) along with your passport and student visa evidence. The Immigration Officer will check your documents and may ask you a few questions about your plans for your stay in Australia.

BAGGAGE CLAIM

Once you have passed through the immigration checks you will move to baggage claim (follow the signs) and collect your luggage. Check that nothing is missing or damaged. If something is missing or damaged go to the Baggage Counter and advise them of your problem. Staff at the Baggage Counter will help you to find your belongings or lodge a claim for damage.

DETECTOR DOGS

You may see a Quarantine Detector Dog at the baggage carousel or while waiting in line to pass through immigration, screening luggage for food, plant material or animal products. If you see a detector dog working close to you, please place your bags on the floor for inspection. These dogs are not dangerous to humans and are trained to detect odours. Sometimes a dog will sit next to your bag if it sniffs a target odour. Sometimes dogs will detect odours left from food you have had in the bag previously. A quarantine officer may ask about the contents of your bag and check you are not carrying items that present a quarantine risk to Australia.

AUSTRALIAN CUSTOMS AND QUARANTINE

Once you have your luggage you will go through Customs. Be careful about what you bring into Australia. Some items you might bring from overseas can carry pests and diseases that Australia doesn't have. You must declare ALL food, meat, fruit, plants, seeds, wooden souvenirs, animal or plant materials or their derivatives.

Australia has strict quarantine laws and tough on-the-spot fines. Every piece of luggage is now screened or x-rayed by quarantine officers, detector dog teams and x-ray machines. If you fail to declare or dispose of any quarantine items, or make a false declaration, you will get caught. In addition to on-the-spot fines, you could be prosecuted and fined more than AU\$60,000 and risk 10 years in prison. All international mail is also screened.

Some products may require treatment to make them safe. Items that are restricted because of the risk of pests and disease will be seized and destroyed by the Australian Quarantine and Inspection Service (AQIS).

For more detailed information about bringing in food, animals, plants, animal or plant materials or their derivatives visit www.daffa.gov.au/aqis.

ARRIVALS HALL

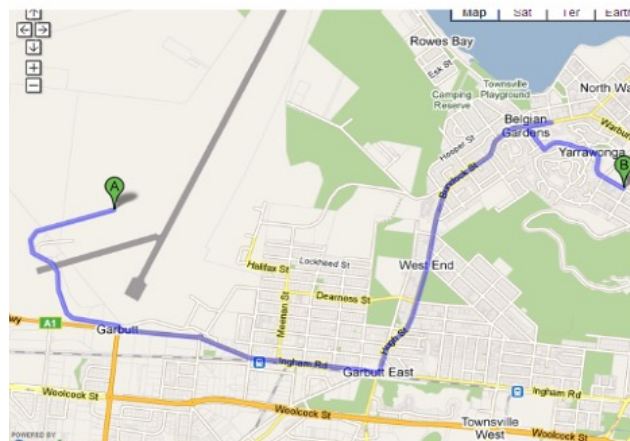
You will be able to leave the restricted area and enter the Arrivals Hall once you have cleared Customs. Here you will find a number of retail and food outlets along with public telephones, an information booth and money exchange facilities. If you arrive on a weekend, you may like to exchange money here as most banks are not open on Saturdays and Sundays.

From the international Arrival Hall you will then need to transfer to the Domestic terminal in that city. In Cairns, this is a short walk along a signposted path. In Brisbane, you will need to transfer via the train or bus. This service is free of charge when you present your boarding pass for your domestic flight. Once in the Domestic terminal

re-check your luggage for your domestic flight to Townsville and check the flights departure time.

GETTING FROM THE AIRPORT

The best way to get from the Townsville Airport is by Taxi.



SHUTTLE BUSES

The Airport Shuttle bus undertakes scheduled services to various hotels and motels, the Strand and City, Sunferries, the Transit Centre and the Coral Princess. Bookings are required to be made for all pickups as some services only operate if required. They also have a minibus that seats up to 22 available for charter.

Phone: (07) 4775 5544

TAXIS

A Taxi rank is available outside the Townsville Airport entrance. Please instruct the taxi to take you to the "North Ward campus of Townsville Grammar School".

AIRPORT RECEPTION SERVICE

If you have pre-arranged for us to meet you at the Townsville Airport, a member of staff or Homestay supervisor will be there to meet you.

KEEPING IN CONTACT

Before you leave home, you should provide your family and friends, and your education provider in Australia, with details of your flights to Australia and where you will be staying when you arrive. (Do not change these details without informing them.) Once you have arrived in Australia, you should then let your family and friends know that you have arrived safely. It is important to ALWAYS let someone know where you are and how to contact you by phone or by post.

Upon arrival, please make contact with the Homestay Co-ordinator or the International Student Contact person, using the contact details provided at the front of this book.

Arrangements will then be made for your School orientation, purchase of school uniforms, etc.

ACCESSING MONEY

You should read this section carefully, and discuss the issues raised in this section with the bank or financial institution in your home country before you leave. All banks operate differently and you should be aware of all fees, charges, ease of access to your funds, and safety of the way in which you will access those funds.

HOW MUCH TO BRING

You will need to make sure you have enough funds to support you when you first arrive. It is recommended that you have approximately AU\$1500 to AU\$2000 available for the first two to three weeks to pay for temporary accommodation and transport. You should bring most of this money as either Traveller's Cheques or on an international credit card. Traveller's cheques can be cashed at any bank or currency exchange in Australia.

Please note that it is not safe to bring large sums of money with you! Lost credit cards or traveller's cheques can be replaced, but very few travel insurance companies will replace lost or stolen cash. Do not ask someone you have just met to handle your cash for you or to take your cash to make payments for you. Not even someone who may indicate they are studying at the same education institution.

CURRENCY EXCHANGE

Only Australian currency can be used in Australia. If you have not brought some with you, you will need to do so as soon as possible after arrival. You can do this at the airport. Once you have arrived in Townsville you can also change money at any bank or at currency exchanges at the currency exchange in Flinders St Mall.

ELECTRONIC TRANSFER

You can transfer money into Australia by electronic telegraph or telegraphic transfer at any time. This is a fast option and will take approximately 48 hours, but the bank will charge a fee on every transaction.

ATMS

Automatic Teller Machines are located everywhere (including at the airport) and you can immediately withdraw cash from your overseas bank account at ATMs displaying the Cirrus Logo (if your ATM card has international access). Check this with your financial institution before leaving home.

CREDIT CARDS

All major international credit cards are accepted in Australia but you must remember that repayments to many of these cards can only be made in the country where they were issued. Do not rely on being able to get a credit card once you arrive in Australia because this is very difficult due to credit and identification laws.

ARRANGING ACCOMMODATION

Your long term accommodation arrangements will have been made at the time of applying for a Student Visa. You will be accommodated in one of the following ways:

- Boarding accommodation in the on-campus boarding facilities
- Homestay with an approved Homestay family
- With family or relatives living within Townsville

TEMPORARY ACCOMMODATION:

HOTELS, MOTELS

Generally, the price you pay for accommodation will determine its quality. However, it can be expensive to stay in a good quality motel or hotel for a long period of time.

If you arrive early and would like to stay in a motel, the following are within close proximity of Townsville Grammar School.

Island View Motel

[HTTPS://WWW.ISLANDVIEWMOTEL.COM.AU/](https://www.islandviewmotel.com.au/)

15-19 Victoria Street, North Ward QLD 4810
Phone: (61) 7 4771 2164 / Fax: (61) 7 4772 1270
Email: stay@islandviewmotel.com.au

Aquarius on the Beach

[HTTPS://WWW.AQUARIUSONTHEBEACH.COM.AU/](https://www.aquariusonthebeach.com.au/)

75 The Strand, North Ward QLD 4810
Phone: (61) 7 4772 4255

Robert Towns

[HTTP://WWW.ROBERTTOWNS.COM.AU/](http://www.roberttowns.com.au/)

261 Stanley Street, Townsville QLD 4810
(61) 7 4771 6900

STAYING WITH FRIENDS OR FAMILY

If you know someone in Australia, this is a great way to settle-in to life here. Your friends or family can provide advice, support and encouragement in your first days in Australia. However, as an international student you are required at all times to gain permission from Townsville Grammar School for any accommodation arrangements.





SETTLING-IN

LIVING IN TOWNSVILLE

Townsville is the largest regional city in Queensland, with a population of approximately 160,000 people. As a hub of industry, economics, medical and education facilities, Townsville has all of the features of a modern city, but is still small enough to be a safe and personal environment for its visitors and residents.

WEATHER AND SEASONS

Townsville has approximately 300 days of sunshine a year. The weather is usually tropical and warm, but the winter is often around 23 degrees in the daytime and slightly cooler in the evening. In the summer months (November – January) it is usually very warm and the city experiences a 'wet season' with heavy rainfall.

Although Townsville experiences a wet season it is usually on water restrictions, as much of Australia often is. These restrictions mean that students may need to have shorter showers, brush their teeth with the tap turned off etc.

TIME ZONES

Townsville is GMT+10

This is a useful link to set up a time to talk to your family if you are unsure of the time difference.

[HTTP://WWW.TIMEANDDATE.COM/WORLDCLOCK/MEETING.HTML](http://www.timeanddate.com/worldclock/meeting.html)

LIFESTYLE

Townsville has a generally relaxed lifestyle, with many weekend activities to participate in. Students may experience such weekend activities as ten pin bowling, going to see the local sporting team – the Cowboys, eating out at one of Townsville's many restaurants.

TYPES OF ACCOMMODATION

HOMESTAY

If accepted as a Homestay student to Townsville Grammar School, you will be placed with an approved Homestay family. The Homestay Co-ordinator will introduce you to your Homestay family and will also provide an orientation for you about the way that families will operate within the Homestay system. This will let you know exactly what you can expect from a Homestay family.

ON-CAMPUS BOARDING

If you are accepted as a Boarder student to Townsville Grammar School, you will be provided with a boarding area within one of our on-campus boarding houses. In this situation you will be living in a close proximity with a number of other students from Australia and you will be provided with shared facilities.

Please find Townsville Grammar School's Accommodation and Welfare policy in the Appendices section of this handbook.

SERVICES

TELEPHONES CALLING EMERGENCY SERVICES DIAL 000

In Australia dial 000 from any phone for fire, police or ambulance services. 112 may also be dialled from mobile phones. Dialling 112 will override key locks on mobile phones and therefore save time. Emergency Services operators answer this number quickly and to save time will say, "Police, Fire, or Ambulance". If you are unsure of what emergency service you need tell the operator what the emergency is. You will then be connected to the appropriate service to assist. It is wise to think ahead with the most important information which will help them to respond. Where you are; (note street names and the closest intersection), what has happened and to whom; what their condition is. The operator may then ask you to stay on the phone until the emergency services arrive. In life threatening situations the operator may also give you some instructions to assist until the emergency unit arrives. If you are concerned about your English, remain calm and work with the operators who are very experienced with all cultures. (See also: Health – Emergencies)

PUBLIC TELEPHONES

Australia has an extensive network of Public Phones throughout the country. They are easily recognized by the orange and blue Telstra emblem. The cost of local calls is 50 cents (AUD) with most phones accepting coins and prepaid telephone cards. Long distance call charges vary depending on time of day and distance.

Sundays are an excellent day to make interstate or international calls due to all day discount rates. Pre Paid telephone cards offer competitive calling rates to all countries 24 hours per day.

Pre Paid Telephone Cards cost \$5, \$10, \$20 and \$50 and may be purchased at most newsagencies, post offices and convenience stores.

MAKING PHONE CALLS WITHIN AUSTRALIA

TO MAKE INTERNATIONAL PHONE CALLS:

Dial – international access code (0011) + the country code + the area code (if required) + phone number (when adding a country code to a number, any leading 0 (zero) on the area code following it is NOT dialled)

TO MAKE DOMESTIC PHONE CALLS:

Dial – the area code + phone number

- (02) ACT, NSW
- (03) VIC, TAS
- (07) QLD
- (08) SA, WA, NT



Visit www.whitepages.com.au and www.yellowpages.com.au for directories of residential, commercial and government phone numbers in Australia; and for a list of country codes and area codes for international calls.

CALLING AUSTRALIA FROM OVERSEAS

To contact Australia, first dial the international access code from that country (this will vary in each country), then Australia's country code prefix (61) followed by the area code without the first zero (for instance Townsville would be 7 instead of 07), and then dial the required number.

Example: International access number +61 7 4722 4900

MOBILE/CELL PHONES

Before bringing your mobile phone to Australia check with the Australian Communications and Media Authority www.acma.gov.au to make sure it can operate here. Some countries, such as Japan and the USA, use mobile phone networks that are not available in Australia. If not, you can buy your mobile phone in Australia. Australian telecommunications providers offer a wide range of services which provide a mobile phone within the cost of using that service. There are many differences to the services provided. You should understand what deal you are accepting before signing a contract with a provider. For a comparison of mobile phone plans in Australia see:

[HTTP://WWW.MOBILES.COM.AU/MOBILE-PHONE-PLANS/](http://www.mobiles.com.au/mobile-phone-plans/)

COMPUTER & INTERNET ACCESS

Many of the above companies will also provide you with internet access. In fact, you may be able to make arrangements with a company where you can get cheaper rates if you have internet and mobile phone through the one service provider. In addition, with providers Telstra and Optus, you could get a packaged deal for your home phone, internet and mobile phone.

On campus you are able to access the internet and email via your student login code and password. There are several computer labs and computers available in the Library before and after school each day. Internet access is available also through your Homestay and through the Boarding Houses via wireless internet access.

AUSTRALIA POST

Australia Post is one of our nation's largest communications, logistics and distribution businesses; and is committed to providing high quality mail and parcel services to all people within Australia.

SMALL LETTERS

The cost of posting a small letter for distribution in Australia is an AU\$1.00 postage stamp which you affix to the envelope.

A SMALL LETTER HAS THE FOLLOWING CHARACTERISTICS:

No larger than 130mm x 240mm

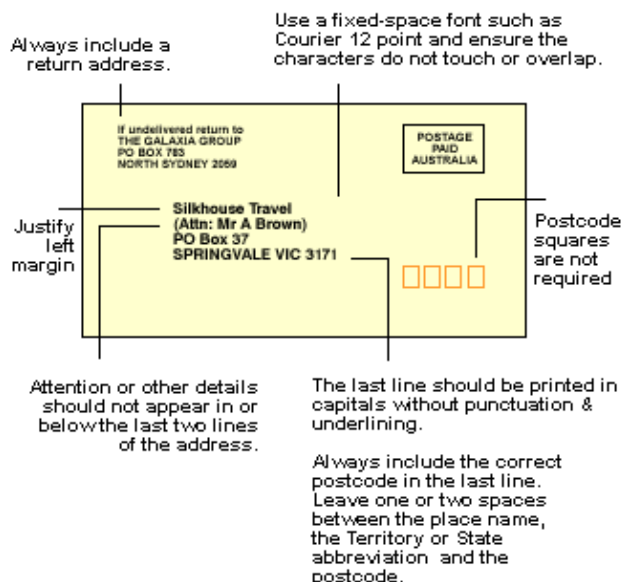
No thicker than 5mm

Maximum weight 250g.

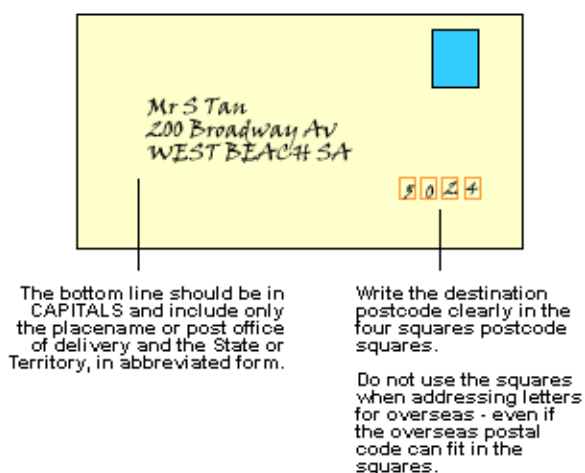
ENVELOPE LAYOUT

Australia Post uses advanced letter sorting technology to read the address on each envelope electronically. These machines work best when address formats are structured in a consistent manner. That is why it is necessary to address your mail clearly and correctly. The information below demonstrates how.

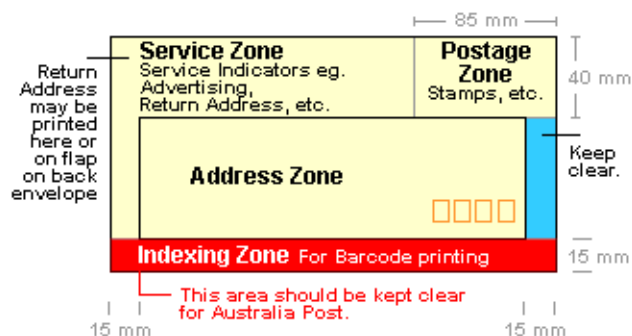
Typical Machine Addressed Envelope



Typical Hand Addressed Envelope



Envelope Face Format - Allocation of Zones



SUPPORT GROUPS

Most support will come from your House Parents, the Director of Boarding, the Director of Enrolments, and your Year Level Co-ordinators. If there is another support group or church group that you would like to detail, please write it here:

GETTING AROUND

PUBLIC TRANSPORT

Taxis & UBER

Townsville Taxis - 131 008

[HTTP://WWW.TSVTAXI.COM.AU/](http://www.tsvtaxi.com.au/)

Buses

Sunbus - (61) 7 4725 8482

[HTTP://WWW.SUNBUS.COM.AU/SIT_TOWNSVILLE.HTM](http://www.sunbus.com.au/sit_townsville.htm)

Bicycles

If ever riding a bicycle in Australia you must wear an approved helmet whilst doing so.

SHOPPING

WHERE TO SHOP

Major shopping centres within Townsville can be found in Aitkenvale - "Stockland Plaza", in Hyde Park, "Castletown Shopping World" and Kirwan at "The Willows".

BUSINESS HOURS

These centres all open 7 days a week, except for public holidays, and are generally open from about 9am until about 5pm.

BARGAINING/HAGGLING

When shopping in Australia, you generally don't bargain or barter (also called haggling) for the price of an item. The displayed price for items is fixed and if Australian GST (Goods & Services Tax) is applicable it will already be included in the displayed price. However, there are exceptions to this rule. There are places and circumstances in which it is perfectly acceptable to barter for the best price possible. These may include: at garage sales, community markets, second hand dealerships, or at electrical goods' stores, furniture shops, or when purchasing a motor vehicle if you are offering to pay in cash, or have seen the item at a competitor store for a better price.

If you are paying by CASH and, if you are buying more than one item, you may have more bargaining power. Begin the bargaining process by asking:

"What's the best price you can give me?"

Or at a garage sale, you might pick up several items whose combined total is \$50 and say:

"I'll offer you \$30 for all of these."

PURCHASING AN ITEM

The most common methods of purchasing items are by cash or EFTPOS. EFTPOS (Electronic Funds Transfer at Point of Sale) allows you to use the card attached to your Australian bank account to make purchases and withdraw cash at the same time (at the retailer's discretion) from more than 103,000 merchants across Australia. Just swipe your keycard through the EFTPOS card reader, select your account type and enter your PIN number. EFTPOS is available at most supermarkets, petrol stations and retail outlets. Just look for the EFTPOS sign. You can choose to make the EFTPOS transaction from your savings account, cheque account or credit card. You receive a printed receipt after each purchase and the transaction appears on your statement.

YELLOW PAGES

The Yellow Pages are a telephone directory or section of a directory (usually printed on yellow paper) where business products and services are listed alphabetically. They are a GREAT time-saver and very useful when you are looking for specific products or services. "Let your fingers do the walking!" These books may be provided in rental properties, and are available at Post Offices around Australia.

WWW.YELLOWPAGES.COM.AU

HEALTH:



EMERGENCIES – DIAL 000

The Triple Zero (000) service is the quickest way to get the right emergency service to help you. It should be used to contact Police, Fire or Ambulance services in life threatening or emergency situations only. Emergency 000 lines should not be used for general medical assistance.

POLICE

In Australia police protect people and properties, detect and prevent crime, and preserve peace for everyone. They are not connected to the military or politics. The police can help you feel safe. In a non-emergency situation you can contact the local police station directly on: (07) 4759 9777

FIRE

The fire brigade extinguishes fires, rescues people from fires in cars and buildings, and helps in situations where gas or chemicals become a danger. As soon as a fire starts call 000 no matter how small or large the fire may be.

AMBULANCE

Ambulances provide immediate medical attention and emergency transportation to hospital. Dial 000

STATE EMERGENCY SERVICE (SES)

The State Emergency Service (SES) is an emergency and rescue service dedicated to providing assistance in natural disasters, rescues, road crashes and extreme weather conditions. It is made up almost entirely of volunteers and operates in all States and Territories in Australia. For emergency assistance in a FLOOD or STORM dial 132 500.

LIFELINE

Lifeline's 13 11 14 service is staffed by trained volunteer telephone counsellors who are ready to take calls 24-hour a day, any day of the week from anywhere in Australia. These volunteers operate from Lifeline Centres in every State and Territory around Australia.

Anyone can call Lifeline. The service offers a counselling service that respects everyone's right to be heard,

understood and cared for. They also provide information about other support services that are available in communities around Australia. Lifeline telephone counsellors are ready to talk and

listen no matter how big or how small the problem might seem. They are trained to offer emotional support in times of crisis or when callers may be feeling low or in need of advice.

POISONS INFORMATION LINE

The poisons information line provides the public and health professionals with prompt, up-to-date and appropriate information, and advice to assist in the management of poisonings and suspected poisonings. The seriousness of a poisoning situation is assessed after a detailed history is obtained from the caller. Members of the public may be then given first aid instructions, information on possible symptoms, and advised on the need for assessment by a doctor or referral to hospital. The Australia-wide Poisons Information Centres have a common telephone number: 131 126.

EMERGENCY TRANSLATION

For translation service in an emergency situation dial 1300 655 010

OVERSEAS STUDENT HEALTH COVER (OSHC)

Overseas student health cover (OSHC) is insurance that provides cover for the costs of medical and hospital care which international students may need while in Australia and is mandatory for international student visa holders. OSHC will also cover the cost of emergency ambulance transport and most prescription drugs.

HOW DO I GET OSHC?

You have been asked for an OSHC payment in the education offer package you receive from Townsville Grammar School. Your local education adviser can lodge your OSHC form and payment at time of processing your enrolment to study in Australia. This cover will then extend for the length of your approved visa period.

Only Australian health funds that have signed an agreement with the Australian Government can provide OSHC. Most Australian education institutions have a

preferred OSHC provider. Depending on the institution you will be attending you will be required to join one of these four registered health funds. You may choose to change your health fund at anytime, but will need to abide by the conditions of change of the health fund provider you are leaving.

At Townsville Grammar we will arrange your OSHC with Medibank Private on your behalf, unless you provide evidence of alternative OSHC from one of the 4 registered providers.

OSHC PROVIDERS

Medibank Private:

WWW.MEDIBANK.COM.AU

Allianz Care Australia:

WWW.ALLIANZCARE.COM.AU

BUPA OSHC:

WWW.OVERSEASSTUDENTHEALTH.COM

Australian Health Management:

WWW.AHM.COM.AU

Students may also take out additional cover in the form of Extra OSHC and students who could not previously access OSHC may now be able to access Optional OSHC. Some students may be exempt from enrolling in the OSHC such as students from countries whose Governments may have Reciprocal Health Agreements for students in Australia. Note: only some reciprocal health agreements cover students in Australia, some will only cover visitors. You should determine if you are eligible before you apply for your visa to come to Australia.

FURTHER INFORMATION ON OSHC CAN BE FOUND AT:

[HTTP://WWW.HEALTH.GOV.AU/INTERNET/MAIN/PUBLISHING.NSF/CONTENT/PRIVATEHEALTH-CONSUMERS-OVERSEASCOVER.HTM](http://WWW.HEALTH.GOV.AU/INTERNET/MAIN/PUBLISHING.NSF/CONTENT/PRIVATEHEALTH-CONSUMERS-OVERSEASCOVER.HTM)

If you come to Australia on a visa other than a student visa and undertake a short course of study of three months duration or less you will not be eligible for OSHC. It is wise to purchase travel or private medical insurance in this case.

WHAT AM I COVERED FOR?

OSHC provides a safety net for medical expenses for international students, similar to that provided to Australians through Medicare. Additionally, OSHC includes access to some private hospitals and day surgeries, ambulance cover and benefits for pharmaceuticals. Please visit the website for further information: Medibank Private:

WWW.MEDIBANK.COM.AU

HOW DO I USE MY OSHC CARD?

If you need to visit a doctor or medical centre, show your card at the end of the visit. You will be charged the doctor's fee and the government fee component of that may be processed by the medical centre. If the medical centre is not able to process the government fee, pay the total amount, keep the receipt and you can claim the government fee back from your OSHC provider.

HOW DO I MAKE A CLAIM?

Information regarding making a claim can be found on their website at:

[HTTP://WWW.MEDIBANK.COM.AU/MEMBER-SERVICES/ONLINE-CLAIMS.ASPX](http://WWW.MEDIBANK.COM.AU/MEMBER-SERVICES/ONLINE-CLAIMS.ASPX)

If you are a boarder at the School the School nurse will be able to assist you. If in Homestay, your Homestay family will be able to assist you with this.

TYPES OF HEALTH CARE IN AUSTRALIA

The Australian healthcare system is mixed. Responsibilities for healthcare are divided between the Federal and State governments, and both the public and the private sectors play a role. Government programmes underpin the key aspects of healthcare. Medicare, which is funded out of general tax revenue, pays for hospital and medical services. Medicare covers all Australian citizens, pays the entire cost of treatment in a public hospital, and reimburses for visits to doctors.



PUBLIC SYSTEM

The major provider of healthcare services in Australia is the Public Health System (Medicare). The Public Health System provides a comprehensive free-of-charge healthcare service for all Australian citizens covering both hospital-based and community-based medical services. Public hospitals are owned by the State. One of the problems with such a system is that waiting times in public hospitals can be extensive due to a shortage of healthcare professionals and facilities.

SEE ALSO: ATTENDING AN AUSTRALIAN HOSPITAL.

PRIVATE SYSTEM

Private hospitals provide about a quarter of all hospital beds in Australia. Private medical practitioners provide most non-bed medical services and perform a large proportion of hospital services alongside salaried doctors. Most dental services are provided by private practitioners. For Australians who take out private health insurance a range of services can be covered, such as access to your own Doctor in a private hospital, and extra services such as dental, optical and physiotherapy.

ATTENDING AN AUSTRALIAN HOSPITAL

Few private hospitals have emergency departments, so, in an emergency, most Australians rely on the public hospital system. If you attend an Emergency Department in a hospital you will be attended to immediately by a triage nurse for information about you, your cover, and your current health condition. The triage nurse will determine the urgency of your condition in comparison to others in need in the emergency room and it is likely that you will remain at the emergency room for several hours. Whether you are seen immediately by a Doctor, or have to wait, it is customary to keep you in the emergency room for several hours to monitor your condition before releasing you to go home, or admitting you to hospital in more severe cases.

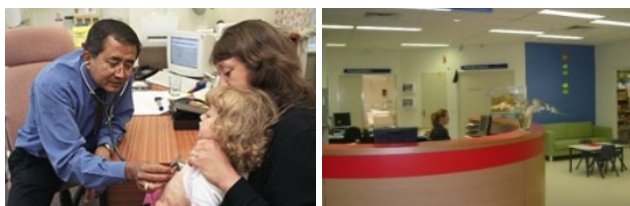
There are extensive waiting times for elective surgeries at public hospitals, e.g. for orthopaedic surgery. One of the attractions of health insurance is the ability to bypass public hospital waiting lists and go through the private system.

Private hospitals are very expensive for treatment and hospitalisation. Your OSHC will cover some of the cost of some private hospitals but you will have to pay the difference.

Your health insurance (OSHC) covers the total cost of accommodation in a shared ward of a public hospital. It also pays for the 'schedule fee' for the doctor but you will have to pay the difference if the doctor's fee is higher than the 'schedule fee'. Your health insurance (OSHC) covers the total cost of accommodation in a shared ward of a public hospital. It also pays for the 'schedule fee' for the doctor but you will have to pay the difference if the doctor's fee is higher than the 'schedule fee'.

GENERAL PRACTITIONERS (GPs)

In Australia you do not have to go to a hospital to see a doctor. You can see a doctor (also known as a GP – General Practitioner) in their private practice or medical centre, with part or the entire doctor's fee being covered by Medicare or OSHC. You must make an appointment to see a GP. If you are a boarder the School nurse will arrange an appointment time for you. If in Homestay your Homestay family will book a time for you. It is important to note that some GP surgeries will request full payment from you at the time of consultation and you will need to present the receipt to claim the rebate back from your health cover provider.



MEDICAL SERVICES

WHAT DO I DO IF I'M SICK?

Choose a doctor from the list of medical facilities in this handbook or use the Yellow Pages and phone the GP's surgery or medical centre to make an appointment. If you have woken in the morning feeling unwell and would like to see a doctor that day, you will need to phone the doctor's surgery early in the morning (8:00am – 8:30am) for an appointment. Please note however, that it may not be possible to get an appointment on the same day – you may have to wait one or two days before you can see a doctor (in some regional areas of Australia it may be a week or two before you can get an appointment).

If you are under 18, the School Nurse or homestay parent can help you find a doctor and accompany you to the appointment.

SEEING A DOCTOR

When you attend your appointment, the doctor will ask you questions about your health and may give you a brief physical examination, such as checking your breathing, your throat, ears etc. The doctor will then give you some advice regarding management of your illness, and may give you a prescription for some medication. If you have had, or need to take time off studies you will need to get a medical certificate from the doctor to provide to your education provider. If your illness is more serious or the doctor is unsure of a diagnosis she or he may refer you for further tests eg: blood tests or x-rays, or to see a specialist Doctor. It is important to note that if you are dissatisfied with the diagnosis or service of the Doctor you see, you have the right to obtain an opinion from another Doctor.

PUBLIC HOSPITAL WAITING TIMES

If you cannot get an appointment with a GP and want to go to a public hospital to see a doctor, you may find a public hospital which has a general practice clinic attached. If not, and you attend an emergency room to see a Doctor, be prepared to wait a VERY long time. It is not uncommon to wait more than 3 hours, and at some hospitals you could wait as long as 5-6 hours to see a doctor. It is common practice for a doctor or a nurse to make an initial assessment of your condition when you first arrive to prioritise the emergencies in the hospital. You will be seen as soon as the most urgent patients have been attended to. It is also common to remain in the emergency room for some time after a doctor has attended to you before you are instructed you can leave. Emergency department rules may include keeping you a little longer to observe you and ensure that your condition does not change and it is safe to send you home with the recommended treatment. It is the same for all patients – international students and Australian citizens alike.

PHARMACIES

GP surgeries do not have medications to dispense to you. You must take the prescription given to you by the doctor to a Pharmacy or Chemist to obtain the medication. You will need to provide the pharmacy with your OSHC card, your full name and address. You are able to walk in off the street to any pharmacy/chemist/drug store in Australia and will only have to wait a short while for your prescription medicine to be prepared.

PRESCRIPTION MEDICATION

Medication prescribed by your doctor is not free. You must pay the pharmacy. If the cost is more than *AU\$37.70 you can claim the difference back from your OSHC provider. Many pharmacists will offer you the option of having a "generic" brand of medicine. If the prescription medicine the Doctor has prescribed is also made available by a company which produces generic brands at cheaper prices, this option will be offered to you. This is ONLY offered if the content of the medicine is exactly the same as that prescribed by your Doctor. It will, however, assist you to pay less for your medicine.

OVER-THE-COUNTER MEDICATION

Pharmacies/chemists also provide a variety of over-the-counter medications useful for treating colds, headaches, allergies and the like which do not require a prescription. Ask the pharmacist on duty for advice regarding the best medication for your symptoms. Ensure that you advise the pharmacist of any other medications you may be taking.

DENTAL AND OPTICAL

Dental and optical health services are not covered by your OSHC unless you take out extra cover. If you need to see a dentist or optometrist you will need to make an appointment (see the Yellow Pages) and pay the full fee of this service.

INTERPRETER SERVICES

We are lucky in Australia to have a variety of healthcare professionals from many different cultural backgrounds, so you may be able to see a doctor who speaks your first language. However, if you are having difficulties communicating with your doctor, the Translation and Interpreter Service (TIS) can be used. For more information visit

WWW.IMMI.GOV.AU

or phone 131 450

**this amount changes annually*

MEDICAL FACILITIES IN TOWNSVILLE

Townsville has excellent medical services available. If you do become ill speak with your Houseparent, the

School Nurse and / or your Homestay parents and they will assist you in accessing the appropriate services for your illness or injury.

For your own knowledge below is a list of the different medical services you could need and telephone numbers for each. This is not the total of all Townsville's medical services, but gives the name so the one most frequently used.

HOSPITALS

TOWNSVILLE HOSPITAL

100 Angus Smith Drive Douglas QLD 4814
Ph: (07) 4796 1111

MATER HOSPITAL

21-37 Fulham Road, Pimlico QLD 4812
(07) 4727 4444

MEDICAL CENTRES

Townsville Family Medical Centre

55 – 59 Keans Street, Currajong QLD 4810
P: 61 7 4759 1100

X-RAY

Queensland X-Ray

Fulham Rd, Pimlico QLD 4812
Ph: (07) 4759 2800

PATHOLOGY

Sullivan Nicolaides Pathology Townsville Collection Centre

Shop S, Flinders Mall 280 Flinders Street, Townsville QLD 4810
Ph: (07) 4772 5675

PHARMACIES

North Ward Pharmacy

Shop 6, North Ward Shopping Village 31-45 Eyre St, North Ward QLD 4810
Ph: (07) 4721 2211

GENERAL HEALTH

Maintaining good health is of vital importance when studying abroad.

While living in another environment is a good way to change a daily routine, it is important for students who are experiencing difficulties in their own country (relationship, health, emotional, substance abuse, etc.) not to expect a vacation from their problems.

Going abroad is not a "geographic cure" for concerns and problems at home (that is, thinking that you can solve your personal dilemmas by moving from one place to another). Sometimes students feel that a change of venue will help them to move past their current problems. However, living and studying in a foreign environment frequently creates unexpected physical and emotional stress, which can exacerbate otherwise mild disorders.

It is important that all students are able to adjust to potentially dramatic changes in climate, diet, living, and study conditions that may seriously disrupt accustomed patterns of behavior. In particular, if students are concerned about their use of alcohol and other controlled drugs or if they have an emotional or physical health concern, they should address it honestly before making plans to travel and study abroad.

(Source: Education Abroad Programme, UCLA)

MENTAL HEALTH

Most students experience homesickness at some stage and some experience anxiety and stress, especially when they are far from home. In these cases feel free to talk openly and honestly about your feelings with your Boarding master / mistress or Homestay parents. During School times you can also discuss your feelings with your Year Level Co-ordinator, Head of School, the School Counsellor, the International Student Co-ordinator, or any other adult or teacher in the School with whom you feel comfortable.

Physical Health A big part of staying healthy involves eating healthy foods, and getting enough exercise for fitness and relaxation. Nutrition Australia provides some great information about healthy eating, exercise and lifestyle on its website

WWW.NUTRITIONAUSTRALIA.ORG

- **Exercise** – do at least 30mins of moderate exercise a day
- **Sleep** – get at least 8-9 hours of sleep a night
- **Nutrition** – keep a balanced diet remembering to eat lots of vegetables and fruit everyday

MANAGING MY FINANCES:

INITIAL EXPENSES

This is an example of some of the expenses you might encounter when you first come to Australia:

| EXPENSE | ESTIMATED COST (AUD) |
|---|----------------------|
| Mobile phone and/or network sim card | 100 |
| Uniforms (all new uniform costs only estimated) | 1200 |
| Textbooks & stationary (estimate only) | 350 |
| Sheets, towels, pillow, bed covering | 150 |
| School shoes (Leather lace-up particular style) | 100 |
| TOTAL: | \$1900 |

SETTING UP A BANK ACCOUNT

You can choose to open an account in any Bank, Credit Union or Building Society in Australia. Do your research to get the best deal.

To open a bank account you will need:

- Your passport (with arrival date stamped by Australian immigration)
- Student ID card
- Money to deposit into the account (this can be as little as \$10)

Anyone who wishes to open a bank account in Australia must show several pieces of personal identification which are allotted a points system. 100 points of identification is required to establish your identity as the person who will be named in the account. Your passport and proof of your arrival date in Australia will be acceptable as 100 points IF you open an account within six weeks of arrival in Australia. After this time you will be required to produce additional documentation. As a student you will be able to open an account with special student benefits. Many banks have 'Student Accounts'

which contain no or minimal fees for transactions that might normally be attached to regular savings accounts. You will also require the student ID card from your institution to prove you are a student and should have access to the benefits offered by a student bank account. For a comparison of accounts in banks throughout Australia see:

[HTTP://WWW.BANKS.COM.AU/PERSONAL/ACCOUNTS/](http://www.banks.com.au/personal/accounts/)

Most people in Australia enjoy the convenience of Internet banking and/or Telephone banking, which enables them to manage their money, pay bills etc. from home. At the time you are setting up your account you can request these services from your bank.

BANK & ATM LOCATIONS IN TOWNSVILLE

NATIONAL AUSTRALIA BANK

420 Flinders Street, Townsville QLD 4810
Phone: 13 2265

[WWW.NAB.COM.AU](http://www.nab.com.au)

ANZ

121 Sturt S, Townsville QLD 4810
Phone: 131314

[WWW.ANZ.COM.AU](http://www.anz.com.au)

COMMONWEALTH BANK

101 Sturt St, Townsville QLD 4810
Phone: 13 2221

[WWW.COMMBANK.COM.AU](http://www.commbank.com.au)

WESTPAC BANK

337 Flinders Mall, Townsville
Phone: 13 2032

[WWW.WESTPAC.COM.AU](http://www.westpac.com.au)

SUNCORP

Shop 122, Woolcock Street, Castletown Shopping World
Phone: 13 1155

[WWW.SUNCORPBANK.COM.AU](http://www.suncorpbank.com.au)

CREDIT UNION AUSTRALIA

Shop 044, 310-330 Ross River Rd,
Stockland Shopping Centre, Aitkenvale
Phone: 13 3282

[WWW.CUA.COM.AU](http://www.cua.com.au)

(NB – this list is just a sample of some financial institutions in Australia)

BANK & ATM LOCATIONS NEAR MY ACCOMMODATION

(write your own here)

BANKING HOURS

Most bank branches are open from Monday to Friday, 9:00am to 4:00pm (except on public holidays). Some branches have extended trading hours during the week and may be open Saturdays (check with your individual bank). ATMs remain open 24 hours a day. However, you should be aware of your personal safety if accessing cash from an ATM at night in quiet areas where there are not a lot of people around.

BANK FEES

Bank fees are the price you pay for the products and services that banks offer. Different banks charge different fees for different products and services, and the best way to find out what fees apply is simply to ask your bank. Any fees that apply to your accounts are fully disclosed in information leaflets and terms and conditions that your bank can provide before you open your account.

Some banks waive some fees if you are a full-time student. The way you do your banking may also affect the fees that apply for example: internet banking rather than walking into a branch.

If you don't understand any fee which has been charged, contact your bank.

ACCESSING MONEY FROM MY ACCOUNT

Bank accounts offer lots of options for accessing your money. Some of the most popular options are described below.

ATMS (AUTOMATIC TELLING MACHINES)

ATMs can be used to withdraw cash from an account by using the ATM card which is available with most bank accounts. You can also use ATMs to get an account balance and transfer money into other accounts. Some ATMs also allow you to deposit cash and cheques into your account. Using the ATMs of your bank will generally cost less money than if you use another bank's ATMs. Fees for using ATMs can vary between banks and between accounts.

SEE ALSO: USING AN ATM.

EFTPOS

Short for 'Electronic Funds Transfer at Point Of Sale', EFTPOS terminals can be found where goods or services are sold, for example, supermarkets, service stations, restaurants, doctors' surgeries and gymnasiums. You can pay for goods and make payments through EFTPOS using your ATM card, rather than paying with cash. At some stores, when you use EFTPOS you can also withdraw cash from your account at the same time. You should be aware that there are some retailers who put limits on how much cash can be withdrawn which may be dependent on the amount which is spent in the store.

When paying by EFTPOS, you also use your PIN to access your account. The same rules apply about keeping the PIN confidential and never handing it over to anyone. Be careful no-one is looking over your shoulder when you enter your PIN. See: Using an ATM.

TELEPHONE BANKING

You can use telephone banking to transfer payments to and from accounts, get your account balances, get recent transaction information and pay bills. You will need to register to use telephone banking and will then be given a password or an identification number that allows you to access your accounts over the phone. It's important never to give your password to anyone else.

INTERNET BANKING

Internet banking allows you to view and check your accounts, review recent transactions, apply for loans and credit cards, or transfer money and pay bills – all on-line. Most banks offer Internet banking facilities, but you will need to register with your bank to gain access. You will then be given a password that allows you to use your accounts on-line. Never give this password to anyone else.

There are security issues that need to be considered when using Internet banking. It is recommended that you install and keep up-to-date anti-virus software and a firewall, update security patches and be suspicious of emails requesting you to hand over confidential information such as your Internet banking logon password. Your bank will never ask you for this information, especially in an email. In addition, many banks publish security guides on their websites and this provides important information on precautions that you can take to protect your information on-line. If you are unsure about any approach that appears to be from your bank to provide personal information. Refuse to provide that information until you can attend your nearest branch to discuss the request over the counter with bank staff. There is no charge for discussing your banking options at a branch.

OVER-THE-COUNTER SERVICE

You can also go into a branch of your bank and, with the assistance of bank staff, conduct transactions including withdrawals, deposits, transfers, and account balance checks. If you do not have a branch close by, you may be able to visit an agency of your branch, such as an Australia Post outlet, to conduct certain transactions. Bear in mind that over-the-counter transactions usually incur higher fees than electronic transactions.

PAYING BILLS

Most bank accounts offer lots of easy options for paying bills. Transaction accounts with cheque book facilities allow you to pay bills by cheque, and most transaction accounts and savings accounts allow you to pay bills electronically (e.g., using facilities such as telephone banking, Internet banking) and using direct debits.

A note of caution on direct debits – they are a convenient way to pay everyday bills, but always make sure you've got enough money in your account to cover the cost of the debit. If your pay or allowance goes into your account on a certain date, make sure your direct debit payments are scheduled to come out of your account after your pay goes in, or you might end up with an overdrawn account or a dishonoured payment – both can cost you money.

ACCOUNT STATEMENTS

Most banks will provide regular statements for your accounts (just how regular can depend on the type of account). On request, banks will provide statements on a deposit account at more frequent intervals, but this may attract a fee. Bank statements are your record of everything that has happened in your account over a given period – the withdrawals, deposits and transfers that were made, and any bank fees and government taxes you were charged. Telephone and Internet banking can make it easy to check your statements, and some banks even offer 'mini statements' through their own ATMs.

Check your statements regularly to make sure you've got enough money in your account to cover your expenses and keep track of your spending, as well as make sure that all transactions made in your account are legitimate. Refer to your statements to see what fees you are paying on your bank accounts and why, and to see whether a few simple changes to your banking habits could help you to reduce the fees you pay (for example, using your own bank's ATMs instead of other banks' ATMs).

(Source: Australian Bankers' Association Inc.)

USING AN ATM

You will be given a PIN (Personal Identification Number) which you will enter into the ATM to access your account. It is the key to your account and it is important that you never tell anyone your PIN. A bank or reputable business will never ask you for your PIN. If anyone does, be suspicious, don't hand it over and report the incident to the bank and the police. Be careful no-one is looking over your shoulder when you enter your PIN.

These general rules should be followed for ATM safety, especially at night:

1. Minimise your time at the ATM by having your card ready when you approach the machine;
2. Take a look around as you approach the ATM and if there's anything suspicious, don't use the machine at that time (report any suspicions to the police);
3. If you don't feel comfortable using a particular ATM, consider continuing on to another branch or using off-street ATMs;
4. Do remember that EFTPOS can be used to withdraw cash at many other places, like supermarkets and service stations;
5. If you simply want to check your account balance or transfer funds between accounts, telephone or Internet banking can be used instead of an ATM.
6. If your ATM or credit card is lost or stolen (or if your

PIN has been revealed to another person), notify your bank immediately. This will enable your bank to put a stop on your card immediately so that no one else can use it and get access to your money. Most banks have a 24-hour telephone number for reporting lost cards – it's a good idea to keep a record of this number handy at all times, just in case. If you don't know the number, ask your bank.

(Source: Australian Bankers' Association Inc.)

SAFETY WHEN CARRYING MONEY

The first and fundamental rule of safety when carry money is:

"Don't carry large amounts of cash!"

The second is:

"Don't advertise the fact that you are carrying money!"

- Divide your cash into different locations on your person (front pocket, coat pocket, shoes, etc.).
- Keep your wallet in one of your front pockets at all times.
- Do not carry cash in a backpack or back pocket.
- Sew a small money pocket into the cuff of a trouser, sleeve of a shirt or even a bra.
- Divide your bank/credit cards and keep them in separate locations.
- Do not place money or valuables in lockers.
- Be very careful how you carry your handbag, and never leave it open for someone to slip their hand inside.

WORKING IN AUSTRALIA

PERMISSION TO WORK

From 26 April 2008, people granted student visas will automatically receive permission to work with their visa grant. Most student visa holders will no longer need to apply separately in Australia for permission to work. Please note that you will NOT be able to work in Australia until the first official day of classes when the education provider will confirm your study commencement. Your education provider may do this automatically on the first official day of classes, or you may need to request that they do.

WORKING WHILE STUDYING

You are not permitted to start work until you have commenced your course of study

You can work a maximum of 20 hours per week during the term and unlimited hours when your course is not in session.

The Department of Home Affairs and Citizenship (Department of Home Affairs) considers your course to be 'in session':

for the duration of the advertised semesters (including periods when exams are being held)

if you have completed your studies and your Confirmation of Enrolment is still in effect

if you are undertaking another course, during a break from your main course and the points will be credited to your main course.

(Source: Department of Home Affairs and Citizenship)

For a full list of mandatory and discretionary student visa conditions please visit

WWW.IMMI.GOV.AU/STUDENTS/INDEX.HTM

FINDING WORK

Your first priority whilst you are at Townville Grammar School is to make the most of your study opportunities. We do not encourage students to look for part time work, and even then only to take short shifts – say about 3 to 4 hours per week.

If you do wish to begin looking for a small part-time job you should discuss this with the Director of Boarding or your Homestay family before doing so, as they will need to let you know whether these arrangements would fit in with their usual routines.

EARNING AN INCOME

TAXES

Taxes are managed through the Australian Taxation Office (ATO). The tax you pay depends on how much you earn.

GETTING A TAX FILE NUMBER

You must obtain a Tax File Number to be able to work in Australia. A tax file number (TFN) is your unique reference number to our tax system. When you start work, your employer will ask you to complete a tax file number declaration form. If you do not provide a TFN your employment will be taxed at the highest personal income tax rate, which will mean less money in your wages each week.

You can apply for your TFN online at

WWW.ATO.GOV.AU

or phone 13 28 61, 8am to 6pm Monday to Friday. For the ATO translating and interpreter service phone: 13 14 50.

TAXATION RETURNS

If you pay too much tax you are entitled to a refund. To get a refund you will need to lodge a tax return. You can lodge online using e-tax (free), by mailing a paper tax return, or by paying a registered tax agent to complete and lodge the return for you. If you lodge by e-tax your refund will normally be issued within 14 days.

Lodge online using e-tax at

WWW.ATO.GOV.AU

For a registered tax agent visit

WWW.TPB.GOV.AU

Tax returns are lodged at the end of the Australian tax year – (1 July to 30 June).

SUPERANNUATION

If your monthly wage is more than AU\$450, your employer must contribute an additional sum equal to 9% of your wage into a superannuation (pension) account for you. In most cases, you can access your contributions when you leave Australia permanently, although the contributions will be taxed.

To check your eligibility to claim your superannuation and to apply for your payment, visit:

WWW.ATO.GOV.AU/DEPARTAUSTRALIA

You will need to provide the details of your superannuation fund. (Source: Australian Taxation Office)

LAWS AND SAFETY IN AUSTRALIA

OBEYING THE LAW

One of the reasons we have such a wonderful lifestyle in Australia is due to our representative democracy, the separation of powers, and our respect for the rule of law. We have a lot of laws in Australia and as a result, society runs smoothly.

In being granted a visa to study in Australia, you signed a document (Australian Values Statement Temporary) agreeing to respect Australian values and obey the laws of Australia for the duration of your stay. Failure to comply with the laws of this land (including State and Territory laws) could result in a fine or the cancellation of your visa and possible deportation back home. If you are convicted of a serious crime, it could result in imprisonment. Nobody wants this to happen!

You can find a comprehensive outline of Australian law and the legal system at:

WWW.AUSTRALIA.GOV.AU

LEGAL SERVICES & ADVICE

If you do break the law are arrested and need to attend a court appearance you will need legal representation to negotiate Australia's complex legal system. Legal advice can be obtained from a Legal Aid representative.

[HTTP://WWW.LEGALAID.QLD.GOV.AU/PAGES/HOME.ASPX](http://WWW.LEGALAID.QLD.GOV.AU/PAGES/HOME.ASPX)

LEGAL AID QUEENSLAND - TOWNSVILLE:

3rd Floor, Northtown, 280 Flinders Street Mall,
Townsville 4810

P: (07) 4760 7507

Office Hours: 9 am to 5 pm

CHILD PROTECTION LAWS

JURISDICTION

Queensland

(Department of Child Safety)

[HTTP://WWW.LEGISLATION.QLD.GOV.AU/OQPCHOME.HTM](http://WWW.LEGISLATION.QLD.GOV.AU/OQPCHOME.HTM)

LEGISLATION

Principal Acts:

Child Protection Act 1999 (Qld)

Other relevant Acts:

Commission for Children and Young People and Child Guardian Act 2000 (Qld)

Education (General Provisions) Act 2006 (Qld)

Public Health Act 2005 (Qld)

Adoption of Children Act 1964 (Qld)

Family Law Act 1975 (Cth)

(Source: Australian Institute of Family Studies)

INTERNET SAFETY & SECURITY

INTERNET ACCESS ON ARRIVAL

Internet cafes are located in most major cities, or book a computer at a community library.

Internet access is available from 8am until 5pm each day on campus in both the School Library and the School Computer labs. In addition to this you can access the internet via the Boarding house wireless connection or through your Homestay family's internet access. If you are going to use a great deal of internet it is advisable to set up your own internet account with a USB modem for internet connection.

Internet costs in Australia are high and you must be considerate of this when using it.

The internet has now become an essential business, social, entertainment and educational resource for most Australians. The increasing level of economic transactions on the internet is making it the

focus of criminal activities. It is important that internet users protect themselves from falling prey to these activities. The following tips list some simple precautions you can take to minimise the chances of becoming a victim of online criminals.

Install anti-virus and other security software, such as anti-spyware and anti-spam software. Use and update this software regularly.

Regularly download and install the latest security patches for your computer software, including your web-browser. Use automatic software security updates where possible.

Use a firewall and make sure it is turned on. Firewalls help prevent unauthorised access to, and communications from, your computer.

Delete suspect emails immediately. Don't open these emails.

Don't click on links in suspect emails. Visiting websites through clicking on links in suspect emails may result in malware (malicious software), such as a 'trojan', being downloaded to your computer. This is a commonly used and effective means of compromising your computer.

Only open an attachment to an email where the sender and the contents of the attachment are known to you.

Don't download files or applications from suspect websites. The file or application could be malware. Sometimes the malware may even be falsely represented as e-security software designed to protect you.

Use long and random passwords for any application that provides access to your personal identity information, including logging onto your computer. Don't use dictionary words as a password. Ideally, the password should be eight or more characters in length. Change passwords regularly.

Use a limited permission account for browsing the web, creating documents, reading email, and playing games. If your operating system allows you to create a limited permission account, this can prevent malicious code from being installed onto your computer. A 'limited permission' account is an account that does not have 'Administrator' status.

(Source: Australian Communications and Media Authority)

PERSONAL SAFETY

When you are out and about it is important to be alert and aware of your personal safety.

If you are going out at night remember:

- Think ahead - consider how you are going to get home - what about pre-booking a taxi or arranging transport with a friend or family member?
- Never hitch-hike.
- Make sure that you stay with your party and that someone knows where you are at all times.
- Make sure you have enough money to get home or to phone.
- Keep away from trouble - if you see any trouble or suspect that it might be about to start - move away from the scene if you can. The best thing you can do is to alert the police and keep away.
- Walk purposely and try to appear confident. Be wary of casual requests from strangers, like someone

asking for a cigarette or change - they could have ulterior motives.

- Try not to carry your wallet in your back trouser pocket where it is vulnerable and in clear view.

If you are out and about:

Be alert to your surroundings and the people around you, especially if you are alone or it is dark

- Whenever possible, travel with a friend or as part of a group
- Stay in well-lit areas as much as possible
- Walk confidently and at a steady pace
- Make eye contact with people when walking - let them know that you have noticed their presence
- Do not respond to conversation from strangers on the street or in a car - continue walking
- Be aware of your surroundings, and avoid using personal stereos or radios - you might not hear trouble approaching
- Always keep your briefcase or bag in view and close to your body
- Be discrete with your cash or mobile phones
- When going to your car or home, have your keys in your hand and easily accessible
- Consider carrying a personal attack alarm
- If you do not have a mobile phone, make sure that you have a phone card or change to make a phone call, but remember - emergency 000 calls are free of charge. (Source: Australian Federal Police)

PUBLIC TRANSPORT SAFETY

Travelling on public transport should be a safe and comfortable experience. Numerous security measures have been adopted to maximise the safety of travellers including: security officers, police, guards, help points, good lighting and security cameras. Most drivers also have two-way radios and can call for assistance.

BUSES

Waiting for a bus:

- Avoid isolated bus stops
- Stand away from the curb until the bus arrives
- Don't open your purse or wallet while boarding the bus - have your money/pass already in hand
- At night, wait in well lit areas and near other people
- Check timetables to avoid long waits.

Riding on the bus:

- Sit as close to the bus driver as possible
- Stay alert and be aware of the people around you
- If someone bothers you, change seats and tell the driver
- Keep your purse/packages close by your side. Keep your wallet inside a front coat pocket
- Check your purse/wallet if someone is jostling, crowding or pushing you
- If you see any suspicious activity, inform the driver

Taxis

Travelling by taxi is generally quite a safe method of public transport. To increase your confidence when travelling by taxi, consider the following suggestions:

- Phone for a taxi in preference to hailing one on the street. A record is kept by taxi companies of all bookings made
- You are entitled to choose the taxi/taxi driver of your preference. If a driver makes you feel uncomfortable you are within your rights to select another taxi
- Sit wherever you feel most comfortable. This may mean travelling in the back seat of the taxi;
- Specify to the driver the route you wish to take to reach your destination. Speak up if the driver takes a different route to the one you have specified or are familiar with
- Take note of the Taxi Company and fleet number. This will help in identifying the taxi if required. If you are walking a friend to catch a taxi, consider letting the driver know that you have noted these details e.g., "Look after my friend, Mr/Ms Yellow Cab No.436"
- Stay alert to your surroundings and limit your conversation to general topics
- If you don't want your home address known, stop a few houses away from your destination
- If the driver harasses you when travelling in a taxi your options include: Ask the driver to stop. You may choose to make up an excuse to do so;
- Leave the taxi when it stops at a traffic sign or lights
- Call out to someone on the street to attract attention and seek assistance. This may also cause the driver to stop
- Read out the fleet number and advise the driver you will report him/her if they don't stop

(Source: Queensland Police Service)

ALCOHOL, SMOKING, & DRUGS

ALCOHOL

Alcohol use is illegal for those aged under 18 years. In addition you can be expelled from Townville Grammar School for being in possession of or under the influence of alcohol or illegal drugs at School or on any School related activity.

This will have immediate and long term impacts on your right to study in Australia and means you can be asked to leave the country immediately. We therefore strongly advise that you do not consume drugs or alcohol during your stay in Australia

STANDARD DRINKS

Once you are over 18 years of age you can legally consume alcohol outside the School environment. The use of standard drinks can help people to monitor their alcohol consumption and exercise control over the amount they drink.

Different types of alcoholic drinks contain different amounts of pure alcohol. A standard drink is defined as one that contains 10 grams of pure alcohol.

These are all equal to approximately one standard drink:

A middy of beer (285ml) = a nip (30ml) of spirits = a small glass (100ml) of wine = a small glass (60ml) of fortified wine such as sherry.

Please keep in mind:

- Some hotels don't serve standard drinks - they might be bigger. Large wine glasses can hold two standard drinks - or even more!
- Drinks served at home often contain more alcohol than a standard drink.
- Cocktails can contain as many as five or six standard drinks, depending on the recipe.
- Pre mixed bottled drinks often contain more alcohol than a standard drink.

SMOKING

Australian law makes it an offence to sell or supply tobacco products to a person under the age of 18 years. It is illegal for anyone under 18 to purchase tobacco products. There are also a number of laws regulating and restricting the advertising, promotion and packaging of tobacco products. Regulations have been introduced to restrict smoking in public areas such as shopping centres, hotels, restaurants and dining areas, and in some workplaces. Townsville Grammar School is a non-smoking zone. Cigarettes are not allowed at Townsville Grammar School, inclusive of all of the boarding facilities. In addition Homestay homes do not allow smoking. For your own health we can assist you with a Quit Smoking programme if you are a regular smoker.

DRUGS

Each State and Territory has laws governing the manufacture, possession, distribution and use of drugs, both legal and illegal. Drug laws in Australia distinguish between those who use drugs and those who supply or traffic drugs. The Federal Customs Act covers the importing of drugs, while each State has laws governing the manufacture, possession, distribution and use of drugs, both legal and illegal.

DANGER:

Drink Spiking! Whether you are drinking alcohol or not, keep your drink close to you and watch it at all times. Drink spiking (putting extra alcohol or other drugs into a person's drink without their knowledge) is an unfortunate risk to people who are out trying to have a good time. Drink spiking can happen to anyone: male or female, young or old whether they are drinking alcohol or not. Never accept an open container of drink if you did not see it being poured and if you suspect you or your friends have had a drink spiked, call 000 (zero zero zero) immediately to report it and get help.

(Source: Australian Drug Foundation)

HITCHHIKING

A person who waves at unknown drivers from the side of the road to request a ride with a driver further along the road is called a Hitch-hiker. Hitchhiking is illegal in Queensland and Victoria. Elsewhere in Australia it is illegal to hitchhike on motorways (where pedestrians are prohibited and where cars are not allowed to stop). Some travel companies promote hitchhiking as an inexpensive means of travelling around Australia.

HOWEVER: Many crimes have been committed against innocent hitchhikers including violent personal crimes and abductions. You do not know anything about the person whose car you get into.

Our advice to you is: DON'T HITCHHIKE! It simply is not worth the risk.

AVOIDING DANGEROUS AREAS AND ACTIVITIES

It is important to always be alert and aware of your surroundings and to avoid dangerous areas and activities, particularly at night.

A public place can vary through the course of the day. It may be used by different groups of people at different times. It may be busy at certain times and isolated at others. It may be different during the day than it is at night. These differences can have a very different impact on the way you feel when you are in them. For example:

The street outside a hotel in the morning is likely to be used by people going to and from work or shopping. At night however, the people most likely to be on the street are hotel patrons. Alcohol consumption has now become a factor in these places, and for many (particularly for women), some areas may become less safe.

A shopping mall during the day has lots of different people using it. Once it closes, it is often isolated and usually dark.

A school between the hours of 8 am and 5 pm is usually lively and active. After 5 pm or during school holidays however, it may be isolated or dominated by particular groups of people. Being in a place when it is busy is very different from when the place is isolated. There is often no reason to be afraid, But – be alert, be aware, and be careful.

MAKING NEW FRIENDS

There is no magic trick to making friends. And if you are in a foreign culture it can seem more difficult than usual to find people who you really "get along" with. Be kind to yourself - remember that making friends takes time. If you make the most of social opportunities during your life in Australia, just as you would back home, it will be quicker and easier for you to fit in, make friends and feel at home.

However you meet people, remember to be careful. When you meet someone new, be cautious until you get to know the person better and feel you can trust him or her. If a stranger starts talking to you, they are probably just being friendly. But be safe, and don't give them any of your personal details like your full name, your phone number or your address. With people you don't know well; always arrange to meet them in a public place, like a café or a park, instead of inviting them to your home or going to theirs, until you feel you have built a relationship with them, know more about them and feel comfortable with them.

Many international students spend time socialising with other students and people from their own country and culture while they're in Australia. These people can make you feel accepted and you may be able to communicate much more easily with them than you can with the locals, particularly when you have just arrived. When everything around you is new and different, it can feel like a big relief to find people from your own country and cultural background. But remember, you need to be careful at first, until you get to know them better, just as you should with anyone else. Even though you may feel like you have a lot in common, remain cautious until you feel you know them reasonably well and can trust them. Crimes against international students are sometimes committed by people from their own culture.

If you have any concerns or questions about someone you have met, or want to talk to someone about Australian mannerisms and communication "norms" (widely acceptable behaviour), make an appointment to talk it over with your International Student Advisor.

SEXUAL ASSAULT

Sexual assault is a criminal offence. It includes sexual harassment, unwanted touching, indecent assault and penetration of any kind. It is important to remember that it can happen to anyone and at any time but certain precautions may make it more difficult for a possible perpetrator:

- When socialising, be smart.
- Walk with confidence and purpose.
- Avoid lonely or dark places.
- Be wary of strangers, whether they are on foot, in cars or at parties.
- Be aware of the people around you.
- Respect your intuition.
- If placed in a situation where you feel uncomfortable say "No!" loudly and with conviction.

WHAT DO I DO IF I AM ASSAULTED?

It is very difficult to tell someone that you have been sexually assaulted. It is important to remember that sexual assault is a serious crime and can happen to people regardless of their gender or sexuality. Your first point of contact, should be the Police or your closest Sexual Assault Service. At Townsville Grammar we have a Student Counsellor, or you may find it easier to speak with your Year Level Co-ordinator, Head of School, the International Student officer or the School Nurse.

1. From a public phone or mobile phone, ring the police on 000.
2. Do not wash, shower, change clothes or clean up in any way until after talking to the police and going to the hospital. You could destroy vital evidence. Don't drink alcohol or take tranquillisers or other drugs as you will have to give a clear account of what has happened. Try to remember everything you can about your attacker.
3. Remember, **you are the victim**. You have nothing to feel guilty or ashamed about. Police officers are aware that a person who has been assaulted, sexually or otherwise, is likely to be suffering from emotional shock. They will do all they can to make things as easy as possible for you. It is likely they will provide a female police officer for a female victim. If not, you have the right to request one. You can also ask the police to contact a friend, family member, interpreter or religious adviser to be in attendance with you when you are dealing with the circumstances surrounding the report of assault.

SOCIAL ACTIVITIES

WHAT IS SCHOOLIES WEEK?

If you are an international student attending high school in Australia you will hear a lot of talk about “Schoolies Week” which refers to the Australian tradition of high-school graduates (known as “Schoolies” or “Leavers”) having week-long holidays following the end of their final exams in late November and early December.

Schoolies Week is not compulsory and many students – Australian and international – choose not to attend any Schoolies celebrations. You have been away from your family for a long time and we encourage you to return home to them instead of going to Schoolies.

If you do, however, decide to attend, you need to provide the International Student officer with a written letter of permission from your parents, stating that they give permission for you to attend this event. They will also need to provide details of exactly where you will be going, with whom, accommodation arrangements, transport arrangements, dates. They will also need to state in their letter that they know that the School does not have any control or influence over the activities that you will be involved with whilst attending Schoolies Week.

Permission will only be granted if you are 18 years of age or over. If you are under 18, permission will not be given under any circumstances.

Official schoolies events, which are drug and alcohol free, are held at many schoolies destinations, they include concerts, dances and parties. For all official events, attendees are required to be a registered schoolie and present schoolie ID on entry. This schoolies ID, which at some locations includes a photo, is given to schoolies upon registering, which requires the presentation of current school ID and incurs a small fee. At many destinations, the official events are held in fenced-off areas or in nightclubs to prevent the infiltration of toolies (“too old for schoolies”, which are associated with the targeting of drunk teenagers for sex) and to maintain crowd control. Some events are free while others (often those held at nightclubs) incur an entry fee.

If you are a school leaver and choose to be a part of schoolies celebrations, here are some good safety tips to keep in mind:

Celebrate but watch your friends:

- Stay with friends and don't take chances. Remember there is safety in numbers.
- Plan ahead with your friends. Work out how you will share costs and how you will look out for each other.
- Book your own accommodation - don't expect that you can just stay with friends.
- Know where you are staying and how to get there.
- Before you go out, have a plan for getting home and tell someone where you are going.
- Negotiate a designated driver at the beginning of the evening and support them in their decision not to drink. During the week, take turns to be the designated driver.
- Stay clear of a driver who has been drinking or using drugs.
- Ask an official volunteer to walk you home if you are alone – don't walk home at night alone.
- Always keep enough money for a phone call, taxi or public transport.
- Stranger danger still exists for adults – don't accept lifts from anyone you don't know, and don't stay at a stranger's place.
- Don't swim at night and don't swim at all if you are intoxicated or using drugs.

(Source: Queensland Government Schoolies Week)

Stay with your friends and don't take chances.

Volunteers will be clearly identifiable and are there to assist you in a number of ways.

Look out for them

if you require assistance.



STUDYING

TO BEGIN:

ARRIVE EARLY

Australian education providers will provide an International Student Orientation before the commencement of classes and often before commencing local students attend an orientation. It is a requirement of the ESOS (Education Services for Overseas Students) Act 2001. Staff who run the orientation work hard to ensure that you as a student will be well equipped to achieve the best possible success in your studies. If you read through the pre-departure, arrival, and orientation manuals which the institution provides for you, you will see that there is a lot of information for you to understand and consider as you move through your studies. Although this manual will outline what you need to know, it is impossible to understand and recall everything. Once you are concentrating on your studies, you will feel less stressed if you are already comfortable with the institution, its staff and its services.

Arriving early to attend orientation gives you the chance to;

See and talk to the most important people you will need to know at the institution.

- International Office staff and their duties
- Deputy Principal, Curriculum
- ESL teacher
- Accommodation/Homestay Coordinator
- Counsellor
- Find your way / tour around the campus
- Library
- Computer rooms and facilities
- Recreation and eating areas
- Classrooms

Meet other International students who may share your classes, share your concerns or fears. Knowing another face on campus as you become more comfortable with the routines can really help you avoid any feelings of isolation.

Find your way around the public transport/ City/ to and from your accommodation.

Feel as though you already know some of the things local students know before you get to meet them at orientation activities later.

WHAT TO DO FIRST

Report to the Front Office.

At this point your documentation will be collected, including copies taken of your passport, Student Visa documents, and initial introductions to relevant staff.

INTERNATIONAL STUDENT ORIENTATION

Once you have finished purchasing of uniforms and have settled into your accommodation, a suitable time for your Orientation session will be arranged. This will occur as soon as practicable. At this time you will receive your course orientation.

INTERNATIONAL STUDENT 'CODE OF CONDUCT'

Townsville Grammar School exists as a place where a complete education may be undertaken in a helpful and co-operative environment. It is important that an atmosphere exists which will foster the development of the mind, body and character. It is essential, therefore, that all associated with the life of the School regard themselves and other persons with dignity and respect. It is important all learn the importance of co-operating in a community with many diverse interests. Students are encouraged to develop a common concern for the well being of all members of the School community.

ACADEMIC POLICIES & PROCEDURES

A detailed set of academic policies and procedures is available in the Townsville Grammar School Handbook, which is issued at Orientation, and is also available electronically upon request.

Specifically, regulations with regard to awards, assessment, tutorials etc is all contained within this Handbook.

In summary Townsville Grammar School's academic charter is as follows:

ACADEMIC CHARTER

At Townsville Grammar School we believe that teaching and learning is our core purpose. We believe that the achievement of enhanced academic outcomes and personal best performance is a product of shared values, practices and commitment to excellence.

At Grammar we believe that:

- Excellence is a product of personal best effort.
- Academic honesty and integrity are not negotiable.

- Students must accept responsibility for their own performance.
- Excuses for academic underachievement are always unacceptable.
- Teachers play a pivotal role in the management of optimal student learning experiences.
- Girls and boys learn differently and teaching practices must recognise not only differences in what boys and girls can do, but what boys and girls want to do.
- Engaging and authentic teaching and learning practices will integrate learning technologies to enable our students to be more fully prepared for life beyond school.
- Families and the boarding environment play a key role in enhancing student learning outcomes.
- The School accepts responsibility for reporting to parents in a manner that is both timely and meaningful.
- The School accepts responsibility for promoting an academic culture where learning and scholastic achievement are highly valued.

COMPLAINTS & GRIEVANCES

Townsville Grammar School has a Complaints and appeals process which complies with commonwealth and state requirements. Access to this process is available to an overseas students at any time, but it has prescribed conditions under Standards 10, 11 and 13. If the School's Complaints and appeals process is invoked under any of these standards, provisions under Standard 5 will also be applicable if the student is under 18 years of age and the School has approved accommodation, support and welfare arrangements.

This policy is available below and under the Policies section of the School's website:

[HTTP://WWW.TGS.QLD.EDU.AU/HANDBOOKS/POLICIES.PHP](http://www.tgs.qld.edu.au/handbooks/policies.php)

Hard copies of this policy are also available from the Front Office and the International Student co-ordinator's office.

TOWNSVILLE GRAMMAR SCHOOL COMPLAINTS AND APPEALS POLICY

BOARD OF TRUSTEES OF TOWNSVILLE GRAMMAR SCHOOL

T/A TOWNSVILLE GRAMMAR SCHOOL

CRICOS: 00564G

A copy of this policy will be provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed, and again during orientation or within 7 days of the commencement of student attendance of the enrolled course.

1. Purpose

- The purpose of Townsville Grammar School's Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint involving Townsville Grammar School, or an education agent or third party engaged by Townsville Grammar School to deliver a service on behalf of Townsville Grammar School.
- The internal complaints and appeals processes are conciliatory and non-legal.

2. Complaints against other students

- Grievances brought by a student against another student will be dealt with under the school's Bullying Prevention and management Policy
- Informal Complaints Resolution
- In the first instance, Townsville Grammar School requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
- Students should contact the Director of Enrolments, Year Level Co-ordinator or Head of School in the first instance to attempt mediation/informal resolution of the complaint.
- If the matter cannot be resolved through mediation, the matter will be referred to the Principal/other and Townsville Grammar School's internal formal complaints and appeals handling procedure will be followed. Particular complaints may be referred to or through particular area supervisors e.g. boarding issues to the Head of Boarding, academic issues to the Head of Department or Deputy Principal, Curriculum.

3. Formal Internal Complaints Handling and Appeals Process

- a. The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.
- b. The student must notify the school in writing of the nature and details of the complaint or appeal.
- c. Written complaints or appeals are to be lodged with the Principal.
- d. Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him/her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.
- e. Complaints and appeals processes are available to students at no cost.
- f. Each complainant has the opportunity to present his/her case to the Principal or his delegate.
- g. Students and / or the School may be accompanied and assisted by a support person at all relevant meetings.
- h. The formal internal complaints and appeals process will commence within 10 working days of lodgement of the complaint or appeal with the Principal/other and will be finalised as soon as practicable.
- i. For the duration of the internal complaints and appeals process the student's enrolment will be maintained, as required under the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the student must continue to attend classes.

However, if the Principal or delegate deems that the student's health or well-being, or the well-being of others is at risk he/she may decide to suspend or cancel the student's enrolment before the complaints and appeals process has been accessed or fully completed. In such cases, the student may still lodge a complaint or appeal, even if the student is offshore.

- j. Once the Principal has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome, and a copy will be retained on the student's file.
- k. If the complaints and appeals procedure finds in

favour of the student, Townsville Grammar School will immediately implement the decision and any corrective and preventative action required, and advise the student of the outcome and action taken.

- l. Where the outcome of a complaint or appeal is not in the student's favour, the school will advise the student within 10 working days of concluding the internal review of the student's right to access the external appeals process.
- m. However, the school is only obliged to await the outcome of an external appeal if the matter relates to a breach of course progress or attendance requirements. For all other issues, the school may take action (including making changes to the student's enrolment status in PRISMS) in accordance with the outcome of the internal appeal.

5. External Appeals Processes

- a. If the student is dissatisfied with the conduct or result of the internal complaints and appeals procedure, he/she may contact and / or seek redress through the Overseas Students Ombudsman at no cost. Please see: <http://www.ombudsman.gov.au/How-we-can-help/overseas-students> or phone 1300 362 072 for more information.
- b. If the student wishes to appeal a decision made by Townsville Grammar School that relates to being reported for a breach of course progress or attendance requirement (under Standard 8), the student must lodge this appeal with the Overseas Student Ombudsman's office within 10 working days of being notified of the outcome of his/her internal appeal.
- c. If the student wishes to appeal a decision made by Townsville Grammar School that relates to:
- d. refusal to approve a transfer application (under Standard 7), or
- e. suspension or cancellation of the student's enrolment (under Standard 9)
- f. any choice to lodge an external appeal with the Overseas Student Ombudsman is at the student's discretion. The school need not await the outcome of any external appeal lodged, before implementing the outcome of the internal appeal.

6. Other legal redress

- a. Nothing in the School's Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.

7. Definitions

- a. Working Day – any day other than a Saturday, Sunday or public holiday during term time
- b. Student – a student enrolled at Townsville Grammar School or the parent(s)/legal guardian of a student where that student is under 18 years of age
- c. Support person – for example, a friend/teacher/relative not involved in the grievance.

This Policy was last updated on 22-02-2020

TOWNSVILLE GRAMMAR SCHOOL CRITICAL INCIDENT POLICY

**BOARD OF TRUSTEES OF TOWNSVILLE
GRAMMAR SCHOOL**

T/A TOWNSVILLE GRAMMAR SCHOOL

CRICOS: 00564G

1. Townsville Grammar School recognises the duty of care owed to its students and that planning for the management of a critical incident is essential.

A critical incident is a traumatic event, or the threat of such (within or outside Australia) which causes extreme stress, fear or injury that may affect the student's ability to undertake or complete their course. This may include but is not limited to:

- d. Serious injury, illness or death of a student or staff
- e. Students or staff lost or injured on an excursion
- f. A missing student
- a. Severe verbal or psychological aggression
- b. Physical assault
- c. Student or staff witnessing a serious accident or incident of violence
- d. Natural disaster e.g. earthquake, flood, windstorm, hailstorm or extremes of temperature
- e. Fire, bomb threat, explosion, gas or chemical hazard
- f. Social issues e.g. drug use, sexual assault

2. Critical Incident Management Committee

The Critical Incident Management Team (CIMT) shall consist of: Principal (as Chair) and the School's Senior Management Team. The most important thing for the CIMT to undertake is to determine who has been involved in the critical incident, who needs to be informed of the incident, who will require assistance and what level of assistance is required. Where required, the CIMT should also include:

- a. Townsville Grammar School has a Critical Incident Management Committee to assist the Principal in the prevention and management of critical incidents at the school, or off campus in the case of an overseas student for whom the school has undertaken care responsibilities.
- b. The Principal is the critical incident team leader.
- c. The Critical Incident Management Committee also includes:
 - I. the principal,
 - II. Senior Management
 - III. the school counsellor
 - IV. students [if relevant]
 - V. other members of the school community e.g. P&F representative [if relevant]
 - VI. the international student co-ordinator
 - VII. homestay co-ordinator [if relevant]
- d. The responsibilities of the committee include:
 - I. risk assessment of hazards and situations which may require emergency action
 - II. analysis of requirements to address these hazards
 - III. establishment of liaison with all relevant emergency services e.g. police, fire brigade, ambulance, hospital, poisons information centre, community health services
 - IV. 24-hour access to contact details for all students and their families and emergency contacts provided by the student's family (for schools with overseas students this will also include agents, homestay families, carers, consular staff, embassies and interpreting services if necessary)
 - V. 24-hour access to contact details for all relevant staff members needed in the event of a critical incident e.g. school counsellor, welfare officer, legal services, school security
 - VI. development of a critical incident plan for each critical incident identified, including

arranging emergency or alternative accommodation arrangements if necessary

VII. dissemination of planned procedures

VIII. organisation of practice drills

IX. regular review of the critical incident plan

X. assisting with implementation of the critical incident plan

XI. arranging appropriate staff development

XII. budget allocation for emergencies

XIII. ensuring written records of any critical incident and remedial action taken by Townsville Grammar School are kept on file for at least two years after the student ceases to be enrolled.

3. Critical Incident Plans

- a. All critical incident plans assign responsibilities among relevant staff members; cover all the actions to be taken and timelines for doing so.
- b. Immediate Action (within 24 hours)
 - I. Identify the nature of the critical incident
 - II. Notification of the critical incident committee/team leader
 - III. Implement the appropriate management plan or action strategy, including arranging emergency or alternative accommodation arrangements if necessary
 - IV. Assignment of duties and resources to school staff
 - V. Seeking advice and help from any necessary emergency services/hospital/medical services
 - VI. Dissemination of information to parents and family members
 - VII. Completion of a critical incident report
 - VIII. Media response if required (see below)
 - IX. Assess the need for support and counselling for those directly and indirectly involved
- c. Additional Action (48 – 72 hours)
- d. Assess the need for support and counselling for those directly and indirectly involved (ongoing)
 - I. Provide staff and students, parents / family members with factual information as appropriate
 - II. Restore normal functioning and school delivery
- e. Follow-up – monitoring, support, evaluation

I. Identification of any other people who may be affected by critical incident and access of support services for affected community members

II. Maintain contact with any injured/affected parties

III. Provision of accurate information to staff and students where appropriate

IV. Evaluation of critical incident management

V. Be aware of any possible longer term disturbances e.g. inquests, legal proceedings

4. Resources

- a. The nature of critical incidents is such that resources cannot always be provided in anticipation of events. The critical incident committee uses its discretion to provide adequate resources – both physical and personnel – to meet the needs of specific situations. Staff will be reimbursed for any out-of-pocket expenses.

5. Managing the Media

- a. Manage access of the media to the scene, and to staff, students and relatives
- b. The principal should normally handle all initial media calls
- c. Determine what the official school response will be
- d. All facts should be checked before speaking to the media
- e. If accurate information is unavailable or the issue is of a sensitive nature, explain that questions cannot be answered at this time
- f. Avoid implying blame or fault for any part of the incident as this can have significant legal implications
- g. The principal may delegate media liaison to another member of staff

6. Evaluation and review of management plan

- a. After every critical incident, a meeting of the critical incident committee will be held to evaluate the critical incident report and the effectiveness of the management plan and to make modifications if required. If appropriate this process will incorporate feedback from all staff, students and local community representatives.

EXAMPLE OF A CRITICAL INCIDENT PLAN - INJURY TO OVERSEAS STUDENT

7. Immediate Action (within 24 hours)

- a. Identify the nature of the critical incident
 - b. The person, who is initially notified of the incident, be that the school secretary or homestay co-ordinator or international student co-ordinator, should get as much information as possible regarding the nature of the critical incident.
 - I. Where did the injury occur? On campus or off?
 - II. How severe is the nature of the injury?
 - III. Where is the student now?
 - IV. Is the student in hospital?
 - V. Has an ambulance been called?
 - VI. Is an interpreter required?
 - c. The information should be documented for further reference.
 - d. Notification of the critical incident committee/ team leader
 - e. The person who is initially notified of the incident should notify the critical incident team leader immediately.
 - f. Assignment of duties to school staff
 - g. The critical incident team leader will identify the staff member responsible for any immediate action.
 - I. The incident will then be referred to the identified staff member.
 - II. The responsible staff member should keep in close contact with the critical incident team leader and any other staff members as required.
 - h. Implement the appropriate management plan or action strategy
 - I. If the student is on campus
 - o Ensure appropriate intervention to minimise additional injury
 - o Provide first aid where necessary
 - o Ascertain seriousness of injury
 - o Call ambulance if required
 - o If ambulance is required, accompany student to hospital
 - o Ascertain seriousness of injury from hospital staff
 - o If ambulance is not required accompany student to relevant medical service e.g. doctor
 - II. If the student is off-campus
 - o If situation appears serious, call an ambulance and either meet the ambulance at the student's location or at the hospital
 - o Otherwise go to location of student
 - o Provide first aid where necessary
 - o Ascertain seriousness of injury
 - o Call ambulance if required
 - o If ambulance is required, accompany student to hospital
 - o Ascertain seriousness of injury from hospital staff
 - o If ambulance is not required accompany student to relevant medical service e.g. doctor
 - III. If the student has already been taken to hospital
 - o Go to hospital
 - o Ascertain seriousness of injury from hospital staff
- i. Dissemination of information to parents and family members
- j. When there are a number of people to contact such as when a student is in a homestay, the school should attempt to simultaneously contact all parties.
 - I. Contact the parents/legal guardian of the student
 - II. Contact the carer of the student e.g. they may be living with a relative
 - III. Contact any emergency contacts provided by the student's family
 - IV. Contact the homestay family of the student
- k. Completion of a critical incident report [see sample critical incident report]
- l. Media response if required
- m. Inform critical team leader of any relevant factual information to be conveyed to the media liaison.
- n. Assess the need for support and counselling for those directly and indirectly involved
- o. If the student is seriously injured or requires hospitalisation, the school should enlist aid of overseas consular staff to assist the family if they are travelling to Australia, with interpreting services to aid in communication with the relevant

medical services and with counselling services if required.

- p. The school should assess whether other staff and students have been affected by the incident and provide support and counselling as required.
 - I. The school should also contact Department of Home Affairs (Immigration) and inform them of the incident.

8. Additional Action (48 – 72 hours)

- a. Assess the need for support and counselling for those directly and indirectly involved (ongoing)
- b. Provide staff and students with factual information as appropriate
 - I. Depending on the nature of the incident, it may be appropriate for the principal to address the school and inform them of the facts of the incident and the condition of the student concerned.
- c. Restore normal functioning and school delivery
 - II. Where the incident occurred on school premises, there will be other procedures to follow in relation to any possible safety issues and the school's legal obligations. The critical incident committee should identify the appropriate staff member to follow up these issues.

9. Follow-up – monitoring, support, evaluation

- a. Identification of any other people who may be affected by critical incident and access of support services for affected community members
 - I. The effects of traumatic incidents can be delayed in some people; the school needs to be aware of any emerging need for support and/or counselling.
- b. Maintain contact with any injured/affected parties
- c. If the student is in hospital for some time, the school needs to maintain contact with the student and their family.
 - I. Support and assistance for the student and family
 - II. Depending on the condition of the student, the school could provide school work for the student to enable them to remain in touch with school activities
 - III. Discuss with the family any required changes to the enrolment of the student e.g. suspension or cancellation of enrolment and make any changes required on PRISMS
- d. Provision of accurate information to staff and

students where appropriate

- I. Depending on the nature of the incident, it may be appropriate for the principal to address the school and inform them of the facts of the incident and the condition of the student concerned.
- II. Evaluation of critical incident management
- III. The critical incident committee should be held to evaluate the critical incident report and the effectiveness of the management plan and to make modifications if required.
- IV. Be aware of any possible longer term effects on the school and student well-being e.g. inquests, legal proceedings

This Policy was last updated on 23-02-2020

International Student Visa Conditions

For a full list of mandatory and discretionary student visa conditions please visit

WWW.IMMI.GOV.AU/STUDENTS/INDEX.HTM

Academic Progress and Attendance

This policy is available below and under the Policies section / International Student Policy of the School's website:

[HTTP://WWW.TGS.QLD.EDU.AU/INTERNATIONAL/HOMESTAY_INFORMATION.PHP](http://WWW.TGS.QLD.EDU.AU/INTERNATIONAL/HOMESTAY_INFORMATION.PHP)

Hard copies of this policy are also available from the Front Office and the International Student co-ordinator's office.

TOWNSVILLE GRAMMAR SCHOOL STUDENT PROGRESS, ATTENDANCE AND COURSE DURATION POLICY

**BOARD OF TRUSTEES OF TOWNSVILLE
GRAMMAR SCHOOL**

T/A TOWNSVILLE GRAMMAR SCHOOL

CRICOS: 00564G

This policy is available to staff and to students. Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

1. Course Progress

- a. The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b. The course progress of all students will be assessed at the end of each study period of enrolment according to Townsville Grammar School's course assessment requirements.
- c. Students who have begun part way through a study period / semester will be assessed according to Townsville Grammar School's course assessment requirements after completing [one full study period].
- d. Students will need to demonstrate satisfactory course progress in any study period / semester.

For Primary Years

- a. students need to maintain satisfactory effort (SA standard) and gain a sound level of achievement (C standard) in the majority of core subjects studied in any study period / semester.
- b. for Junior Secondary Years 7-10
- c. students need to maintain satisfactory effort (SA standard) and gain a sound level of achievement (C standard) in the majority of core subjects studied in any study period / semester.
- d. for Senior Secondary Years 11 & 12 – full duration

To demonstrate satisfactory course progress for the Senior Secondary Course, students must progressively accrue sufficient credit in Units in Years 11 and 12 to remain eligible for a Queensland Certificate of Education (QCE). Students enrolled for all four Units of a Senior Secondary Course will be identified and notified as being at risk of not achieving satisfactory course progress when their results indicate that the Learning Options available to them to remain eligible for a QCE are becoming limited.

For Senior Secondary – less than full duration (for example, study abroad programs)

To demonstrate satisfactory course progress for the Senior Secondary Course, students must achieve a satisfactory result (e.g., a "Pass", "C", or "Satisfactory" result) in a minimum of 3 Learning Options in a Unit.

- a. If at the end of a study period a student does not achieve satisfactory course progress as described above, the Director of Enrolments will formally contact the parent(s) to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with Director of Studies and the student to develop an intervention strategy for academic improvement. This may include:

- I. After hours tutorial support
- II. Subject tutorial support in class time
- III. Mentoring
- IV. Additional ESL support
- V. Change of subject selection, or reducing course load (without affecting course duration)
- VI. Counselling – time management
- VII. Counselling – academic skills
- VIII. Counselling – personal
- IX. other intervention strategies as deemed necessary

- b. A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents.
- c. The student's individual strategy for academic improvement will be monitored over the following study period by [insert role of school staff member] and records of student response to the strategy will be kept. Parents will be kept informed of the student's academic progress while the student is receiving formal intervention.
- d. If the student does not achieve satisfactory course progress by the end of the next study period, Townsville Grammar School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process. The notification of intention to report will be issued to the student prior to the commencement of the next semester. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by Townsville Grammar School he/she may contact the Overseas Student Ombudsman at no cost. This must be done within 20 working days. Please see Townsville Grammar School's Complaints and Appeals Policy for further details.
- e. The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
 - I. the student does not access the complaints and appeals process within 20 days, or the student withdraws from the complaints and appeals process by notifying the Principal of Townsville Grammar School in writing, or
 - II. the complaints and appeals process results in a decision in favour of the school.

2. Completion within expected duration of study

- a. As noted in 1.a., the school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b. Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their studies within the expected duration of the course.
- c. The school will only extend the duration of the student's study where it is clear the student will not be able to complete their course by the expected date because:
 - I. the student can provide evidence of compassionate or compelling circumstances (see Definitions below)
 - II. the student has, or is, participating in an intervention strategy as outlined in 1.e.
 - III. an approved deferment or suspension of study has been granted in accordance with Townsville Grammar School's Deferment, Suspension and Cancellation Policy.
- a. Where the school decides to extend the duration of the student's study, the school will report this change via PRISMS within 14 days and/or issue a new COE if required. In this case, the student will need to contact the Department of Home Affairs (Immigration) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

3. Monitoring Course attendance

- a. Satisfactory course attendance is attendance of 80% of scheduled course contact hours. [NB the National Code St 8 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in St 8.15. School policy can require a higher minimum attendance rate.
- b. Student attendance is:
 - I. checked and recorded daily
 - II. assessed regularly
 - III. recorded and calculated over each study period.
- c. Late arrival at school will be recorded and will be included in attendance calculations.
- d. All absences from school will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal/Head of School.

- e. Any absences longer than [5] consecutive days without approval will be investigated.
- f. Student attendance will be monitored by Year Level Coordinators every 2 weeks over a semester to assess student attendance using the following method.
- g. Calculating the number of hours, the student would have to be absent to fall below the attendance threshold for a study period e.g. number of study days' x contact hours' x 20%. I[For example, a 20-week study period with 5 contact hours a day would equal 500 contact hours. 20% of this is 100 hours. Alternatively, a school may choose to calculate attendance using a formula based on the number of days absent. For example, a 20-week study period with 5 days a week would equal 100 school days. 20% of this is 20 school days.
- h. Attendance for any period of exclusion from class will be assessed under Townsville Grammar School's Deferment, Suspension and Cancellation Policy.
- i. Parents of students at risk of breaching Townsville Grammar School's attendance requirements will be contacted by [email / 'phone] and students will be counselled and offered any necessary support when they have attendance totalling 90% attendance in any study period.
- j. If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, Townsville Grammar School will assess the student against the provisions of Item 3.i. (below). Where the student has failed to meet the minimum attendance requirement, and Item 3.i. does not apply, the school will promptly advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process
- k. The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - I. the student does not access the complaints and appeals process within 20 days
 - II. the student withdraws from the complaints and appeals process by notifying the Principal of Townsville Grammar School in writing,
 - III. the complaints and appeals process results in a decision in favour of the school.
- l. Students will not be reported for failing to meet the 80% attendance threshold for a study

period where:

- I. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definition, below, and
 - II. the student's attendance has not fallen below 70% for the study period.
- m. The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days' x contact hours' x 30%, or number of study days' x number of days per week x 30%.
- n. If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, [insert position] will assess whether a suspension of studies is in the interests of the student as per Townsville Grammar School's Deferment, Suspension and Cancellation Policy.
- o. If the student does not obtain a suspension of studies under the Townsville Grammar School's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h – 3.i.

4. Definitions

- a. Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:
 - I. serious illness, where a medical certificate states that the student was unable to attend classes
 - II. bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible)
 - III. major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - IV. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
 - V. where the school was unable to offer a pre-requisite unit
 - VI. inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as

compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

- a. Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- b. School day – any day for which the school has scheduled course contact hours.
- c. Study period
 - I. for the purpose of monitoring attendance, a study period is a semester
 - II. for the purpose of monitoring course progress in a Primary School or Junior Secondary School course, a study period is a semester
 - III. for the purpose of monitoring course progress in a Senior Secondary School course, a study period is a Unit of a subject or course of study (i.e., Unit 1 or Unit 2 in Year 11 or Units 3 and 4 in Year 12)
- d. Learning Options – the range of subjects and programs as outlined in Learning Options 1.2.2 of the Queensland Curriculum and Assessment Authority (QCAA) QCE and QCIA Handbook 2019.

This Policy was last updated on 23-02-2020

TOWNSVILLE GRAMMAR SCHOOL WRITTEN ENTRY REQUIREMENTS POLICY

**BOARD OF TRUSTEES OF TOWNSVILLE
GRAMMAR SCHOOL**

T/A TOWNSVILLE GRAMMAR SCHOOL

CRICOS: 00564G

1. Townsville Grammar School will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.
2. Applications for enrolment must be made on Application for Enrolment form. This must be correctly completed, and must be accompanied by the following documents to support the application:
 - a. Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report;

- b. A completed Reference Form from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
 - c. A completed Subject Choices Form if appropriate;
 - d. Appropriate proof of identity and age;
 - e. Written evidence of proficiency in English as a second language
 - f. Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
 - g. Letter of Offer from another registered provider if applicable
 - h. Other documents may also be required, e.g.,]
- Completed Homestay or Boarding Application Form
 - Enrolment Application Fee
 - Application to the Queensland Assessment and Curriculum Authority (QCAA) for relaxation of completed Core requirements if applicable.
3. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
 4. An application for enrolment can only be processed when all of the above are in the hands of the Admissions Officer.
 5. Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.
 6. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.
 7. Onshore applications for Years 11-12, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment.
 8. Offshore applications for enrolment in Years 11-12 will not be considered after the Yr 11 course has commenced/ unless the student can complete course assessment before the end of the first semester of Year 11.
 9. Townsville Grammar School requires evidence that the applicant's academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.

ACADEMIC REQUIREMENTS

Students must provide evidence of satisfactory academic performance appropriate to entry to the Year level requested on the Application for Enrolment or offered as an alternative point of entry by the school in a Letter of Offer.

- a. For Primary School:
 - I. Evidence of application to school work and age-appropriate achievement
- b. in literacy and numeracy areas of the curriculum
- c. For Year 7 – 12 students:
 - I. A pass level or "C" grade or better for the majority of core subjects

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

1. Applicants are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the school.
2. If supplied, Townsville Grammar School will assess evidence of English language proficiency presented by a student at the time of application, but reserves the right to confirm the student's English language proficiency through additional tests.
3. If not presenting appropriate evidence of English language proficiency at the time of application, Townsville Grammar School will assess the student's application for entry based on satisfactory test results as follows:

| ACCEPTABLE TEST | MINIMUM TEST RESULT | FOR ENTRY TO |
|--|---------------------|--------------------------------|
| IELTS or equivalent test (TOEFL for example) | No minimum required | Primary Years Year 1 - 3 |
| IELTS or equivalent test (TOEFL for example) | 2 - 3 | Primary Years Years 4 - 6 |
| IELTS or equivalent test (TOEFL for example) | 4 - 5 | Junior Secondary Years 7 - 10 |
| | 5.5 - 6 | Senior Secondary Years 11 & 12 |

4. Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies.

5. If undertaking an intensive English language course before beginning mainstream studies, English language proficiency will be reassessed at the conclusion of the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.

This Policy was updated on 09-02-2020

CURRENT ADDRESS DETAILS

Students on an International Student Visa no longer need to keep informed of their home address in Australia, as Department of Home Affairs will check these details with your education provider if required. Therefore, you **MUST** maintain a current residential address on your student file **AT ALL TIMES**.

If you change address, telephone number or any other details please come to the Front office and collect and complete a "Change of address" form.

STUDENT ADMINISTRATION INFORMATION

ACCOUNTS & ADMINISTRATION

Terms and Conditions of Enrolment

FEES

Fees are paid by term in advance. There are 2 terms per semester and 2 semesters per year. Fees are set annually but may change during the year. Families are issued a monthly statement of account. Fees are normally due on the first day of each term. A due date appears on all statements.

The School reserves the right to rescind scholarships and bursaries in the event of late payment of fees.

Outstanding fees constitute a debt payable to the Trustees of the School. Overdue fees may be placed in the hands of a collection agency. If necessary the Trustees may take legal action to recover debts to preserve the viability of the School.

ABSENCES DURING TERM

No allowances against fees will be made for late returns to School or absence during the term, including those due to disciplinary suspensions, or for the early completion of Year 12.

CANCELLATION OF ENROLMENT

The School reserves the right to cancel a student's enrolment for non-payment of School fees.

Enrolment will be cancelled at the end of a term if fees for that term or prior terms have not been paid, unless an approved payment arrangement has been made.

NOTICE OF WITHDRAWAL

One half terms notice in writing is required in the event of a child's withdrawal, otherwise one half terms fees will be payable. If a student is asked to leave the School in the first half of a term, half of a terms fees will be refunded. During the last half of a term, no fees will be refunded. For students not returning the following year written notice is required by 31 October, otherwise one half terms fees will be payable for the following year.

PAYMENT OF ACCOUNTS

The following methods of payment are available:

- Over the counter at the School office, by cash, cheque, credit or debit card
- By mail or facsimile using a completed statement of account remittance advice for card payments or by enclosure of cheque or money order
- By telephone for card payments
- By BPAY and Internet banking using BPAY information provided on the fee statement
- By direct deposit

School Banking Details

Account Name: Townsville Grammar School
Bank: National Australia Bank, Sturt Street
BSB: 084970
Account: 508996603

ID CARDS

During the annual school photo sessions, students can apply to also receive a Student ID card. These are an additional cost and a replacement fee is also charged if they are lost.

TOWNSVILLE GRAMMAR SCHOOL REFUND POLICY

BOARD OF TRUSTEES OF TOWNSVILLE
GRAMMAR SCHOOL

T/A TOWNSVILLE GRAMMAR SCHOOL

CRICOS: 00564G

A copy of this policy is provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed as well as comprising part of student's written agreement.

1. This policy outlines refunds applicable to course fees paid to the school

2. Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.

3. The enrolment application fee is non-refundable.

4. Payment of Course Fees and Refunds

- a. Fees are payable according to the School's International Students Business Arrangements schedule.
- b. An itemised list of school fees is provided in the school's written agreement [as per NC Standard 3.3.4]
- c. All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
- d. Refunds will be paid to the person who enters into the written agreement unless the school receives written advice from the person who enters the written agreement to pay the refund to someone else.

5. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the School Principal. A minimum of 5 weeks' term time notice is required otherwise 5 weeks (half a term) fees will be charged in lieu of notice.

6. Student default because of visa refusal

- a. If a student produces evidence of visa refusal (or provides permission for the school to verify visa refusal with the Department of Home Affairs) and fails to start a course on, or withdraws from the course on or before the agreed starting day, the

school will refund within four weeks of receiving a written claim from the student the total amount of course fees received by the school before the student's default day, minus the lesser of 5% of the amount of course fees received, or AUD 500.

- b. If a student whose visa has been refused withdraws from the course after it has commenced, the school will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund of any unused tuition fees* received by the school with respect to the student within the period of four weeks after the day of student default.

**Calculation of the refund due in this case is prescribed by a legislative instrument (s.10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).*

7. Student default

- a. Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).
- b. Non-tuition fees will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
- c. If the student, does not provide written notice of withdrawal, and does not start the course on the agreed starting date, up to 50% of tuition fees will be retained from tuition fees received by the school.
- d. If tuition fees for up to two study periods have been received in advance by the school and the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the school will:
 - I. Retain an administration fee of \$500 and refund the balance of the tuition fees if written notice is received up to four weeks prior to commencement of the course.
 - II. Refund 70% of the tuition fees received if written notice is received less than four weeks prior to commencement of the course.
 - III. Refund 25% of any tuition fees received, if written notice is received before one (1) study period of the payment period has passed.
 - IV. Refund 10% if written notice is received after 1 study period of the payment period has passed.

- e. If tuition fees have been received for more than two study periods, refund provisions under (d) will apply for the first two study periods and any balance of unused tuition fees after this will be refunded.
- f. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
 - I. Failure to maintain satisfactory course progress (visa condition 8202). Please see International Student Handbook
 - II. Failure to maintain satisfactory attendance (visa condition 8202). Please see International Student Handbook
 - III. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532). International Student Handbook
 - IV. Failure to pay course fees.
 - V. Any behaviour identified as resulting in enrolment cancellation in Townsville Grammar School's School Handbook. Please see Written Agreement, International Student Handbook and School Handbook.
- g. If Townsville Grammar School cancels a student's enrolment for failure to maintain agreed conditions as outlined in the student's written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care, any refund of tuition fees will be at the discretion of the school.

8. Provider default

[Any default by the school must be compliant with the current provisions of the ESOS Act 2000 and the ESOS Regulations 2019.]

- a. If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received by the school with respect to the student will be made within 14 days of the agreed course starting day.
- b. If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received by the school with respect to the student will be made within 14 days of the school's default day.

- c. In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian Government's Tuition Protection Service. For information on the TPS, please see: <https://tps.gov.au/StaticContent/Get/StudentInformation>.

**Calculation of the refund due in this case is prescribed by a legislative instrument (s.7 of Education Services for Overseas Students (Calculation of Refund) Specification 2014). <http://www.comlaw.gov.au/Details/F2014L00907>.*

9. This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

DEFINITIONS

- a. Non-tuition fees – fees not directly related to provision of the student's course, including Boarding / Homestay fees, textbooks and uniforms
- b. Tuition fees – fees directly related to the provision of the student's course, including General Purpose Levy
- c. Course fees – the sum of tuition fees and non-tuition fees received by the school in respect of the student in order for the student to undertake the course.
- d. Term is one quarter of the school's academic year (4 terms per year)
- e. Semester is one half of the School's academic year (2 semesters per year)

This Policy was last updated on 09-02-2020

TEXTBOOKS

Textbooks are available from Progress Book World, Hammett Street, Currajong. The School also operates a second hand book shop, facilitated by the Parent Network volunteer group. Text book lists are available on the School's website and also from the Front office.

TRANSFER

Students wishing to transfer to or from Townsville Grammar School should consult the International Student Co-ordinator and be aware of the School's Transfer Policy.

A full copy of the Transfer Policy is available in the Appendix of this booklet.

DEFERRING, SUSPENDING OR CANCELLING ENROLMENT

Once a student has been accepted into a course at Townsville Grammar School they can defer their course, or it is possible that they will be suspended or have their enrolment cancelled for a number of different reasons.

A full copy of Townsville Grammar School's policy for deferring, suspending or cancelling enrolments is available in the appendix of this handbook.

STUDENT SUPPORT SERVICES

INTERNATIONAL STUDENT OFFICE

Front Office, North Ward campus
P: 61 7 4722 4900

Or International Student Co-ordinator: 61 7 4722 4973
24 Hour Emergency Contact: 0409 054 107

ACADEMIC SKILLS ASSISTANCE

Deputy Principal, Curriculum: 4722 4946

CAMPUS PASTORAL CARE

Year 1 to Yr 6 – Head of Junior School: 61 7 4722 4955

Year 7 – 9 – Head of Middle School: 61 7 4722 4981

Year 10 – 12 – Head of Senior School: 61 7 4722 4947

COUNSELLING

Head of Counselling & Learning Performance:
61 7 4722 4903

ACCOMMODATION / HOMESTAY COORDINATOR

For boarding students the key personnel are the Director of Boarding and the House parent who is resident in their dormitory.

Director of Boarding emergency contact number is: 0410 713 267

For Homestay Students the key personnel is the Homestay Co-ordinator.

Her emergency contact number is: 0415 898 531

ESL SUPPORT OFFICER

The Head of Modern Languages, in collaboration with the Deputy Principal, Curriculum, co-ordinate the ESL support services for the International students on the North Ward campus. The Head of Modern Languages is located in the Modern Languages staffroom in the Middle School building. On the Annandale campus, the Educational Support Co-ordinator in conjunction with the Head of Junior School co-ordinates ESL Support.

QUICK GUIDE TO KEY PERSONNEL:

WHO TO SEE

ISSUES

ACADEMIC

Teachers

Questions about content of units, teaching procedures, assessment.

Director of Studies

Questions about the programme as a whole, academic regulations, difficulties with study, decisions to defer from study (Inform International Student Co-ordinator)

Year Level Co-ordinator

Help with reading, writing, note taking, preparation for exams & assignments

ADMINISTRATIVE

International Student Adviser

Visa problems, financial problems, enrolment and short term accommodation

International Student Adviser

Health care/insurance problems, academic progression, accommodation, understanding of how to utilise institution processes effectively.

Student Administration

Timetable, registration in subject units, change of address.

PERSONAL

Student Psychologist

Problems with relationships, home-sickness, gambling, depression, relationship issues.

International

Student Adviser

Sexual harassment,
discrimination issues.

Year Level

Co-ordinator

Examination / study
adjustments.

CAMPUS AND FACILITIES

Please find a campus map on the back page of this document.

CALENDAR OF EVENTS:

A full calendar of school based events is available within the Student Diary which each student receives upon arrival. The School's website also has an electronic copy of this diary for further reference. This calendar of events is also listed in the Colour calendar sent to each parent / family upon enrolment.

ACADEMIC LIFE

SUBJECT SELECTION:

Prior to or upon arrival, students can make their subject choices, in conjunction with the subject information available in the relevant Subject Selection Handbook, and in consultation with the Deputy Principal, Curriculum.

TIMETABLES:

A full personal timetable will be issued to each student upon arrival and will be addressed as part of the orientation and induction program.

Townsville Grammar has a 10 day timetable, with 6 lessons per day. School hours are between 8.40am and 3.20pm. All students are expected to attend every day and all day.

PLAGIARISM:

ACADEMIC HONESTY AND INTEGRITY POLICY

The qualities of respect, responsibility, character and honesty underpin the concept of academic integrity and parents can play a pivotal role in supporting these virtues.

All students across Years Prep to 12 must be:

- Honest and responsible about their own work
- Acknowledge all references
- Use their own words and ideas.

Plagiarism refers to representing the ideas or work of another as your own. The usual reasons students plagiarise include:

- Lack of confidence in their own abilities
- Trouble planning and using their own time
- Competing demands such as work, sport and School
- Not wanting to do the 'work'
- Wanting to get an academic advantage over other students.

The School can often assist students with the first three of the above situations. Should a student realise that their commitments will preclude them from having adequate time to complete the upcoming assessment, they need to speak to their class teacher in the Junior School and in the Middle or Senior School, the Head of Faculty **before** their work is due.

Special Consideration will be considered and if judged to be valid, the student will be given an extension of time to complete the task.

Where a student chooses to use the work of another, however, consequences will apply, and the student's grade will be penalised.

Collusion refers to supporting malpractice by another candidate, for example allowing work to be copied. In the case of collusion both parties are involved: one person knowingly supplies work to another student who decides to present the work as their own. The student who colludes is as much in the wrong as the student who relies on the work of others. Penalties apply to students who are involved in collusion. Students need to understand their own responsibility in relation to assessment and demonstrate honesty.

TUTORIALS – NORTH WARD

The School provides a range of after school tutorials. These tutorials are generally held Monday to Thursday from 3.30pm to 4.45pm. Students are encouraged to avail themselves of these tutorials. There is no charge for the tutorials.

Details as to the designated days subject tutorials are held can be found in the front of the Semester Assessment Planner.

ENGLISH LANGUAGE SUPPORT

English Language Support tutorials are also provided in the same manner – students should check with their ESL teacher for days, times and venues for these ESL tutorials.

REPORTS:

Formal Reporting will take the format of an Interim Report at the end of Term 1 and Term 3 and Semester Reports at the end of Term 2 and Term 4 for all students Prep – Year 12. At the end of Semester 2, Year 12 students receive a Senior Certificate from the Queensland Studies Authority.

Informal Reporting is an on-going process and parents are encouraged to make use of this format. The School has a clear commitment to sustained academic monitoring of student performance and is constantly comparing this to student potential. Parents are encouraged to request a written or verbal report on their child's progress at any time. Parents should approach the Year Level Co-ordinator, Deputy Principal (Curriculum) (North Ward) or class teacher/Head of Junior School (Annandale) when requiring an informal report on their child.

Parent-Teacher Interviews are held in Term 2 and Term 3 and booking arrangements will be communicated to parents prior to scheduled evenings.

Students Portfolio Evenings – Annandale Campus, are held twice per year at the conclusion of both Semester 1 and 2. It is an opportunity for parents to sit down and view their child's work over the Semester and for the child to explain their work to their parents.

LIBRARY SERVICES:

LIBRARY – ANNANDALE

The Library is open Monday – Friday 8.30am – 3.30pm.

STUDENT BORROWING

All students are able to borrow resources from the library. Resources may be borrowed for two weeks at time.

Students may borrow before school, during their lunch break and throughout all holiday breaks, with the exception of Christmas. The library closes for stock take for the last 3 weeks of the School year.

Overdue notices are issued at the end of each month. Reimbursement is sought if a resource has been lost or damaged, and borrowing privileges are terminated until reimbursement has been received. All payment for lost resources is to be made through the Library, where a receipt will be issued. Reimbursements are refundable if a resource is found at a later date.

LIBRARY - PF ROWLAND MEMORIAL LIBRARY – NORTH WARD

The Library is open from 8am until 4:30pm most afternoons.

The aim of the Library is to provide a positive and inviting place for all members of the School Community. To achieve this aim students are encouraged to develop a responsible and co-operative approach to using the Library and the services offered. They are expected to comply with library policies which are as flexible as possible.

The Library collection includes books, videos, DVDs, newspapers, journals, computer databases and other information sources. Students are expected to use all of these and respect the varying conditions which pertain to their use.

GUIDELINES FOR RESOURCE CENTRE USE AND BORROWING

Students have open access to the majority of resources within the Library and to those available through the School's computer network. Resources are accessed through the OPAC (on-line programme access to computers) system, HYG (Have You Got?) and on line through the School website.

When borrowing resources certain guidelines apply: -

- Students can generally borrow books for a period of two weeks. This applies to fiction and general interest non-fiction. If these books are needed for a longer period and are not in high demand the loan can be extended by bringing the books back to the library desk.
- Non-fiction materials which are needed to meet curriculum demands by several classes at the one time, can be used in the library, but are unable to be borrowed. This ensures that the materials are available for other students to use during the school day.
- Periodicals can be borrowed overnight. These are taken out in a Loan Bag and must be returned in that same bag.
- Newspapers are available for use but cannot be borrowed.
- The Library has on-line access to the Internet and chosen computer databases. These on-line databases can be accessed by students from home.
- Photocopies can be made at 10 cents per A4 sheet and \$2.00 for coloured copies.

We would like students to use the greatest possible range of resources in their education, but this can only occur with everyone's co-operation. If there are any problems we would like students to discuss the matter with the Library staff.

COMPUTER LABS:

INFORMATION TECHNOLOGY FACILITIES – ANNANDALE

In the Junior School there are multiple banks of laptops. The students have access to these in lessons as arranged by the class teacher. Each classroom is set up with at least two Apple Mac desktop computers. Each pair of classrooms shares the use of a colour printer to print class work and individual student's work. Colour printing is monitored by the Class Teacher. Smartboards, (Interactive White Boards) are distributed across the School. Most year levels have access to these.

INFORMATION TECHNOLOGY FACILITIES – NORTH WARD

Townsville Grammar School provides computers, laptops and printers for student use in a variety of locations around the Campus. Each floor of the Middle School Precinct has trolleys of laptops which are available for class use. Four specialist computer rooms each contain in excess of twenty five 'state of the art' computers and most classrooms have at least one computer. In special circumstances, boarders may use the computers during Prep if they have a permission form signed by both the class teacher requiring the work and the Director of Boarding. From Monday to Thursday, the computer room GH3 as well as the Library are available from approximately 8.00am until 4.30pm.

Students are only permitted to use the computer rooms during class time if they are supervised by a teacher. Afternoon, evening and weekend access is supervised by the Information Technology or other staff. A Computer Room is open several evenings per week to support students in their use of Information Technology. Boarders with their own laptops may access the Internet through the School's wireless infrastructure.

Each student is issued with a login name which allows them to use the network software applications and printers. Students also have space on the network where they may store their work. It is important that a backup is kept either at home on other media such as a USB flash drive or a CD. Students should only store data files (not .exe or .com files) and these should be regularly checked and older files copied to USB drives or CDs and deleted from the network directory. Students have a 150MB limit to the amount of disk space but in certain classes and with certain curriculum demands,

they may request a larger amount from the Information Technology staff.

If passwords are forgotten students may request a new one from the Information Technology staff at lunch times or after School only.

All students are provided with Internet access for curriculum purposes only. All access is electronically monitored and permanent records are kept. Student Internet quotas are currently 10GB per month for day students and 15GB per month for boarders. If students use all of their quota they report to the IT Office outside of class time and their usage will be reviewed and further quota granted if it is seen to be for curriculum purposes only.

Email in the School is provided both for curriculum purposes and for family contact. The School has its own web-based mail system and MB received contribute towards the total MB download limit for Internet use.

The School's email server of <http://webmail.tgs.qld.edu.au> can be accessed from inside the School or from home.

These privileges, their conditions of use and responsibilities of students are outlined in the Internet, Email and Computer Network Acceptable Use Agreement form in the Student Diary. Both students and their parents should sign these documents.

MY STUDENT SURVIVAL PAGE

Emergency

000 or 112 from my mobile (to override key locks)

GOVERNMENT DEPARTMENTS

Department Of Home Affairs –

Department of Home Affairs & Citizenship: 131 881
www.immi.gov.au

ATP

Australian Taxation Office

Tax File Number: 132 861
www.ato.gov.au

HEALTH COVER

Medibank Private:

Medibank Townsville Store Shop 62 Stockland Plaza,
Ross River Rd Townsville QLD 4810
Phone - 132331

INSTITUTION 24HR EMERGENCY

Contact the International Student Co-ordinator for emergencies: 0409 054 107

MY IMPORTANT PEOPLE & PLACES



SOCIAL + CULTURAL

ADJUSTING TO LIFE IN AUSTRALIA:

While living and studying abroad may be an exciting adventure, it can also present a range of challenges. Having decided to study and live in Australia you will be undertaking adjustments in many areas of your life including cultural, social and academic. It is also important to remember that while these changes are occurring you will be embarking upon a new semester of study (for many of you in a different language) and be away from your usual supports, networks and resources. Adjustment to a new country and culture is a process that occurs gradually and takes time. The values, beliefs, traditions and customs of your home country may vary greatly from those in Australia and adapting to the Australian way of life may take some time. This advice may help:

LISTEN, OBSERVE AND ASK QUESTIONS

Adjustment to a new culture and way of life takes time. Allow yourself time to observe those around you and patterns of both verbal and non-verbal communication. Don't be afraid to ask questions if there are things you do not understand as this will reduce the chance of confusion or misunderstandings.

BECOME INVOLVED

Make an effort to meet people and become involved in groups both on campus and in the wider community. Maintain an attitude of openness to new situations and experiences. Establishing friendships and joining groups is the best way to experience and learn about Australian culture and will certainly mean you have a richer and more enjoyable time here.

TRY TO MAINTAIN A SENSE OF PERSPECTIVE

When confronted with difficulties remind yourself that living and studying abroad is a challenge and it is normal to feel stressed, overwhelmed and out of your depth at times. Try to recall or make a list of the reasons you initially wanted to study abroad in the first place. Also, listing positive events or changes within yourself that have occurred since you arrived may also assist with getting things in perspective.

MAINTAIN SOME OF THE ROUTINES AND RITUALS YOU MAY HAVE HAD IN YOUR HOME COUNTRY.

This can include small things such as continuing to drink a certain type of coffee or tea or eating specific foods. It may also include maintaining involvement in bigger events such as celebrating a national day in your country of origin with a group of friends.

KEEP LINES OF COMMUNICATION OPEN WITH THOSE AT HOME.

Communicating with those at home regularly about your experiences of study and life in Australia, through emails, telephones and letters, is vital. Not only does it help to keep you connected with important social supports, it also assists your friends and family to understand your experiences which will smooth the transition when you return home.

SENSE OF HUMOUR

Importantly, remember that living in a different culture means you will inevitably find yourself in a range of unusual and often confusing situations. Being able to laugh in these situations will remind you that it takes time to understand different cultures and that it is ok to make mistakes.

ASK FOR HELP

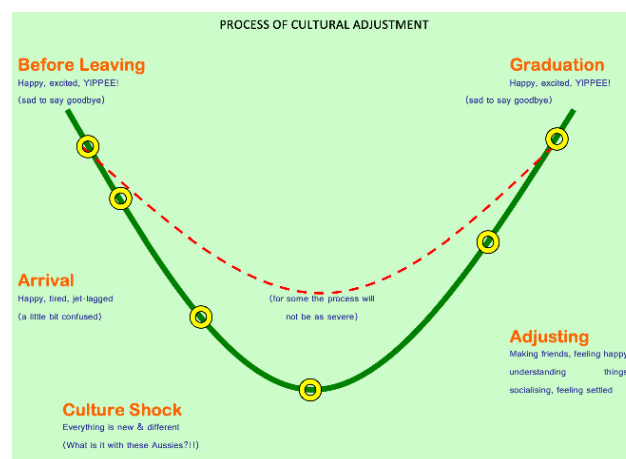
Don't be afraid to ask for assistance or support if you need it. In addition to the Counselling Service there are many organisations set up on campus to ensure you have a successful and enjoyable time in Australia.

FINALLY, RELAX AND ENJOY THE JOURNEY!

CULTURE SHOCK

Culture shock is the feeling of being out of place in an unfamiliar environment. The initial excitement of moving to a new country often subsides when different cultural expectations challenge you to attend to daily responses and behaviours previously taken for granted. The potential stress of dealing with these persistent challenges can result in feelings of hostility and frustration with your host country as well as a profound longing for home.

(Source: Macquarie University)



OVERCOMING CULTURE SHOCK

Once you realise you have culture shock, getting over it and moving on to better adjustment with the host culture will depend on you. It is you who must take some positive steps to feel better, and the sooner you take them, the better!

- **RECOGNITION:** First, you should remember that culture shock is a normal part of your adjustment and that you may have some of the symptoms. Some of your reactions may not be normal for you; you may be more emotional or more sensitive, or lose your sense of humour. Recognising your culture shock symptoms will help you learn about yourself as you work your way through it.
- **BE OBJECTIVE:** Second, try to analyse objectively the differences you are finding between your home and your host country. Look for the reasons your host country does things differently. Remember that host customs and norms are (mostly) logical to them, just as your customs and norms at home are logical to you!
- **SET GOALS:** Third, set some goals for yourself to redevelop your feeling of control in your life. These should be small tasks that you can accomplish each day. For example, if you do not feel like leaving your room, plan a short activity each day that will get you out. Go to a post office or store to buy something, ride a bus or go to a sports event. If you feel that language is your problem, set daily goals to learn more: study fifteen minutes a day; learn five new words a day; learn one new expression each day; watch a TV programme in your new language for 30 minutes. Each goal that you achieve will give you more and more self-confidence that you can cope.
- **SHARE YOUR FEELINGS:** Fourth, find local friends who are sympathetic and understanding. Talk to them about your feelings and specific situations. They can help you understand ideas from their cultural point of view.

(Source: Rotary International Youth Exchange)

AUSTRALIAN CULTURE:

SOCIAL CUSTOMS/GREETING PEOPLE

When meeting someone for the first time, it is usual to shake the person's right hand with your right hand. People who do not know each other generally do not kiss or hug when meeting. When you first meet someone, it is polite not to talk about personal matters.

Many Australians **look at the eyes of the people** they are talking with. They consider this a sign of respect, and an indication that they are listening. Do not stare at the person for a long time.

You can address a new acquaintance using their title and family name. You may use their first name when they ask you to or use it in the introduction. In the workplace and among friends, most Australians tend to be informal and call each other by their first names.



CLOTHING CUSTOMS

The types of clothing that people wear reflect the diversity in our society just as much as the variation in climate. There are no laws or rules on clothing, but you must wear certain clothing for work situations. Most workplaces have dress standards.

Outside of the work situation, clothing is an individual choice; many people dress for comfort, for the social situation or the weather. Clubs, movie theatres and other places require patrons to be in neat, clean clothes and appropriate footwear.

Many Australians live close to the beach and the sea. On hot days, they may wear little clothing on the beach and surrounds. This does not mean that people who dress to go to the beach or swimming have low moral standards. It means that this is what we accept on and near our

beaches. People from other countries can choose to wear their national dress when not in School uniform. They may be religious or customary items and include monks' robe, a burqa, a hijab or a turban. As a tolerant society with people from many different cultures, clothing is a part of cultural beliefs and practices that is encouraged.

POLITE BEHAVIOUR

'Please' and 'thank you' are words that are very helpful when dealing with other people, and buying goods or services. When asked if you would like something, like a cup of tea, it is polite to say, 'Yes please', or just 'please' if you would like it, or 'no, thank you' if you do not. When you receive something, it is polite to thank the person by saying 'thank you'. Australians tend to think that people who do not say 'please' or 'thank you' are being rude. Using these words will help in building a good relationship.

Sometimes a sensitive issue may come up in conversation. Not to talk may seem rude. It is more polite to say 'sorry, it is too hard to explain' than to ignore a question.

Australians often say, 'Excuse me' to get a person's attention and 'sorry' if we bump into them. We also say, 'Excuse me' or 'pardon me' if we burp or belch in public or a person's home.

You should always try to be on time for meetings and other visits. If you realise you are going to be late, try to contact the person to let them know. This is very important for visits to professionals as you may be charged money for being late or if you miss the appointment without notifying them before the appointment time.

Most Australians blow their noses into a handkerchief or tissue, not onto the footpath. This is also true for spitting. Many people will also say, 'Bless you' when you sneeze. This phrase has no religious intent.

AUSTRALIAN SLANG

Much common word usage or 'slang' may seem strange to people new to Australia. Slang words start from many different sources. Some words are shortened versions of longer words. Many were expressions already used by migrants who came from the north of England. If you are unsure what an expression means, it is all right to ask the person who said it to explain. Some common expressions are:

- **BRING A PLATE** - when you are invited to a party and asked to 'bring a plate', this means to bring a dish of food to share with your host and other guests. Take the food to the party in any type of dish, not just a plate, and it is usually ready to serve. This is common for communal gatherings such as for school, work or a club. If you are unsure what to bring, you can ask the host.
- **BYO** - when an invitation to a party says 'BYO', this means 'bring your own' drink. If you do not drink alcohol, it is acceptable to bring juice, soft drink or soda, or water. Some restaurants are BYO. You can bring your own wine to these, after you turn 18, although there is usually a charge for providing and cleaning glasses called 'corkage'.
- **ARVO** - This is short for afternoon. 'Drop by this arvo,' means please come and visit this afternoon.
- **FORTNIGHT** - This term describes a period of two weeks.
- **BARBEQUE, BBQ, BARBIE** - outdoor cooking, usually of meat or seafood over a grill or hotplate using gas or coals. The host serves the meat with salads and bread rolls. It is common for a guest, when invited to a BBQ, to ask if they should bring anything.
- **SNAG** - The raw type sausages usually cooked at a BBQ. They can be made of pork, beef or chicken.
- **CHOOK** - The term chook means a chicken, usually a hen.
- **CUPPA** - a cup of tea or coffee 'Drop by this arvo for a cuppa' means please come and visit this afternoon for a cup of tea or coffee.
- **LOO OR DUNNY** - These are slang terms for toilet. If you are a guest in someone's house for the first time, it is usually polite to ask permission to use his or her toilet. 'May I use your toilet please?' Some people ask, 'Where's the loo?'
- **FAIR DINKUM** - honest, the truth. 'Fair dinkum?' when used as a question means, 'is it really true?'
- **TO BE CROOK** - to be sick or ill.
- **FLAT OUT** - busy.
- **SHOUT** - to buy someone a drink. At a bar or a pub when a group of friends meet, it is usual for each person to 'shout a round', meaning buy everybody a drink. Each person takes a turn at buying a 'round'. It is also acceptable to say that you do not drink (alcohol) by saying that you are a 'teetotaler'. This also means you are not obliged to shout.
- **BLOKE** - a man. Sometimes if you ask for help, you may get an answer to 'see that bloke over there'.

- **HOW YA GOIN?** - 'How are you going?' means how are you, or how do you do? It does not mean what form of transport you are taking. Sometimes it can sound like 'ow-ya-goin-mate'.

For more information on Australian slang visit:

WWW.CULTUREANDRECREATION.GOV.AU/ARTICLES/SLANG

RESPONDING TO AN INVITATION

- **WHAT COULD I BE INVITED TO?** If you get an invitation to lunch, dinner, barbeque, party, wedding, birthday, or any type of event you will usually respond with a letter or phone call. The midday meal is called lunch, and the evening meal is called dinner or 'tea'. 'Tea' can also mean a cup of tea or 'cuppa'. If invited for tea, the time of the event is a good sign of whether your host means dinner or just a cup of tea. An invitation to tea, for anytime after 6pm (1800 hours) usually means dinner.
- **HOW ARE INVITATIONS MADE?** Invitations can be written or spoken. Written ones usually ask for RSVP, (which is *repondez s'il vous plait* in French) and means please reply. You should reply whether you intend to go or not. The invitation will tell you how to reply and when the reply is expected. Your host may be specific about how many people are invited. If your host invites the whole family, you should tell your host how many people would go. Usually a family is the parents and their children.
- **WHAT IF I DO ACCEPT AN INVITATION?** When you accept an invitation to a meal, it is also usual to tell the host what you cannot eat. It is perfectly okay to say that you are a vegetarian and do not eat meat or that you are Muslim or Jewish and do not eat pork. It is not polite to arrive late and you should make a telephone call to your host to explain if you are going to be late.
- **WHAT IF I CANNOT ACCEPT AN INVITATION?** You may not always be able to accept an invitation. The best way to refuse is to say, 'thank you, unfortunately I/we have other plans at that time'. To say that you are too busy may seem extremely rude, even if it is true. Once you accept an invitation, you should only cancel if something arises where you cannot go. You should also explain the reason to your host. To cancel because you got a better invitation from somewhere else can seem very rude, and can affect new friendships. Sometimes it is best not to accept an invitation right away and to ask your host whether they would mind if you check your plans and reply to them later.

(Source: Department of Home Affairs & Citizenship)

TIPPING

Tipping is not generally expected or practiced in Australia. This is because throughout Australia, service industry staff are covered by minimum wage laws and therefore do not rely on tips for their income. However, it is acceptable to leave a small amount (perhaps 10%) should you feel you have received exceptional service.



PUBLIC HOLIDAYS & SPECIAL CELEBRATIONS:

Australians hold certain days each year as special days of national meaning. We may recognise the day with a holiday for everyone or we can celebrate the day as a nation with special events. Most States and Territories observe some of the public holidays on the same date. They have others on different dates or have some days that only their State or Territory celebrates. In larger cities, most shops, restaurants and public transport continue to operate on public holidays. In smaller towns, most shops and restaurants close.

NEW YEAR

Australians love to celebrate New Year. There are festivals, celebrations and parties all over the country to welcome in the New Year. Sydney Harbour and Sydney Harbour Bridge have become synonymous with New Year celebrations in Australia the fireworks display is considered to be one of the best in the world. January 1 is a public holiday.

AUSTRALIA DAY

Australia Day, January 26, is the day we as a people and place celebrate our nationhood. The day is a public holiday. The day marks the founding of the first settlement in our nation by European people.

EASTER

Easter commemorates the resurrection (return to life) of Jesus Christ following his death by crucifixion. It is the most significant event of the Christian calendar.

In addition to its religious significance, Easter in Australia is enjoyed as a four-day holiday weekend starting on Good Friday and ending on Easter Monday. This extra-long weekend is an opportunity for Australians to take a mini-holiday, or get together with family and friends. Easter often coincides with school holidays, so many people with school aged children incorporate Easter into a longer family holiday. Easter is the busiest time for domestic air travel in Australia, and a very popular time for gatherings such as weddings and christenings.

EASTER TRADITIONS

- **SHROVE TUESDAY OR PANCAKE DAY:** Shrove Tuesday is the last day before Lent. In earlier days there were many foods that observant Christians would not eat during Lent such as meat and fish, eggs, and milky foods. So that no food was wasted, families would have a feast on the shroving Tuesday, and eat up all the foods that wouldn't last the forty days of Lent without going off.

Pancakes became associated with Shrove Tuesday because they were a dish that could use up perishable foodstuffs such as eggs, fats and milk, with just the addition of flour.

Many Australian groups and communities make and share pancakes on Shrove Tuesday. Selling pancakes to raise money for charity is also a popular activity.

- **HOT CROSS BUNS:** Hot cross buns are sweet, spiced buns made with dried fruit and leavened with yeast. A cross, the symbol of Christ, is placed on top of the buns, either with pastry or a simple mixture of flour and water. The buns are traditionally eaten on Good Friday; however in Australia they are available in bakeries and stores many weeks before Easter.

A recent variation on the traditional fruit bun has become popular in Australia. A chocolate version is made with the same spiced mixture, but cocoa is added to the dough and chocolate chips replace the dried fruit.

- **EASTER EGGS:** Eggs, symbolising new life, have long been associated with the Easter festival. Chocolate Easter eggs are a favourite part of Easter in Australia. Some families and community groups organise Easter egg hunts for children in parks and recreational areas. Easter eggs are traditionally eaten on Easter Sunday, however stores start stocking Easter treats well before the Easter holiday period.
- **THE EASTER BUNNY:** Early on Easter Sunday morning, the Easter Bunny 'delivers' chocolate Easter eggs to children in Australia, as he does in many parts of the world. The rabbit and the hare have long been associated with fertility, and have therefore been associated with spring and spring festivals. The rabbit as a symbol of Easter seems to have originated in Germany where it was first recorded in writings in the 16th century. The first edible Easter bunnies, made from sugared pastry, were made in Germany in the 19th century.

ANZAC DAY

Anzac Day is on April 25 the day the Australian and New Zealand Army Corps (ANZAC) landed at Gallipoli in Turkey in 1915 during World War 1.



This day is set apart to hold dear the memory of those who fought for our nation and those who lost their life to war. The day is a public holiday. We remember with ceremonies, wreath laying and military parades. You will find that many towns have an ANZAC Day parade and ceremony culminating in the laying of memorial wreaths at a monument or war memorial. These services can be very moving and a wonderful way of experiencing some Australian National pride, as the memories of our fallen soldiers are commemorated. Many Australians attend the National War Memorial in Canberra, or a War Memorial in one of the Capital Cities around Australia for either the traditional "Dawn Service", which commemorates the landing of the ANZACS at Gallipoli in the dark and dawning of that day, or another service usually commencing around mid-morning with a parade of returned armed forces representing all Australians who have fought in war. As Australia is such a multi-cultural country, these days it is common to see many other countries also represented in these parades.

ANZAC Day is the only day of the year where it may also be possible to attend an RSL (Returned Servicemen's League) Club to experience a traditional game of "TWO-UP". A game of chance played by the ANZACS where money is waged on the toss of three coins for a resulting combination of 2 out of 3 being either heads or tails. RSL clubs are crammed with returned soldiers and their families and friends on this day. The atmosphere is one of "mate-ship" and friendliness to all and the experience of a game of two-up is a memorable one.

LABOR DAY

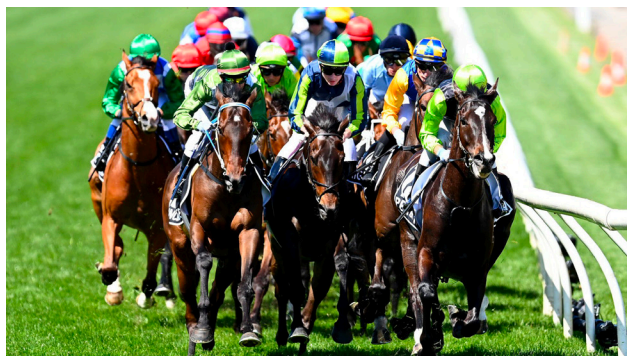
Labor Day is celebrated on different dates throughout Australia. As elsewhere in the world, Labor Day originated in Australia as a means of giving 'working people' a day off and recognising the roots of trade unionist movements and workers' rights.

QUEEN'S BIRTHDAY

The Queen's Birthday holiday celebrates the birthday of Queen Elizabeth II who is not only Queen of the United Kingdom but also Queen of Australia, where the Queen's Birthday is a public holiday celebrated on a Monday but on different dates. Having the Queen's Birthday on a Monday, results in a three-day long weekend.

MELBOURNE CUP DAY

The Melbourne Cup is a 2 mile international horse race run on the first Tuesday of November each year attracting the finest racehorses from around the world. Known as the "race that stops a Nation" due to a Public Holiday being declared in metropolitan Melbourne in its home State of Victoria, and most of the nation whether at work, school or home, stopping to watch the race broadcast on television. In other places, and mainly in the workplace, many people have a celebratory "Cup Day Breakfast", lunch, party or barbeque to celebrate Melbourne Cup. It is traditional to run a "Cup Sweep" where everyone wagers an amount per horse to create a total prize pool. The names of the horses entering the race are drawn and matched one by one to the list of people wagering money. After the race is won, the prize pool is divided into amounts for 1st, 2nd, & 3rd, and usually a small amount for last place, or horses scratched due to injury just before the race. The Melbourne Cup forms part of the "Spring Racing Carnival" which attracts celebrities from around the world. Women dress in their best outfits; hats are definitely the order of any day, gentlemen in suits of all sorts, and assorted other costumes. It's a very colourful time to be in Melbourne.



CHRISTMAS

Christmas is celebrated in Australia on 25 December. Christmas is the celebration of the birth of Jesus Christ. Christians believe that Jesus is 'the son of God', the Messiah sent from Heaven to save the world.

The heat of early summer in Australia has an impact on the way that Australians celebrate Christmas and our English heritage also has an impact on some northern hemisphere Christmas traditions which are followed.

In the weeks leading up to Christmas houses are decorated; greetings cards sent out; carols sung; Christmas trees installed in homes, schools and public places; and children delight in anticipating a visit from Santa Claus. On Christmas Day family and friends gather to exchange gifts and enjoy special Christmas food. Australians are as likely to eat freshly caught seafood outdoors at a barbeque, as to have a traditional roast dinner around a dining table.

Many Australians spend Christmas out of doors, going to the beach for the day, or heading to camping grounds for a longer break over the Christmas holiday period. There are often places which have developed an international reputation for overseas visitors to spend Christmas Day in Australia. One such example is for visitors who are in Sydney at Christmas time to go to Bondi Beach where up to 40,000 people visit on Christmas Day.



Carols by Candlelight have become a huge Christmas tradition in Australia. Carols by Candlelight events today range from huge gatherings, which are televised live throughout the country, to smaller local community and church events. Christmas in Australia is also associated with two major sporting events:

- **THE BOXING DAY TEST:** December 26 is the opening day of the traditional 'Boxing Day Test' at the MCG (Melbourne Cricket Ground) between the Australian Cricket Team and an international touring side. It is the most anticipated cricket match each year in world cricket, and tickets are usually sold out months in advance.
- **THE SYDNEY TO HOBART YACHT RACE:** the "Sydney-to-Hobart" is Australia's most prestigious yachting race and on the calendar of international yacht racing, and begins 26 December in beautiful Sydney Harbour.

RECREATION

SPORTS

As a member of the Townsville Grammar community you will be able to participate in many sporting options. We offer the following as Club sports, where you will play and train for this sport for a full season:

- Rowing
- Rugby Union (boys only)
- Netball (girls only)
- Swimming

Participation in sport allows you to exercise, be healthy, meet new friends and enjoy your Australian experience more. Participation in a sport is highly recommended, although not compulsory.

(Source: Australian Government – Culture and Recreation Portal)

CLUBS & ORGANISATIONS

Many different clubs and organisations exist within Townsville Grammar. Community service is a focus of the School's Interact Club and the Middle School Citizenship committee. Many opportunities exist also to demonstrate or learn new skills in areas such as debating, public speaking, choirs, musical ensembles, Art club, chess, and many other groups and committees. We encourage all students – Australian and international to participate in a co-curricular (outside School) club or committee. It is a great way to meet different people and helps you to enjoy your Australian experience more.

ENTERTAINMENT

As a boarder you will have weekend activities organised for you that you must attend. As a Homestay student your Homestay family will include you in all of their family activities. It is important that you make the most of these outings and opportunities to participate more fully in your new life. Always say "Yes, please", when offered an opportunity to try a new activity by your family or Boarding supervisor.

EATING OUT

Townsville has many restaurants and eating venues, with fine dining and fast food restaurants available.

RELIGION & FAITH

Places of worship exist in Townsville for almost every faith. Find churches, synagogues & other places of worship in your area by referencing this information from the local telephone directory.

WHERE TO FIND OUT WHAT'S GOING ON:

The School diary and calendar list all of the major events that are coming up in the life of your School. As for weekend and other activities, use the opportunities at meal times etc to discuss

HOME FIRE SAFETY

International students are increasingly appearing in statistics related to fire incidents and deaths in Australia. Sadly, most of these fires are preventable. You can take some simple steps to reduce the risk of fire in your accommodation.

Follow the fire safety tips below to help you reduce the chance of fire in your accommodation:

SMOKE ALARMS

When you are sleeping you cannot smell smoke. Smoke alarms save lives. They wake you and alert you to the danger from smoke and fire. You **MUST** have a smoke alarm where you live, it is the law. All homes must have a smoke alarm on each level. Landlords are legally responsible for installation of alarms in rental properties. Tenants are responsible for testing and maintaining alarms. If you live on campus there will be a smoke alarm in your room. If you live off campus in a house or flat there must be a smoke alarm outside your bedroom.



LOOK AFTER YOUR SMOKE ALARM, IT CAN SAVE YOUR LIFE.

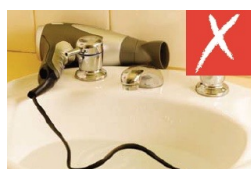
- Test your smoke alarm monthly by pressing the test button.
- **DON'T** remove the battery
- **DON'T** take the smoke alarm down
- **DON'T** cover the smoke alarm
- Replace the battery in your smoke alarm yearly.
- Regularly vacuum over and around your smoke alarm to remove dust and debris to keep it clean.
- If there is no smoke alarm or it does not work report it to the Boarding Office.

ELECTRICITY

The safe use of electricity assists in preventing house fires.

- **IMPROPER USE OF POWER BOARDS AND DOUBLE ADAPTORS CAN LEAD TO FIRES.**

A double adaptor or a powerboard plugged into another double adaptor or powerboard creates a danger of overloading the system. For safety, use a single extension cord rather



than joining shorter cords. Leaving an extension cord coiled while in use or placing a cord under floor coverings can cause overheating.

- **BE CAREFUL TO KEEP ELECTRICAL APPLIANCES AWAY FROM WATER.**

A hair dryer takes time to cool down. For safety, allow this to happen on an inflammable surface before storing it.

- **COMPUTERS, MONITORS AND TVS CAN OVERHEAT AND CAUSE FIRES EVEN WHEN NOT IN USE.**

They should be turned off after each session. Good air circulation is necessary around TVs and videos. TVs should be turned off at the set, not only with the remote control.



- **LIGHT GLOBES CAN BECOME VERY HOT.**

It is dangerous to cover a lamp with any type of fabric. To dim a lamp it is recommended that a lower wattage globe is used.



HEATERS

It's nice to keep yourself warm in the cooler weather, but remember heaters are a major cause of house fires.

- Read and follow the operating instructions for your heater.
- All clothes and curtains should be at least one metre from the heater.
- Turn off all heaters before you leave your room or go to bed.
- Before you go to bed at night or leave your home, ensure heaters are turned off at their power source and fires are extinguished.

CANDLES AND OIL BURNERS

Candles and oil burners can all be dangerous fire hazards.

- Make sure your candles are on properly designed candle holders.
- Don't leave your room when a candle or oil burner is alight.
- Don't go to sleep when a candle or oil burner is alight.
- Do not put candles or oil burners near windows; be careful, curtains can catch fire easily.

COOKING

Most house fires start in the kitchen.

- Prepare food only in the kitchen.
- Always stay in the kitchen while food is cooking.
- Hot oils and fats catch fire easily.
DO NOT use water to put out an oil fire.
Use a dry powder extinguisher, fire blanket or saucepan lid to extinguish, "If Safe To Do So".
- Turn off the cooking appliance before you leave the room or go to bed.



PLAN YOUR ESCAPE

IN A FIRE:

1. Get down on the floor. Crawl to the door.
2. Get out of your room.
3. Close the door. This prevents smoke and fire from spreading
4. Alert others.
5. When outside stay out.
6. Call 000.

(Source: Metropolitan Fire Brigade, Melbourne.)

SUN SAFETY

Australia has the highest rate of skin cancer in the world. In fact, one in every two Australians will be diagnosed with skin cancer at some point during their lifetime. The good news is it can be prevented. By minimising your exposure to the sun's damaging ultraviolet radiation (UVR), you can protect your skin and prevent the development of skin cancer.

SUN PROTECTION

Skin cancer and skin damage are caused by being exposed to the sun's harmful ultraviolet radiation (UVR). The key to preventing skin cancer is to protect your skin from the sun by practising sun safe behaviours.

There are six simple steps you can follow to reduce your risk of skin cancer and protect your skin:

1. Minimise your time in the sun between 10am and 3pm
2. Seek shade
3. Wear suitable clothing that provides good sun protection
4. Choose a broad brim, legionnaire-style or bucket-style hat that will protect your face, neck and ears
5. Wear UV protective sunglasses
6. Apply SPF 30+ broad spectrum, water-resistant sunscreen 20 minutes before you go out into the sun.

BEACH SAFETY

Understanding the ocean is very important - the more you know about how waves, wind and tides affect conditions in the water, the better able you are to keep yourself safe, or even rescue others, from danger. Recognising danger signs and awareness of surf conditions is an essential part of lifesaving.

REMEMBER THE F-L-A-G-S AND STAY SAFE

F Find the flags and swim between them - the red and yellow flags mark the safest place to swim at the beach.

L Look at the safety signs - they help you identify potential dangers and daily conditions at the beach.

A Ask a surf lifesaver for some good advice - surf conditions can change quickly so talk to a surf lifesaver or lifeguard before entering the water.

G Get a friend to swim with you - so you can look out for each other's safety and get help if needed. Children should always be supervised by an adult.

S Stick your hand up for help - if you get into trouble in the water, stay calm, and raise your arm to signal for help. Float with your arms outstretched until help



AND REMEMBER - NEVER

Never swim at unpatrolled beaches

Never swim at night

Never swim under the influence of alcohol

Never run and dive into the water

Never swim directly after a meal

THE SURF ENVIRONMENT

RIPS

A rip is a strong current running out to sea. Rips are the cause of most rescues performed at beaches. A rip usually occurs when a channel forms between the shore and a sandbar, and large waves have built up water which then returns to sea, causing a drag effect. The larger the surf the stronger the rip. Rips are dangerous as they can carry a weak or tired swimmer out into deep water.

IDENTIFYING A RIP

The following features will alert you to the presence of a rip:

- darker colour, indicating deeper water
- murky brown water caused by sand stirred up off the bottom
- smoother surface with much smaller waves, alongside white water (broken waves)
- waves breaking further out to sea on both sides of the rip
- debris floating out to sea
- a rippled look, when the water around is generally calm



SURF SKILLS

ESCAPING FROM A RIP

If you are caught in a rip:

- Don't Panic - stay calm
- If you are a strong swimmer, swim at a 45 degree angle across the rip and in the same direction as the current until you reach the breaking wave zone, then return to shore
- If you are a weak or tired swimmer, float with the current, don't fight it. Swim parallel to the shore for about 30 - 40m until you reach the breaking wave zone, then swim back to shore or signal for help.
- Remember to stay calm and conserve your energy.

NEGOTIATING THE SURF

Before entering the surf, always make note of a landmark such as a building or headland that can be seen from the water and used as a guide for maintaining a fixed position. Also check the depth of any gutter and the height of any sandbank before diving under waves - this will help prevent spinal injury.

When going out through the surf, negotiate the shallows by a high hurdle type of stride until the breakers reach your waist or until your progress is slowed.

Waves of any size and force should not be fought against and should be negotiated by diving underneath, giving you time to reach the bottom and lie as flat as possible on the sand while the wave passes over.

Your hands can be dug into the sand in front at arm's length for stability and as a pull forward when ready to surface.

If the water is deep enough, bring your knees up under your body so you can get a good push off the bottom, like an uncoiling spring. This gives added force to your next dive. Repeat this process until in chest-deep water, then start swimming.

If a broken wave approaches when the water is not too deep, dive down and run or crawl along the bottom. In deep water, do not use extra energy trying to reach the bottom; instead duckdive to just below the turbulence. Wait for the wash to pass and then push or kick to the surface (off the bottom, if possible).

Stick to your predetermined path on the swim out.

Check your position by occasionally raising your head for a quick look when swimming on top of a swell.

BUSH AND OUTBACK SAFETY

Australia has many extraordinary and beautiful places to explore. If you are going on a trip, travel with other people, make sure someone knows where you are at all times and stay on a road or a walking track.

IN THE BUSH

Be prepared if you plan some time in our bushland. Plan your hike. Always tell someone where you are going and what time you expect to return. Let them know when you return safely.

- Check the weather forecast and be prepared for unexpected changes in weather.
- Check the length and degree of difficulty of your planned walk. Consider using a local guide when taking long or difficult walks.
- When walking or exploring outdoors drink plenty of water (allow at least one litre of water per hour of walking). Wear sturdy shoes and socks, a hat, sunscreen lotion, comfortable clothing and insect repellent. Other handy items for long bushwalks include food, warm clothing, first aid supplies, a torch and a map.
- Never walk alone. Read maps and signs carefully. Stay on the track and stay behind safety barriers.
- Never dive into a rock-pool, creek, lake or river. Stay away from cliff edges and waterfalls.
- Do not feed or play with native animals. You might get bitten or scratched.
- Limit your use of fire. Use a fuel stove for cooking and wear thermal clothing to keep warm. Never leave fires unattended or unconfined.
- Visit the ranger station or park information centre to obtain details on the best places to visit and any additional safety tips for that park.



ADVICE FOR MOTORISTS CAUGHT IN BUSH FIRES

Bush fires are common occurrences in Australia during our often long hot summers. If you are in smoke and fire-affected areas, you should stay off the roads. If you must get in the car, put your headlights on, dress in protective clothing and footwear and make sure you take food and water - you could be stuck for long periods if your journey is blocked by road closures. Turn the car radio on and keep it tuned to local stations for bush fire updates

- If you are caught in the middle of a bush fire, park the car immediately and remain calm
- Look for a clear area, preferably off the road. Areas clear of grass or bush are safest - they will not sustain fires of high intensity
- Do not leave the vehicle. Many people have lost their lives by exiting the vehicle only to be trapped on foot in the open. Your vehicle will help protect you from radiant heat, the chief danger
- Switch the ignition off. It is unlikely that a vehicle's fuel tank will explode from the heat of a passing bush or grass fire
- Close all windows and vents or turn vents to recycle
- Put the headlights on so that the car is as visible as possible, especially to fire tankers
- Everyone must get down on the floor, below window height and cover all exposed skin with a wool or cotton blanket. Do not use synthetics, which may give off toxic vapours or melt
- Stay in the vehicle until the fire front has passed. Generally this will take between 30 seconds and one minute. During this time it will be hot, noisy and frightening. It will last a short time even though it may seem longer
- If you have water, drink it
- Never attempt to drive through smoke or flame. Crashes can occur when drivers run off the road, striking trees or other cars
- Once the fire front has passed, exit the vehicle and inspect it for damage before proceeding
- Do not proceed until you are satisfied that the fire has passed and that you are not likely to be trapped a second time
- Falling trees and branches are a hazard during and after intense fires. Do not park or drive under trees

Exit the area as quickly as possible. Remember fire vehicles may be trying to enter the area and your presence may hinder fire fighting operations.

IN THE OUTBACK

Australia's outback is vast. Our remote wilderness areas have few towns and facilities, often with large distances between them, so be aware and plan your trip.

- When planning each day of travel spend some time to calculate how long it will take to drive between destinations. Be realistic about how far you can drive in a day.
- Inform family and friends or the local police of your travel plans. The local police can also provide helpful advice on facilities and road conditions.
- Always carry a current road map.
- Make sure your vehicle is in good working order and has been serviced recently.
- Use a four-wheel drive vehicle on unsealed roads in remote areas. Take extra care when driving these vehicles. For example, drive at reduced speeds on unsealed roads.
- Always carry a spare tyre, tools and water. If travelling to remote areas off major highways take extra food, water, fuel and tyres. Do not overload your vehicle and never carry spare fuel inside an enclosed vehicle.
- If you have trouble with your vehicle, don't leave your vehicle because it will provide you with shade and protection from the heat. Wait for help to come to you.
- Hire appropriate emergency communication equipment, such as a satellite phone or an Emergency Position Indicating Radio Beacon device (EPIRB).
- Obey road closure signs and stay on recognised routes.
- Fires in desert and bush areas can spread very quickly. If required, be prepared to evacuate the area immediately.
- Australian wildlife and livestock often graze on the roadside and can stray onto the road. Be very careful when driving at sunrise, sunset and at night, when animals are most active. If an animal crosses in front of you brake gently, do not swerve wildly to avoid it.
- During daylight hours always drive with your headlights on low beam, as outback conditions can make it difficult to see oncoming vehicles.
-

STORM SAFETY

Storms can happen anywhere and at any time of the year. Storms are more common during storm season – from October to the end of April, but it is important to be aware all year round.

Severe storms can cause major damage. They may be accompanied by torrential rain, strong winds, large hailstones, loud thunder and lightning. Storms can cause flash flooding, unroof buildings, and damage trees and powerlines.

You can also be indirectly affected by storms even if your property is not damaged; such as losing power, or access roads being cut.

The SES is responsible for managing the clean-up and helping people during and after a storm.



DURING A STORM, THERE ARE SOME THINGS YOU CAN DO TO STAY SAFE:

- Stay indoors and away from windows.
- Unplug sensitive electrical devices like computers, televisions and video recorders.
- Listen to your radio for weather updates.
- Don't use a landline telephone during an electrical storm

IF YOU ARE CAUGHT OUTSIDE DURING STORM

- Get inside a vehicle or building if possible.
- If no shelter is available, crouch down, with your feet close together and head tucked in.
- If in a group – spread out, keeping people several metres apart.



DANGEROUS ANIMALS & PLANTS

Australia is home to a variety of native animals. Even if they seem friendly to you, do not touch or feed them – they are not used to close contact with humans and may hurt you.

IF YOU ARE VISITING ANY OF AUSTRALIA'S BEAUTIFUL PARKS OR FORESTS:

- Be wary of animals in their natural habitat. Stay well back from goannas, crocodiles, snakes, dingoes, cassowaries, and also wild pigs, cattle, horses and buffaloes. People have been seriously injured or killed by wild animals. Be very careful about approaching any injured animal, such as kangaroos or possums. They are likely to bite and scratch if you attempt to touch or move them.
- Never feed or play with wildlife. Native animals are by nature timid, however, having been provided food from people, may become aggressive in pursuit of food. You may get bitten or scratched. In addition, human foods may be harmful to native animals.

IN THE WARM WATERS OF TROPICAL QUEENSLAND AROUND TOWNVILLE:

- Take care to avoid marine stingers.
- Do not enter water where crocodiles may live.

BITES AND STINGS

The majority of insects in Australia are not harmful to humans. Some insects bite and sting if they are threatened so it is best to avoid touching them if you want to avoid being stung or bitten.

The Australia-wide Poisons Information Centres have a common telephone number: **131 126**.

Some people are allergic to certain insect bites or venom. In the case of an allergic reaction to bites or stings, medical attention should be sought immediately. Call a doctor or hospital for guidance, or 000.

ANAPHYLAXIS – ALLERGIC REACTIONS

Anaphylaxis is a severe allergic reaction that can occur in sensitive individuals from exposure to any chemicals foreign to the body, including bites and stings, plants, or medications. Parts of the body, for example the face or throat swell up so much that the patient can't breathe. In severe cases the patient may go into shock within a few minutes and the heart can stop.

For any patient who shows signs of anaphylaxis, call 000 for an ambulance, and have the patient taken immediately to the emergency department of the nearest hospital.

GENERAL FIRST AID FOR BITES AND STINGS

For bites or stings from these creatures seek first aid assistance straight away, stay calm, and as immobile as possible.

- all species of Australian snakes, including sea snakes
- funnel web spiders
- blue ringed octopus
- cone shell stings

FOR ALL OTHER BITES AND STINGS: SEEK OR APPLY BASIC FIRST AID.

- Wash with soap and water and apply an antiseptic if available
- Ensure that the patient's tetanus vaccination is up to date
- Apply an ice-pack to reduce local pain and swelling
- Pain relief may be required eg. paracetamol or an antihistamine (to reduce swelling, redness and itch)
- The patient should seek medical advice if they develop any other symptoms or signs of infection.

[HTTPS://WWW.CHILDRENS.HEALTH.QLD.GOV.AU/CHQ/OUR-SERVICES/QUEENSLAND-POISONS-INFORMATION-CENTRE/BITES-STINGS/](https://www.childrens.health.qld.gov.au/chq/our-services/queensland-poisons-information-centre/bites-stings/)

(Source Queensland Health)

ACKNOWLEDGEMENTS

This project could not have been completed if it were not for all the wonderful international student resources that have been developed to support international students and programmes throughout Australia. This is specifically to acknowledge the International Student Handbooks and online support services developed by the following education providers from whom examples of 'best practice' were sought:

Australian National University

Central Queensland University

Charles Darwin University

Curtin University of Technology

Griffith University

Education and Training International WA

La Trobe University

Macquarie University

Monash University

Education Queensland International

Queensland University of Technology

Southbank Institute of Technology

Study Queensland

Study Victoria

TAFE NSW

TAFE Queensland

TAFE South Australia

University of Adelaide

University of Melbourne

University of New South Wales

University of Queensland

University of South Australia

University of Sydney

University of Tasmania

University of Wollongong



APPENDICES

TOWNSVILLE GRAMMAR SCHOOL STUDENT PROGRESS, ATTENDANCE AND COURSE DURATION POLICY

Board of Trustees of Townsville Grammar School
t/a Townsville Grammar School
CRICOS: 00564G

This policy is available to staff and to students.

Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

1. Course Progress

- a. The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b. The course progress of all students will be assessed at the end of each study period of enrolment according to Townsville Grammar School's course assessment requirements.
- c. Students who have begun part way through a study period / semester will be assessed according to Townsville Grammar School's course assessment requirements after completing [one full study period].
- d. Students will need to demonstrate satisfactory course progress in any study period / semester.

For Primary Years

- a. students need to maintain satisfactory effort (SA standard) and gain a sound level of achievement (C standard) in the majority of core subjects studied in any study period / semester.
- b. for Junior Secondary Years 7-10
- c. students need to maintain satisfactory effort (SA standard) and gain a sound level of achievement (C standard) in the majority of core subjects studied in any study period / semester.
- d. for Senior Secondary Years 11 & 12 – full duration

To demonstrate satisfactory course progress for the Senior Secondary Course, students must progressively accrue sufficient credit in Units in Years 11 and 12 to remain eligible for a Queensland Certificate of Education (QCE). Students enrolled for all four Units of a Senior Secondary Course will be identified and notified as being at risk of not achieving satisfactory course progress when their results indicate that the Learning Options available to them to remain eligible for a QCE are becoming limited.

- a. For Senior Secondary – less than full duration (for example, study abroad programs)
- b. To demonstrate satisfactory course progress for the Senior Secondary Course, students must achieve a satisfactory result (e.g., a "Pass", "C", or "Satisfactory" result) in a minimum of 3 Learning Options in a Unit.
- c. a. If at the end of a study period a student does not achieve satisfactory course progress as described above, the Director of Enrolments will formally contact the parent(s) to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with Director of Studies and the student to develop an intervention strategy for academic improvement. This may include:
 - i. After hours tutorial support
 - ii. Subject tutorial support in class time
 - iii. Mentoring
 - iv. Additional ESL support
 - v. Change of subject selection, or reducing course load (without affecting course duration)
 - vi. Counselling – time management
 - vii. Counselling -academic skills
 - viii. Counselling - personal
 - ix. other intervention strategies as deemed necessary

- b. A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents.
- c. The student's individual strategy for academic improvement will be monitored over the following study period by [insert role of school staff member] and records of student response to the strategy will be kept. Parents will be kept informed of the student's academic progress while the student is receiving formal intervention.
- d. If the student does not achieve satisfactory course progress by the end of the next study period, Townsville Grammar School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process. The notification of intention to report will be issued to the student prior to the commencement of the next semester. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by Townsville Grammar School he/she may contact the Overseas Student Ombudsman at no cost. This must be done within 20 working days. Please see Townsville Grammar School's Complaints and Appeals Policy for further details.
- e. The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
 - i. the student does not access the complaints and appeals process within 20 days, or the student withdraws from the complaints and appeals process by notifying the Principal of Townsville Grammar School in writing, or
 - ii. the complaints and appeals process results in a decision in favour of the school.

2. Completion within expected duration of study

- a. As noted in 1.a., the school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b. Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their studies within the expected duration of the course
- c. The school will only extend the duration of the student's study where it is clear the student will not be able to complete their course by the expected date because:
 - i. the student can provide evidence of compassionate or compelling circumstances (see Definitions below)
 - ii. the student has, or is, participating in an intervention strategy as outlined in 1.e.
 - iii. an approved deferment or suspension of study has been granted in accordance with Townsville Grammar School's Deferment, Suspension and Cancellation Policy.
- a. Where the school decides to extend the duration of the student's study, the school will report this change via PRISMS within 14 days and/or issue a new COE if required. In this case, the student will need to contact the Department of Home Affairs (Immigration) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

3. Monitoring Course attendance

- a. Satisfactory course attendance is attendance of 80% of scheduled course contact hours. [NB the National Code St 8 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in St 8.15. School policy can require a higher minimum attendance rate.
- b. Student attendance is:
 - i. checked and recorded daily
 - ii. assessed regularly
 - iii. recorded and calculated over each study period.
- c. Late arrival at school will be recorded and will be included in attendance calculations.

d. All absences from school will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal/Head of School.

e. Any absences longer than [5] consecutive days without approval will be investigated.

f. Student attendance will be monitored by Year Level Coordinators every 2 weeks over a semester to assess student attendance using the following method.

g. Calculating the number of hours, the student would have to be absent to fall below the attendance threshold for a study period e.g. number of study days' x contact hours' x 20%. [For example, a 20-week study period with 5 contact hours a day would equal 500 contact hours. 20% of this is 100 hours. Alternatively, a school may choose to calculate attendance using a formula based on the number of days absent. For example, a 20-week study period with 5 days a week would equal 100 school days. 20% of this is 20 school days.

h. Attendance for any period of exclusion from class will be assessed under Townsville Grammar School's Deferment, Suspension and Cancellation Policy.

i. Parents of students at risk of breaching Townsville Grammar School's attendance requirements will be contacted by [email / 'phone] and students will be counselled and offered any necessary support when they have attendance totalling 90% attendance in any study period.

j. If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, Townsville Grammar School will assess the student against the provisions of Item 3.i. (below). Where the student has failed to meet the minimum attendance requirement, and Item 3.i. does not apply, the school will promptly advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process

k. The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:

- i. the student does not access the complaints and appeals process within 20 days
- ii. the student withdraws from the complaints and appeals process by notifying the Principal of Townsville Grammar School in writing,
- iii. the complaints and appeals process results in a decision in favour of the school.

l. Students will not be reported for failing to meet the 80% attendance threshold for a study period where:

- i. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definition, below, and
- ii. the student's attendance has not fallen below 70% for the study period.

m. The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days' x contact hours' x 30%, or number of study days' x number of days per week x 30%.

n. If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, [insert position] will assess whether a suspension of studies is in the interests of the student as per Townsville Grammar School's Deferment, Suspension and Cancellation Policy.

o. If the student does not obtain a suspension of studies under the Townsville Grammar School's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h – 3.i.

4. Definitions

a. Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:

- i. serious illness, where a medical certificate states that the student was unable to attend classes
- ii. bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible)

- iii. major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
- iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- v. where the school was unable to offer a pre-requisite unit
- vi. inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

- a. Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- b. School day – any day for which the school has scheduled course contact hours.
- c. Study period
 - I. for the purpose of monitoring attendance, a study period is a semester
 - II. for the purpose of monitoring course progress in a Primary School or Junior Secondary School course, a study period is a semester
 - III. for the purpose of monitoring course progress in a Senior Secondary School course, a study period is a Unit of a subject or course of study (i.e., Unit 1 or Unit 2 in Year 11 or Units 3 and 4 in Year 12)
- d. Learning Options – the range of subjects and programs as outlined in Learning Options 1.2.2 of the Queensland Curriculum and Assessment Authority (QCAA) QCE and QCIA Handbook 2019.

THIS POLICY WAS LAST UPDATED ON 23-02-2020

TOWNSVILLE GRAMMAR SCHOOL STUDENT TRANSFER REQUEST POLICY

Board of Trustees of Townsville Grammar School
t/a Townsville Grammar School
CRICOS: 00564G

Townsville Grammar School's Overseas student transfer policy and processes apply to:

- overseas students requesting to transfer prior to completing the first six months of their first registered school sector course or
- where the student has completed the first six months of their enrolment in their first registered school sector course and wishes to transfer but the provider holds welfare responsibility via a CAAW.

Overseas students requesting to transfer prior to completing the first six months of their first registered school sector course:

1. Overseas students are restricted from transferring from their first registered school sector course of study for a period of six months. This restriction also applies to any course(s) packaged with their first registered school sector course of study. Exceptions to this restriction are:

- a) If the student's course or school becomes unregistered
- b) The school has a government sanction imposed on its registration
- c) A government sponsor (if applicable) considers a transfer to be in the student's best interests
- d) If the student is granted a release in PRISMS.

2. Students can apply to be released by submitting a Student Transfer Request Application at no charge to enable them to transfer to another education provider. However, if a student has not completed the first six months of the first registered school sector course of study or is under 18 years of age, conditions apply.

3. Townsville Grammar School will only release a student before completing the first six months of their first registered school sector course in the following circumstances:

- a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school.
- b) The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with Townsville Grammar School 's intervention strategy to assist them in accordance with Standard 8 (Overseas student visa requirements).
- c) The student provides evidence of compassionate or compelling circumstances.
- d) Townsville Grammar School fails to deliver the course as outlined in the written agreement.
- e) The student provides evidence that their reasonable expectations about their current course are not being met.
- f) The student provides evidence that he / she was misled by Townsville Grammar School or an education or migration agent regarding Townsville Grammar School or its course and the course is therefore unsuitable to his/her needs and/or study objectives.
- g) An appeal (internal or external) on another matter results in a decision or recommendation to release the student.
- h) Any other reason stated in the policies of Townsville Grammar School.

4. Students under 18 years of age MUST also have:

- a) Written evidence that the student's parent(s)/legal guardian supports the transfer application
- b) Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the

proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative

5. Townsville Grammar School will NOT agree to the transfer before the student completes the first six months of their first registered school sector course in the following circumstances:

- a) The student's progress is likely to be academically disadvantaged
- b) Townsville Grammar School is concerned that the student's application to transfer is a consequence of the adverse influence of another party
- c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
- d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services
- e) School fees have not been paid for the current term/semester.

6. To apply for transfer to another provider, students need to:

- a) Complete an Application for Student Transfer Form available from the School's website
- b) Give this completed application form and a valid offer of enrolment from another provider to the Director of Enrolments for assessment.
- c) If under 18 years of age, attach written confirmation of the parent/s or legal guardian/s support for the transfer to the nominated provider.

In this case, the valid offer of enrolment must also confirm the new provider's acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from Townsville Grammar School, in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.

7. Townsville Grammar School will assess the student's transfer request application and notify the student of a decision within 10 working days.

8. If Townsville Grammar School grants the student's transfer request, the student will be notified and the decision will be reported to the Department of Home Affairs (Immigration) via PRISMS.

9. If Townsville Grammar School intends to refuse the student's transfer application request, Townsville Grammar School will provide the student with reasons for refusal in writing and include a copy of Townsville Grammar School's complaints and appeals policy (available on the School's website). The student has the right to access Townsville Grammar School's complaints and appeals process and has 20 working days to do this. The student's transfer request application will only be finalised in PRISMS after one of the following occurs:

- a) the student confirms in writing they choose not to access Townsville Grammar School's complaints and appeals process, or
- b) the student confirms in writing they withdraw from any appeals process they have commenced, or
- c) the appeals process is completed and a decision has been made in favour of the student or Townsville Grammar School.

10. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs (Immigration) office as soon as possible to discuss any implications: <https://immi.homeaffairs.gov.au/help-support/contact-us>.

Student who are no longer subject to the transfer restriction but Townsville Grammar School where holds welfare responsibility via a CAAW.

11. Students under 18 years of age MUST have:

- a) Written evidence that the student's parent(s)/legal guardian supports the transfer application
- b) Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative

12. To apply for transfer to another provider, students need to:

- a) Complete an Application for Student Transfer Form available from the School's website
- b) Give this completed application form and a valid offer of enrolment from another provider to Director of Enrolments for assessment and response within 10 working days.
- c) If under 18 years of age, attach written confirmation of support for the transfer to the nominated provider by a parent/s or legal guardian/s.

In this case, the valid offer of enrolment must confirm acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from Townsville Grammar School in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.

13. Townsville Grammar School will negotiate the welfare transfer date with the receiving provider and will advise the student of the welfare transfer date within 10 working days.

14. Transfers to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs (Immigration) office as soon as possible to discuss any implications: <https://immi.homeaffairs.gov.au/help-support/contact-us>.

THE TRANSFER POLICY WAS LAST UPDATED 22-02-2020

TOWNSVILLE GRAMMAR SCHOOL DEFERMENT, SUSPENSION AND CANCELLATION POLICY

Board of Trustees of Townsville Grammar School

t/a Townsville Grammar School

CRICOS: 00564G

1. Communicating with families about changes in enrolment status

- a. All communications regarding changes to enrolment status will be made directly with students and parents, in accordance with the latest contact details provided to the school.
- b. Parents must therefore keep Townsville Grammar School informed of their current contact details, as per the conditions of the student visa.
- c. Where relevant and where approved by the parents, the school may also share copies of correspondence with the child's education agent to help facilitate communication about any changes in enrolment status. However, the parents with whom the school has a formal written agreement are the primary contact for the school in such matters. The school will not act on any decision affecting the student's enrolment that is not made by the parents.

STUDENT-INITIATED CHANGES IN ENROLMENT

2. Deferment of commencement of study requested by student

- a. Townsville Grammar School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - I. illness, where a medical certificate states that the student will be unable to attend classes
 - II. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - III. major political upheaval or natural disaster in the home country that has impacted on expected commencement of studies
 - IV. a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).
 - V. after undertaking ELICOS studies, the student has not/will not meet the English language benchmark required for entry into the desired course, and the school is willing to defer the student's commencement in the course until a later date when the required benchmark is achieved.
- b. All applications for deferment will be considered within 5 working days.
- c. The final decision for assessing and granting a deferment of commencement of studies lies with the Principal. Where a student's request to defer his/her commencement of studies is refused, the student has a right of appeal (see Townsville Grammar School's Complaints and Appeals policy).
- d. Deferment will be recorded on PRISMS within 14 days of being granted.

3. Suspension of study requested by student

- a. Once the student has commenced the course, Townsville Grammar School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
 - I. illness, where a medical certificate states that the student was unable to attend classes
 - II. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - III. major political upheaval or natural disaster in the home country requiring emergency travel that has/will impact on studies
 - IV. a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).

V. Student return to their home country to sit a university exam (or similar assessment) which impacts upon their education

b. Where there is a significant issue impacting upon a student's attendance or course progress, it is essential that the student or parents contact the school as soon as possible to discuss the concern so that appropriate support can be put in place. Where deemed necessary, this may involve temporarily suspending the student's enrolment so that matters can be resolved without having a negative impact on the student's ability to satisfy their visa conditions.

c. Temporary suspensions of study cannot exceed 6 months' duration.

d. Suspensions will be recorded on PRISMS within 14 days of being granted if the student is under 18 years of age, and within 31 days if the student is over 18 years of age.

e. The period of suspension will not be included in attendance calculations.

f. Applications will be assessed on merit by the Principal.

g. Some examples of circumstances that are not considered compassionate and compelling at Townsville Grammar School include:

I. Requests for early departure or late return from vacation, including inability to secure cheap flights

II. Leaving early or returning late from holidays in order to attend festivals in the student's home country

III. Returning home to attend family gatherings that occur during term time.

h. As part of any assessment of a request to defer or temporarily suspend studies, the impact of the request on the student's ability to complete their intended course of study in accordance with their CoE/s and student visa will be considered. Any implications will be communicated to students.

i. All applications for suspension will be considered within XX working days.

j. The final decision for assessing and granting a suspension of studies lies with the Principal. Where a student's request to suspend studies is refused, the student has a right of appeal (see Townsville Grammar School's Complaints and Appeals policy).

4. Student-initiated cancellation of enrolment

a. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal. Please see Townsville Grammar School's Refund Policy for information regarding refunds.

b. A student will be deemed to have inactively notified Townsville Grammar School of cancellation of enrolment where:

I. the student has not yet finished his/her course/s of study with the school, and

II. does not resume studies at the school within [14 days] after a holiday break, and

III. the student has not previously provided the school with written notification of withdrawal.

c. Student-initiated cancellation of enrolment, including "inactive" cancellation of enrolment in 4.b), above, is not subject to Townsville Grammar School's Complaints and Appeals Policy.

SCHOOL-INITIATED CHANGES IN ENROLMENT

5. School-initiated exclusion from class

a. Townsville Grammar School may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in Townsville Grammar School's Behaviour Policy/Code of Conduct.

b. Students may also be excluded from class for failure to pay fees that he/she was required to pay in order to undertake or continue the course, as stated in the written agreement.

- c. Where Townsville Grammar School intends to exclude a student from class it will first issue a letter which notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended exclusion, as well as information about how to access Townsville Grammar School 's internal appeals process. Further information about the appeals process in the event of a school-initiated exclusion from class is outlined below.
- d. Excluded students must abide by the conditions of their exclusion from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Principal.
- e. Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
- f. Exclusions from class will not be included in attendance calculations for the study period and will not be recorded on PRISMS.

6. School-initiated suspension of studies

- a. Townsville Grammar School may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in Townsville Grammar School's Behaviour Policy/Code of Conduct.
- b. Students may also be suspended for failure to pay fees that he/she was required to pay in order to undertake or continue the course, as stated in the student's written agreement.
- c. Where Townsville Grammar School intends to suspend the enrolment of a student, it will first issue a letter that notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended suspension, as well as information about how to access Townsville Grammar School's internal appeals process. Further information about the appeals process in the event of a school-initiated suspension is outlined below.
- d. Suspended students must abide by the conditions of their suspension from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the [insert position].
- e. Students who have been suspended for more than 28 days may need to contact Department of Home Affairs. (Please see contact details at: <https://immi.homeaffairs.gov.au/help-support/contact-us>.)
- f. Suspensions will be recorded on PRISMS.
- g. The period of suspension will not be included in attendance calculations.

7. School-initiated cancellation of enrolment

- a. Townsville Grammar School will cancel the enrolment of a student under the following conditions:
 - I. Any breach of an agreed condition of enrolment as outlined in the student's written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care
 - II. Failure to pay course fees
 - III. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - IV. Any behaviour identified as resulting in cancellation in Townsville Grammar School's Behaviour Policy/Code of Conduct
- b. Where Townsville Grammar School intends to cancel the enrolment of a student it will first issue a letter which notifies the student and parents of this intention. The letter will also provide details of the reason/s for the intended cancellation, as well as information about how to access Townsville Grammar School's internal appeals process. Further information about the appeals process in the event of a school-initiated cancellation is outlined below.

- c. Townsville Grammar School is required to report any confirmed breach of course progress and attendance requirements to the Department of Home Affairs. Where a student is reported for breach of visa condition, his/her enrolment at Townsville Grammar School will be cancelled and this may impact on the student's visa. Further information can be found in Townsville Grammar School's Course Progress and Attendance Policy.
- d. For the duration of the internal appeals process, Townsville Grammar School will maintain the student's enrolment and the student will attend classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e. If a student decides to access Townsville Grammar School's complaints and appeals process because they have been notified of a school initiated suspension or cancellation of enrolment under Standard 9, the change in enrolment status will not be reported in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply (see Definitions below).
- f. Where extenuating circumstances are deemed to exist, a student may still access the complaints and appeals process, but Townsville Grammar School need not await the outcome of this process before changing the student's enrolment status in PRISMS. If the school has issued a CAAW for such a student, welfare provisions under Standard 5.6 are applicable.
- g. The use of extenuating circumstances by Townsville Grammar School to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- h. The final decision for evaluating extenuating circumstances lies with the Principal.

8. Student to seek information from Department of Home Affairs

- a. Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students can visit the Department of Home Affairs (Immigration) Website <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500> for further information about their visa conditions and obligations.

9. Definitions

- a. Day – any day including weekends and public holidays in or out of term time
- b. Extenuating circumstances - if the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Examples include:

- the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
- the student is missing
- the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
- the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
- is at risk of committing a criminal offence, or
- the student is the subject of investigation relating to criminal matters.

THIS POLICY WAS LAST UPDATED ON 22-02-2020

TOWNSVILLE GRAMMAR SCHOOL ACCOMMODATION AND WELFARE POLICY

CARE FOR YOUNGER STUDENTS UNDER 18 YEARS

Board of Trustees of Townsville Grammar School
t/a Townsville Grammar School
CRICOS: 00564G

Townsville Grammar School is a CRICOS-registered provider which enrolls younger students under 18 years of age.

As part of its registration obligations Townsville Grammar School must satisfy Commonwealth and state legislation, as well as any other regulatory requirements, relating to child welfare and protection for any overseas student enrolled who is under 18 years of age.

These obligations include ensuring that all overseas students under 18 years of age are given age- and culturally-appropriate information on:

- who to contact in emergency situations, including contact number/s of a nominated staff member, and
- how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

Townsville Grammar School has documented procedures relating to child welfare and safety, and will implement these procedures in the event that there are any concerns for the welfare of a student under 18 years of age.

Accommodation and care options for overseas students under 18 years

Townsville Grammar School approves the following accommodation and care options for overseas students:

1) The student will live with a parent or relative approved by the Department of Home Affairs.

In this case:

I. The School does not provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to Department of Home Affairs (Immigration) at the time of visa application for approval of these arrangements. The Department of Home Affairs (Immigration) must also approve any further change of welfare arrangements.

II. If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a Student guardian Visa (subclass 590), all obligations and conditions of this visa must be met, including:

- i. not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the School has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence.
- ii. advising the Department of Home Affairs (Immigration) of any change of address, passport or other changes of circumstances.

III. Townsville Grammar School requires holders of Student Guardian Visas to:

- i. maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia
- ii. immediately advise the School of any change to address or contact details
- iii. immediately advise the School if there are any compassionate or compelling reasons to travel overseas or not be at home for an extended period of time to care for the student.

If there is a valid reason for travelling overseas, and the School is able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the School will provide documentation approving temporary care arrangements for the student to the student's guardian and for the Department of Home Affairs (Immigration) via PRISMS.

If there is not a valid reason for travelling overseas, or if the School is not able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the student will need to travel overseas with the holder of the student guardian visa. In this case, the School will advise if compulsory attendance requirements will or will not be affected by the student's absence.

2) The student will live in school approved accommodation and welfare arrangements and Townsville Grammar School will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).

Accommodation options that may be approved by Townsville Grammar School for full fee paying 500 (formerly 571) visa subclass students under 18 years of age include:

- I. Homestay Program operated by Homestay Townsville or AHN. Please see Additional Information, below.
- II. School Boarding House
- III. Private accommodation and care arrangements requested by the parent but approved by the School, which meet all requirements under relevant state and commonwealth legislation.

Townsville Grammar School will maintain approval of accommodation and care arrangements until:

- I. The student completes the course and departs Australia
- II. the student turns 18 years
- III. any appeals processes in relation to Townsville Grammar School's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance)
- IV. the student has alternative welfare arrangements approved by another registered provider
- V. a parent or nominated relative approved by the Department of Home Affairs (Immigration) assumes care of the student
- VI. Townsville Grammar School has notified the Department of Home Affairs (Immigration) that it is no longer able to approve the student's welfare arrangements and has taken the required action after not being able to contact the student.

Any accommodation, welfare and other support arrangements for the student must be approved by Townsville Grammar School, including arrangements provided by third parties.

Accommodation and care arrangements are checked prior to approval and at least every six months thereafter to ensure they are appropriate to the student's age and needs.

Any adults involved in or providing accommodation and welfare arrangements to the student have a blue card as appropriate (<https://www.bluecard.qld.gov.au/>). Any changes to approved arrangements must also be approved by the School.

If a student cannot be located and the School has concerns for his/her welfare, the School will contact the student's parents / legal guardian and notify the police and any other relevant authorities.

If a student for whom the School has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Home Affairs (Immigration) and advise the student to contact the Department of Home Affairs (Immigration) to ensure visa implications are understood: <https://immi.homeaffairs.gov.au/help-support/contact-us>.

In the event of a significant or critical welfare issue involving the student, and if determined necessary by the school, a parent, legal guardian or approved relative agrees to travel to a designated location within 2 days to assume care of the student until the situation has been resolved to the school's satisfaction.

If a parent / nominated guardian wishes to assume welfare responsibility, the parent / nominated guardian must notify the school as soon as practicable of their intentions and must provide the school with written evidence of a guardian visa grant.

3) For School vacation periods, students under 18 years of age for whom Townsville Grammar School has issued a CAAW will:

- I. return home to parents, or
- II. continue to live in / is placed in Homestay arranged and approved by the school, or
- III. apply for approval to spend the vacation with relatives or a friend's family, or

4) Accommodation options for students 18 years and older include:

- I. Homestay Program, including private arrangements requested by a parent
- II. School Boarding House

5) For School vacation periods, the following accommodation options are available to students 18 years or older:

- I. Student returns home to parents
- II. Student continues to live in / is placed in Homestay, details of which are recoded by the School
- III. Student may spend vacation with friend's family or relatives, provided details are given
- IV. Student may attend a supervised excursion, camp, etc., provided details are given
- V. Student may travel unaccompanied during vacation periods, provided details are given.

6) Homestay / private accommodation arrangements at Townsville Grammar School:

The Homestay arrangements operated by Townsville Grammar School approved by Townsville Grammar School meet Queensland legislative requirements for child protection as well as Standard 5 of the 2018 National Code of Practice for Providers of Education and Training to Overseas Students.

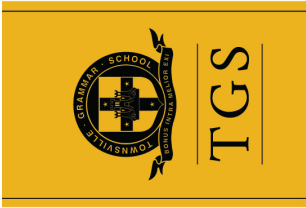
These include

- I. Continuous dates for approved welfare arrangements
- II. Documented procedures for checking suitability of accommodation, support and general welfare arrangements before a student is placed in an approved arrangement, and at least every six months thereafter, covering
- III. Guidelines for selecting, screening and monitoring each family and ensuring the family can provide age appropriate care and facilities for the duration of the student's enrolment at the school
- IV. Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services
- V. Orientation program for families new to provision of homestay services
- VI. Compliant Homestay risk management strategy, reviewed annually, undertaken by school / operator of the homestay program
- VII. Blue cards as required for adults living in the homestay / private arrangement, other than overseas students, or who otherwise have regular contact with the student.

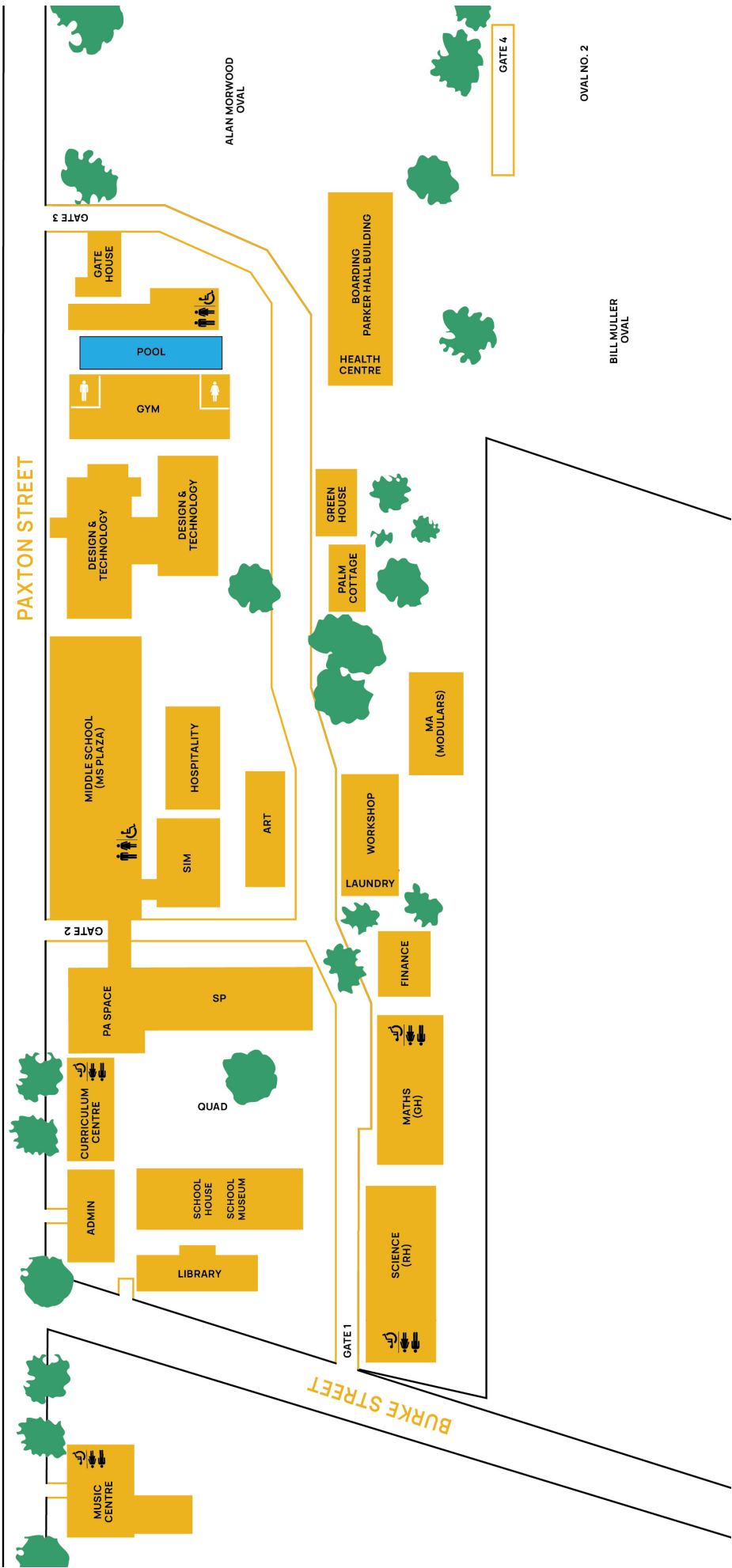
THIS POLICY WAS LAST UPDATED ON 23-02-2020

TOWNSVILLE GRAMMAR SCHOOL ANNANDALE CAMPUS *PRE-PREP - YEAR 6*





TOWNSVILLE GRAMMAR SCHOOL
NORTH WARD CAMPUS
YEARS 7 - 12 + BOARDING







BONUS INTRA MELLIOR EXI



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