



# INTERNATIONAL STUDENTS ORIENTATION HANDBOOK



NSW GOVERNMENT SCHOOLS

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CRICOS Provider name: NSW Department of Education  
CRICOS Provider Code: 00588M

Last updated on 30 November 2018

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WELCOME WELCOME



WELCOME WELCOME

# About the School

## 1. Principal's Message

On behalf of the staff, students and school community members of Hurstville Public School, I would like to extend the warmest of welcomes to you. For families new to the Hurstville area, our school offers children a contemporary educational experience within a supportive, caring and future focused learning environment.

Hurstville Public School enjoys a rich and proud history. From the opening of the site as a local educational institution in 1876, the school has maintained a tradition of fostering both high expectations and success. Whilst continuing to adapt to the numerous changes within the educational landscape and across wider society, Hurstville Public School has continued to prepare young people for the many and varied challenges they will face throughout their life and support them in their growth and development as lifelong learners.



The school's motto, "strive for success" perfectly encapsulates the ethos of our school community. We value the many ways that success, on both an individual and collaborative level, can be experienced, measured and subsequently acknowledged. Striving for their personal best whilst maintaining a clear understanding of the need to be active citizens within the local and global community provides our students with a platform for the development of strong values. A wide range of opportunities are offered to our students, ensuring that as a school community, we support the needs of the whole child.

We are fortunate to work closely with members of the school community, particularly with the Hurstville Parents and Citizens Association. Through this connection, we are able to clearly identify the educational priorities across the school community then work together to develop strategies that will best support the needs of all students. We strongly encourage community involvement within school life and understand the significant benefits to students and the local community this involvement can foster.

Our current priorities include a focus on project-based or inquiry-based learning that incorporates the use of technology for learning and provides explicit opportunities for students to develop the skills of collaboration, critical thinking, communication and creative thinking. Closely examining the way our students are most effectively learning is also challenging us to redefine what engaging learning spaces look like. This journey has ensured that as a school community, we are exploring current educational research and identifying what works best in terms of teaching practice and opportunities for learning.

It is a privilege for me to be able to work with the students, staff and community members of Hurstville Public School in the role of Principal. Leading such a committed team of professionals and working closely with the school community ensures that each and every conversation we share about the education provided by Hurstville Public School begins and ends with, What is best for our students?

I look forward to welcoming you to Hurstville Public School.

Mark Steed, Principal

## • 2 School Profile

Hurstville Public School has provided quality education to students since 1876.

The school is situated within walking distance of the main shopping centre and caters for students who live in the local area and who travel to the school for learning in Opportunity Class and Special Education classes.

The mission of Hurstville Public School is to provide quality education within a happy, secure and flexible environment in which individuals are encouraged to **STRIVE FOR SUCCESS**.

Our goals are: to encourage our students to be responsible citizens; to have a positive attitude to life long learning; to have high self esteem; to be able to make meaningful decisions and respect the rights and values of others; whole staff commitment to quality teaching and learning; full and equal participation between the school and its community; commitment to a quality service for reporting and communicating with parents and the wider community; the development of a school community which fosters diversity, promotes cooperation and resolves differences amicably.





- **3 School Directory**

### **School Staff**



#### ***International Student Coordinator (ISC)***

Mrs Rebecca Ingram can speak to you regarding any concerns you may have about matters related to school, your child's well-being or if you require a leave request or change of address form. She/he is located in room AR0038



**Rebecca Ingram**  
***Deputy Principal***



**Kim Lovell**  
***Deputy Principal***

#### **Sonya Bradford and Leanne Roth** ***School Counsellor***

Ms Bradford and Ms Roth can speak to your child if they have concerns, feel unhappy or are homesick. They are located in room AR0035.



**Di Sokkar**

**School Administration Manager** Mrs Sokkar can help you find your International Student Coordinator or counsellor, or need help in the absence of the International Student Coordinator.

***If your child needs help with a problem or feels unsafe at school at any time, they can go and see the International Student Coordinator or one of the staff listed here.***

**Stage Assistant Principals (AP) and Classroom Teachers**

<b>KS</b>	Michelle Smith M,T, W Bianca Synnott Th, F
<b>KM</b>	Tara Anderson M, T Kelly Minogue W, Th, F
<b>KD</b>	Nadia Diab <b>TL</b>
<b>KA</b>	Samantha Diggs
<b>KW</b>	Linda Bringmann-Walker <b>TL</b>
<b>KO</b>	Melissa O'Connell
<b>KH</b>	Nicole Harvey
<b>1M</b>	Katherine Mitkovski M, T, W Lauren Rafferty Th, F
<b>1A</b>	Allison Sawell
<b>1K</b>	Liku Koro
<b>1S</b>	Natalie Saad <b>TL</b>
<b>1T</b>	Suzanne Thatcher M,T,W,Th Chaan Wadley F
<b>1J</b>	Sandra De Jesus
<b>1D</b>	Keti Kalinovska M, T, W Julie Dounis Th, F
<b>1/2S</b>	Ariane Skapetis
<b>2A</b>	Danielle Allen <b>TL</b>

<b>2K</b>	Maria Elia
<b>2M</b>	Dani McEvoy
<b>2L</b>	Sarah Jackson M, T Megan Lewis W, Th, F
<b>2S</b>	Debbie Smyrniotis M,T,W,Th Tracey Agius F
<b>2B</b>	Kallie Papadopoulos M Irena Bass T, W, Th, F
<b>2H</b>	Maxime Hatton-Ward
<b>3M</b>	Zaga Marinkovic
<b>3G</b>	Angela Giokaris
<b>3K</b>	Stacey King <b>TL</b>
<b>3F</b>	Fatima Mansour
<b>3R</b>	Nikki Roebuck
<b>3B</b>	Robin Boardman
<b>4M</b>	Libby Mytilinios
<b>4C</b>	Bronwyn Cook <b>TL</b>
<b>4H</b>	Ediva Hong
<b>4F</b>	Kaye Florence
<b>4A</b>	Toula Androulis M, T, W Pina Fennell Th, F
<b>5K</b>	Vicki Koinis
<b>5N</b>	Stuart Nurse
<b>5D</b>	Bronwyn Daniels <b>AP</b> M,T,W Anna Kakakios Th, F
<b>5C</b>	Diane Cumines
<b>5T</b>	Deb Thompson M, T Jodi Duc W, Th, F
<b>5S</b>	Kathryn Southall
<b>6P</b>	Daniel Pratt
<b>6S</b>	Samantha Redwin
<b>6C</b>	Dave Renshaw <b>AP</b>
<b>6R</b>	Rhonda Rourke

<b>6T</b>	Melissa Treacy M, T Kelly Stevens W, Th, F
<b>6L</b>	Jennifer Lissikatos
<b>6H</b>	Lorraine Hudson
<b>GREEN</b>	Cathryn Poulton
	Ellen Green SLSO
<b>BLUE</b>	Nicole Moore <b>AP</b> M, T, Th Hayley Adis W, F
	Linda Reynolds / Robyn Connon SLSO
<b>RED</b>	Atu Pollard
	Robyn Connon / Tracey Wilson SLSO
<b>GOLD</b>	Leigh Jackson
	Peggy Sal SLSO
<b>L&amp;ST</b>	Terry Hume T, Th
<b>L&amp;ST</b>	Lisa Park
<b>L&amp;ST</b>	Leah Comino
<b>L&amp;ST</b>	Jo Hurst Th, F
<b>Instructional Leader Literacy</b>	Alison Duff
<b>Instructional Leader Numeracy</b>	Melissa Bye
<b>Instructional Leader FFL</b>	Jayne Muir <b>AP</b>
<b>EALD S2</b>	Rupinder Singh <b>AP</b>
<b>EALD Yr 2</b>	Elias Poulos
<b>EALD Kindy</b>	Susan Prahin
<b>EALD S3</b>	Cat Baitieri
<b>EALD Yr 1</b>	Adriana Dedic
<b>EALD Yr 6</b>	Danielle Cusumano (W,Th)



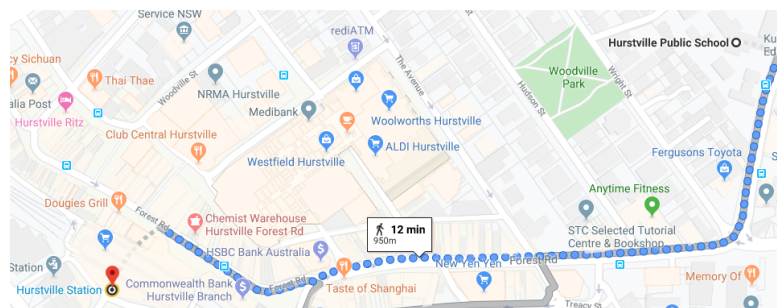


## • 4 School Map and facilities

The Sick Bay and School counsellor's office is located in Block A the nearest entrance is Gate 4 on Forest Rd.



Hurstville train station is within, approximately a 12 minute walk and there are multiple bus stops along the route to Hurstville Public School.



Keep our school community safe by:

- driving and parking safely, even if it means parking further away and walking the rest of the way to school
- being a good role model
- never calling your child from across the road
- using the safest place to cross the road.

## • 5 Support Services

### Counselling

Ms Sonya Bradford, Ms Leanne Roth are the School Counsellors and their office is located in A Block Counsellor's Room AR0035.

#### What is a School Counsellor?

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

This service is free and confidential.

#### Why do students see the Counsellor?

##### Academic problems

- Worries about progress
- No quiet place to study at home

##### Personal problems

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

#### Counselling for families

The school counsellor can assist when families undergo a trauma or big change. Contact us to make an appointment. For information in community languages, see school counselling service. [www.education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/school-counselling-service](http://www.education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/school-counselling-service)

Outside of the education system, free telephone counselling services are available to support families who may be going through a difficult time.

- Lifeline ☎ – 24-hour telephone counselling service. 13 11 14.
- Mensline Australia ☎ – 24-hour telephone counselling service for men. 1300 789 978.
- Parent line ☎ – 24-hour advice and information service. 1300 1300 52.

## English as an Additional Language/Dialect (EALD) Support

<b>EALD Stage 2</b>	Rupinder Singh <b>AP</b>
<b>EALD Yr 2</b>	Elias Poulos
<b>EALD Kindy</b>	Susan Prahin
<b>EALD Stage 3</b>	Cat Baitieri
<b>EALD Yr 1</b>	Adriana Dedic
<b>EALD Yr 6</b>	Danielle Cusumano (W,Th)

Speak to the team about additional support



## **Learning and Support Teacher**

The learning and support teacher provides direct and timely specialist assistance to students in regular classes with disability and additional learning and support needs and their teachers. Their works emphasises:

the needs of individual students  
school priorities, and  
evidence-based programs to assist students with additional learning and support needs.

Learning and support teachers use a collaborative and consultative approach so that students themselves and their parents or carers are actively involved in decision-making.

## **Homework Help**

Class teachers are available to discuss any questions or concerns students or their families may have with homework.

## **Other support personnel or facilities available to international students at the school**

- **School counsellor**

School counsellors are qualified teachers who have a degree in psychology and post graduate qualifications in school counselling.

They complement and enhance the work of teachers by:

strengthening schools' student welfare provisions, and  
providing psychological assessments of students with specific needs.

### **.1 3 Bridges Youth Workers**

Youth workers support young people in the school and their families in their wellbeing and encouraging positive engagement with services that suit their individual needs.

## • 6 Rules and Policies

### **Bell times**

**8.30am:** A teacher supervises students on Area 5 playground. Students are not to arrive before 8.30am.

**8.40am:** Bell rings and teachers are on duty

**9am:** School Starts

**11-11.25am:** Recess

**1.10-1.20pm:** Supervised Eating Time

**1.20-2pm:** Play Time

**3pm:** School Finishes (Years 1 to 6)

Students should leave the school grounds promptly at 3pm

## Uniform and dress code

When students wear a school uniform, they feel included in our school community.

Students, teachers, parents and carers, as well as members of our local community helped develop our school uniform to make sure it:

- meets the requirements of occupational health and safety, anti-discrimination and equal opportunity legislation
- includes items that are affordable, comfortable and made from easy-care and easy-wear fabrics
- is appropriate for the full range of school activities
- is suitable for all body shapes.



Available from My School Wear Shop, located at 2/299 Forest Road, Hurstville or [www.myschoolwearshop.com.au](http://www.myschoolwearshop.com.au)  
Telephone: 8034 6299



## **Medication and Allergies**

If your child has a medical condition please make an appointment with the class teacher early in Term 1 to ensure that they have all up to date information and procedures on how to manage your child's condition.

Medical conditions include Anaphylaxis, allergies, Asthma, Epilepsy, Diabetes and all other medical conditions which have been diagnosed by a doctor.

It is vital that you meet with your child's teacher every year to ensure accurate exchange of Information

Any medications sent to school must be handed in through the school office and labelled with your child's name and date of birth

Students may carry Asthma relievers (puffers such as Ventolin) in their bags or the classroom

EpiPens are kept in the child's classroom All other student medication is stored in the sick bay.



## Change of Address

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

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

Change in pick up arrangements please advise the Teacher.

Late arrivals and early leavers must go to the school office for a leave slip.

Sick children - keep at home and send absent note the next day.

Once a child is enrolled, they are required by law to attend school each day.

Some points to be aware of:

- If a child arrives late , it is recorded as a partial absence and must be explained by parents. This is recorded at the front office.
  - If your child is absent for the whole day it is recorded as either justified or unjustified
  - Justified absences are sickness , having an unavoidable medical appointment , attending a recognised religious holiday or exceptional or urgent family circumstances.
  - An explanation for an absence, either verbal or written, must be provided within 7 days.
  - Explanations may be declined if it is felt the absence is not in the best interest of your child or they do not meet the accepted reasons. The absence will be recorded as unjustified.
  - Frequent or long term absences due to illness require a medical certificate.
- Families are encouraged to travel during school holidays. If travel for 6 days or more during the school term is necessary you are required to complete an Application for Extended Leave. Forms are located at the school office.
- This application may not be approved by the Principal if it is not in the best educational interest of your child.

## Attendance requirements for student visa holders

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

## What if my child's attendance falls below 80%?

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

### **What if my child's attendance falls below 70%?**

- An Intention to Report letter will be sent to you. This letter tells you the school's intention to report your child's low attendance to Immigration because they have breached their student visa condition.
- You will be given 20 school days to appeal to the Principal and explain why the school should not report your child's low attendance to Immigration.
- If your appeal is unsuccessful, you will be contacted by Department of Education International to let you know about your further appeal rights.
- If all your appeals are not successful, your child will be reported to Immigration and they may decide to cancel your child's visa and your visa.

## **Policy on misbehaviour, suspension and expulsion**

### **SUSPENSION AND EXPULSION OF STUDENT POLICY**

Policy Development Date: August 2013

All students and staff at Hurstville Public School have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. To achieve this, Hurstville Public School will maintain high standards of student behaviour.

#### **Definitions and Terms**

##### **Suspension**

Suspension is removal of a student from a school for a period of time determined by the principal. Suspensions are imposed in cases of unacceptable behaviour in the interest of the student and/or the school community. Parents are responsible for the supervision, care and wellbeing of students while they are suspended. A student may not enrol in, or transfer to, another government school whilst suspended from a government school.

Students attending special programs such as those offered by tutorial centres, behaviour schools and hospital schools that may involve attending their home school for part of the week may not be precluded from attending the special program if they are suspended from their home school. This is subject to negotiation between the principal of the home school and the principal supervising the special program.

Suspension is not intended as a punishment. It is only one strategy for managing inappropriate behaviour within Hurstville Public School's student welfare and discipline policy. It is most effective when it highlights the parents' responsibility for taking an active role, in partnership with our school, to modify the inappropriate behaviour of their child. The school and the Government school system will work with parents with a view to assisting a suspended student to re-join the school community as quickly as possible.

##### **Short Suspension**

Short suspension is temporary removal of a student from a school following a decision by the school principal or relieving principal for a period not exceeding four school days.

##### **Long Suspension**

Long suspension is temporary removal of a student from a school following a decision by the school principal or relieving principal for a period not exceeding 20 school days. Long

suspensions are only imposed for serious or sustained instances of misbehaviour.

##### **Expulsion**

Expulsion is permanent removal of a student from a school. The Minister may refuse the admission of a student to all or any government schools if the student has been expelled from any government school. This will usually be as the result of a most serious incident. The student may not then re-enrol in a government school without the approval or direction of the Minister.

Expulsion from a Particular School for Misbehaviour

Expulsion of a student of any age from a particular school only for reasons of misbehavior.  
The student may not then re-enrol in that school without the approval of the regional director.

### **Prohibited Weapon**

Weapons that are listed in Schedule One.

### **Behaviour code for students**

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

Students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

### **Behaviour code for students: actions**

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

### **Respect**

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others

- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

#### Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
  - Negotiate and resolve conflict with empathy
  - Take personal responsibility for behaviour and actions
  - Care for self and others
  - Avoid dangerous behaviour and encourage others to avoid dangerous behaviour
- #### Engagement
- Attend school every day (unless legally excused)
  - Arrive at school and class on time
  - Be prepared for every lesson
  - Actively participate in learning
  - Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

#### **Long suspension and expulsion**

International students will be reported to Immigration if they are:

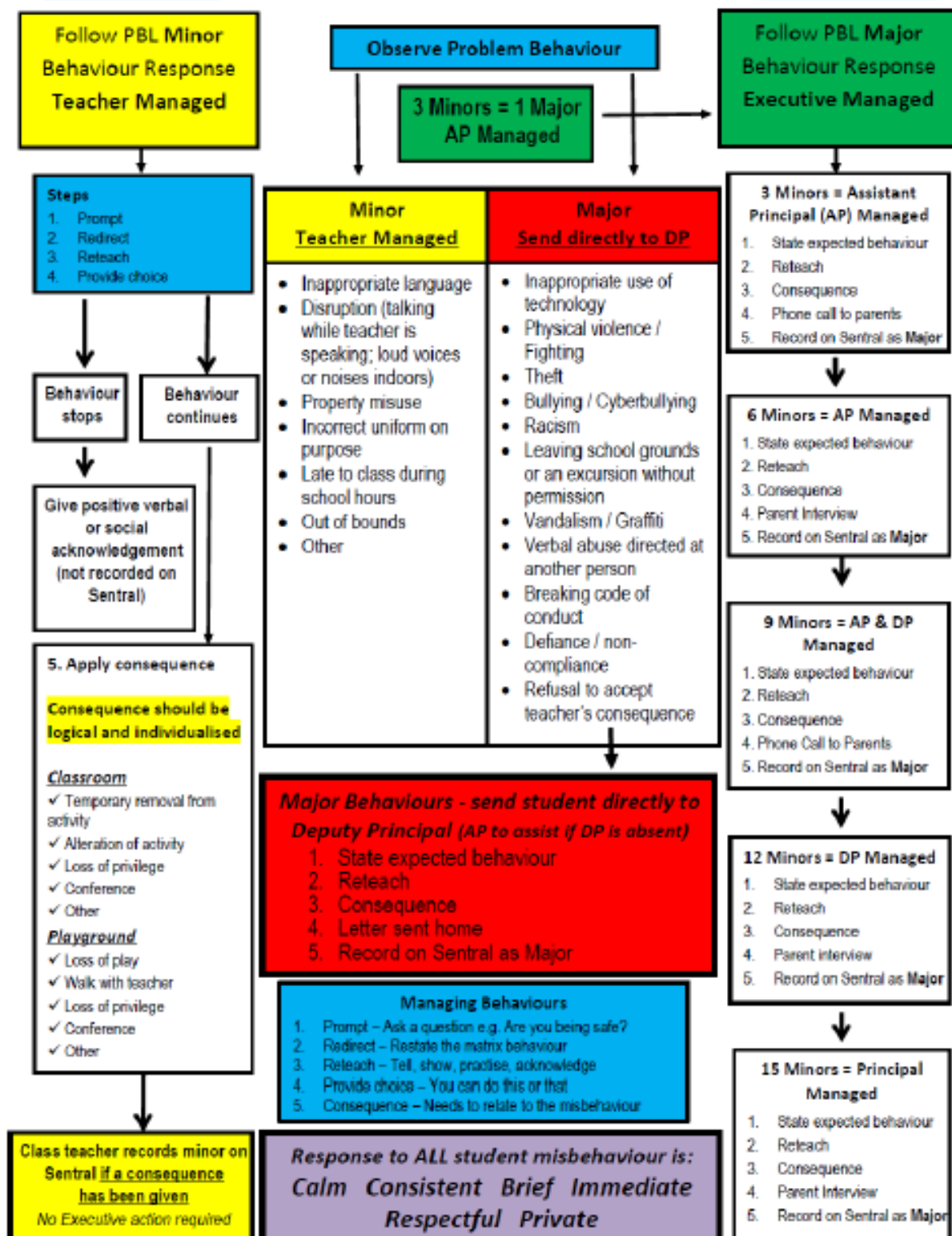
- suspended for 5 days or more;
- expelled from school because of serious misbehaviour/ involvement in criminal activities.

#### **What happens if my child is suspended or expelled from school?**

- You will be given an **Intention to Report** letter for your child's suspension and will be given 20 school days to appeal to the Principal and explain why the school should not report your child to Immigration.
- If your appeal is unsuccessful, you will be contacted by Department of Education International to advise you of your further appeal rights.
- If all your appeals are unsuccessful, your child may be expelled in case of an expulsion. Your child will also be reported to Immigration and they may decide to cancel your visa.



# HPS Behaviour Management System



## **Policy on anti-bullying**

# **Bullying: Preventing and Responding to Student Bullying in Schools Policy**

This policy sets out the requirements for preventing and responding to student bullying in NSW government schools.

## **1. Objectives - Policy statement**

### **1.1**

The NSW Department of Education and Training rejects all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environments of the department.

## **2. Audience and applicability**

### **2.1**

The policy applies to all NSW government schools and preschools.

### **2.2**

The policy applies to all student bullying behaviour, including cyber bullying, that occurs in NSW government schools and preschools, and off school premises and outside of school hours where there is a clear and close relationship between the school and the conduct of the student.

## **3. Context**

### **3.1**

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyber bullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.

Conflict or fights between equals or single incidents are not defined as bullying.

### **3.2**

Schools exist in a society where incidents of bullying behaviour may occur. Preventing and responding to bullying behaviour in learning and working



environments is a shared responsibility of all departmental staff, students, parents, caregivers and members of the wider school community.

### **3.3**

All members of the school community contribute to the preventing bullying by modeling and promoting appropriate behaviour and respectful relationships.

### **3.4**

The Complaints Handling Policy establishes the standard approach to resolving complaints, including complaints about the way a reported incident of bullying has been managed and it is required that it be used in all learning and working environments of the department of education and training.

### **3.5**

For matters involving bullying which affect departmental employees, refer to the department's Prevention of Bullying in the Workplace Policy (intranet only).

### **3.6**

## **Document history and details**

## **4.Responsibilities and delegations**

### **4.1**

#### **Principals**

##### **4.1.1**

Principals must ensure that the school implements an Anti-bullying Plan that:

- is developed collaboratively with students, school staff, parents, caregivers, and the community
- includes strategies for:
  - developing a shared understanding of bullying behaviour that captures all forms of bullying including cyber bullying
  - developing a statement of purpose that outlines individual and shared responsibilities of students, parents, caregivers and teachers for preventing and responding to bullying behaviour
  - maintaining a positive climate of respectful relationships where bullying is less likely to occur
  - developing and implementing programs for bullying prevention
  - embedding anti-bullying messages into each curriculum area and in every year
  - developing and implementing early intervention support for students

- who are identified by the school as being at risk of developing long-term difficulties with social relationships
- developing and implementing early intervention support for those students who are identified at or after enrolment as having previously experienced bullying or engaged in bullying behaviour
- empowering the whole school community to recognise and respond appropriately to bullying, harassment and victimisation and behave as responsible bystanders
- developing and publicising clear procedures for reporting incidents of bullying to the school
- responding to incidents of bullying that have been reported to the school quickly and effectively
- matching a planned combination of interventions to the particular incident of bullying
- providing support to any student who has been affected by, engaged in or witnessed bullying behaviour
- providing regular updates, within the bounds of privacy legislation, to parents or caregivers about the management of the incidents
- identifying patterns of bullying behaviour and responding to such patterns
- monitoring and evaluating the effectiveness of the Plan
- reporting annually to the school community on the effectiveness of the Plan
- includes procedures consistent with DN10/00225 – Reporting incidents involving assaults, threats, intimidation or harassment and the Incident Reporting Policy
- includes procedures for contacting the child wellbeing unit or Community Services where appropriate
- includes contact information for the police youth liaison officer (YLO) and school liaison police officer (SLP) where appropriate
- includes contact information for appropriate support services such as Kids Helpline
- includes information on departmental appeal procedures and the Complaints Handling Policy is promoted and widely available within the school community and published on any school website
- is reviewed with the school community at least every three years.

## 4.2

### School staff

### 4.2.1

School staff have a responsibility to:

- respect and support students
- model and promote appropriate behaviour
- have knowledge of school and departmental policies relating to bullying behaviour
- respond in a timely manner to incidents of bullying according to the school's Anti-bullying Plan.

In addition, teachers have a responsibility to:

- provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

## 4.3

### Students

#### 4.3.1

Students have a responsibility to:

- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the school Anti-bullying Plan
- behave as responsible bystanders
- report incidents of bullying according to their school Anti-bullying Plan.

## 4.4

### Parents and caregivers

#### 4.4.1

Parents and caregivers have a responsibility to:

- support their children to become responsible citizens and to develop responsible on-line behaviour
- be aware of the school Anti-bullying Plan and assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan
- report incidents of school related bullying behaviour to the school

- work collaboratively with the school to resolve incidents of bullying when they occur.

## **4.5**

### **The school community**

#### **4.5.1**

All members of the school community have the responsibility to:

- model and promote positive relationships that respect and accept individual differences and diversity within the school community
- support the school's Anti-bullying Plan through words and actions
- work collaboratively with the school to resolve incidents of bullying when they occur.

### **5. Monitoring, evaluation and reporting requirements**

#### **5.1**

Principals are responsible for:

- implementing the policy within the school
- submitting a copy of the school's Anti-bullying Plan to the school education director whenever it is reviewed
- reporting annually to their school community on the effectiveness of the school's Anti-bullying Plan

#### **5.2**

School education directors are responsible for monitoring the local implementation of this policy and reporting to the regional director.

#### **5.3**

Regional directors are responsible for ensuring the regional implementation of the policy.



# Bullying: Preventing and Responding to Student Bullying in Schools Policy (2011)

The NSW Department of Education and Communities rejects all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environments of the Department.

**Bullying**  
**Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyber bullying refers to bullying through information and communication technologies.**  
**Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long term effects on those involved including bystanders.**  
**Conflict or fights between equals or single incidents are not defined as bullying.**

Bullying behaviour can be:

- **verbal** eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical** eg hitting, punching, kicking, scratching, tripping, spitting
- **social** eg ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **psychological** eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

The term "bullying" has a specific meaning. The school's Anti-bullying Plan sets out **the processes for preventing and responding to student bullying**. The school has a range of policies and practices, including welfare and discipline policies that apply to student behaviour generally.

Schools exist in a society where incidents of bullying behaviour may occur. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all departmental staff, students, parents, caregivers and members of the wider school community.

**School staff** have a responsibility to:

- respect and support students
- model and promote appropriate behaviour
- have knowledge of school and departmental policies relating to bullying behaviour
- respond in a timely manner to incidents of bullying according to the school's Anti-bullying Plan.

In addition, teachers have a responsibility to:

- provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

**Students** have a responsibility to:

- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the school Anti-bullying Plan
- behave as responsible bystanders
- report incidents of bullying according to their school Anti-bullying Plan.

**Parents and caregivers** have a responsibility to:

- support their children to become responsible citizens and to develop responsible online behaviour
- be aware of the school Anti-bullying Plan and assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan
- report incidents of school related bullying behaviour to the school
- work collaboratively with the school to resolve incidents of bullying when they occur.

**All members of the school community** have a responsibility to:

- model and promote positive relationships that respect and accept individual differences and diversity within the school community
- support the school's Anti-bullying Plan through words and actions
- work collaboratively with the school to resolve incidents of bullying when they occur.

## **14.1 Hurstville Public School-Anti-Bullying Plan**

### **Our School Anti-Bullying Plan**

This plan outlines the processes for preventing and responding to student bullying in our school and reflects the *Bullying: Preventing and Responding to Student Bullying in Schools Policy* of the New South Wales Department of Education and Communities.

- 2011-Term 4 – Whole-staff consultation based on the revised policy and plan formulated by the student welfare team.
- This plan encompasses Hurstville Public School anti-bullying policy and plans and addresses cyberbullying.
- Consult the parent body and community body through the Parents & Citizens Association.

### **14.2 Statement of purpose**

- All members of Hurstville learning community have a right to learn, teach and interact in an environment based on respectful relationships free of bullying behaviour.
- All members of Hurstville learning community have a responsibility to allow others to teach, learn and interact in an environment based on respectful relationships free of bullying behaviour.
- All members of Hurstville learning community have a responsibility to take action to prevent bullying by taking appropriate action that allows others to learn, teach and interact in an environment based on respectful relationships free of bullying.

### **14.3 Protection**

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies.

Positive behaviour is recognised, taught and promoted at Hurstville Public School. Bullying behaviour is not tolerated and is dealt with through the school behaviour system and discipline policy. A component of mediation and restoration is included in consequences applied to bullying behaviour.

## 14.4 Prevention and Early Intervention

Detail the strategies and programs the school will implement for bullying prevention.

A K-6 framework for Hurstville Public School expectations has been developed. These expectations are promoted and explicitly taught through 'circle time' lessons. In addition, all classes across the school implement the 'Getting Connected' unit, which promotes positive relationships amongst students and teachers.

- The school learning support team carefully evaluates all referrals regarding the wellbeing of individual students.
- Strategies to address cyberbullying are incorporated in the school technology plan and monitored through the school technology committee.
- Parents are informed of all aspects of cyber bullying and strategies to monitor appropriate use of information technologies, through the school website, school newsletter and parent information nights
- All new enrolments are screened to identify students who have previously encountered or been responsible for any form bullying. This procedure involves the participation of the administration staff, school principal and learning support team.

## 14.5 Response

The school values of 'respectful responsible learners' are embedded into the school culture. Recognition of these values takes place formally and informally across all environments of the school.

Staff are involved in professional learning to promote positive behaviour and to develop the skills to recognise and act effectively to minimise bullying.

All members of the school community are responsible for maintaining a bully-free environment and should be active in reporting incidents of bullying behaviour to appropriate members of staff.

When incidents are reported, the school's discipline policy will be immediately applied. The school will have formulated with appropriate action within a week of the incident.

At Hurstville Public School, complex situations will be dealt with through the learning support team. The team will identify and liaise with the relevant agencies for support. The school executive will identify any areas that staff require professional development in.

- The strategies and programs Hurstville Public School will implement to support any student who has been affected by, engaged in or witnessed bullying behaviour include;

- Getting Connected



- Circle Time (Positive Behaviour for Learning)
- Friends for Life (OC unit)

The Student Welfare Policy is discussed at orientation for all new enrolments to the school on a yearly basis.

#### **14.6 Hurstville Public School procedures for reporting serious incidents of bullying.**

- Ring the schools safety and security hotline 1300 363 778, report the incident, seek advice and if recommended you contact Hurstville police.
- Hurstville Public School procedures for reporting to Community Services and Wellbeing Unit
- Principal or senior will contact DEC procedures. Child well being/FACS. Decision making tree on website.
- If a complaint is made or appeal is necessary, information can be found on the DEC website for the official process for complaint handling procedures.

#### **14.7 Identifying patterns of bullying behaviour at Hurstville Public School**

- Data is collected through PBL.
- Analysis of playground and classroom data evaluated by executives and teachers.
- Meetings with student leaders.

#### **14.8 Monitoring the effectiveness of the Anti-bullying Plan**

- The learning support team will review the plan at the end of the year and will recommend changes for the following year.
- Create a statement in the ASR focused on the anti-bullying plan and student welfare.
- Every third year students, parents and staff will evaluate the plan for future directions and involve district officials when necessary.

## Merit system

### Positive Behaviour for Learning (PBL)

PBL is implemented to improve the learning and wellbeing of all students in all school settings.

Positive Behaviour for Learning is a whole school approach for creating a positive, safe and supportive school climate in which students can learn and develop. This approach involves the school community working together. Students are empowered to participate in decision-making through active involvement in the school's leadership of PBL.

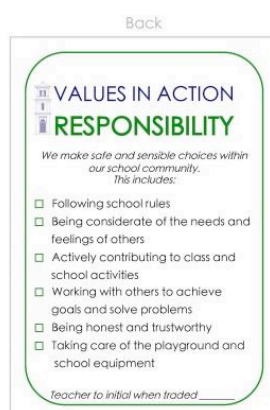
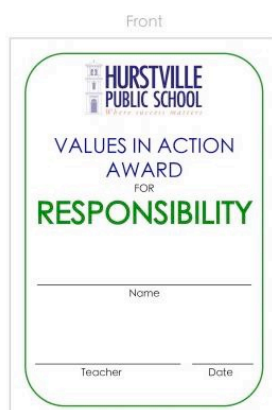
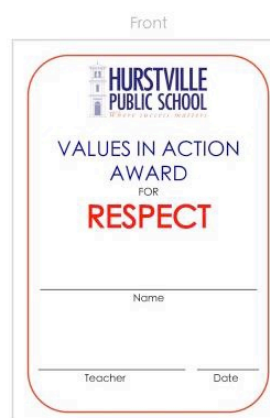
All staff are responsible for teaching the behaviour expectations, providing consistent positive feedback to students, and delivering consistent corrective feedback and consequences when expectations are not followed. The entire school, including the classrooms, corridors, canteen, school gates and buses, is considered part of the total learning environment.

Schools implementing PBL organise their systems to establish the social culture, learning and teaching environment and to provide individual behaviour supports to achieve positive academic and social outcomes for all students. While key practices will be similar in every school, each school designs their own approach based on their context, resources and the outcomes that are important to their school and community. Schools only use those practices and strategies that are effective in their local context.

PBL is an evidence based whole school process to improve learning outcomes for all students

PBL establishes strong school wide universal systems that promote early intervention and the teaching of social emotional skills PBL provides a framework for the school and its community to collectively support the wellbeing of every student

Our school expectations are



## Awards

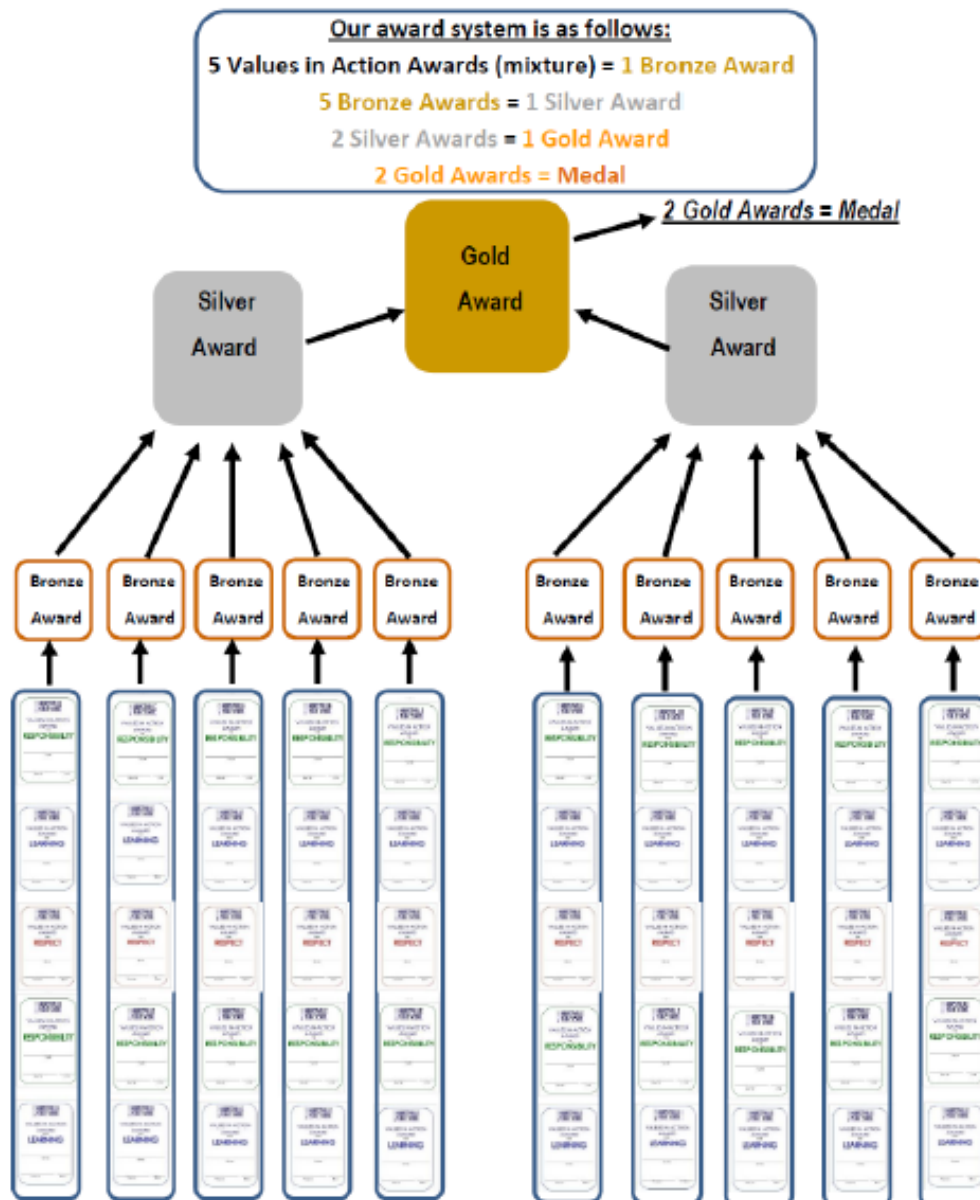
5 Values in Action Awards = Bronze Award

5 Bronze Awards = Silver Award

2 Silver Awards = Gold Award

2 Gold Awards = Medal

1 Blue Recognition Award is also given out each week  
(separate to our Values in Action Awards)



## • 7 School Curriculum

### **Creative arts**

Students discover a variety of art forms through a study of dance, drama, music and visual arts where they learn to appreciate, make and perform.

### **English**

Students learn about the English language through written, spoken and visual texts of increasing complexity as they progress through their schooling.

### **HSIE**

Students explore varied subjects in human society and its environment to learn about history, geography, people, societies and culture.

### **Languages**

Students develop communication skills, learn about languages as systems and explore the relationship between language and culture.

### **Mathematics**

Students and teachers can find resources to support and enhance mathematics learning and teaching in NSW public schools.

### **PDHPE**

Students explore issues of health, safety and wellbeing and develop skills and confidence through challenging and enjoyable movement experiences.

### **Science**

Students learn about the natural and made worlds and how to apply scientific skills, knowledge and understanding across a broad range of contexts.

### **STEM**

STEM aims to develop higher-order thinking skills through an engaging curriculum that may include integration, inquiry and project-based learning.

## • 8 School Activities

### **Parent & Citizens Association**

The Parents and Citizens Association (P&C) meets on the 3rd Tuesday of each month at 9.15am in the Community Engagement Room (in the Belltower building), except during school holidays. All parents and caregivers are very welcome to attend.

The P&C perform a voluntary service to the school community through activities such as fund raising, information updates to families, and involvement in a range of other issues of relevance to the school and your child's education generally.

Some of our major events for the year include:

*Mother's Day Stall*

*Father's Day Stall*

*Major fund raising event (previous years has been walk-a-thon)*

Volunteering can be a highly rewarding experience, and a great opportunity to be involved in your child's school. Your time commitment can be flexible to suit your schedule. If you'd like to know more about what is involved in becoming a volunteer, please contact the P&C.

Hurstville Public School P&C can be contacted via e-mail: [pchurstville@hotmail.com](mailto:pchurstville@hotmail.com)

### **Volunteering at school**

Helping out at school is a great way to get involved in your child's education as well as get to know the staff and other parents and carers..

Research shows that children benefit when their parents or carers are actively involved in their education and school life.

You can help by:

- listening to children read in the classroom
- volunteering on sports days
- helping supervise excursions
- getting involved in fundraising activities
- joining school committees.

We require 100 points of ID or a WWCC number come to the school office to collect a volunteer form.

### **Students can participate in a variety of activities at our school:**

Public Speaking Competition, Excursions, Dance Group, Band, Cultural Performances, Special Guest Visits including authors, artists, vets, police and other community members.

Speak to the class teacher for more information.

## **Student leadership**

Student leadership helps young people find their voices, participate in decision-making, and understand their rights and responsibilities as active citizens. It helps students have a real impact on their learning and school environment and prepares them to participate meaningfully in their community.

Students can be leaders in the classroom, through their actions in the playground, through their support for others, or their involvement in academic, sporting, cultural or local community events or projects.

# Living in Sydney

## • 9 Staying Safe

### 9.1 Emergency Services

#### Ambulance, Police or Fire Brigade



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

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



The local police station is **Hurstville Police Station**

**Address:** 36-38 Ormonde Parade  
HURSTVILLE 2220  
**Phone:** (02) 9375 8599



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

**Address:** 6/37-43 Forest Rd  
Hurstville NSW 2220  
**Phone:** (02) 9587 8000



The nearest hospital to the school is: **St George Hospital**

**Address:** Gray St  
Kogarah NSW 2217  
**Phone:** (02) 9113 1111



## 9.2 Important Safety Tips

For your child's safety, here are some simple things to remember:

- If you are not travelling with your child to or from school, show them **the safest route to go to school and home, or have your child travel with other students as a group**. They should go straight home to you after school and should not be allowed to wander about.
- **Do not let your child travel alone in the dark or at night.**
- Show your child how to look after **their belongings** and **keep them close** to where they can see them.
- Your child should **leave valuables at home** if they don't need it for school. This includes jewellery, electronic equipment such as iPad or laptop.
- **Never give your child a large amount of money** to carry to school.
- **Never accept parcels** that do not directly belong to you. You will be held legally responsible for the contents of the parcels.
- **Never pay for school fees through people who offer discounts.** This is a SCAM.
- **Call 000 in the event of an emergency.** Remember, calls to 000 are free of charge.

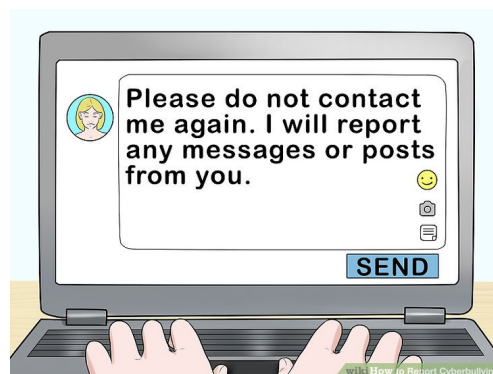
### Did you know?

You must let your school know of **any change of your address and contact details as soon as possible and within 7 days**. It is a student visa requirement, and will help to keep your child safe if the school knows where you live and how to contact the parents in case of emergency.

## 9.3 Cyber Safety

When using the internet, like anywhere in the world, you should remind your child to protect themselves against spam, online scams, identity theft and online bullying. Here are some tips you can remind them:

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



**You can find more information on the Kids Helpline website at:**  
<https://kidshelpline.com.au/parents/issues/children-who-cyberbully>

## 9.4 Road Safety and Public Transport Safety

- Remind your child to use pedestrian walkways and only cross the street at pedestrian crossings or lights.
- Teach them to watch for traffic before crossing by looking left and right for oncoming cars.
- Remind your child not to use their mobile phone or put on their ear phones when they are crossing the road.
- Teach them to avoid isolated bus, rail and light rail stops.



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

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



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

## 9.5 Safety Apps

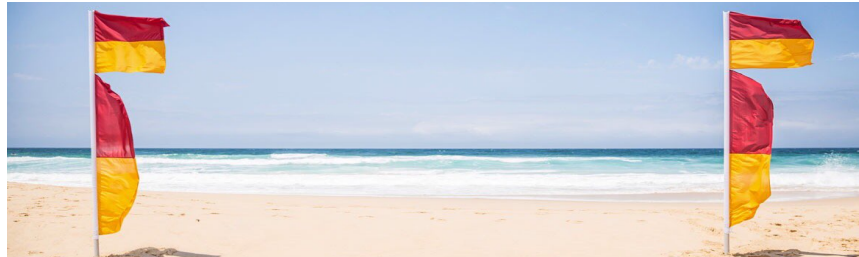
The **Emergency Plus app** is a national emergency app that anyone can use in Australia to get help as soon as possible in an emergency situation.

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



## 9.6 Water Safety

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



### Spot and Survive a rip current

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

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



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

## • 10 Reporting Incidents and seeking help

Bullying, assaults and harassments of any forms are not tolerated in Australia. If your child has experienced any form of assault (either sexually or physically), harassment or any abuse, or if they think they are in danger of being assaulted, use the following services:

- If your child is in immediate danger, or you wish to report an incident, call

**000 and ask for the Police/Ambulance**  
depending on your emergency

- If they need help at school, remind them to go to their:
  - International Student Coordinator [insert name of teacher] at [location]
  - School Counsellor [name of counsellor] at [room]
- For more information or assistance related to bullying, assaults and harassment, you or your child can contact the following services:
- **Kids Helpline** is a free, private and confidential 24/7 phone line and online counselling service for young people. Call **1800 55 1800** or email [counsellor@kidshelpline.com.au](mailto:counsellor@kidshelpline.com.au) or visit [www.kidshelpline.com.au](http://www.kidshelpline.com.au) for more information.
- **Bullying. NoWay!** provides information and helpful ideas about bullying: <https://bullyingnoway.gov.au/>



## • 11 You and the Law

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

For example:

- It is illegal to ride a bike without wearing a helmet
- It is illegal to consume alcohol for anyone under 18 years of age
- It is illegal to purchase cigarettes for anyone under 18 years of age
- Possession and use of illegal drugs is a criminal offence

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

## • 12 Permission to work

**Guardian visa (subclass 590) holders** are generally not allowed to work as a visa condition.

**Students enrolled in a NSW government primary school are not permitted to work.**

## • 13 Transport and Travel Concession

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



*Please ask your school's office staff about applying for a Proof of Age Card. Your child must carry this card with them at all times and present it to ticket inspectors when required.*



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

With the Proof of Age card, your child can get a **green CHILD/YOUTH OPAL CARD** by applying online at the Opal website: [www.opal.com.au/ordercard](http://www.opal.com.au/ordercard). If your child loses the card they can report it as lost or stolen.

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

## • 14 Overseas Student Health Cover (OSHC)

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

### Activate your OSHC membership

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

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

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

### Obtain your OSHC membership card

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

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

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

### Know your cover

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

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

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

If you have a problem with your OSHC, you should contact your insurer in the first instance. If you are insured with Medibank OSHC, call 134 148. You can request to speak to someone who speaks your language (if available).

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



## Visa Requirements You Should Know

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

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

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

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

### Student visa condition

As an international student on a student visa, your child must:

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

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

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

## 15 Attendance and Course Requirements

- Your child must attend a minimum of 80% of all scheduled classes. If your child does not meet attendance requirements they may be reported to Immigration, unless there are compassionate or compelling circumstances (guidelines are provided below).
- You must provide a doctor's certificate for any of your child's absences of 3 days or more. The doctor must be a registered medical practitioner. If your child is absent for 1 or 2 days, a letter of explanation must be provided.
- If your child fails to meet the 80% attendance requirements, and fail to appeal or do not receive a successful school appeal outcome, they will be reported to the Department of Home Affairs and this may impact the status of their student visa. An **Intention to Report** letter will be issued to your child and you, and you will have 20 school days to appeal internally then externally. If all your appeals are unsuccessful, your child would be reported to Immigration and their visa may be cancelled.

## 16 Welfare Requirements

1. You must notify your child's school of your residential address within 7 days of arriving in Australia and notify any changes of address and contact details within 7 days.
2. **Your child must reside with the Immigration approved guardian at all times. You must notify your school of any intention of change in the guardianship arrangements (including arranging a temporary guardian with Immigration) as soon as possible and at least 4 weeks in advance.**

## 17 Conditions of Enrolment

3. You are required to remain with your child while they are enrolled in primary school Years K – 4. If you need to return to your home country, your child must accompany you. If your child is in Years 5 – 8, they must reside with a direct blood relative (approved carer).
4. Your child must adhere to school rules and the terms and conditions of enrolment as stated on the international student application form. Your child will receive information about school rules and expected behaviour at orientation.
5. Your child's school may suspend or cancel your child's enrolment on grounds of misbehaviour. For further information about student behaviour and suspension and expulsion of students, refer to the International Student Coordinator at your child's school.
6. If you want to transfer your child to another government school, you must provide a written request to your child's school.
7. If you want to change provider you must provide a written request to your child's school. For further information concerning visa regulations about change of provider refer to the Immigration website and the coordinator at your child's school.

## 18 Taking Leave

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

## 19 Deferment of Course Commencement Date

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

## 20 Guidelines for Compassionate or Compelling Circumstances

Leave approved on grounds of compassionate or compelling circumstances is not counted in attendance records. Compassionate or compelling circumstances are generally those beyond your control and which have an impact upon your child's course progress or wellbeing. These could include, but not limited to:

- illness, where a medical certificate states that your child is unable to attend classes or
- bereavement of close family members such as parents or grandparents (where possible a death certificate or other evidence should be provided either prior to departure or on return) or
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on your child's studies or
- a traumatic experience which could include, but is not limited to:
  - involvement in, or witnessing of an accident
  - witnessing or being the victim of crime
  - and this has impacted on your child (these cases should be supported by police or psychologists' reports or advice)
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

## 21 Suspension of Studies

If your child is required to take leave for **longer than 5 days** from school due to compassionate or compelling circumstances, a suspension of their studies may be possible, whereby their absence is not counted towards your attendance rate.

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

A suspension of studies may affect your child's visa so please consult the Department of Home Affairs before submitting a request.

## 22 Complaints and Appeals

NSW Department of Education has a complaints and appeals process. If you wish to make a complaint or appeal a decision made concerning your child's enrolment, course progress or other decision, you should contact the International Student Coordinator at your school who will explain the process.

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

Your child must maintain enrolled throughout any appeal process until the process has been completed.

# Arrival Checklist

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

## On Arrival

- Let your family overseas know that you have arrived safely in Australia and provide them with your contact number and address
- Make sure your child learns to write and say their address
- Remember that in Australia, the emergency phone number is **000**.
- Get a mobile phone (or an Australian SIM card) and make sure your child remembers your number so that they know how to contact you
- Tell your child's International Student Coordinator immediately if you change your mobile number
- Open a bank account
- Activate your OSHC and download the digital membership card on your mobile phone for you and your ; learn about what is covered by your policy and how to lodge a claim

## At School

- Provide your address to school and let them know immediately and no later than 7 days of any change of address and contact details
- Provide emergency contact details in Australia and overseas to your school at enrolment
- Apply for a **Proof of Age Card** at school for your child
- Read this international orientation booklet carefully so that you know what you and your child should DO and NOT while you child is studying in Australia
- Learn about your child's school rules, student visa conditions, and rights and responsibilities of an international student
- Find out where the school's International Student Coordinator is and say hello regularly
- Find out what clubs and teams your child can join (sports or hobbies) and how you can become involved in school activities as a parent  
Actively seek help if you have any problems or questions by speaking to your International Student Coordinator, Principal or School Counsellor.

## At Home

- Get a **Child/Youth Opal Card** for your child
- Show your child how to use the public transport system, how to go to school from home (as required)
- Familiarise yourself and your child with the area of your suburb such as the local shops, clinic, hospital and police station

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

- **Under 18 Request to Change Welfare Arrangements**

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

- **Leave Request**

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

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

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

Make sure you apply for the leave at least 4 weeks before the planned departure date and NEVER leave the country without DE International's approval

- **Leave Requests Flowchart**

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

# DE INTERNATIONAL

## UNDER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

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

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

Student's New Address .....

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

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

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

Please indicate if accommodation is:

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

Reason for changing address .....

.....

Name, age and gender of people residing at this address

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

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

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

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### CARER CONTACT DETAILS

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

Address .....

..... Postcode.....

Email Address.....

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

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

---

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

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

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

---

Student's Signature: .....

Parent's Signature: .....



# DE INTERNATIONAL

## LEAVE REQUEST

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

All leave requests must:

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

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

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

School \_\_\_\_\_

Student reference no: **SO** \_\_\_\_\_ DOB: \_\_\_\_\_ Date: \_\_\_\_\_

Student given name: \_\_\_\_\_ Known as: \_\_\_\_\_ Family name: \_\_\_\_\_

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

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

Expected **departure date**: \_\_\_\_\_ Expected **return date**: \_\_\_\_\_

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

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

### ATTACH WITH APPLICATION

- Signed parent letter
- Translation of letter
- Supporting documents

\_\_\_\_\_  
Signature - **International Student Coordinator**

\*Attendance rate at date of application \_\_\_\_%

**Principal**  Recommended  Not Recommended

Comment \_\_\_\_\_

-----  
DE International Office Use Only

Approved

Not Approved



# Leave Requests Flow Chart

## STEP 1

A letter signed by parents must be provided

## STEP 2

Submit to the ISC completed form and any supporting document to School

## STEP 3

School forwards request to DE International

## STEP 4

DE International assesses request

### If approved:

Purchase flight ticket and send a copy to school



School forwards flight ticket to DE International

### If declined:

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




## AUSTRALIAN NATIONAL ANTHEM

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

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



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Darlinghurst NSW 1300 Australia

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1300 300 229 (in Australia)

 [deinternational.nsw.edu.au](https://deinternational.nsw.edu.au)