



St Scholastica's College

Orientation Handbook for International Students



"Everyone who arrives should be welcomed as Christ"
Rule of Benedict

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Welcome from the Principal

Welcome to St Scholastica's College!

The staff and students at the College are eager to meet you and to welcome you into our school community.

You will be given time over the next few weeks to read through this booklet and complete some activities.

Our motto *Pax (Peace)*, is deeply rooted in the Benedictine Tradition and underpins our mission. The motto infuses our work with a deep purpose that resounds in the day-to-day functioning of the school, as well as in and through our environments.

I look forward to getting to know you in the coming years and wish you the heartiest of welcomes to our beautiful Good Samaritan community.

My very best wishes,

Mrs Rayment

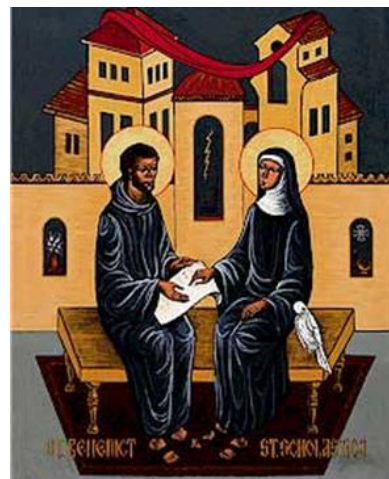


College Values

Who Is My Neighbour?

Some of the College's central values are inspired by the parable of the Good Samaritan in the Gospel (Luke 10: 25-37). It is one of the best known and loved of the parables from the Bible. Have you heard of this story before?

The Good Samaritan shows compassion for a man robbed and left for dead at the side of the road by treating him with the dignity and respect just like we would give to someone we love. This story today challenges us to go and do the same.



College Values

Our College values define our sense of community here at the College and reflects our Good Samaritan and Benedictine tradition. Each Year students are given a Benedictine value which we ask all students to live out in their daily actions at school.

When And Why Do We Pray?

We pray together at the beginning of Homeroom each morning, during assemblies and year group meetings.

We pray together in Mass and during reflection days.

We pray together in some classes.

We can pray individually anytime at all.

Remember prayer is our conversation with God- we speak and listen to God.

We begin our prayers with the sign of the Cross. This is made with the right hand to form a cross, touching first the forehead, then the heart, the left shoulder and finally the right shoulder.

At the same time, we say "In the name of the Father, and of the Son and of the Holy Spirit, Amen."

We finish each prayer at Schols in the following way:

Leader: *Saints Benedict and Scholastica*

Everyone: *Pray for us*

We then all make the sign of the Cross



The College Prayer

God of Love,

Bless this school community;

May it be a place of peace and hospitality.

Help us to use wisely all the gifts you give us.

May we be gentle in our dealings with others,

Mindful of those in sorrow,

Willing to share with those who rejoice.

Like St Scholastica and St Benedict,

May we respond fully to the call of the Gospel.

AMEN



Studying in Australia

You are very brave moving to another country. We want to help you settle in as much as possible. Sydney is a lively city and there is a lot to see and do (<http://www.sydney-australia.biz/>).

People are friendly and helpful so do not be afraid to ask for help. We eat many foods from around the world so no doubt your Homestay/boarding school will cook you pasta, rice, stir-fry, fish, chips, BBQ and roasts, to name a few dishes. We like to drink cold water from the fridge but you can ask your Homestay/boarding school, if you would prefer to have warm water. We normally shower in the morning and have quick showers because we do not like to waste water. In the home, everyone might have a few jobs to help keep the place neat and tidy. Finally, it is very important to say “please” and “thank you”, give someone eye contact and speak politely. For more information, see <http://www.immi.gov.au/living-in-australia/settlein-australia/everyday-life/>

Please make sure you stay safe:

- Do not get into a stranger’s car
- Do not give a stranger your personal details (e.g. name, address, phone number)
- Do not carry around large amounts of money
- Do not travel by yourself when it is dark (particularly in quiet places)
- Have the boarding school/ Homestay’s number in your phone
- If a situation feels uncomfortable, leave the situation
- Speak to someone you trust if you are unhappy

There are many people to support you during your time at St Scholastica's College.

College Contact Details

St Scholastica's College Glebe

4 Avenue Road

Glebe NSW 2037

Phone: +61 2 9660 2622

Fax: +61 2 9660 7939

Email: office@scholastica.nsw.edu.au

Website: www.scholastica.nsw.edu.au

Section A – Term Dates 2019

2019 School Year		
Term 1	Wednesday 30 th January	Staff Day New Boarders Orientation Returning Boarders from 3pm
	Thursday 31 st January	Start of Term 1 Classes commence for all students
	Friday 15 th February	St Scholastica's Day Mass
	Friday 12 th April	End of Term 1 College closes
	<i>Friday 19th April</i>	<i>Good Friday</i>
	<i>Sunday 21st April</i>	<i>Easter Sunday</i>
	<i>Thursday 25th April</i>	<i>ANZAC Day</i>
Term 2	Monday 29 th April	Boarders return from 3pm
	Tuesday 30 th April	Start of Term 1 Classes commence for all students
	Monday 10 th June	Queen's birthday public holiday
	Friday 28 th June	Last day of Term 2 College closes
Term 3	Monday 22 nd July	Boarders return from 3pm
	Tuesday 23 rd July	Start of Term 3 Classes commence for all students
	Friday 27 th September	End of Term 3 College closes
Term 4	Monday 14 th October	Boarders return from 3pm
	Tuesday 15 th October	Start of Term 4 Classes commence for all students
	Friday 6 th December	Speech Night
	Friday 6 th December	End of Term 4 College Closes

School Hours

- Monday to Friday, 8.50am to 3.20pm
- Preferred arrival time: 8:30am



Section B – Key People at the College

All of your teachers and other members of staff are looking forward to meeting and getting to know you. Below is a list of people in the school who can help you



Principal – Mrs Kate Rayment
krayment@scholastica.nsw.edu.au



Coordinator of International Students – Ms Dianne Quarmby
dquarmby@scholastica.nsw.edu.au



Assistant Principal Pastoral - Ms Jen Petschler
jpetschler@scholastica.nsw.edu.au



Assistant Principal Curriculum – Mr Adrian Eussen
aeussen@scholastica.nsw.edu.au



English Support Teacher – Ms Vanessa Di Giacomo
vdigiacomo@scholastica.nsw.edu.au



School Counsellors
Ms Lauren Cross and Ms Jen Small

Staff 2019

Executive

Principal:	Mrs Kate Rayment
Assistant Principal (Pastoral Care & Wellbeing):	Dr Jen Petschler
Assistant Principal (Teaching & Learning):	Mr Adrian Eussen
Business Manager:	Ms Catherine Williamson
Head of Curriculum:	Mrs Margaret Taborda
Head of Mission:	Mrs Fran Vella
Administration Coordinator:	Mr Sebastian Puntillo
Executive Assistant to Principal/Marketing:	Ms Carolyn Walker

Guidance 7 Guidance Coordinator:	Ms Marcia Da Costa
Guidance 8 Guidance Coordinator:	Ms Sue Ius
Guidance 9 Guidance Coordinator:	Ms Clementine Tresoldi
Guidance 10 Guidance Coordinator:	Ms Jane Oxley
Guidance 11 Guidance Coordinator:	Ms Vicki Spaulding
Guidance 12 Guidance Coordinator:	Mr Quenten Watson

Key Learning Area Coordinators

Religious Education:	Ms Jacqueline Simpson
English:	Ms Suzanne Rose
Mathematics:	Mr Vito Zurlo
Science:	Ms Tracey Robson
Human Society and Its Environment (HSIE):	Ms Kate Walker
History:	Mr Keith Smith
Drama:	Ms Leanne Sills
PDHPE:	Ms Leanne Palmer
Technological and Applied Studies (TAS):	Ms Tania Ruggiero
Visual Arts:	Ms Vicki Armstrong

Support

International Students	Ms Dianne Quarmby
Careers Advisor:	Ms Jo Cousins
e-Learning:	Mr Tazio Centrone
Music and Extra-Curricular Music:	Ms Cindy Miao
Sports Coordinator:	Ms Jodie Osborne
Academic Support Teachers:	Ms Chris Hutch, Ms Sue Shaw
Learning Support Teachers:	Ms Leena Taylor, Ms Chris Durante
School Counsellors:	Ms Jen Small, Ms Lauren Cross

Front Office:

Ms Yvette Heinrich (Reception)
Ms Cheryl Laing (Registrar)
Ms Zoe Chan (Accountant)
Ms Michelle Webster (Student Services)

Who Are My Teachers?

My Guidance Co-ordinator: _____

My Assistant Co-ordinator: _____

My Homeroom Teacher: _____

My Homeroom Number: _____

My House: _____

My Schols email address: _____

My Teachers:

Fill this out with your teacher's names and email addresses when you get your timetable on the first day of St Schols next year.

- Religion: _____
- Maths: _____
- English: _____
- Science: _____
- PDHPE: _____
- Technology: _____
- Geography: _____
- History: _____
- Language: _____
- Art: _____
- Drama: _____
- Music: _____
- Other: _____

Section C – College Information

Uniform



Summer Uniform

I wear this in Terms 1 and 4



Winter Uniform

I wear this in Terms 2 and 3

- **Wearing a school uniform enables students of all ages in the College to feel a sense of unity with each other and identification with their College.** It also allows the general public to see each student as a representative of the College and all that it stands for. Pride in wearing the correct uniform reflects the spiritual and educational life of the College.
- **Full College uniform must be worn when travelling to and from school.**
- **In summer the College hat must be worn to and from school.**
- In cooler weather, **the blazer is worn when travelling to and from school**; the jumper is worn in the College grounds or, if required, under the blazer when outside the College grounds.
- **Wearing a Jumper without a blazer, outside of school is unacceptable.**
- The regulation backpack is the College backpack: there is to be no graffiti on the backpack.
- The regulation school shoe is black leather lace-up or one that covers the instep. Black sport shoes, canvas shoes or ballet-style shoes are unacceptable. Occupational health and safety concerns mean that students will not be permitted to participate in practical classes if these shoes are worn.
- Full sports uniform should be worn during PDHPE lessons your PE teacher will explain this to you during your first lesson together. You **DO NOT** wear your PE uniform to or from school, rather you get changed at the beginning of your PE practical lesson in the school change rooms.
- **Dress for excursions:** The appropriate dress for an excursion will be indicated to you by the teacher organising the excursion. If you are not correctly dressed for the excursion, you may be asked to remain at school.



Summer to winter uniform changeover:

- Summer uniform is worn in Terms 1 and 4.
- Winter uniform is worn in Terms 2 and 3.

Shoe Policy

These styles of black lace-up or buckle shoes are acceptable. Heel height is not to exceed 3 cm.



Workplace Health and Safety advice requires strong and sturdy school shoes with a closed heel and toe. Light weight 'ballet' and 'court' shoes are not acceptable. Shoes with high heels, platforms, no instep support or slip-ons are not acceptable.

Please refer to the shoe illustrations above. Any queries can be forwarded to the Uniform Shop. Phone: 9552 2870 or email dquarmby@scholastica.nsw.edu.au.

Appearance

- Your appearance should be clean and neat with your hair tied back tidily, using regulation College ribbons.
- Extreme hairstyles are not allowed.
- No visible body piercing is allowed: nose studs, eyebrow rings, etc. are not acceptable. If you have visible piercings you will be asked to remove them immediately or sent home.
- Make-up, coloured nail polish or long acrylic nails are not permitted at school.
- You can wear simple earrings (studs or sleepers – one in each ear) and a simple ring. Elaborate jewellery is not allowed.



Property

- You should ensure that all items of clothing and belongings are clearly named to avoid loss.
- Lockers should be kept locked at all times. You are to use your own padlocks and not share lockers. **If you have lost your key or have forgotten the combination of a lock let your Homeroom teacher know straight away at the very beginning of Homeroom and they will organise for one of the school maintenance team to break the lock for you.** Lockers are to be cleaned at the end of each term and emptied at the end of the year.
- You are to take care of your property. Make sure your name and Homeroom number is clearly labelled on all your property, especially expensive items like the College blazer.
- All lost property is returned to the front office. If you do lose some of your property make sure you check the lost property first.
- You are to carry your belongings with you for the lesson. Do not to leave any belongings on desks, on top of lockers or in classrooms.
- You can only visit your locker before school, at recess, lunchtime and after school, so as to reduce noise during lessons, and to show consideration for others.

Lesson Times



There are no bells that ring during the day at the College so it is one of your responsibilities, as a student at St Scholastica's, to keep an eye on the time by always wearing and checking regularly a wrist watch. This is especially important towards the end of recess and lunchtime so you are not late to class. It is NOT a good idea to rely on checking the time on a mobile phone as these devices must be switched off during homeroom and class time.

Below are the lesson times for a regular school day. There are different times of the day if a whole School Assembly or Year Meeting is occurring. On these days, you will get your name signed off during Homeroom and then quickly move to the location of the Year Meeting/Assembly. These events are scheduled during period 1, so after when the meeting/assembly finishes you will head to your period 1 lesson and then have period 2. You will miss out on period 3.

Regular Days		
8.50 - 9.05	Homeroom	15 minutes
9.05 - 9.50	Period 1	45 minutes
9.50 - 10.35	Period 2	45 minutes
10.35 - 11.15	Period 3	40 minutes
11.15 - 11.35	Recess	20 minutes
11.35 - 12.20	Period 4	45 minutes
12.20 - 1.05	Period 5	45 minutes
1.05 - 1.50	Lunch	45 minutes
1.50 - 2.35	Period 6	45 minutes
2.35 - 3.20	Period 7	45 minutes

What Must I Avoid Doing at the College?

- You may not leave the College grounds without the permission of the Guidance Co-ordinator. You are to stay within the College grounds during school hours.
- Chewing gum is not allowed at school and while travelling to and from school.
- The use of mobile phones is banned in class and in the library.
- College equipment is not to be used unless a teacher is present. This includes equipment such as whiteboards, interactive whiteboards, gym equipment, music equipment, art materials, etc. You are not allowed to enter a classroom without a teacher present.
- Travelling directly to and from school is of great importance and, for reasons of safety and security, students should not loiter.

Code of Student Responsibilities

At St Scholastica's we respect the rights of everyone in the College community. With these rights come responsibilities.

Rights	Responsibilities
<ul style="list-style-type: none"> • I have a right to be happy. 	<ul style="list-style-type: none"> • It is my responsibility to treat others with understanding and to be treated with understanding • It is my responsibility to treat others with understanding - not to laugh at others, tease others, nor try to hurt their feelings. It is my responsibility to respect the rights of others.
<ul style="list-style-type: none"> • I have a right to privacy in my personal life. 	<ul style="list-style-type: none"> • It is my responsibility to avoid spreading gossip or stories that may destroy the good reputation of my fellow students, their families or teachers.
<ul style="list-style-type: none"> • I have a right to be protected against threats to my health. 	<ul style="list-style-type: none"> • It is my responsibility, as a member of this College, not to smoke, take alcoholic drinks or drugs, or influence other students to do so.
<ul style="list-style-type: none"> • I have a right to justice and fair treatment. 	<ul style="list-style-type: none"> • It is my responsibility to be truthful and treat others fairly. • It is my responsibility to speak to someone in authority when I am aware of an injustice being done. • It is my responsibility to accept the authority of those who have to make the difficult decisions of justice.

Activity: *What are other rights and responsibilities that you think are important at school?*

Rights	Responsibilities
Have an opinion	Listen to the opinion of others
My own space	Respect the space of others

What Happens on a School Day?

Arriving at School

It is recommended that you arrive at school at around 8:30am.

Homeroom

At the College we always start our school day together as a Homeroom class. You need to arrive before the start of Homeroom at 8:50am, so you can get your books and equipment organised for the day. During Homeroom your assigned Homeroom teacher will guide you in prayer together and the Daily Notices will be read by your teacher or one of your peers.



During Homeroom your name will be marked off by your Homeroom teacher and you can ask your teacher or the Guidance Co-ordinator to sign any notes from your guardians/carers (e.g. early leaving or sick notes). If you arrive at school later than 8:50am, you will need to use your student ID card and sign in at the front office.

Periods 1, 2 and 3

You will go straight from Homeroom to periods 1, 2 and 3, so make sure you have all your equipment ready for these first three lessons of the day. Period 1 is the first lesson of the day and it is a single period, which goes for 45 minutes. You will need to move quickly between classes, as you can see from the timetable there is no time for moving between classes provided.

Period 2/3 is a double period, which starts at 9:50am and finishes at 11:15am. Usually it will be just one subject that you have during each double period (2/3, 4/5, 6/7), but on occasion a double can be split in half, so you have two different subjects during this time. If this is the case it will be clearly shown on your timetable which will be provided to you on the first day of the school year.

Recess

Recess goes for 20 minutes from 11:15am-11:35am. You are not allowed to sit in your homeroom during recess or lunchtime unless it is raining, so after period 3 you can quickly go back to your locker to get your food (or the boarding school if a boarder), but then you need to go out into the playground. You can access the canteen at this time, but we recommend for the first week to bring your own recess and lunch, so you have time to work out the ordering system at the canteen.



Keep an eye on the time, as there are no bells during the day at the college, so it is really important that you wear a watch to keep an eye on the time and listen to the teacher on duty and follow their instruction promptly when they ask you to move to your lessons.

Period 4/5

Period 4/5 is another double period which goes from 11:35am to 1:05pm.

Lunch

Lunchtime goes from 1:05pm to 1:50pm. At the end of lunch make sure you check the area that you have been sitting in for rubbish, as we need to respect our natural environment. If you see someone sitting by themselves introduce yourself and ask them to join you. It does not take long to make new friends if you are friendly and welcoming with each other.

Period 6/7

Next up is Period 6/7, which is another double period that goes from 1:50pm to 3:20pm.

End of the Day

You will need to take your hat with you after lunch to period 6/7 as you must be wearing your hat when you leave the school at the end of the day. Once your teacher has dismissed you, you will either catch the school buses home or public transport, or go to the boarding school. Your period 6/7 teacher will help to show you where to go.



Merit System

The merit system aims to recognise positive efforts made by all students. This could include excellent work or behaviour, consistent effort or improved work or behaviour. There are four stages of merit:

1. Merit Cards

These can be awarded by classroom teachers, homeroom teachers, sports coaches or Guidance Co-ordinators for any result, activity or effort which the teacher feels is worthy of recognition. These certificates are signed by the teacher and awarded in class or during the appropriate activity on our computer system called iWise.

2. Guidance Co-Ordinator Awards

When 5 Merits are added to iWise for a student the Guidance Co-Ordinator is alerted of this and the student will receive a Guidance Co-Ordinator Award. This is signed by the Guidance Co-ordinator and given to the student.

3. Principal's Awards

When a student has collected five Guidance Co-Ordinator Awards the Assistant Principal will be alerted of this and the student will then receive a Principal's Award at the following school assembly. Students who receive this award will be invited to a special morning tea with Mrs Rayment.

4. Silver and Gold Doves

When a student has collected five Principal's Awards, she is awarded a Silver Dove. Upon the attainment of an additional five Principal's Awards, the student is awarded a Gold Dove. These are presented individually to students at a full College assembly.

All awards are recorded electronically and are held from year to year, so that it may take a student more than several years to gain a silver or gold dove.



The difference between your previous school and St Scholastica's College

Look at the sheet below and complete it with the students you are sitting next to.

Activity: Did you know.....?

At Schols	Yes / No
There will be over 1000 students	
Each year group has a Guidance Coordinator.	
There will be over 90 teachers at Schols, but I will have 9 different teachers and 1 homeroom teacher.	
There will be different rooms for different subjects.	
Each teacher will tell you what they expect you to bring to class. There will be different equipment and rules set for each class.	
The day is divided into 7 periods. In the morning period 1 is 45 minutes	
You will have to look at your timetable each night and pack the right books and equipment for the next day	
You can store things you will not need that night in your locker at school in the afternoon.	
You will only have a few minutes between periods to move to your next classroom	

Section D – General Information

Absentees

Government regulations require that schools document all student absences with reasons, e.g. illness, approved leave, etc. Parents/guardians are asked to provide the College with an explanation of an absence by way of letter or email or a phone call on the day of absence. Follow-up letters will be forwarded to parents/guardians seeking an explanation if this has not been provided. Students must attend Homeroom for roll marking or sign in via the Front Office if they are late to school. Please send emails to: attendance@scholastica.nsw.edu.au

Canteen

The canteen is open five days a week, immediately before school, recess and at lunchtime. Lunch orders can be made at the canteen before school and at recess, or may be completed online via *MunchMonitor* (website: www.munchmonitor.com).

Course Progress

It is important to continually work hard in all your subjects. Your classroom teachers, Subject Coordinator and Head of Curriculum, will monitor your progress regularly. You must make a serious attempt at every assessment task and achieve satisfactory results in order to continue studying in a course. If you are having difficulty with your subjects, please speak to your teachers, they are more than willing to help you individually.

Early Departure

Parents/guardians are required to sign students out when they leave the school before the normal finishing time of 3.20pm. This also applies if the student is returning to school later in the day. Students are also required to sign in and out at the Front Office.

Ground Supervision

The school grounds are supervised before school from 8.00am and in the afternoon, up until the last school special bus leaves.

Homework and Assessments

Students should always hand in their homework completed and on time. If you are having trouble, you need to see your teacher who will help you. If your teacher expresses serious concern to Ms Quarmby, you will be called in for discussion before your parents are notified.

For Years 11 and 12 you must be present at school for the two days before any assessment or exams. If you are absent you will receive a zero for the task unless you have a doctor's certificate.

Homework takes many forms. Some starting points are:

- Regular assignment tasks and the associated organisation, planning, research and drafts
- Completion and review of daily class work
- CANVAS activities
- Online Mathematics or Mathletics
- Regular reading and exercise/sport
- Homework Club - operates two afternoons a week (Monday and Wednesday) from 3.20pm to 5.00pm in the Library.

Illness at School

Students are reminded that if they fall ill at school, they are to inform their teacher and report to the Front Office where the Sick Bay is located. Front Office staff and Guidance Coordinators will assess students and contact parents/guardians as necessary. Students are asked **NOT** to phone their parents on their mobiles, as this is a legal responsibility of the school.

IT

- Student 'Bring Your Own Device' program (BYOD).
- CANVAS (a digital classroom environment) is used widely in some facilities to support student learning.

Lost Property

Lost property is retained in the Front Office and disposed of at the end of the year. Please ensure that your uniform and possessions are all labelled clearly.

Medications

Medication will NOT be given without written permission from a parent/guardian. All medications must be clearly labelled with all relevant information provided. Students are expected to present themselves at the Front Office at the appropriate time for distribution of their medication.

Mobile Phones

Whilst the College does not encourage students to bring mobile phones to school it accepts that mobile phones now play a primary part in communication for them. Students are asked to store their mobile phone in their bag or pocket. Mobile phones may not be used in classrooms or between classes and should be kept turned off. If a student uses a phone during class time the student will be required to take it to the Front Office and collect it after school. Parents should confine contacting their children to recess or lunch times or by telephoning the Front Office on +61 2 9660 2622.

Money – for your safety

Every international student has a limited amount of money to live on in Australia. The College does not want students to borrow or lend money between classmates.

You should not carry a large amount of cash in your wallet; it is unsafe and will expose you to potential risks.

Newsletter

The School Newsletter is distributed fortnightly via email and is available on the website. Please notify the Front Office if your email address has changed.

Pastoral Care

Schols has a strong tradition of pastoral care. The College culture values God, the individual, quality relationships and a safe learning environment. All structures, policies, procedures and practices are in harmony with the Gospel Values and are directed towards the holistic development of each person.

The Pastoral Care Team includes the Assistant Principal Pastoral Care and Wellbeing, Guidance Coordinators, Counsellors and Homeroom teachers. All Homeroom and classroom teachers play a vital role in supporting and working with students and their families.

Learning Progress Meetings

Although your parents will not be able to attend the Learning Progress Meetings (Parent/Teacher Interviews), your teachers will report to Ms Quarmby and she will inform your parents of your progress. We do however encourage parents or guardians to attend

Reports

There are two academic reports per year which are emailed to parents/guardians. If you require a printed copy please see Ms Quarmby.

Smoking, Drinking or Illicit Drugs

Smoking, drinking alcohol or taking illicit drugs is **NOT** permitted at school or outside school in College uniform.

Student Diary

You will be issued with a Student Diary. The Diary contains important information about the College and College expectations and provides excellent support material to assist you to plan and manage learning. The diary is to be used for communication between home and the College and as a record of aspects of your academic program. If a Diary is lost a new one can be purchased from the Front Office.

Students Late for School

School starts at 8.50am. Students arriving after this time are required to sign in at the Front Office.

Uniform

All students must wear the correct uniform at all times. A list of uniform requirements is available from the Front Office and in the student diary. **Skirt/dress length is to the knee.**

Sports Uniform

On days when students have Personal Development, Health and Physical Education (PDHPE) they are to wear their normal school uniform to and from school and will be given time prior to their PDHPE class to change into sports uniform. The PDHPE teacher will notify students of these times.

Uniform Shop

The Uniform Shop operates each Tuesday and Thursday from 9am to 2pm (during term time).

Due to the large number of students requiring uniforms at the same time, it is **very important to have uniforms organised** ahead of time to **ensure availability** and to avoid long queues and delays. We recommend students starting in the new year to come in early to organise their school uniform.

All fittings are by appointment only. To book an appointment time please call 9552 2870. If you have any questions about the uniform, please do not hesitate to call the Uniform shop and speak to Mrs Jeneva Sweyda on 9552 2870.

- Uniforms will be available for purchase on the day of the fitting.
- An order will be placed for any items not available.

Uniform – Second Hand Uniform Shop

For all enquiries about purchasing second hand uniforms please send an email to:

uniformroom@scholastica.nsw.edu.au or call the Front Office on 9660 2622.

Valuables

The College requests that students do not bring valuables or large amounts of money to school. The College accepts no responsibility for the loss or damage of valuables.

Section E – Policies and Procedures

Attendance

It is the policy of St Scholastica's College that students are required to attend the College for the full duration of each school term and that punctuality and reliability are to be fostered. The College considers that the development of these habits will contribute to the development of responsibility and self-discipline in each student as well as fulfilling the legal requirements. **International students are also required to attend over 80% of classes each term or semester and achieve satisfactory academic results to fulfil their visa requirements.** This is closely monitored by the Coordinator of International Students.

Requirements and Procedures

- Students in Years 7 to 10 are required to attend between the hours of 8.40 am and 3.20 pm.
- Students in Years 11 and 12 must attend all timetabled classes and must be present at other times as defined by the College.
- Rolls are marked each period and absences recorded.
- During each day, the International Students' Coordinator checks the daily absence. If any cause for concern, the student and/or guardian is contacted.
- The Coordinator of International Students and Guidance Coordinators monitor lateness and unexplained absences and parents/guardians will be informed when a student is consistently late without adequate explanation.
- The College expects students or guardians to notify the Coordinator of International Students if a student is to be absent. The student is required to bring a written explanation when returning even though a phone call has been made. If a student is absent for more than two days per term, they are required to present a doctor's certificate.
- If a student in Years 11 or 12 is absent from an assessment task, she is required to follow the procedures outlined in the HSC Assessment Handbook.
 - Where a student is to be absent for an extended period of time, the parent/guardian must seek permission for that leave (in writing) from the Principal before the leave is taken.
 - Five consecutive days of non-attendance without prior consent or without doctor's certificates will result in a letter of warning.
 - If leave is granted, the student is responsible for completing any missed work.
 - **Students who fall below 80% and are at risk of breaching their VISA will be notified in writing and their guardians/parents contacted.**
 - If a student's attendance falls to 80% or below, the student and/or guardian receives an official warning letter. If there is no improvement, the student will receive two more written warnings and is counselled by the Coordinator of International Students. Parents are also contacted by phone. Failure to comply will result in the student being reported to the Department of Immigration. Students have 20 days to appeal.
- It is an Australian Government Department of Immigration requirement that your attendance must be maintained.

Failure to do so could result in:

1. An official warning and counselling (there will be three warning letters and then the Department of Immigration is notified).
2. An inability to move to the next level of study.
3. Termination of study.
4. Being reported to the Department of Immigration.

NOTE: The College will not report a student who:

- a) is able produce documentary evidence demonstrating that compassionate or compelling circumstances (e.g. medical certificates) explain the absence;
- b) has attended at **least 80%** of the scheduled course contact hours in each enrolled course and has made a serious attempt of the course requirements.

Absences, Illness and Lateness

What to do when you have been absent, late or are leaving early.

- **Absent** – on a previous day: If you have a note for a previous day's absence you must give it to your Homeroom teacher or hand it in at the Front Office.
- **Absent** – for a date in the future: If you will be absent on a future date please bring in a note and give it to your Homeroom teacher who will sign it and note the information. The note should be given to Ms Webster in the Front Office at the end of Homeroom.
- **Leaving School Early:** If you have a note for leaving early that day you must show the note to your Homeroom teacher who will sign the note and hand it back. You then take the note to your Guidance Coordinator for a signature (if absent, take the note to Assistant Principal Pastoral Care). If you are leaving during class, show your note to the teacher. Finally, the note should be given to Ms Webster in the Front Office as you sign out. If Ms Webster is not at her desk, then leave the note on her keyboard and sign out.
- **Arriving Late:** Your note should be given to Ms Webster in the Front Office when you sign in.
- **Please send all emails regarding attendance to the Front Office:** attendance@scholastica.nsw.edu.au

English Language Requirements

All international students must meet the minimum requirements in English proficiency as set by the Australian Government Department of Immigration:

http://www.immi.gov.au/businessservices/educationproviders/schools_english_requirements.htm.

Students will need to complete 20 weeks English Language course prior to commencing; a decision will be made by the Coordinator of International Students after consultation with the Registrar as to whether or not an offer is made. If a student's application is successful, parents, guardian or the agent will be sent a letter offering a place at the College. The offer letter restates the conditions of enrolment along with an invoice for the initial fees payable.

All students will have their English proficiency assessed at the beginning of their studies. If further tuition in the English language is considered necessary, students will be referred to private **English Language Schools**. The College reserves the right to alter the level of entry if further English instruction is necessary. This may, in some cases result in the alteration of a student's visa and an extension may be required.

Welfare Arrangements

The care, accommodation and welfare of all students are of primary concern to St Scholasticas College. The College takes responsibility for the accommodation and welfare of international students from the date of commencement until completion of their elected course.

St Scholastica's College accepts International students as either day students or boarders.

In order for a student under the age of 18 to be granted a student visa they must demonstrate that they have adequate welfare arrangements in place for the length of the student visa or until they turn 18.

Under government regulations, student visa applicants must demonstrate that they will be accompanied by a parent/guardian or a suitable relative until the student turns 18, or that the student's education provider approves arrangements for the student's accommodation, support and general welfare.

A suitable relative is defined by the Department of Immigration as a person who is: a grandparent, brother, sister, aunt, uncle, niece, nephew, step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew, **who is aged at least 25 and is of good character.**

Such a relative must be nominated in writing by the parents; be a resident of New South Wales; be 25 years of age or over; and be able to provide proof of their relationship to the student.

Day Students:

- Welfare and accommodation arranged using a recommended homestay agency must meet the Department of Immigration's requirements for a **Confirmation of Appropriate Accommodation and Welfare (CAAW)** form to be issued.

- 'Homestay' is when a family offers the facilities of their home to an international student for a fee. The homestay parent is not related to the student but accepts the role of guardian/carer.
- Where parents choose to make their own arrangements for the student's welfare and accommodation, approval will only be granted after all the relevant checks, including police checks, have been made by an agency nominated by the College. This may incur an additional charge payable to the agency.

Boarders:

- Students who are accommodated in the boarding school must have arrangements in place for **alternative accommodation during school holiday periods or in case of an emergency**.
- These arrangements must comply with Department of Immigration regulations for a CAAW form to be provided (see above).

A student whose welfare arrangements are approved by an education provider is *not permitted* to travel to Australia until the commencement date of welfare arrangements nominated by the provider on the CAAW form. If the student *does* arrive in Australia before the welfare arrangements are due to commence, their student visa may be subject to cancellation.

The student is obliged to notify the College of a change of address while enrolled at the College. Records are maintained and checked on a regular basis, this is to ensure that any notifications or information are sent to the student's current address. Where a student is under 18 years of age and St Scholastica's College has approved the student's welfare and accommodation arrangements, the student requires school approval before any changes to welfare and accommodation arrangements can be made. All changes must meet Department of Immigration requirements.

The College is responsible for the monitoring of homestay conditions and the College appoints staff who visit, check and monitor, on a six-monthly basis that appropriate homestay arrangements are in place. If a student changes their homestay arrangements, an additional visit and check is required by the agency and/or the College to ensure the living conditions and wellbeing of the student is being met.

The Australian Government Department of Immigration requires that education providers must advise them as soon as possible if a student has changed her living arrangements which the registered provider no longer approves, as the student would be in breach of her student visa condition and may be subject to cancellation.

Refunds

As fees are paid in advance, there will be some situations in which refunds may be payable. Our Refund Policy is as follows:

Circumstances		Refund Policy
1.	A student applies for enrolment, but fails to be accepted for enrolment	Prepaid fees are refunded, less the non-refundable Application fee of \$220
2.	A student who has enrolled and there are no impediments to starting, fails to commence a course	Pre-paid fees are refunded, less the non-refundable application fee of \$220, and an Administration charge of \$1,100.
3.	A student withdraws after commencement in the course, within the first 3 weeks of classes.	<ul style="list-style-type: none"> • A pro-rata refund of 75% of course fees paid will be given. • Uniform and books account balance will be refunded. • An Administration charge of \$1,100 applies. • The Enrolment Fee, Guardianship, Overseas Student Health Cover and accommodation placement fee charges are non-refundable
4.	Withdrawal from course after the first three weeks, in the first 6 months of enrolment	<p>No refund will be paid. Competencies completed while in the course will be recognised with a Statement of Attainment, and may be used in later applications for RPL (Recognition of Prior Learning) if the student returns for further study.</p> <p>An administration charge of \$1,100 will apply.</p>

Circumstances		Refund Policy
5.	Withdrawal from course after 6 months attendance with two full terms (one semester) notice provided in writing to the Registrar.	No refund will be paid for the notice period. Outstanding fees paid beyond the notice period will be refunded in full. Competencies completed while in the course will be recognised with a Statement of Attainment, and may be used in later applications for RPL (Recognition of Prior Learning) if the student returns for further study. An administration charge of \$1,100 will apply.
6.	A student withdraws after commencement due to illness or misadventure deemed by St Scholastica's College to be beyond the control of the student.	<ul style="list-style-type: none"> • A pro-rata refund will be given. • Uniform and books account balance will be refunded • An administration charge of \$1,100 will apply. • The Enrolment Fee, guardianship, Overseas Student Health Cover, and accommodation placement fee charges are non-refundable.
7.	Cancellation of enrolment by St Scholastica's College due to student's failure to comply with course requirements.	No refund of pre-paid fees will be made. An administration charge of \$1,100 will apply.
8.	A course does not start on the agreed starting date or the course ceases to be provided at any time after it starts but before it is completed.	All pre-paid fees will be refunded.
9	If a student's enrolment is cancelled because of a breach of visa conditions	No refund will be paid.

The College's Refunds Policy does not remove the right of the student to take further action under Australia's Consumer Protection Laws. Refunds will **only** be paid to the student's parents.

Student Default

If the student begins the course and fails to pay fees, and if no attempt is made to comply with the payment of fees and there is inadequate response to contact from the College, the enrolment will be terminated. Whilst the College views this action as regrettable, it must also uphold its responsibilities to the entire College community. This applies to families who have entered a payment agreement but have not met their commitments under the agreement. Fee accounts that are in significant arrears, without any contact to the College, will be referred to a debt collection agency. The family will be advised that this action is pending, thus giving further opportunity to clear all debts before this occurs. All unpaid accounts will be pursued, even after a student has finished at the College. The College will pass on all charges incurred in recovery of a debt.

Transfer to Another Educational Provider

If a student wants to transfer to another Catholic school she must provide a written reason and request to the College, signed by her parents or guardian if she is under 18, with an offer letter from the new school or institution. The granting of a transfer will be discussed with the Principal and an assessment and decision will be made at the time of the request and certainly within a week of the request being made. A student's transfer request may not be granted if the Principal deems it is detrimental to the student's welfare and academic ability.

A student may apply to transfer to another education provider before 6 months of enrolment. A letter of release will only be granted where she has provided a letter from the new provider, confirming that a valid enrolment offer has been made. If the student is under 18, her parents or legal guardian must provide written support for the transfer.

Applicants transferring from another education provider must have completed six months with that provider before being considered by St Scholastica's College. If six months has not been completed with the original provider, applicants will be considered on an individual basis, only if a letter of release from the original provider can be produced.

For further information concerning visa regulations about change of provider refer to the Australian Government Department of Immigration website or the Coordinator of International Students at the College.

Section F – Rights and Responsibilities

The Australian Government wants international students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection of international students. These laws are known as the ESOS framework and include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code.

Protection for International Students

As an international student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at: <http://cricos.education.gov.au/>. CRICOS registration. This guarantees that the course and the education provider at which you study meet the high standards necessary for international students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your Responsibilities

As an international student on a student visa, you have responsibilities to:

- Satisfy your student visa conditions
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- Meet the terms of the written agreement with your provider
- Inform your provider if you change your address
- Maintain satisfactory course progress
- If attendance is recorded for your course, follow your provider's attendance policy
- If you are under 18, maintain your approved accommodation, support and general welfare arrangements.

Section G - Local Services

We want your transition into high school life in Australia to be as smooth as possible. Please find below some local information:

EMERGENCIES

Ambulance, Police, Fire
Phone 000 Immediately

Speak clearly, listen carefully and answer all the operator's questions.

Doctor

Harold Park Medical Centre

Tramsheds

Ph: 9056 8888

Open: 8am to 6pm Monday – Friday

Open: 9am – 1pm Saturday/Sunday

Career/University Advice

Ms Jo Cousins

The Careers office is located in the Senior block

Email: jcousins@scholastica.nsw.edu.au.

Educational Support

- The Library is open until 4pm Monday to Thursday.
- Homework Club is held in the Library each Monday and Wednesday during term time from 3:30pm to 5pm.
- Students can email their classroom teachers and/or speak to them during the school day for extra help or support.

Local Public Transport

- To catch trains, buses, ferries and light rail in Sydney and surrounding areas you will need an Opal card or Opal single ticket.
- Opal is the New South Wales Government smartcard ticketing system used to pay for travel on public transport in Sydney
- Adult and Child/Youth Opal cards are available over the counter at newsagencies, small shops and train stations.
- There is no charge for an Opal card, however the minimum value is \$10 for an Adult Opal card and \$5 for a Child/Youth Opal card.
- The Opal network covers all of Sydney



If you will not be boarding at St Scholastica's College, it is very important that you know how you will travel to and from the College. If you will be catching a bus, it is a good idea to practise taking the bus a few times so you will know exactly what to do when you start school.

If you will be walking to school, practise the route you will take so you know how much time you will need. To find out bus times and numbers see www.sydneybuses.info/



What Do The Present International Students Think After Their First Year at The College?

People will honestly help, **just ask**

House Day is fantastic!

It is great **making friends** with kids from lots of different schools

Camp is a highlight and all the students are friendly and helpful

Our College is a big family with many different cultures.

To be a boarder at our school and living with my friends is really interesting

I love all the **hands-on subjects**

I love the senior courses; they are challenging but fun!

Teachers and friends all support me – who supports me? **Teachers!!!**

The **first week** can be confusing. Make sure you know what's happening and **ask lots of questions**

Trying new activities, it is really good to try new things

There's not too much **homework**, but it is **important** to record it in your **diary** and stay on top of it.

