



Evans Intensive English Centre

2025

International Student Orientation Handbook Secondary School



Deputy Principal: Mrs M L Lian
Head Teacher: Miss M Kavanagh
International Student Coordinator: Mr J Morgan



School Contacts

School name: Evans Intensive English Centre
Address: 166 Walters Rd
Blacktown NSW 2148
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CRICOS Provider Code: 00588M

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INTERNATIONAL STUDENT ORIENTATION HANDBOOK

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WELCOME WELCOME



WELCOME WELCOME

About the School

1. Principal's Message

Evans Intensive English Centre extends our warmest welcome to you.

We are situated within Evans High School, a boutique school with lush green grounds and newly refurbished buildings. Classrooms are bright, airy, well-resourced with technology and filled with happy chatter, laughter and positive social interactions amongst students and staff.

We are confident that you will feel supported, challenged and accepted in your new school community, in a new country.



We will be preparing you for the transition to mainstream high school. You will learn all about the Australian curriculum and high school expectations in the core subjects and some electives such as English, Mathematics, Science, History, Geography, Information Technology, Drama, Visual Arts, Performing Arts and Physical Development/Health and Physical Exercise. The rigorous academic challenges are balanced by relaxing and nurturing student well-being and engagement programs such as dance, performances, oratory showcases, soccer, NRL leadership opportunities, Australian Business & Community partnerships and local community services support.

All our permanent teachers are qualified EAL/D (English as an Additional Language/Dialect) teachers with specialist key learning areas tertiary training. We also have School Learning Support Officers (SLSOs) who help with interpretation, translation and classroom assistance. School Psychologists are present onsite to assist with settling-in issues and the front office staff is one of the friendliest and most helpful in the state.

Students at Evans Intensive English Centre have experienced transformations, from apprehension on arrival, to active participation in the whole scope of school activities and eventually to a reluctance to leave what they deem a SAFE, RESPECTFUL, ACCEPTING and FUN TO LEARN school environment.

We strive to meet the individual needs of every student in a holistic manner and aim to help each one achieve their personal best; be it in the arena of academic excellence, sporting finesse, emotional intelligence or creative and performing arts.

I wish each and every student a very happy and productive stay at the IEC!

Mrs M L Liou

2. School Profile

Welcome to Evans IEC

Our school motto is *Towards Enlightenment*.

Evans Intensive English Centre is hosted by Evans High School. It is part of the NSW secondary school system. It offers initial placement for newly arrived students lacking English proficiency. This includes migrants, refugees and international students of secondary school age living in western and north western Sydney.

Students receive an intensive English program while studying most of the high school subjects including English, Mathematics, Science, History, Geography, Computing, CAPA and PD/Health/PE. The Centre also provides programs designed to assist the students to adjust to school and life in Australia.

After completing the intensive course, generally 20 weeks, international students are then enrolled in their designated high school.



3. School Directory

You can speak to Mr Morgan or Mrs Liao regarding any concerns you may have about your school, health, homestay issues or if you require a leave request or change of address form.



Mrs M L Liao
Deputy Principal



Ms M Kavanagh
Head Teacher



Mr J Morgan
*International Student
Coordinator (ISC)*



Ms T Briggs
*Relieving School
Administration
Manager*

Ms Briggs handles administrative duties related to your stay at school.



Mrs M Leung
*School Learning
Support Officer*

If you need help with a problem or feel unsafe at school at any time, go and see the Deputy Principal Mrs Liao or your International Student Coordinator Mr Morgan. 😊

Evans IEC Directory

Address: 166 Walters Road Blacktown NSW 2148



Telephone Number: (02) 9622 1289



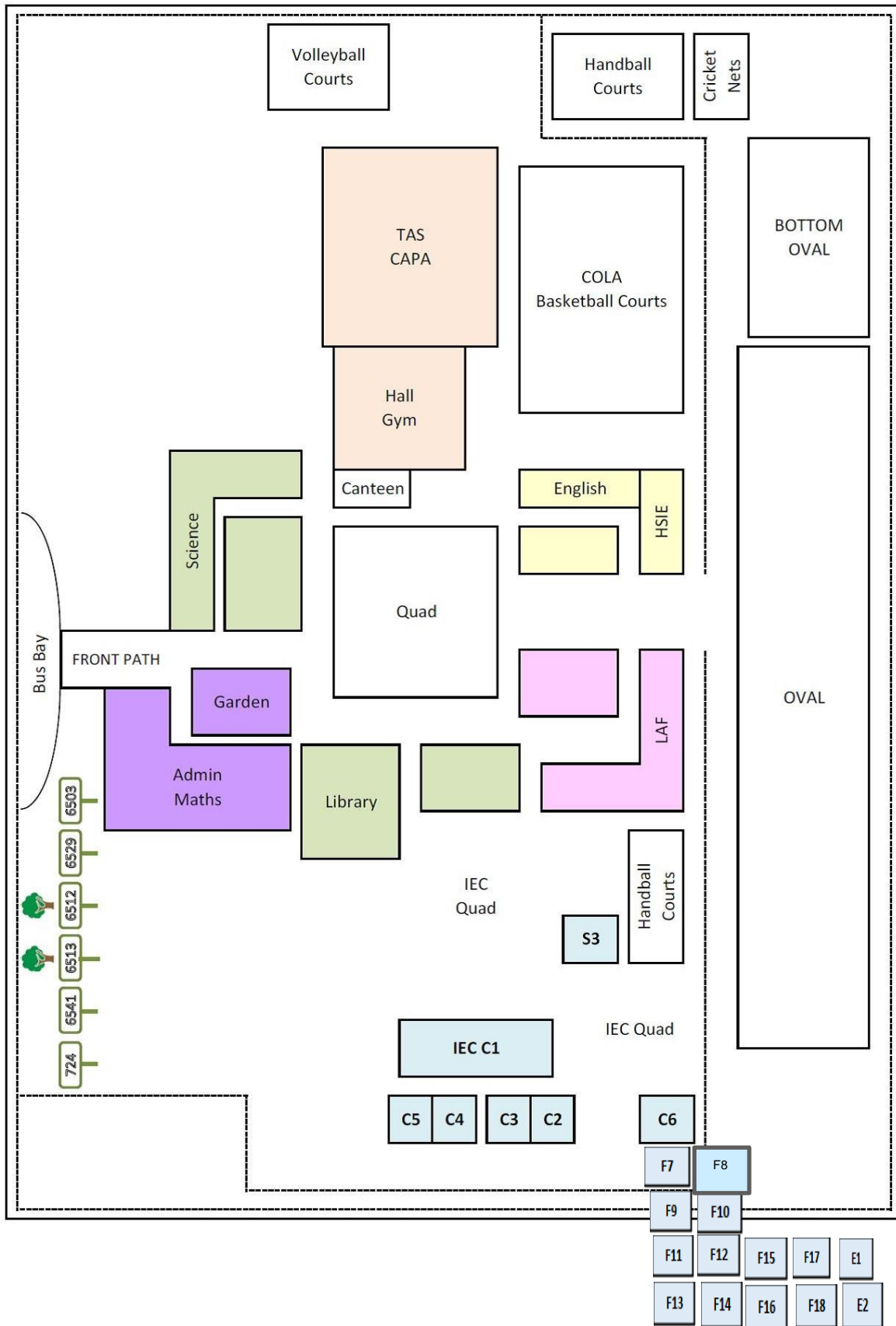
Email: evans-i.school@det.nsw.edu.au

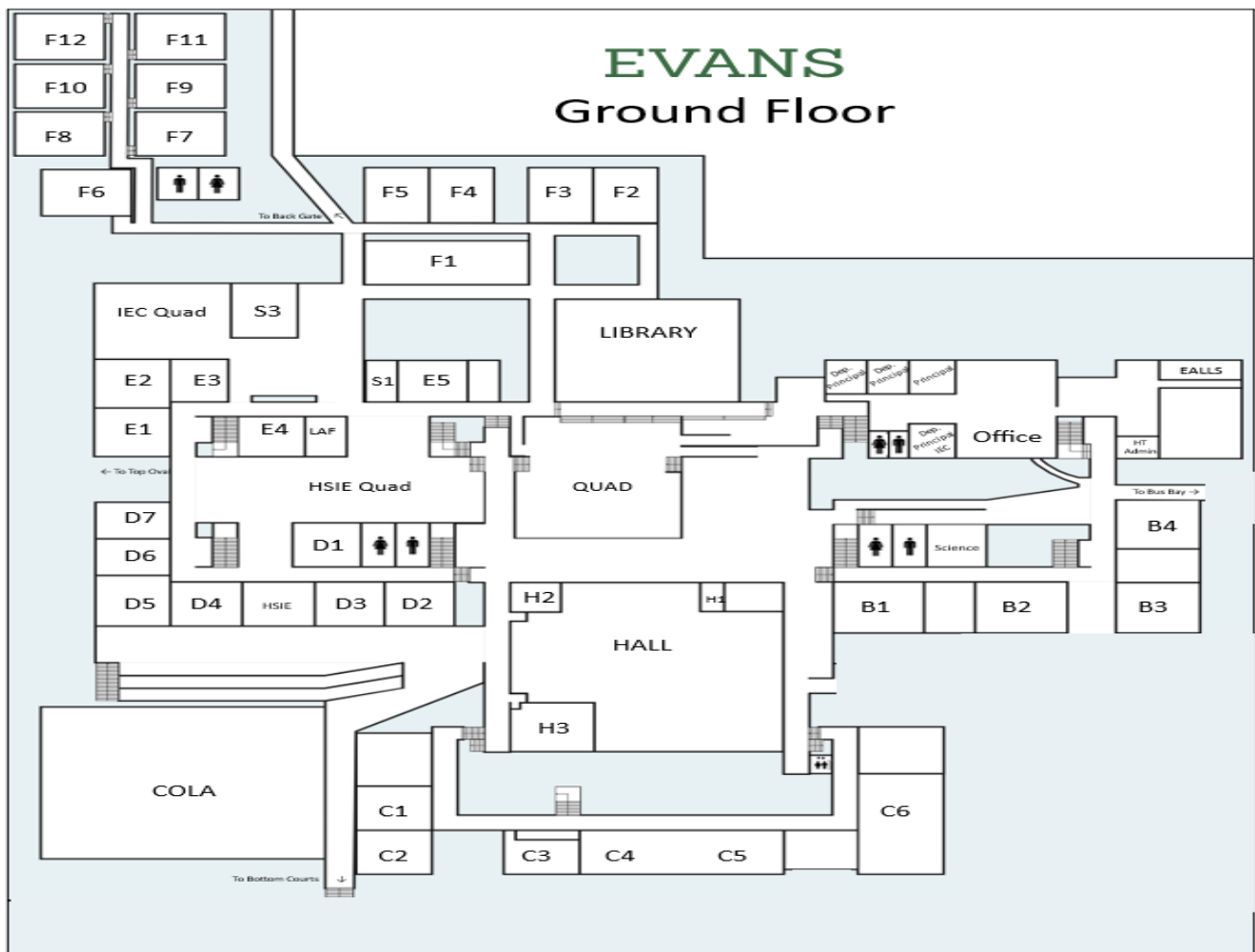


Staff

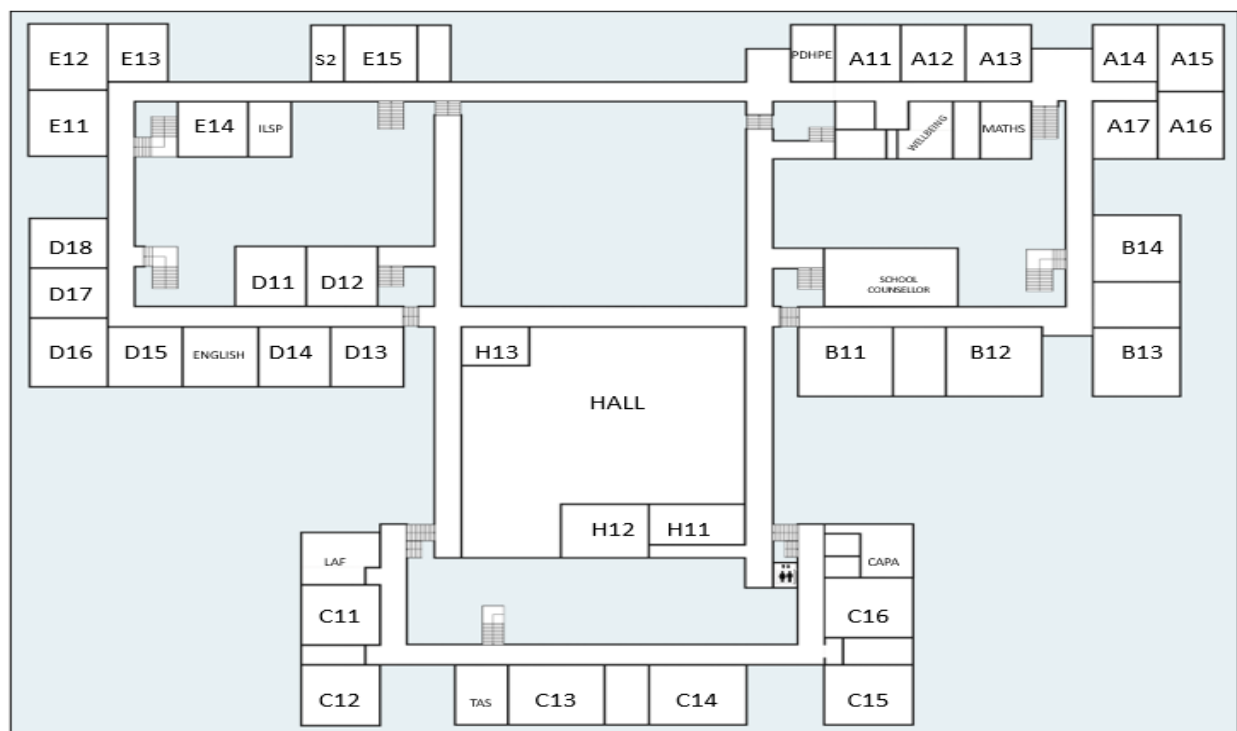
Principal:	Mrs Nerina Pretlove
Deputy Principal:	Mrs Mee Lin Liao
Head Teacher:	Miss Mary Kavanagh
Relieving School Administrative Manager:	Ms Trisha Briggs
School Administration Office:	Mrs Kylie Lenz & Mrs Mylinda Leung
School Counsellor:	Ms Sally Roseby Miss Olivia Parrott

4. School Map and facilities





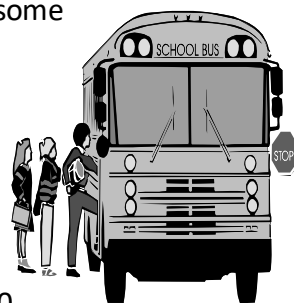
EVANS First Floor



Travel

Travel passes

Free Opal Cards are given to students (except for international students and some fee-payable VISAs) who live more than 2.9 km from Evans IEC by the most direct walking route to the school. There is usually a delay of approximately two weeks before the Opal Card is issued by Transport NSW. If an Opal Card is lost, the student must tell the office staff who will order a replacement Opal Card, with a cost of \$10. (International students: Please refer to page 40 for more important information.)

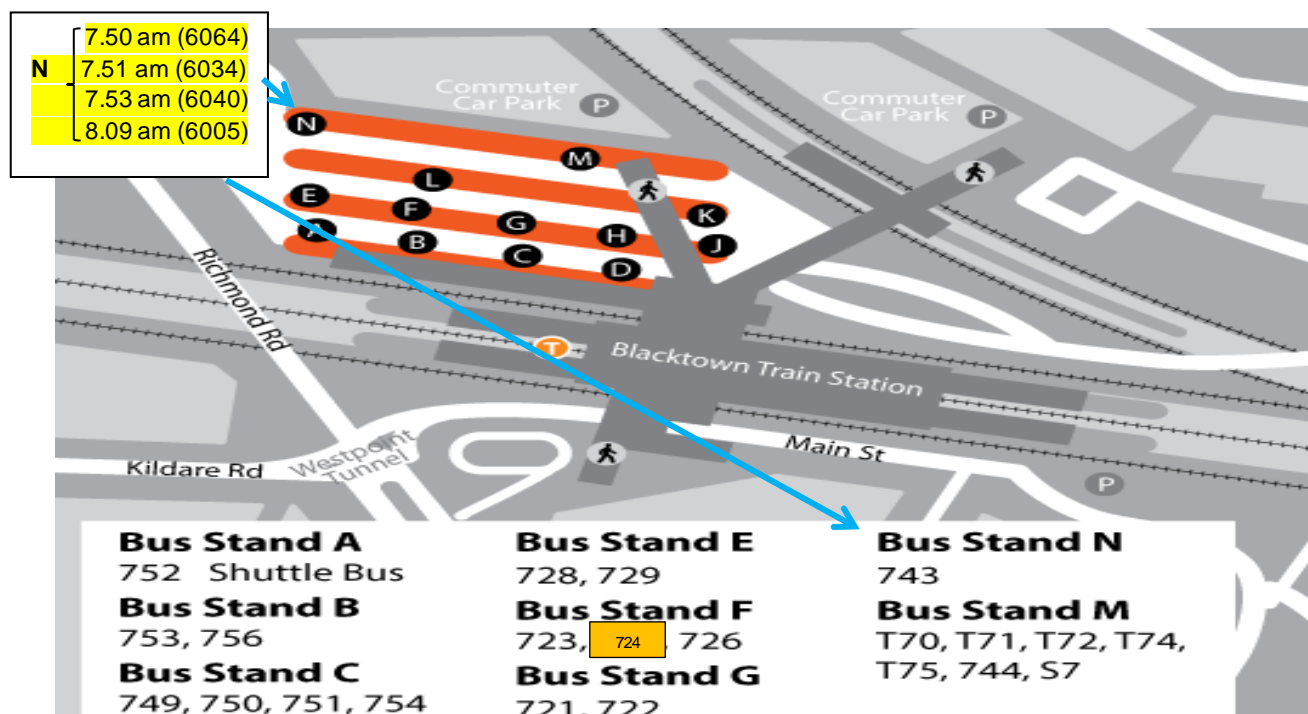


School Bus from Blacktown Station

You can catch public transport to get to Evans High School, where our IEC is located.

We will help work out the best transport options for you when you come for your English assessment.

This is the bus interchange at Blacktown train station:



School Bus timetable

Evans High School and Intensive English Centre

Morning

Bus	Route	Time	Location	Route
-	724	7:42am	Blacktown	Departs Blacktown Station via Patrick St to Westpoint Interchange (Rank 10), continues Patrick St (R)Newton Rd (L)Balmoral St (R)Bungarribee Rd (L)Walters Rd to School.
6064	-	7:50am	Blacktown	Departs Blacktown Station (Rank M) via (L)Balmoral St (R)Kildare Rd (L)Walters Rd to School.
6034	-	7:51am	Doonside South	Departs Kildare Rd & Balmoral St via Kildare Rd (L)Rosenthal St (L)Bungarribee Rd (R)Walters Rd (R) into School bus bay.
6040	-	7:53am	Blacktown	Departs Blacktown Station (Rank N) via Patrick St to Westpoint Interchange (Rank 9) continues Patrick St (R)Newton Rd (L)Walters Rd to School.
-	724	8:02am	Blacktown	Departs Blacktown Station via Patrick St to Westpoint Interchange (Rank 10), continues Patrick St (R)Newton Rd (L)Balmoral St (R)Bungarribee Rd (L)Walters Rd to School.
6005	-	8:09am	Blacktown	Departs Blacktown Station (Rank M) via (L)Balmoral St (R)Kildare Rd (L)Walters Rd to School.

Afternoon

Bus	Route	Time	Location	Route
-	724	1:11pm	Blacktown	OPERATES ON WEDNESDAYS ONLY Departs School via (L)Walters Rd (R)Bungarribee Rd (L)Balmoral St (R)Newton Rd (L)Patrick St to Blacktown Station (1:25pm).
6503	-	1:15pm	Blacktown	OPERATES ON WEDNESDAYS ONLY Departs School via (L)Walters Rd (R)Newton Rd (L)Patrick St to Blacktown Station (1:25pm).
6512	-	1:15pm	Doonside South	OPERATES ON WEDNESDAYS ONLY Departs School via (L)Walters Rd (L)Bungarribee Rd (R)Lancaster St (R)Kildare Rd to Balmoral St (1:28pm).
6541	-	1:16pm	Doonside	OPERATES ON WEDNESDAYS ONLY Departs School via (L)Walters Rd (L)Bungarribee Rd (R)Rosenthal St (R)Kildare Rd to Ash St (1:31pm).
6513	-	1:18pm	Blacktown	OPERATES ON WEDNESDAYS ONLY Departs School via (L)Walters Rd (R)Newton Rd (L)Balmoral St (R)Kildare Rd (L) Overbridge to Blacktown Station (1:30pm).
6529	-	1:18pm	Blacktown	OPERATES ON WEDNESDAYS ONLY Departs School via (L)Walters Rd (R)Newton Rd (L)Balmoral St (R)Kildare Rd (L) Overbridge to Blacktown Station (1:30pm).
6512	-	2:55pm	Doonside South	DOES NOT OPERATE ON WEDNESDAYS Departs School via (L)Walters Rd (L)Bungarribee Rd (R)Lancaster St (R)Kildare Rd to Balmoral St (3:08pm).
6503	-	2:55pm	Blacktown	DOES NOT OPERATE ON WEDNESDAYS Departs School via (L)Walters Rd (R)Newton Rd (L)Patrick St to Blacktown Station (3:05pm).
6529	-	2:55pm	Blacktown	DOES NOT OPERATE ON WEDNESDAYS Departs School via (L)Walters Rd (R)Newton Rd (L)Balmoral St (R)Kildare Rd (L) Overbridge to Blacktown Station (3:07pm).
6541	-	2:56pm	Doonside	DOES NOT OPERATE ON WEDNESDAYS Departs School via (L)Walters Rd (L)Bungarribee Rd (R)Rosenthal St (R)Kildare Rd to Ash St (3:11pm).
6513	-	2:58pm	Blacktown	DOES NOT OPERATE ON WEDNESDAYS Departs School via (L)Walters Rd (R)Newton Rd (L)Balmoral St (R)Kildare Rd (L) Overbridge to Blacktown Station (3:10pm).
-	724	3:01pm	Blacktown	DOES NOT OPERATE ON WEDNESDAYS Departs School via (L)Walters Rd (R)Bungarribee Rd (L)Balmoral St (R)Newton Rd (L) Patrick St to Blacktown Station (3:15pm).

Amended 12/11/2023



5. Support Services

First Aid

For First Aid please speak to your teacher and he/she will contact the First Aid officer.

Counselling

Ms Sally Roseby, Mrs Meg Huckstepp-Lowe and Miss Olivia Parrott are the IEC School Counsellor.

What is a School Counsellor?

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

This service is free and confidential.

Why do students see the Counsellor?

Academic problems

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

Personal problems

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

Meeting a Counsellor

Students may:

- go directly to the counsellor's office during a break
- ask a teacher to refer them to the counsellor
- ask at the office if the counsellor is available to see them

Parents/Guardians

In supporting students, school counsellors will also provide advice to parents/guardians and teachers as appropriate. If parents/guardians wish to speak to the counsellor, an appointment can be made by telephoning the school.

Head Teacher

If you would like to discuss anything at all you can see the head teacher who will advise you or direct you to the most suitable person. The head teacher is located in C1.

Homework Centre

Homework Centre runs on Monday and Thursday afternoons from 2:45pm to 4:45pm in the Library.

Please see Mr Morgan.

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

Mrs Leung is our School Learning Support Officer for International students. She is available during roll call and recess and lunch breaks for students to talk to.

Ms Briggs is the Relieving School Administrative Manager, and she is available in the Front Office.

6. Rules and Policies

Bell times

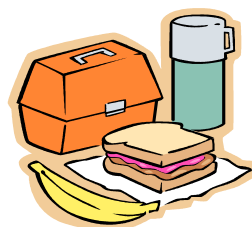
EVANS HIGH SCHOOL BELL TIMES					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ROLLCALL	8.35 - 8.45	8.35 - 8.45	8.35 - 8.45	8.35 - 8.45	8.35 - 8.45
PERIOD1	8.45 - 9.45	8.45 - 9.35	8.45 - 9.45	8.45 - 9.45	8.45 - 9.45
PERIOD2	9.45 - 10.45	9.35 - 10.25	9.45 - 10.45	9.45 - 10.45	9.45 - 10.45
ASSEMBLY		10.25 - 10.45 Week A: Whole school Week B: IEC			
RECESS	10.45 - 11.15	10.45 - 11.15	10.45 - 11.05	10.45 - 11.15	10.45 - 11.15
PERIOD3	11.15 - 12.15	11.15 - 12.15	11.05 - 12.05	11.15 - 12.15	11.15 - 12.15
PERIOD4	12.15 - 1.15	12.15 - 1.15	12.05 - 1.05	12.15 - 1.15	12.15 - 1.15
LUNCH	1.15 - 1.45	1.15 - 1.45	Home study	1.15 - 1.45	1.15 - 1.45
PERIOD5	1.45 - 2.45	1.45 - 2.45		1.45 - 2.45	1.45 - 2.45

Canteen

Students can bring their food from home or buy it from the canteen. Students are not allowed to leave the school grounds to buy food.

The school canteen operates every school day.

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



Change of Address

International students must complete a Request to Change Welfare Arrangements form. (see page 53) Please inform your International Student Coordinator/SLSO if you plan to do this, so we can advise and assist you.



Policies and procedures on absences, lateness or leave requests

Attendance

It is compulsory for children to go to school in Australia until the age of 17. There are four school terms per year of approximately ten weeks each. Students will be told the dates of school holidays.

School operates from Monday to Friday. School hours are from 8:35 am until 2:45 pm. Students need to be punctual.

Absence

International students must attend a minimum of 80% of timetabled classes.

If a student is absent, a note must be sent with the student when he/she returns to school. It should have the date, the student's name and roll class as well as the reason for the absence. The parent/guardian must sign the note (not the student).

If the student is to be absent for more than three (3) days, please telephone the school and provide a doctor's certificate to explain absence.

Following is an example of an absentee note that can be completed and returned to the school to inform when and why your child is absent.

Roll Call

The roll is called at the beginning of each day at 8.35 am. Parents/guardians and DE International will be contacted (mail or phone) if the school has concerns regarding a student's attendance.

Late Arrival

Late students must go to the front office to be issued with a late note when they arrive. School rolls are marked in the morning and if students do not get a late note, they will be marked absent for the whole day.

Early Departure

Students are to bring a note from a parent/carer and report to the Front Office before school to receive an early leaver's pass. Parents/carers should note that permission to leave school early will only be granted for specialist medical, dental, or legal appointments or in the case of a family emergency. Ordinary medical appointments or appointments with Centrelink should be made for a time outside of school hours.



Sick Students

Students will be provided Rapid Antigen Kits upon enrolment at Evans Intensive English Centre. Students are only to use these if they are unwell and are presenting with symptoms. If a student tests negative to COVID, but is unwell, they must stay home until they are recovered. In this time, a student should make a doctor's appointment, retrieve a doctor's note excusing them from school and give it to the Front Office when they are better. If a student tests positive to COVID, they must isolate for 7 days, obtain a doctor's note via video call, and log their result on the NSW Service app. If students are still presenting with symptoms after 7 days, they should continue to stay home until they are well.

Absentee Note

My child _____ from Roll Call _____

Full name of your child

Child's Roll Call

was absent on _____.

Provide the date that your child was away

The absence was because of: _____.

Provide the reason. For example: sick, family situation, religious celebration etc

Parent or caregiver's signature: _____.

Sign your name

Date: _____.

Provide the date that you signed the note

This is an example of a note that can be provided to the school if your child/ward is absent.

Attendance requirements for student visa holders

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

What if my attendance falls below 80%?

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

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

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

Policy on misbehaviour, suspension and expulsion

Long suspension and expulsion

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

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

What happens if I am suspended or expelled from school?

- You will be given an **Intention to Report** letter and will be given 20 school days to appeal to the Principal and explain why the school should not report you to the Department of Home Affairs.
- If your appeal is unsuccessful, you will be advised of your further appeal rights.
- If all your appeals are unsuccessful, your long suspension or expulsion will be reported to the Department of Home Affairs and they may decide to cancel your visa.

Policy on anti-bullying

We work hard to prevent bullying in our school and we recognise that the best outcomes are achieved

by school communities, parents, students and teachers, working together to help prevent and to respond to bullying.

Our Anti-bullying Plan includes protection, prevention, early intervention and response strategies for student bullying. Any student who experiences bullying and any person who witnesses bullying should report it to a teacher or the school principal.

For further information, please follow the link to The Department of Education policy: <https://education.nsw.gov.au/policy-library/policies/bullying-of-students-prevention-and-response-policy>

Behaviour Expectations

I am **RESPECTFUL**

I am **TRUSTWORTHY**

I am **MOTIVATED**

TRUSTWORTHY

means I am honest,
truthful and reliable

I strive:

- to complete my work to a high standard
- to make the right choices in my behaviour
- to be reliable and helpful
- to look after my learning environment

EVANS
Expectations



RESPECTFUL

means I show care for
people, place and property

I strive:

- to be reliable and helpful
- to be a good listener
- to remain in my space
- to keep my hands to myself

MOTIVATED

means I am committed
to success

I strive:

- to achieve my goals
- to commit to my learning
- to bring equipment to class
- to ask for help when I need it

**Strive
to Thrive
at Evans**

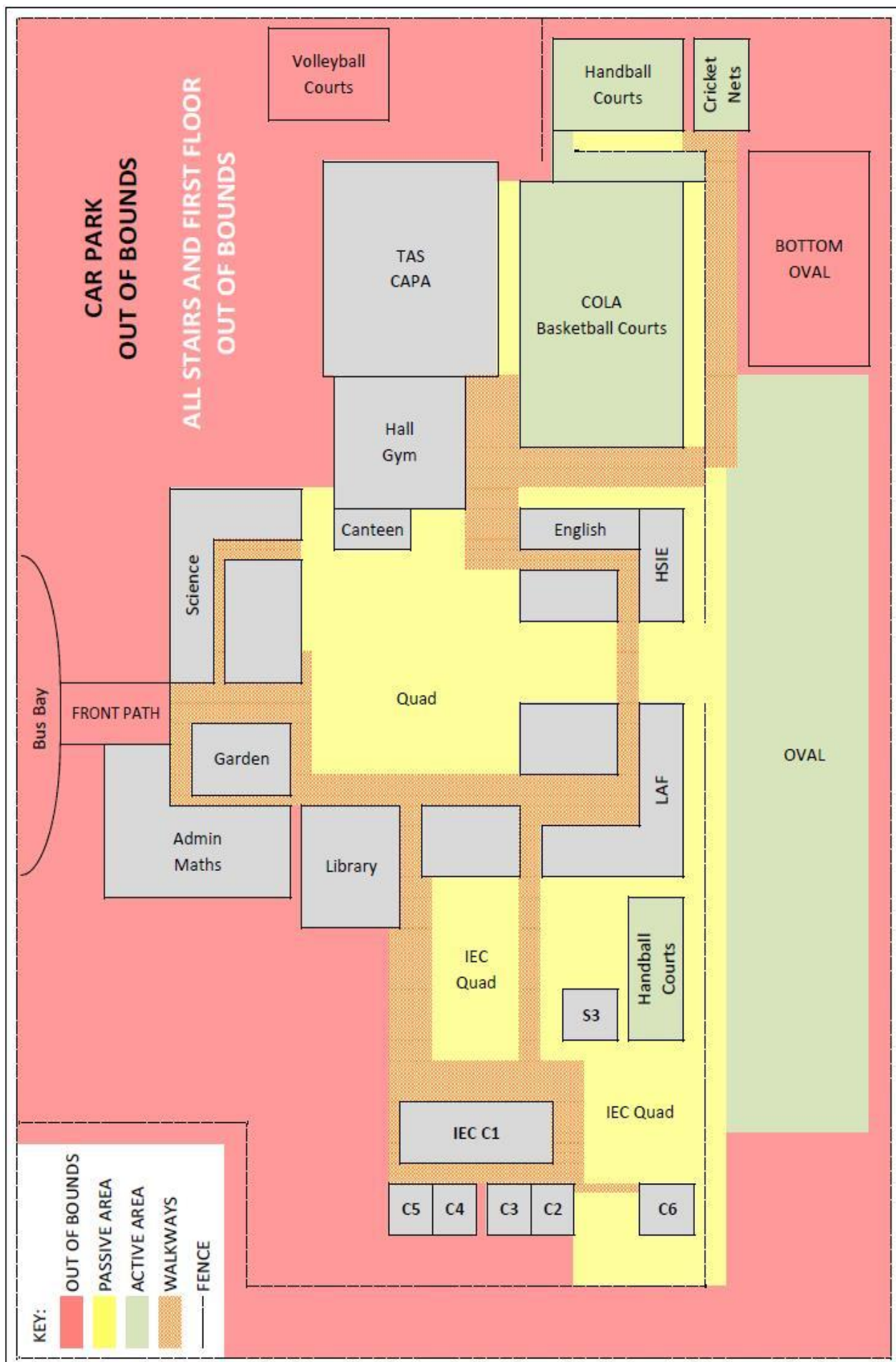
Playground

Area	Passive or Active	Equipment
Quad	Passive	No equipment to be used in this area.
Oval	Active – Field	Students can play soccer and touch football. Under no circumstances are students to tackle one another.
	Passive – Silver Seats	No equipment to be used in this area.
HSIE Quad and Toilets	Passive	No equipment to be used in this area.
IEC Quad	Active – Table Tennis	Students can play Table Tennis in this area.
	Passive – Grass and Eating Area	No equipment to be used in this area.
Canteen & Science Toilets	Passive	No equipment to be used in this area.
COLA	Active - Basketball	Students can only play Basketball in this area.
Courts	Active – Basketball and Handball	Students can play Basketball and Handball in this area.
Walkways	Keep Clear – Out of Bounds	
First floor and Stairs	Keep Clear – Out of Bounds	

Wet Weather

Wet weather music will play at recess or lunch to indicate wet weather areas.

Area	Passive or Active	Equipment
Quad	Passive	No equipment to be used in this area.
Oval	Out of Bounds in Wet Weather	No equipment to be used in this area.
HSIE Quad and Toilets	Passive	No equipment to be used in this area.
IEC Quad	Passive	No equipment to be used in this area.
Canteen & Science Toilets	Passive	No equipment to be used in this area.
COLA	Active - Basketball	Students to play Basketball cautiously.
Courts	Out of Bounds in Wet Weather	No equipment to be used in this area.
Walkways	Keep Clear – Out of Bounds	
First floor and Stairs	Keep Clear – Out of Bounds	



Equipment List

Please see below the requirements for students in 2025.

Important: One book for each subject is required and each book is to be covered and have the student's full name written on the cover. Individual teachers will inform students of subject specific requirements.

Stationery

- A diary
- A folder
- A strong pencil case
- Pens: blue, black and red
- Pencils: HB and a set of coloured pencils
- Sharpener
- Eraser
- Ruler



Students can buy a book pack containing these materials from the IEC on enrolment, or buy them at a shop.

Liquid white out is NOT ALLOWED at school

Permanent markers of any type are NOT ALLOWED at school

Excursions

Excursions are part of the curriculum, and it is important that every student attends. Excursions are not regarded as holidays. The IEC subsidises excursions to help parents who are new to Australia. A note will be sent home for all excursions. This note should be signed by the parent/carer and returned to the school. A student without a signed note cannot go on the excursion. Excursions are usually in school hours (between 8:35 am and 2:45 pm). Only students at the IEC may attend. **COVID may affect the nature of excursions.**



Homework

Each student should have a homework diary. Homework is given regularly and is an important part of school. It should be done by the student so that we can see what he/she understands. Teachers are happy to help if a student is having problems. The amount of homework expected increases as a student progress through school. The table below sets out reasonable minimums.

Year	Time per Night	Time per Week
7	30 minutes	2.5 hours
8	1 hour	5 hours
9	1.5 hours	7.5 hours
10	2 hours	10 hours
11	3 hours	15 hours
12	4 hours	20 hours

Interpreters

The school can provide interpreters for parents/carers needing access to such a service. Please contact the principal if an interpreter is required for any meeting.

For telephone interpreting, phone TIS on 131 450.



Parent Teacher Evening

Students will receive a letter informing them of Parent Teacher Evening. Parents/guardians are encouraged to make an appointment to come to the school on that day and speak with all the teachers (interpreters will be arranged if necessary). Parents/guardians may make appointments to see the Deputy Principal, Head Teacher, counsellor or teachers at other times.

Mobile Device



Students are expected to be trustworthy and follow teachers' instructions regarding the use of mobile devices.



1. POUCH

As you enter the phone-free area, your phone will be placed in a Yondr pouch.



2. LOCK

Once inside, the pouch will lock. You'll maintain possession of your phone at all times.



3. UNLOCK

To use your phone, step outside and tap it on any unlocking base.

<i>When you arrive at school:</i>	Unlock your pouch at one of the stations at the front or back of school. Turn your phone off or on silent before placing it in the pouch. Lock your pouch.
<i>During Roll Call:</i>	Place your pouch on your desk to show your Roll Call teacher that your phone is safely locked away. Make sure your name is displayed. Even if your mobile phone is at home, you must display your pouch.
<i>When you leave school:</i>	Unlock your pouch at one of the stations at the front or back of school. Move quickly from the area to ensure a smooth exit.
<i>If you forget to unlock your phone:</i>	If you have forgotten to unlock your phone and you need access to it before the morning, you can unlock it at the front gate.



Prohibited Items

All members of the school community need a safe and supportive environment.

Students must not bring prohibited items to school. These items include drugs, weapons or any item that can be used as a weapon. There will be severe consequences for students who do not follow this rule. Alcohol and cigarettes are also not allowed on school grounds.

Reports

Students, guardians and parents are issued with a full written report. The report outlines student achievement and progress.



- If the child is not leaving- they will receive Progress Reports every semester (2 terms) for non-leavers
- All IEC students receive a Leaver Reports at the completion of their IEP course

Students who have been at the IEC for five weeks or less will not receive a written report, but parents/guardians are still welcome to discuss the student's progress at Parent Teacher Evening.

School Development Days

School development days allow teachers the opportunity to participate in a range of activities aimed at the overall development of the school. They are held on the first day of Terms 1, 2 and 3. Classes are not held on these days and students are not expected to attend school.

Newsletter

The school's newsletter is available in paper copy from the front office and can be downloaded from the school website <http://www.evans-i.schools.nsw.edu.au/> once a term. It provides up to date information regarding all aspects of school life. A calendar is provided showing upcoming school events.



Special Religious Education (Scripture)

Special Religious Education involves authorised representatives of approved religions providing instruction to students within school time. Parents/guardians nominate a student's religious persuasion at enrolment and may withdraw from or change SRE classes by notifying the Front Office.

Social Media @ Evans

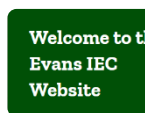
Evans IEC recognises the importance of communication to build a strong and supportive school community. Through our official school presences on Facebook, Instagram, Twitter, YouTube and the school website we share the many positive events occurring at our school. We promote upcoming events, share successes, and showcase photos and videos from the many exciting things that happen here at Evans. We welcome all students and parents to connect with us through our social media sites, but encourage you to participate appropriately, and to protect yourself online. This is especially important on Facebook and students should set their privacy levels to the highest level so that they protect themselves and the other people in our school.



<https://www.facebook.com/Evansintensiveenglishcentre/>



<https://www.instagram.com/?hl=en>



<http://www.evans-i.schools.nsw.edu.au/>

Sport



Sport is a valued and accepted part of a school's curriculum because it contributes to the development of the whole student. It also provides opportunities for students to gain confidence and to develop a variety of skills for participation in lifelong recreation. Sport is compulsory for students.

Students wear sport uniform to school on sport days.

Merit system

Students can receive a Strive Award (worth 1) from class teachers for being respectful, trustworthy or motivated. They can receive a Thrive Award (worth 2) for school leadership, extracurricular activity participation, sporting recognition or for being 1st in an assessment task. Students can also receive Merit Award Certificates at the end of each term in recognition of their effort.

Merit Award Levels:

- Bronze (15 awards)
- Silver (30 awards)
- Gold (45 awards)

Thrive Award (Student of the Week) = 4 Strive Awards

Students are also awarded for:

- 100% attendance
 - School Service
 - Sport
 - Performance
- at the Leavers' Assembly.

7. School Curriculum

At Evans IEC students study a broad variety of subjects with literacy the focus of each one. Subjects include:

- English
- Oracy
- Mathematics
- Science
- HSIE (History, Geography and Careers)
- PDHPE (Health and Physical Education)
- Drama
- Sport

Course progress requirements for student visa holders

There are additional course progress requirements for international students.

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

8. School Activities

At Evans IEC students can participate in a variety of school activities, such as:

- Student Leadership Team – At the start of each semester classes elect student leaders. Students need to nominate themselves and ask three teachers to support their nomination. Student leaders meet at lunchtime once a week and perform a variety of duties throughout the year (eg. assembly announcements, Parent Teacher Evening) to support the running of the school.

Extra-curricular activities

- Performance – groups or individuals can perform dance or musical items at one of our formal assemblies or celebrations. Speak to your teacher if you would like to participate.

Sports teams

- Representative teams – students need to be selected for these teams. Speak to your PE teacher if you would like to play and listen for announcements on assembly.
 - State Knockout Competitions – Soccer, volleyball, basketball, touch football etc
 - Football United, NRL and AFL Gala Days
 - IEC Gala Day – soccer, volleyball and table tennis

Uniform and dress code

The Uniform Shop in F1 is open each school day before school, at recess and lunch.

SHIRTS/BLOUSES/ POLOS		
Shirts	\$15.00	‘Honeydew’ shirt, blouse or polo with school crest for Junior. White shirt, white blouse or Evans Senior polo with school crest. Long sleeves polos are available in some sizes or can be ordered.
Blouses	\$15.00	
Polos	\$15.00	
Senior Polos	\$25.00	
TROUSERS/SHORTS/SKIRT		
Trousers	\$30.00	Bottle green: tailored shorts; tailored slacks; microfibre track –pants, stretch pants or Evans-design Tartan Skirt. Black tailored trousers for seniors. NOTE: plain green skirts or shorts or netball skirts are not uniform.
Boy’s School Shorts	\$25.00	
Skirt	\$35.00	
MicroFibre T.Pants	\$25.00	
Girls stretch pants/shorts	\$25.00/ \$20.00	
OTHER WARM CLOTHING		
Jumpers	\$20.00	Bottle Green V-Neck Jumper (‘Sloppy-Joe’); Bottle Green Polar Fleece; Evans Microfibre Jacket; Evans Spray Jacket or Evans Blazer. [Microfibre Jacket and Microfibre Pants = Tracksuit.] Seniors may wear white jumpers. Hooded Jumpers are not allowed. [Any item of clothing such as scarves, a t-shirt or skivvy worn <u>beneath</u> the uniform must be plain white if visible at all.]
Polar Fleece	\$20.00	
Microfibre Jacket	\$40.00	
Whole Tracksuit	\$60.00	
Blazer	\$65.00	
SPORTS UNIFORM		
On Sport day students wear sport uniform to school. For PE lessons students carry sport uniform to school.		
Polos	\$15.00	‘Yellow’ Polo with school crest
Shorts	\$20.00	Green Unisex sports short
Taslon Track Pants	\$30.00	School Taslon Track pants with Yellow flash (NOTE: These may only be worn for sport or P.E.)
OPTIONAL		
School Tie	\$15.00	Any students may purchase and wear the school tie.
School Caps	\$ 5.00	If a hat is worn it must be bottle green or black without decoration/logo.
School Beanie	\$ 5.00	Plain bottle green/black without decoration
OTHER INFORMATION		
Footwear		All-black shoes or trainer style shoes. These must also satisfy Department of Education regulations.[Details below]
Socks		<u>Socks/stockings must be worn.</u> Socks: all-white or all-black (i.e. no stripes/patterns) Stockings: plain & black or skin-toned. No Leggings.
Jewellery, Makeup		Simple jewellery i.e. watch, plain ring, sleeper earrings or plain studs, fine neck chain, single bracelet or bangle
Headwear, hijabs, scarves		Plain bottle green/black. White/black or bottle green scarves/hijabs (not striped etc). Hair band/slides etc should be bottle green, black or metallic. Bandanas are not permitted.

Footwear Requirements

ACCEPTABLE STYLES: The school expects that students wear **BLACK** closed in leather, lace-up style shoes. They must cover the top of the foot and have a non slip sole. It includes the following types:

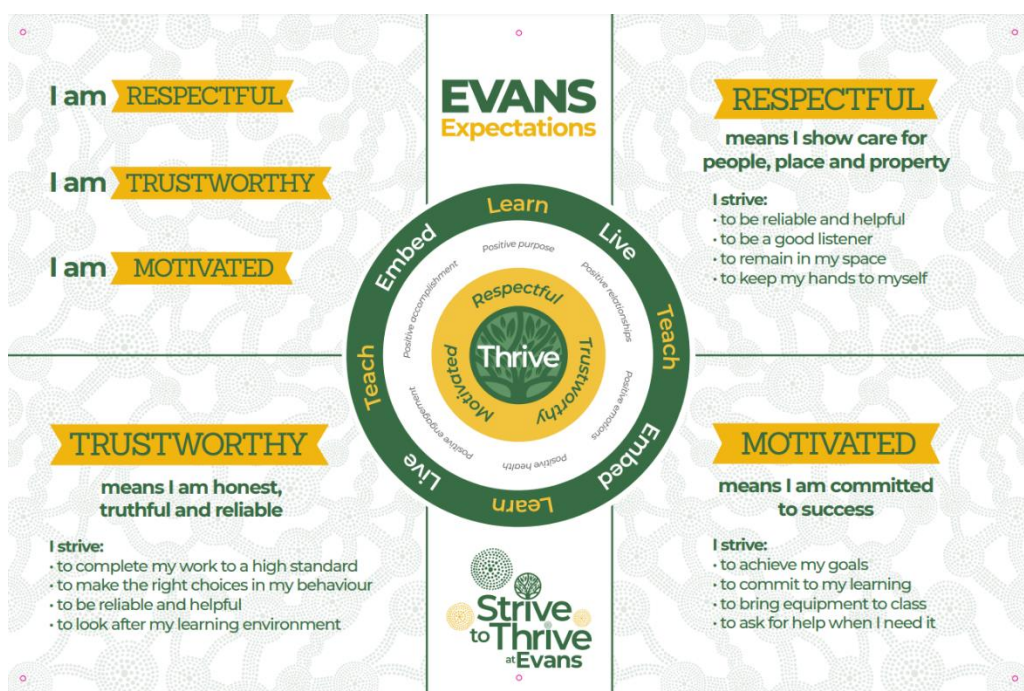


STYLES THAT ARE NOT ACCEPTABLE: Students **MUST NOT** wear black soft “ballet” style shoes, open styled “Mary Jane” shoes, canvas shoes or any similar. It includes those shown below:



These footwear requirements are for all school activities including excursions and mufti days. The school’s uniform policy requires ALL students to wear acceptable footwear as outlined above.

Welcome to Evans Intensive English Centre



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 **Blacktown Police Station**

Address: 11 Kildare Rd
Blacktown NSW 2148
Phone: 9671 9199



The nearest medical centre is **Walters Rd Medical Centre**

Address: 74 Walters Rd
Blacktown NSW 2148
Phone: 9831 8811



The nearest hospital to the school is: **Blacktown Hospital**

Address: Blacktown Rd
Blacktown NSW 2148
Phone: 9881 8000 / 9881 8215 (Emergency)

9.2 Homestay 24 Hour Hotline

If you are living in homestays, you can contact your homestay host and/or parent nominated carer when you need help.

Your homestay company will also have a 24 hour hotline that you can call. Contact your Deputy Principal or International Student Coordinator if you do not know which company is your homestay provider.

Auzzie Families Homestay Care

Contact: Ms Gloria Wang
Phone: (+61 2) 9804 4700
Mobile: 0419 628 168 (24 hours)
Email: info@auzziefamilies.com
Website: www.auzziefamilies.com

Oz Homestay

Contact: Ms Sarah Walmsley
Phone: (+61 2) 9325 6988
Mobile: 0421 556 374 (24 hours)
Email: info@ozhomestay.com.au
Website: www.ozhomestay.com.au

Global Experience

Contact: Ms Agnes Ong
Phone: (+612) 9264 4022
Mobile: 0420 530 112 (24 hours)
Email: agnes@globalexperience.com.au
Website: www.globalexperience.com.au

StayDownUnder

Contact: Mr Gerard Whyte
Phone: (+61 2) 8901 4499
Mobile: 0410 761 499 (24 hours)
Email: info@staydownunder.com.au
Website: www.staydownunder.com.au



9.3 Important Safety Tips

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

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

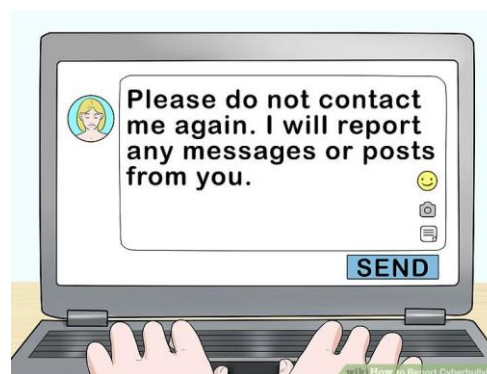
Did you know?

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

9.4 Cyber Safety

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

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



the

You can find more information on the Kids Helpline website at:
<https://kidshelpline.com.au/teens/issues/online-harassment>

9.5 Road Safety and Public Transport Safety

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



Public transport is reliable and widely used in Australia, particularly in metro and urban areas. A number of security measures have been implemented to maximise the safety of public transport users including security officers and guards, help points, good lighting and security cameras. However you should still use caution 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 NextThere** to view timetables of public transport and plan your trip. Visit <https://transportnsw.info/apps> for all the apps available to help you plan your trip.
- If you find yourself left in a train carriage on your own or with only one other person you may feel more comfortable moving to another carriage closer to the guard or driver.



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

9.6 Safety Apps

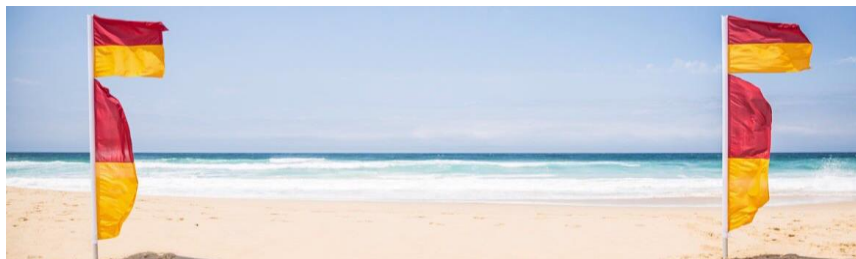
The **Emergency Plus app** is a national emergency app that you can use to get help as soon as possible in an emergency situation.

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



9.7 Water Safety

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



Spot and Survive a rip current

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

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



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

10. Reporting Incidents and seeking help

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

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

Police/Ambulance/Fire Brigade at 000

2. If you need help at school:

- **The Deputy Principal Mrs Liao or your International Student Coordinator Mr Morgan.**
- **School Counsellor:**
Miss Pashayan(Monday, Thursday) and Mrs Huckstepp-Lowe (Wednesday)
Please ask for directions to their room in C1 or the Front Office.

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

- **Kids Helpline** is a free, private and confidential 24/7 phone line and online counselling service for young people. Call **1800 55 1800** or email counsellor@kidshelpline.com.au or visit www.kidshelpline.com.au for more information.
- **Bullying. NoWay!** provides information and helpful ideas about bullying:
<https://bullyingnoway.gov.au/>
- **1800RESPECT** is a confidential information, counselling and support service for sexual assault victims and domestic violence.
Call 1800 737 732 (24 hours) or visit their website at www.1800respect.org.au Ask for an interpreter if you wish to speak in your own language that is not English.



11. You and the Law

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

For example:

- It is illegal to consume alcohol if you are under 18 years of age
- It is illegal to purchase cigarettes if you are under 18 years of age
- Possession and use of illegal drugs is a criminal offence

Visit the website www.lawstuff.org.au for information about laws relating to you.

11.1 Driving

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

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

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

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

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

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



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

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

12.1 Allowable Work Hours

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

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

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

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

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

12.2 Tax File Number

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

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

12.3 Know Your Work Rights

Workplace rights

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

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

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

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

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

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

Pay

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

National minimum wage

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

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

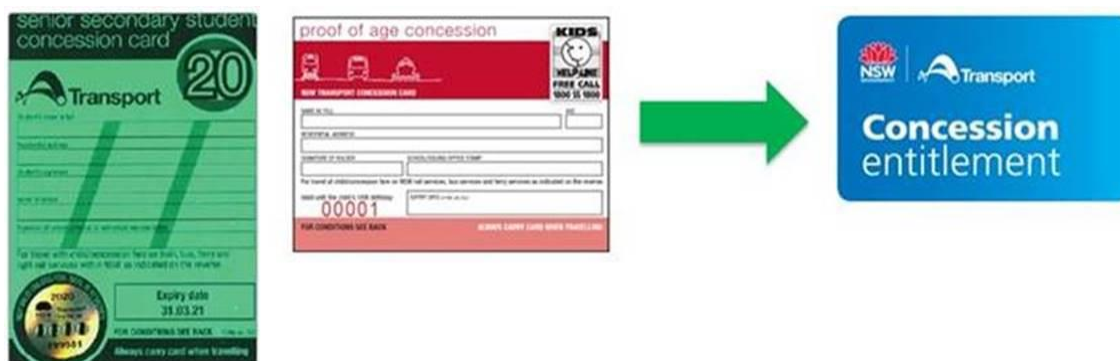


Always ask for a payslip to keep track of your hourly rate, penalty rates, superannuation contributions and tax details, especially if you are getting paid with cash in hand. This is a mandatory requirement for an employer in Australia.

13. Transport and Travel Concession

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

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



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

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

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

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



14. Overseas Student Health Cover (OSHC)

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

Activate your OSHC membership

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

Medibank OSHC members

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

1. Go to <https://www.medibankoshc.com.au/oshcactivate/>
2. Search the student profile using personal details including membership number, birth date, and name.
3. 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 a **Medibank OSHC member**, you can download your **Digital Membership Card** through the Online Member Services on the Medibank website.

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

Know your cover

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

If you are a **Medibank OSHC member**, you can access the following **Online Member Services** on www.medibankoshc.com.au:

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

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

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

15. Accommodation

15.1 Homestay for under 18 students

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

Rules and expectations

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

✓ Follow the rules

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

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

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

- keep your room clean and tidy during your stay
- do not eat in the bedroom for hygiene reasons
- tidy up or clean up after yourself around the home
- call your host if you are running late
- turn off the lights and appliances when you are not using them to avoid wasting energy
- take short showers no longer than 15 minutes to save water, especially during drought season
- switch off your devices by 11 pm
- Internet should only be used for school purpose, and not playing games until early hours of the morning.

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

✓ **Be respectful and considerate**

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

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

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

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

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

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

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

15.2 Renting or Sharing an Accommodation (over 18 students)

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

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

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

Under the law, your landlord must give you a copy of the New Tenant Checklist:
Here are some general **Dos** and **Don'ts** when you are renting on your own:

DOs:

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

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

DON'Ts:

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

Problems with Your Lease

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

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

Visa Requirements You Should Know

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

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

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

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

Your student visa

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

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

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

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

16. Attendance and Course Requirements

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

17. Accommodation and Welfare Arrangements

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

18. Conditions of Enrolment

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

19. Taking Leave

If you are going to be absent for **a week or more** during school term, or plan to take extended leave,

your parents **must complete a leave request form to seek approval** from the principal and **DE International** prior to taking leave or booking flights. Approval is only granted on compassionate or compelling grounds (refer to guidelines below).

20. Deferment of Course Commencement Date

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

21. Guidelines for Compassionate or Compelling Circumstances

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 course progress or wellbeing. These could include, but are not limited to:

- illness, where a medical certificate states that you are unable to attend classes
- 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)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on your studies
- a traumatic experience which could include, but is not limited to:
 - involvement in, or witnessing of an accident
 - witnessing or being the victim of crime and this has impacted on you (these cases 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.

22. Suspension of Studies

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

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

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

23. Complaints and Appeals

NSW Department of Education has a complaints and appeals process which is available on the website. If you wish to make a complaint or appeal a decision made concerning your enrolment, course progress or other decision, you should contact the Deputy Principal or the International

Student Coordinator at your school. Your carer (if you are under 18) or support person (if you are over 18) must be present with you in any appeal interviews.

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

24. Work

- Students attending an Intensive English program are not permitted to work part time.
- To work part-time(when you transition to high school), DE International requires that you must have been enrolled for at least six months in your current school, have a satisfactory attendance record and provide your school with a letter of consent from your parents before beginning part-time work.
- Any part-time work (in mainstream high school) during school term must not interfere with your school studies and must not exceed 40 hours per fortnight. You should not work more than 10 hours per week in school terms as any more hours may impact on your learning.

Arrival Checklist

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

On arrival

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

At School

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

At Home

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

Forms

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

1. Under 18 Request to Change Welfare Arrangements form

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

2. Over 18 Request to Change Welfare Arrangements form

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

You **MUST** provide details of an emergency contact person **IN AUSTRALIA**. This person can be your relative, parent or friend but they must be over 21 years old.

3. Leave Request form

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

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

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

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

4. Leave Requests Flowchart

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



DE INTERNATIONAL

UNDER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name Student Given Names.....

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

Student's New Address

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

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

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

Please indicate if accommodation is:

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

Reason for changing address

.....

Name, age and gender of people residing at this address

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

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

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

CARER CONTACT DETAILS

Given Name Family Name.....

Address

..... Postcode.....

Email Address.....

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

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

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work:Mobile:

Name: Home/Work:Mobile:

Student's Signature:



DE INTERNATIONAL

OVER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name Student Given Names.....

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

Student's New Address

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

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

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

Please indicate if accommodation is

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

Reason for changing address

Name, age and sex of people residing at this address

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

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

EMERGENCY CONTACT DETAILS

(Must be completed and signed by contact person over 21)

Given Name Family Name (Mr/Mrs/Ms).....

Address

.....Postcode.....

Email Address.....

Telephone: Home Mobile.....

Signature..... Date

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work: Mobile:

Name: Home/Work: Mobile:

(MUST BE SIGNED BY STUDENT)

Student Signature..... Date



DE INTERNATIONAL

LEAVE REQUEST

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

Please read and follow the instructions below carefully:

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

School: _____

Student no: _____ Date of application: / /

Student full name: _____

Student mobile number: _____

Student email: _____

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

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

Reason for leave request: _____

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

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

Parent signature: _____

Parent printed name: _____

Parent mobile number: _____

STEP 1

The leave form must be signed by a parent

STEP 2

Submit completed form and any supporting document to School
(International Student Coordinator)

STEP 3

School forwards request to DE International

STEP 4

DE International Assess request

If approved:

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

If declined:

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



AUSTRALIAN NATIONAL ANTHEM

Australians all let us rejoice,
For we are 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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