

# ***2020***

# ***INTERNATIONAL***

# ***STUDENTS'***

# ***HANDBOOK***

**All Souls St Gabriels School**  
Charters Towers

ASSG School Inc. Trading as All Souls St Gabriels School  
CRICOS Provider Code: 02025G



**All Souls St Gabriels School**  
CHARTERS TOWERS

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# *Welcome*

Welcome to the All Souls St Gabriels School family. We trust that your time in Australia will be blessed with many great memories, friendships and achievements.

This Handbook is designed to assist you to familiarise yourself with our School, staff, rules and general information about life in Australia. We encourage you to keep this Handbook for the duration of your stay in Australia and refer to it regularly. We also encourage you to ask us if you need something explained.

Boarding at All Souls St Gabriels has always been a wonderfully rewarding experience for students from a wide variety of cultures. This booklet has been written to assist prospective overseas students discover what boarding at All Souls St Gabriels is all about.

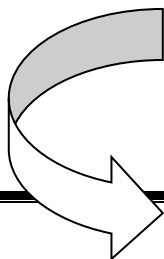
Our School is a friendly place and we are sure that you will enjoy the experience of sharing a year with some great "Aussie mates". Remember, if at any time you feel a little confused, worried or do not understand something, you can go to any staff member for assistance.

A handwritten signature in black ink, appearing to read 'D. Fleming'.

**Mr Darren Fleming**  
HEADMASTER

# *Course Code:*

**NB: You will need to use this Course Code Information when completing your visa application.**



## **All Souls St Gabriels School**

<b>Provider Code ("CRICOS"):</b>	<b>02025G</b>
<b>Primary Education (Yr 6) Course Code:</b>	<b>084935B</b>
<b>Middle School Education (Yrs 7–10) Course Code:</b>	<b>084936A</b>
<b>Secondary Education (Yrs 11 – 12) Course Code:</b>	<b>084937M</b>

All Souls St Gabriels School expects that overseas students will already be studying English.

We do not have a standard test of English for enrolment, but ask that the student's present English teacher provides a comment on the student's progress in English.



# Important Information and Emergency Contacts

## Education Provider Main Contact Details:

All Souls St Gabriels School  
30 Dr George Ellis Drive  
**CHARTERS TOWERS QLD 4820**  
Or

PO Box 235  
**CHARTERS TOWERS QLD 4820**

Tel: +61 7 4787 1433      Fax: +61 7 4787 3049

Police, Fire, Ambulance – **000**  
**Police, Fire, Ambulance – 112 (from a mobile)**

## Department of Home Affairs - Queensland

Ground Floor  
299 Adelaide Street  
Brisbane QLD 4000

or

GPO Box 9984  
Brisbane QLD 4001

Tel: 131 881  
Fax: +61 7 3136 7152  
Web: [www.immi.homeaffairs.gov.au](http://www.immi.homeaffairs.gov.au)

## CRICOS

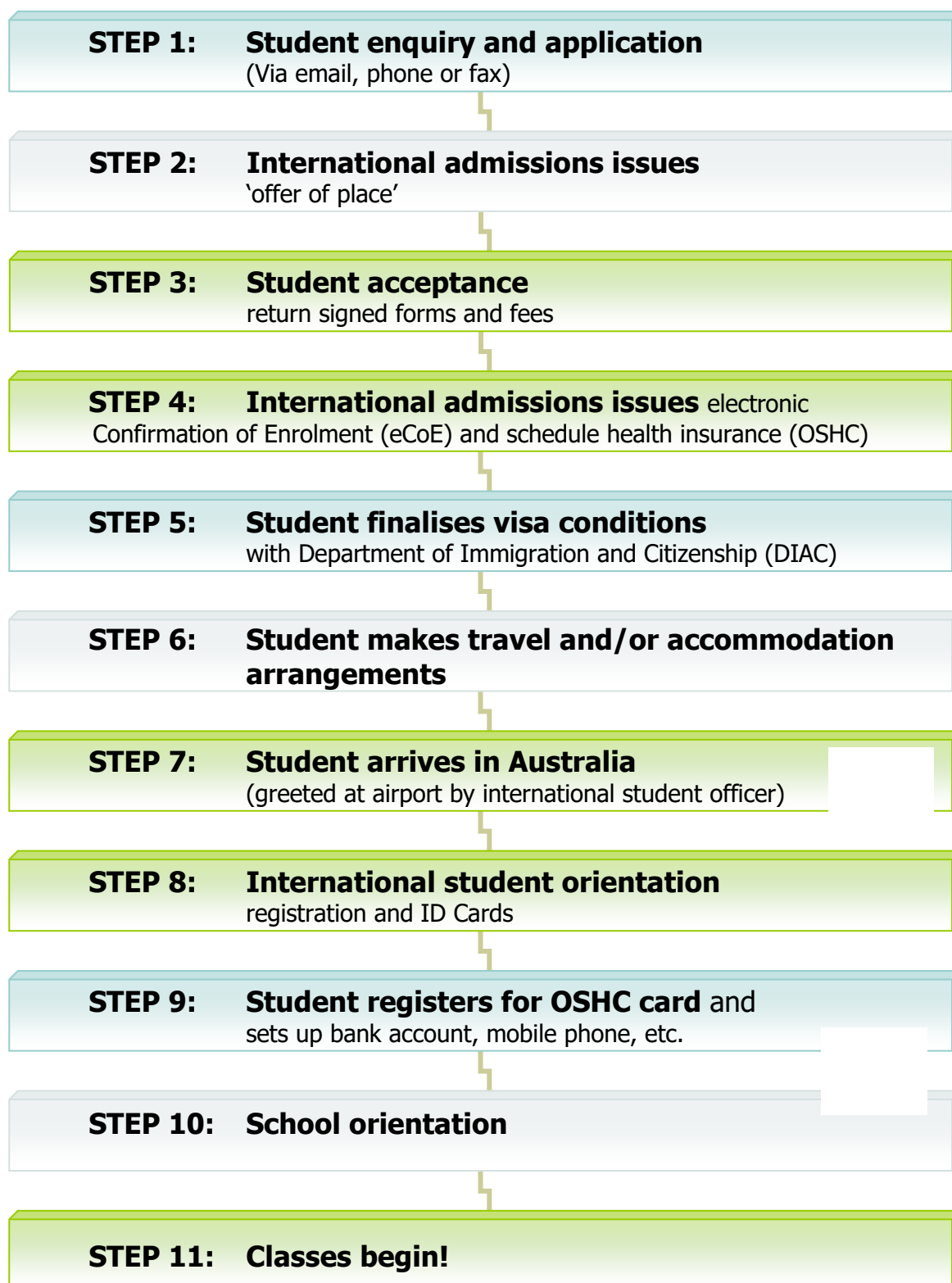
International Policy (Schools) Unit, Queensland Department of Education  
LMB 527  
BRISBANE QLD 4001

Ph: +61 7 3225 2442

## All Souls St Gabriels School Contact Information:

School Office	Phone	+61 7 4787 1433
School Office	Facsimile	+61 7 4787 3049
School Office	Email	<a href="mailto:school@allsouls.qld.edu.au">school@allsouls.qld.edu.au</a>
Headmaster	Mr Darren Fleming	+61 7 4787 1433 <a href="mailto:dfleming@allsouls.qld.edu.au">dfleming@allsouls.qld.edu.au</a>
Headmaster's Secretary	Mrs Melissa Peace	+61 7 4788 2205 <a href="mailto:mpeace@allsouls.qld.edu.au">mpeace@allsouls.qld.edu.au</a>
Academic Dean Deputy	Mr Ian Dietrich	+61 7 4787 1433 <a href="mailto:idietch@allsouls.qld.edu.au">idietch@allsouls.qld.edu.au</a>
Dean of Students	Mrs Wendy Fleming	+61 7 4787 1433 <a href="mailto:wffleming@allsouls.qld.edu.au">wffleming@allsouls.qld.edu.au</a>
Head of Junior School	Mrs Tina Akers	+61 7 4787 1433 <a href="mailto:takers@allsouls.qld.edu.au">takers@allsouls.qld.edu.au</a>
Head of Enrolments and Marketing	Mr Jon Teichmann	+61 7 4788 2210 <a href="mailto:jteichmann@allsouls.qld.edu.au">jteichmann@allsouls.qld.edu.au</a>
Head of Boarding	Mr Darren Guldbransen	+61 415 903 479 <a href="mailto:dguldbransen@allsouls.qld.edu.au">dguldbransen@allsouls.qld.edu.au</a>

## *Application Step-by-Step Process Model:*



# ***Introduction to ASSG***

We hope that your time at All Souls St Gabriels School will be a happy and rewarding time for you. Our students come from all over Northern Australia, as well as the Pacific Rim. We believe that this experience is an enriching experience in itself. Boarders learn self-reliance and independence as well as a tolerance of others.

## **Why come to a Boarding School?**

Boarding House life provides, within a Christian environment:

- An opportunity for development of character, self-discipline, leadership and initiative.
- An opportunity to develop a set of values based upon - the National Values of Australian Schooling.
- An opportunity to learn to cope with the successes and challenges of school life in the supportive, caring and encouraging environment of the House.
- An opportunity to enjoy a very different learning experience.

*The following information has been prepared for parents and their children in an effort to make the transition from home overseas to Boarding School in Australia with the very minimum of fuss.*

We recognise that boarding is seldom, if ever, the same as living at home, but those students who come prepared to grasp the many and varied opportunities that boarding house life offers, thoroughly enjoy the experience and make lifelong friends. The independence and self-discipline necessary to make a happy boarder are of value forever.

Our staff aims to create a friendly and pleasant atmosphere in which the student can live happily and develop the necessary social and community skills to be a successful member of society. As in any community, certain restraints are essential and the viewpoints of others must be considered. We do expect a high degree of self-discipline and respect for others in the Boarding House community. To be a respected boarder, the student must have respect for school traditions, for staff and for fellow students.

## **Headmaster's Responsibility**

For the period of time that each student is enrolled at the School, the Headmaster will act "*in loco parentis*" (in place of the parents). He will be ultimately responsible for all decisions involving matters such as leave, selection of homestay families, academic programme and student behaviour. He will sign all permission forms (e.g., permission to go on school excursions) which in normal circumstances would be signed by the parent. In any serious matter he will communicate with the student's parents first, but will have final approval over all day-to-day matters affecting the student. He will at all times act in a responsible manner, and his prime concern will be the safety and well-being of the student.

## **Unaccompanied Minors**

The School accepts overseas students as both Day Students and Boarding Students. Day Students are accepted where a student is accompanied by a family member or relative. Boarding Students will not be accepted aged less than 12 years, travelling unaccompanied.

# *An A-Z of Information*

## *Academic Procedures:*

### **Subject Selection**

Information on the School Curriculum is available on the School website, as well as in Year Level Handbooks (where applicable). Each student (and parent/guardian) will receive a printed curriculum outline, together with the relevant subject selection materials in the enrolment package. Should you have any further enquiries about curriculum issues, please make an appointment with the Academic Dean (this includes discussion about change of subjects)

### **Assessment Grades:**

Each student's academic progress is measured by means of a variety of assessment procedures including testing, individual and/or group tasks and assessments.

Assessment is criteria based in accordance with work programs approved by the Queensland Studies Authorities syllabuses.

For more information regarding Queensland Curriculum and Assessment Authority (QCAA) please visit their website at [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au)

### **Achievement of Assessment Criteria**

A	Very High Standard
B	High Standard
C	Sound Standard
D	Limited Standard
E	Very Limited Standard
NA	Not Applicable/Not Assessed

The Academic Dean will review your progress. If it is identified that your progress is unsatisfactory, we will intervene with measures to support you. This could include things such as:

- counselling
- tutoring and/or study groups
- case management

## *Accessing Money:*

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

### **How Much to Bring**

You will need to make sure you have enough funds to allow for purchase of small items etc. when you first arrive. You should bring most of your money as an international credit card.

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

### **Currency Exchange**

Only Australian currency can be used in Australia. If you have not brought some with you, you will need to do so as soon as possible after arrival. You can change money at any bank.

### **Electronic Transfer**

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

### **ATMs**

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

### **Credit Cards**

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

## ***Accommodation:***

The boarding houses are:

<b>House</b>		<b>Year Levels</b>
Feetham	Boys	Years 6 – 12
Page	Boys	Years 6 – 12
Ramsay	Boys	Years 6 – 12
Alban	Girls	Years 6 - 12
Becket	Girls	Years 6 - 12
Chad	Girls	Years 6 - 12

Each year there is some variation in the framework, depending on the number of boarders in each year level.

There are a variety of accommodation arrangements within each dormitory. Some bays accommodate 3 or 4 students, whilst others house 1 or 2. Wherever possible we attempt to give senior students a shared or single separate room. The Dormitory Supervisors oversee the allocation of rooms. Each student has his or her own locker and study space.

## ***Activities & Sports Available:***

We offer a broad range of experiences beyond the classroom – Art, Sport, Music, Drama, Debating, Duke of Edinburgh's Award Scheme, Outdoor Activities, Cattle and Horse Clubs.

### **Duke of Edinburgh's Award Scheme**

The Duke of Edinburgh Scheme is conducted as part of the activity programme. The award levels are Bronze, Silver and Gold.

Participation in the Duke of Edinburgh Scheme is compulsory in Year 10.

### **Extra-Curricular Activities:**

A wide range of activities are conducted after school and on weekends

### **Guidelines**

It is difficult to establish a set of guidelines that will cover all situations for each year level and group of students. Please understand that guidelines are not unalterable rules and that they are formulated to achieve the maximum social benefit for students within the bounds of safety and care. Guidelines are subject to change if circumstances alter, if there is a serious breach of trust, inappropriate behaviour or parental concern.

### **Equestrian Team and Cattle Club**

The School has an active Horse and Cattle Club, which husbands, trains and exhibits beasts in local Agricultural Shows. Students may seek permission to bring a horse to School. The School encourages participation in local camp drafts and other equestrian events. All specific enquiries should be directed to the Horse and Cattle Club Co-ordinator.

Conditions apply to membership of both the Equestrian Team and Cattle Club.

### **Music**

Music is vibrant part of the ASSG curriculum and community, with both Choral and Instrumental music ensembles active.

Instrumental lessons are available for most instruments through the School.

### **Outings**

Every semester, a number of outings are organised for boarders to attend the cinema, school dances, football or other sporting events. There is no charge to overseas students for these outings.

### **Sport**

Students are provided with a range of sporting activities. The sports available are as follows:

Inter-School – Boys: swimming, cricket, rugby league, athletics, tennis and cross-country.

Inter-School Girls: swimming, softball, netball, athletics, tennis and cross-country.

Inter-House – Boys: the Inter-School sports plus touch football, basketball and soccer.

Inter-House - Girls: the Inter-School sports plus volleyball, touch football and soccer.

Additionally, students involve themselves in school teams in other sports such as club soccer, rugby, basketball and touch within the town on an irregular basis. All students are expected to participate in two major sports per year. There are several divisions within the House competition to provide opportunities for wide participation. The School does provide basic sporting equipment. Students are encouraged to care for the sports equipment. It is expensive and the School would prefer to increase the amount of gear available rather than having to replace gear that has been misused.

The Charters Towers Secondary Schools Association exists for the arranging of Inter-school activity in Charters Towers. The schools in turn act as secretary for the organisation. This organisation is affiliated with the North Queensland Secondary Schools' Sports, which is part of the Queensland Secondary Schools. Students who participate in Inter-school activities in Charters Towers have access to State representation in the various sports, if they are sufficiently competent.

### **Weekend Activity**

Sporting fixtures may be arranged for both weekdays and weekends.

The Recreation Officer organises a range of activities for students. Social activities are organised for after school and the weekends.

Students use weekends for personal study and recreation. All students would have the opportunity to attend at least one social per term. Students are required to attend Chapel on Sunday.

Students also have some unscheduled time for their own interests. Students may take leave with approved host families at the weekend. Town leave is available to some students on Saturday morning. The Horse Club, Cattle Club activities, individual sports, excursions, house camps, etc. also take place at the weekend.

## ***Arranging Visas:***

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

In order to apply for a visa you will need a **valid passport**, an **electronic Confirmation of Enrolment (eCoE)** and any **other documentation** required by the Australian Diplomatic Post with which you lodge your application. For example, if you are under 18 you must have a completed **CAAW Form** where your accommodation and welfare is provided by your education provider.

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

### **Department of Immigration**

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



## Migration Agents

A migration agent can assist you in submitting your visa application and communicate with DIAC on your behalf, but please note that **you do not need to use a migration agent** to lodge any kind of visa application. All Souls St Gabriels School does not use migration agents.

## Visa Conditions

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

- Complete the course within the duration specific in the CoE
- Maintain satisfactory academic progress
- Maintain approved Overseas Student Health Cover (OSHC) while in Australia

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

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#aboutVisa-index-3>

## Arranging Travel

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

You should fly into Townsville Airport which is the closest airport to Charters Towers. Charters Towers is located 132 kms from Townsville Airport.

## Documents

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

- Valid passport with Student Visa
- Offer of a place / admission letter from All Souls St Gabriels School
- Confirmation of Enrolment (eCoE) issued by All Souls St Gabriels School
- Receipts of payments (e.g. tuition fees, OSHC, bank statements etc.)
- Insurance policies
- Other personal identification documents, e.g. birth certificate, ID card, driver's licence
- Medical records and/or prescriptions
- CAAW if you are under 18 years of age.

Keep all documents in your carry-on luggage. In case you lose the originals, make copies that can be left behind with family and sent to you.

## *Arrival and Orientation:*

All Souls St Gabriels School will provide and International Student Orientation when you commence your studies. It is a requirement of the ESOS (Education Services for Overseas Students) Act 2000, that staff who run the orientation work hard to ensure that you as the student will be well equipped to achieve the best possible success in your studies. This Handbook will provide you with invaluable information for you to read and consider as you move through your studies. Although the Handbook will outline what you need to know, it is impossible to understand and recall everything. Once you are concentrating on your studies, you will feel less stressed if you are already comfortable with the institution, its staff and services. Keep this resource close at hand so you are able to refer to it from time to time when needed.

Arrival early to attend orientation gives you a chance to:

- See and talk to the most important people you need to know at the institution
  - International Liaison Officer
  - Headmaster
  - Academic Dean
  - Dean of Students
  - Year Level Coordinator
  - Tutor
  - Counsellor
  - Head of Boarding
- You will need your student card to open bank accounts, borrow books from the library, and more
- Meet and get advice from the Academic Dean regarding subject selection
- Meet your buddies, who will support you when you commence
- Find your way around the campus
  - Library
  - Computer Rooms and facilities
  - Classrooms
  - Recreation and eating areas
  - Dormitories
- Meet other students who may share your classes

### **International Student Orientation**

As part of your orientation the Enrolment Officer and International Liaison Officer will ensure that you are:

- issued a map and have a tour of the campus and facilities
- provided with a Student Handbook and Curriculum Handbook
- Student ID organised
- Email and internet access arranged
- provided with a printed timetable of classes
- issued with a homework Diary
- given an explanation of the Code of Conduct and School expectation
- introduced to the Home Tutor Teacher
- briefed on compulsory aspects of the School.

### **Australian Life, Culture & Environment:**

Every opportunity will be found during a student's stay for the student to experience Australian, culture, life and environment outside the school. However, these opportunities will be dependent upon the availability of these experiences in the normal life of school.

Students may be given opportunities to travel on excursions with other year levels if they wish, as well as their own.

From time to time individual excursions with a staff member or school parent may be organised.

### **Banking & Pocket Money:**

This money should cover the following expenses: telephone calls, stamps, toiletries, taxi fares, and minor stationery requirements, tickets to films or dances and incidental expenses such as confectionery from the tuckshop or purchases from town.

Most students use bank debit cards to access their funds. Such a system is easy to operate and allows parents an easy way to monitor their child's account and to deposit money for them. The drawback here is that students have to be responsible for their card. Students must never give their card and/or their PIN to any other student. Students are permitted leave to travel into town occasionally and may withdraw money from automatic teller machines at the banks.

Also the School Office has EFTPOS (Electronic Funds Point of Sale) facility and students may draw up to \$20 from here twice a week.

Parents are requested not to give large amounts of cash to students at any time.

## ***Care & Counselling:***

Our overseas students receive much care and support:

In the dormitory their first line of support will be the Dormitory Supervisor, who is the senior member of staff responsible for the care of all students within the House (usually about 40 students). He/she is supported by other residential staff. All of these staff either live in accommodation attached to the dormitory or adjacent to the dormitory.

Support will also be given by senior students. Each overseas student will be allocated a "buddy", who is a student of similar age who will either share accommodation with the overseas student or who will have accommodation alongside.

In the school environment overseas students all have access to the Dean of Students, Mr Mal Schneider. He has a separate office and students are able see him at appropriate times during the school day for advice and information.

Each student in the school is allocated to a Tutor Group with a . This teacher sees each tutor group each day before academic lessons. This time is used to check on a student's overall academic progress and to offer support and assistance.

Students have access to the School counsellor.

The School Nurse deals with all medical concerns. The school has access to a wide range of medical and support services within Charters Towers. Our resident Doctor is available on campus five mornings and two afternoons per week.

In most instances parents contacting the school by phone over administrative arrangements will speak with our Head of Enrolments, Mr Jon Teichmann or the Headmaster's Secretary, Mrs Melissa Peace.

## ***Chapel:***

The school is an independent school run on strict Christian principles. For over 90 years the school has been an Anglican school with Anglican traditions. Services are conducted by Rev John Emerson from St Paul's Anglican Church, Bro Nathan James, our Chaplain, and by Bro Robin Warsop, our Chaplain Emeritus.

All students attend Communion service once per week. A 15 minute service of Compline is held every Sunday evening at 6.. Senior boarders and other students take part in the services through reading lessons or serving. All boarders should attend the Sunday evening Compline service.

## ***Code of Conduct - International Student:***

All Souls St Gabriels School is a place where a complete education may be undertaken in a helpful, safe and co-operative environment. To develop such an environment it is necessary to have an atmosphere which will foster the development of mind, body and character. It is most important, therefore, that all associated with the life of the school regard themselves and other persons with dignity and respect, and learn the importance of co-operating in a community with many diverse interests, as well as a common concern for the well-being of all its members.

It is expected that each student will co-operate to the fullest in taking responsibility for his/her own progress by diligent and careful preparation for, and participation in, all the classes of which he/she is a member. It is particularly important that no student, either through neglect or lack of concern, interferes with the rights of others. Therefore, irresponsible behaviour within the school grounds, at a school activity or in class, or the defiance of the authority of a teacher, cannot be tolerated.

As it is essential that each student develops self-respect both as a person and as a member of the school community, students must conduct themselves at all times in a manner which will not detract from their own reputation or the reputation of other members of the School. Students do not have the right to conduct themselves in such a way as is likely to offend others. Offensive behaviours will not be tolerated whether it be the irresponsible use of offensive language, smoking, drinking of alcoholic liquor, gambling, stealing or the injury of others. As some of these are offences against the law, offenders may be asked to leave the School.

Self-respect is mirrored in a student's appearance and grooming characterised by cleanliness and tidiness. Students should ensure that they display good personal hygiene, a hair style that is in accordance with school expectations and a well maintained uniform. It is a requirement of the school that school uniform be worn to all school functions and sporting fixtures unless students are otherwise directed.

The mistreatment of the property of others is regarded as a serious offence. Such behaviour reveals a lack of concern for the owners of that property, whether these be individuals, the school as a whole, or the community, and cannot be countenanced.

All students are expected to support the school and its activities any way that they can. As a minimum, students are to make themselves available for at least one major or two minor extra-curricular activities per year. When a student participates in a school activity he/she accepts all of the commitments involved with the activity.

All must recognise that there are certain legal responsibilities associated with attendance at School. In particular, a student must not leave the School grounds for any purpose during the school day without leave being approved by the Headmaster or from those to whom he/she delegates his/her authority, and must sign the Leave Book on departure and return. After any absence from the school, a student must produce an absence note signed by his/her parent. Students are to ensure that they report to the appropriate areas, before and after school, for supervision. Students are not to be on the school premises outside of the times stipulated for supervision by the school unless prior arrangement has been made with the school. Except in the case of illness, a student must be in attendance on all days on which the school is open, unless leave has been granted by the Headmaster or their delegate.

In matters, which are not specifically covered by the above Code, members of the school will observe the principles outlined concerning the rights and responsibilities of students at the school as outlined in the Student Diary.

## ***Code of Ethics:***

All Souls St Gabriels School is bound by the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 under its registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). CRICOS Provider No: 02025G

All Souls St Gabriels School's ethos and international student policies aim to:

- Outline the School's obligation under the current Education Services for Overseas Students Act (ESOS Act 2000) and National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code)
- Outline the appropriate procedures and practices consistent with the School's Commonwealth Register of Institutions and Course for Overseas Students (CRICOS) registration.
- Provide a quality educational experience for all overseas students studying at the School.
- Promote age appropriate and best practice curriculum delivery for overseas students.
- Promote and build cultural awareness and understanding across the global community.

All Souls St Gabriels School (the School) is committed to maintaining and enhancing its contribution to the global educational environment.

## ***Common Courtesies:***

*Courtesy is an important part of boarding life. Students are asked to treat others in the manner that they would like to be treated*

- Use *Please* and *Thank You* at all times.
- Use *Sir*, *Miss* or *Ma'am* when addressing adults. It is also appropriate to address adults formally by name, as in *Mr Smith* or *Miss Jones*.
- Use language that will not offend.
- Share communal property and involve other House members in activities.
- Be honest and forthright regarding breakages.
- Greet staff and fellow students on first encounter of the day.
- Head gear should not be worn inside.
- Do not jump the queue at meal times. If you are separated from a friend and you want to be together, the forward person moves to the rear, not vice versa. Senior students do not automatically have priority at the Dining Hall.
- At any entrance (e.g. bus, door) those leaving have right of way.

# Communication:

*Telephones are installed in each dormitory.*

Overseas parents are provided with the private number of dormitory staff. Please use this number only if you wish to speak to the Dormitory Supervisor or to your son or daughter *in an emergency*.

## Communication with students

**For normal day-to-day communication please use the following.** The student House numbers are as follows:

### Girls

Alban House	+61 7 4787 7528
Becket House	+61 7 4787 7528
Chad House	+61 7 4787 4394

### Boys

Feetham House	+61 7 4787 8920
Page House	+61 7 4787 3185
Ramsay House	+61 7 4787 3118

## Difficulty in contacting students

If parents encounter difficulty in getting through and the matter is important they may use the following mobile numbers. This will connect you to the staff member-on-duty.

Alban House	+61 (0)419 771 433
Becket House	+61 (0)407 142 493
Chad House	+61 (0)439 764 638
Feetham House	+61 (0)419 471 433
Page House	+61 (0)409 071 433
Ramsay House	+61 (0)400 751 433

## Suitable times to phone

### ON WEEKDAYS:

- **Boarders may be telephoned at the following times:**

7.00 am – 7.45 am – Eastern Australian Time  
3.20 pm – 5.45 pm – Eastern Australian Time  
After Prep until 9.00 pm – Eastern Australian Time

### ON WEEKENDS

- **Boarders may be telephoned at the following times:**

7.00 am – 8.45 pm - Eastern Australian Time

## Other forms of communication

Parents may send facsimiles to their son or daughter through the School Fax number: +61 7 4787 3049.

The School Newsletter, Phoenix Rising is emailed home approximately every three weeks.

Reports on academic progress are sent home at the end of each semester. Parents wishing to discuss their child's progress should contact the School Office to arrange for an appointment. Parent-Teacher meetings are arranged on the Travel Day at the beginning of Terms 2, 3 and 4. At other times, parents wishing to discuss the progress of their children in Years 8 – 12 should, in the first instance, contact the Academic Dean, Mr Ian Dietrich.

Parents visiting Charters Towers may wish to contact staff at that time. An appointment is advisable.

Reports on academic progress are sent home at the end of each semester. Parents wishing to discuss their child's progress should contact the School Office.

### **E-mail**

All students have access to e-mail facilities. The school email address is [school@allsouls.qld.edu.au](mailto:school@allsouls.qld.edu.au).

### **Mail**

Mail is distributed daily to the dormitories.

## ***Computers:***

A BYOD (bring Your Own Device) program is in place for students in Years 7 to 12. This program will progress through the school so that all students will be part of the BYOD program. Students are responsible for the care of their own device. Students should not lend devices to other students.

All dormitories have wireless internet connection and students are advised NOT to bring wireless internet modems – they **will not** be able to be used.

## ***Contact Us:***

MR DARREN FLEMING  
Headmaster

MRS KAREN STOREY  
Dean of School

MR JON TEICHMANN  
Head of Enrolments and Marketing

MR JAKE DIERY  
Feetham House Supervisor

MR RHETT BUTLER  
Ramsay House Supervisor

MRS JENNY CANTLE  
Becket House Supervisor

Mr IAN DIETRICH  
Academic Dean

MRS WENDY FLEMING  
Dean of Students

MR DARREN GULDBRANSEN  
Head of Boarding

MR DAVIN MARSHALL  
Page House Supervisor

MRS VANESSA HERRING  
Alban House Supervisor

MRS YVONNE SCHAEFER  
Chad House Supervisor

### ***Phone Numbers***

Mr Darren Fleming, Headmaster  
*school@allsouls.qld.edu.au*

07 4787 1433

Mr Ian Dietrich, Academic Dean  
*idietrich@allsouls.qld.edu.au*

07 4788 2206

Mrs Karen Storey, Dean of School  
*kstorey@allsouls.qld.edu.au*

07 4788 2277

Mrs Wendy Fleming, Dean of Students  
*wfleming@allsouls.qld.edu.au*

07 4788 2278

Mr Jon Teichmann, Head of Enrolments and Marketing  
*jteichmann@allsouls.qld.edu.au*

07 4788 2210

Mrs Melissa Peace, Headmaster's Secretary  
*mpeace@allsouls.qld.edu.au*

07 4788 2205

Mr Patrick McHugh, Business Manager  
*pmchugh@allsouls.qld.edu.au*

07 4788 2235

Mr Darren Guldbransen, Head of Boarding  
*dguldbransen@allsouls.qld.edu.au*

0415 903 479

Mr Jake Diery, Feetham House Supervisor  
*feetham@allsouls.qld.edu.au*

0419 471 433

Mr Davin Marshall, Page House Supervisor  
*page@allsouls.qld.edu.au*

0409 071 433

Mr Rhett Butler, Ramsay House Supervisor  
*ramsay@allsouls.qld.edu.au*

0400 751 433



Mrs Vanessa Herring, Alban House Supervisor <i>alban@allsouls.qld.edu.au</i>	0419 771 433
Mrs Jenny Cattle, Becket House Supervisor <i>becket@allsouls.qld.edu.au</i>	0407 142 493
Mrs Yvonne Schaefer, Chad House Supervisor <i>chad@allsouls.qld.edu.au</i>	0439 764 638
School Administration Office:	07 4787 1433
School Administration Office Facsimile:	07 4787 3049
Secondary Student Services Office:	07 4788 2275
Secondary Student Services Office – Facsimile:	07 4787 8565
Email:	<a href="mailto:school@allsouls.qld.edu.au">school@allsouls.qld.edu.au</a>
Junior School:	04 4788 2242
Clinic: <i>clinic@allsouls.qld.edu.au</i>	0409 971 433
School Address:	PO Box 235 CHARTERS TOWERS QLD 4820  30 Dr George Ellis Drive CHARTERS TOWERS QLD 4820

## *Curriculum:*

Subject selection handbooks for students in Years 9 and 10, and students in Years 11 and 12 will be provided when the enrolment forms are sent to families.

The choice of subjects available in each year at the School is amended from time to time. Students are generally requested to choose their courses for the following year in September of the current year. This gives an opportunity for parents to be involved in the process. Normally, students choose their course in consultation with their teachers and the Academic Dean. These initial choices are forwarded to parents for their approval and/or amendment.

Students have no choice of subjects in Junior School or in Years 7 and 8. The course in Years 9 and 10 consists of a core and electives. In Years 11 and 12 all students must take an English and a Mathematics subject.

## SUBJECT ALTERNATIVES – 2020

Students and their parents may find the following guides useful in following the sequence of subjects from Years 7 to Year 12. The list below includes the changes that occur in the names and focus of some subjects from one year to another. It must be stated that this list is not definitive. Changes can occur on an annual basis, determined by student demand for subjects, teacher availability, physical resources, etc.

Year 7	Year 8	Years 9 & 10 <sup>^</sup>	2020 Year 11	2020 Year 12
English	English	English	English Essential English*	English Essential English*
Mathematics	Mathematics (Advanced, Intermediate & Foundation)	Mathematics (Advanced, Intermediate & Foundation)	General Mathematics Mathematical Methods Specialist Mathematics Essential Mathematics*	General Mathematics Mathematical Methods Specialist Mathematics Essential Mathematics*
Science	Science	Science	Biology Chemistry Physics	Biology Chemistry Physics
Humanities and Social Sciences (HASS)	Humanities and Social Sciences (HASS)	Humanities and Social Sciences (HASS)	Modern History	Modern History
LOTE / Literacy	LOTE (SDE) / Literacy	LOTE (SDE)		
Health	Health	Health <i>Physical Education</i>	Physical Education Sports & Recreation* Cert III in Fitness*	Physical Education Sports & Recreation* Cert III in Fitness*
Drama# Music# Visual Art#	Drama# Music# Visual Art#	<i>Drama Music Visual Art</i>	Drama Music Music Extension (Composition & Performance) Visual Art Visual Arts in Practice*	Drama Music Music Extension (Composition & Performance) Visual Art Visual Arts in Practice*
Design & Technology#	Design & Technology#	<i>Design &amp; Technology</i>	Industrial Technology Skills*	Building & Construction Skills*
Food & Textiles#	Food & Nutrition# Textiles#	<i>Food &amp; Textiles</i>	Hospitality Practices*	Hospitality Practices*
STEM#	STEM#	<i>Information Technology</i>	Information & Communication Technologies*	Information & Communication Technologies*
	Economics & Business#	<i>Economics &amp; Business</i>	Economics	Economics
Life Skills	Life Skills Philosophy & Reason# Study Skills#	Career & Development (CAD) Life Skills	Career & Development (CAD)*	Career & Development (CAD)*

<sup>^</sup> Year 9 & only Terms 1-3 of Year 10. Year 10 students will commence senior studies in Term 4 2020

# Subjects studied by all students in that year level for part of the semester on a rotation basis

Subjects in *italics and bold type* are elective subjects for students in these year levels

\* These subjects/courses only count for one input into the calculation of an ATAR

Although at this point students are concerned with selecting subjects for Years 9 and 10, it is very important for students and their parents to understand that compulsory subjects (English, Mathematics, Science, HASS and Health) will prepare students for the majority of the subjects offered in senior years. In turn, the two electives chosen by students will help them decide which types of subjects they most enjoy. Students tend to do better in subjects they enjoy.

Please refer to the School's **2020 Senior Curriculum Handbook** for details regarding the new Queensland Certificate of Education (QCE) System. This publication includes a double page of information on each senior subject; as well as general information pertaining especially to the senior phase of learning.

**Please note: International Students are not eligible to study VET Courses as part of their QCE studies.**

## Australian Tertiary Admission Rank (ATAR) Eligibility

The calculation of an Australian Tertiary Admission Rank (ATAR) will be based on a student's:

- best five General subject results or
- best results in a combination of four General subject results plus an Applied~ subject result or a Certificate III or higher VET qualification.

The Queensland Tertiary Admissions Centre (QTAC) has responsibility for ATAR calculations. Eligibility for an ATAR will also require satisfactory completion of a QCAA English subject. While students must meet this standard to be eligible to receive an ATAR, it is not mandatory for a student's English result to be included in the calculation of their ATAR.

## Academic Reporting

The following table shows the change-over of the curriculum in year levels, as well as the academic reporting that will be provided:

- *ASSG Progress Report* – A one-page document summarising current academic progress.
- *ASSG Full Report* – This was formerly referred to as a "Semester Report." It is multiple pages with details including results, effort grading, a curriculum statement, behavioural comments and a general comment from the student's Tutor Group Teacher.

	2020 Years 7, 8 & 9	2020 Year 10	2020 Year 11	2020 Year 12
Term 1	Term unit based on the Australian Curriculum  <i>ASSG Progress Report</i>	Term unit based on the Australian Curriculum  <i>ASSG Progress Report</i>	Unit 1 QCAA Senior Syllabus documents  <i>ASSG Full Report</i>	Unit 3 QCAA Senior Syllabus documents  <i>ASSG Full Report</i>
Term 2	Term unit based on the Australian Curriculum  <i>ASSG Full Report</i>	Term unit based on the Australian Curriculum  <i>ASSG Full Report</i>	Unit 2 QCAA Senior Syllabus documents  <i>ASSG Progress Report</i>	Unit 4 QCAA Senior Syllabus documents  <i>ASSG Progress Report</i>

Term 3	<p>Term unit based on the Australian Curriculum</p> <p><i>ASSG Progress Report</i></p>	<p>Term unit based on the Australian Curriculum</p> <p><i>ASSG Full Report</i></p>	<p>Unit 2 QCAA Senior Syllabus documents</p> <p><i>ASSG Full Report</i></p>	<p>Unit 4 QCAA Senior Syllabus documents</p> <p><i>ASSG Full Report</i></p>
Term 4	<p>Term unit based on the Australian Curriculum</p> <p><i>ASSG Full Report</i></p>	<p>Unit 1 QCAA Senior Syllabus documents</p> <p><i>ASSG Progress Report</i></p>	<p>Unit 3 QCAA Senior Syllabus documents</p> <p><i>ASSG Progress Report</i></p>	<p>Study for and complete External Exams for QCAA Senior General Syllabus documents</p> <p><i>QCAA Senior Statement + QCE &amp; ATAR for eligible students</i></p>

# Daily Routine

## Monday to Thursday

The weekday routine for boarders and the Senior School is as follows:

6.15 am	Rising Bell
7.00 am	Dormitory Clean up
7.15 – 7.40 am	Breakfast
8.15am	Tutor Group Roll Marking
8.30am – 3.00pm	Normal Curriculum Classes
3.00 pm	End of School Day. Day students without extra-curricular commitments on that day depart. Extra-Curricular Activities, music rehearsals, informal prep time, access to Computer Labs, Ringers Club and Library
5.00 pm	Showers, prepare for dinner.
6.00 pm	Dinner
6.45 pm	Formal supervised Prep begins.
8.00 pm	Formal supervised Prep finishes.
8.30 pm	All Primary students to be in bed
9.00 pm	Formal Supervised Prep finishes for Secondary Students Lights out for Year 7, 8 & 9
9.30 pm	All Lights out. Yr 11 & 12 may study later if prior arrangement has been made and students must have studied all evening to study later.

## Friday

6.30 am	Rising Bell
7.00 am	Dormitory Clean up
7.15 – 7.40 am	Breakfast
8.15am	Tutor Group Roll Marking
8.25 – 3.00pm	Normal Curriculum Classes
3.00 pm	End of School Day. Day students without extra-curricular commitments on that day depart. Extra-Curricular Activities, music rehearsals, informal prep time, access to Computer Labs and Library.
3.00 – 5.00 pm	Boarders with organised leave depart with Hosts
5.00 pm	Showers, prepare for dinner.
6.00 pm	Dinner
6.45 – 10.30 pm	Dorm and other activities
10.30/11.00 pm	Lights out

## Saturday Variations

There will be variations of the Saturday schedule based upon students sporting, recreational, leave, study and social commitments. However, the basic outline is as follows:

7.15 am	Rising Bell
8.00 am	Breakfast
9.00 – 12.00pm	Town Leave (if required and approved)
12.30 pm	Lunch
1.00 pm	Afternoon activities: Study, quiet time, recreational activities
5.30 pm	Tea
6.00 – 9.00 pm	Dorm activities, MPC, Pool, Rec
9.15 pm	All students to be in own dormitory areas.
11.00 pm	Lights out

### ***Sunday Variations***

8.30 – 9.30 am	Breakfast in the Dorm
12.30 pm	Lunch
1.00 – 2.00 pm	Clean up time in Dorms
6.00 pm	Dinner
6.00 pm	All students on Leave should have arrived back
6.40 pm	Chapel
7.00 pm	Headmaster and Senior Staff Dormitory Inspection
8.00 pm	House Meetings (when scheduled)
8.30 pm	All Primary students in bed
9.00 pm	All Yr 7, 8 & 9 students in bed.
9.30 pm	All other students in bed. Lights out.

## ***Dormitory Rules:***

Students may decorate their areas and posters are permitted. They must be in good condition and must not be offensive. The Head o/Dormitory Supervisor is the judge of the suitability of posters. Students are encouraged to have family photographs on display. The school provides a laminated poster with each student's name and home locality.

We ask all boarders to play their part in the in the prevention of wasted resources and unnecessary damage or wear and tear leading to extra maintenance costs. Any damage or breakage in the dormitories must be reported immediately to the senior staff member on duty. Any wilful damage or damage through misbehaviour will be reported to parents and charged to parents' accounts.

- For safety and health reasons aerosol cans are not permitted in dormitories.
- All dormitories are out of bounds to all students who are not members of that dormitory.
- The general rule of thumb is that students stay in their own dormitory and socialising is done in the Common Room or outside.
- The dormitories are out of bounds to all students during class time, lunch-time and until 3.00pm.
- Members of the opposite sex are not allowed in dormitories.
- The dormitory should be a quiet place where individuals can expect their privacy to be respected, or where friends may study or sit and talk or play board or card games. For this reason shouting, music, and playing loud games are unacceptable.

## ***Driving:***

Overseas students are not permitted to drive vehicles whilst at school or on school excursions.

No All Souls St Gabriels student is allowed to be driven anywhere by another All Souls St Gabriels student.

## ***Duties:***

Although each dormitory is cleaned each day by cleaners, students are required to assist in the care of their House. They must make their own beds and maintain their lockers in a tidy condition. They also have responsibilities for cleaning the dormitory bays and other house areas.

There are other duties associated with being a boarder at the School. One of the features that students learn to appreciate about community living is that everybody has to "lend a hand".

# ***ESOS Framework:***

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

## **PROTECTION FOR OVERSEAS STUDENTS**

As an overseas 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 Course for Overseas Students (CRICOS) at <http://cricos.deewr.gov.au>. CRICOS registration guarantees that the course and the education provider at which the overseas student studies meet the high standards necessary for the overseas student. Please check carefully that the details of your course – including its location – match the information on CRICOS.

## **YOUR RIGHTS**

The ESOS framework protects your rights, including:

- Your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider. If you are under the age of 18 years of age, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
- Your right to sign a Written Agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow overseas students to receive a refund or be placed in another course if your provider is unable to teach your course.
- Your right to know:
  - how to use your provider's student support services;
  - who the contact officer or officers are for overseas students;
  - if you can apply for course credit;
  - when your enrolment can be deferred, suspended or cancelled;
  - what your provider's requirements are for satisfactory progress in the courses the overseas student studies;
  - if attendance will be monitored for those courses;
  - what will happen if the overseas student wants to change providers, and
  - how to use the provider's complaints and appeals process.

## **YOUR RESPONSIBILITIES**

As an overseas student on a student visa, the overseas student has responsibilities to:

- satisfy the student visa conditions;
- maintain their Overseas Student Health Cover (OSHC) for the period of the stay;
- meet the terms of the Written Agreement with All Souls St Gabriels School
- inform All Souls St Gabriels School if there is a change in the overseas student's address;
- maintain satisfactory course progress;
- if attendance is recorded for the course, follow All Souls St Gabriels School attendance policy.



## Contact Details

Who?	Why?	How?
Your provider	For Policies and Procedures that affect you	Speak with your provider  Go to your provider's website
International Quality (Schools) Unit DETE		LMB 527 Brisbane QLD 4001
Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE)	For your ESOS rights and responsibilities	<a href="https://internationaleducation.gov.au/Regulatory-Information/Documents/esosstudentfactsheetv4%20-%20Final%20clean%20copy.pdf">https://internationaleducation.gov.au/Regulatory-Information/Documents/esosstudentfactsheetv4%20-%20Final%20clean%20copy.pdf</a>  Email: enquiries@innovation.gov.au
Department of Human Services	For Visa matters	<a href="https://immi.homeaffairs.gov.au/help-support/contact-us">https://immi.homeaffairs.gov.au/help-support/contact-us</a>  Ph: 131 881 in Australia  Contact IMMI office in your country
Overseas Student's Ombudsman	If you have a complaint or wish to lodge an external appeal about a decision	<a href="http://www.osos.gov.au">www.osos.gov.au</a>  Ph: 1300 362 072  Email: <a href="mailto:ombudsman@ombudsman.gov.au">ombudsman@ombudsman.gov.au</a>

AEI (Australian Education International)  
 Telephone: 1300 363 079 (local call cost)  
 Email: [aei@dest.gov.au](mailto:aei@dest.gov.au) or visit the website: [aei.dest.gov.au](http://aei.dest.gov.au)

## ***Facilities & Activities:***

In addition to organised sport, a wide range of activities organised by the Recreation Officer, is available to boarders. The tennis courts, netball courts, ovals, Multi-Purpose Centre and pool are available to students on weekends.

### Facilities Available During the Week and Weekends

<i>Computer Room</i>	Weekdays	Until approx 5.00pm
<i>Library/Internet Room</i>	Weekdays	Until 5.00pm
<i>Music</i>	At all times by arrangement with Music Department staff	
<i>Ovals</i>	Weekdays	After school
	Weekends	At any time of the day until dusk Shirts and caps must be worn at all times
<i>Courts</i>	Weekdays	After school
	Weekends	At any time of the day until dusk Shirts and caps must be worn at all times
<i>Swimming Pool</i>	Afternoons	According to Boys and Girls Schedule as determined by the Teacher on Duty
	Weekends	According to Boys and Girls Schedule as determined by the Boarding Staff on Duty

### **Swimming Pool**

Use of the pool is only allowed with adult supervision. If no adult is present students must not be in the pool surrounds. Sensible behaviour in and around the pool is expected at all times. There is to be no running around the pools and rough or dangerous behaviour will result in the pool being closed. Footwear must be worn to and from the pool.

## ***Faculty and Course Orientation:***

You will be introduced to the Academic Dean who will inform you about the curriculum, study requirements and provide you with an overview of expectations regarding behaviour and application to studies.

## ***Fees:***

### **INTERNATIONAL STUDENT FEE SCHEDULE 2020**

The following fee structure applies to all Full Fee Paying International Students at All Souls St Gabriels School, i.e. all students who have been granted entry to Australia on a Student Visa. All fees are quoted in Australian Dollars

#### **TUITION FEES:**

Primary Education – Course Code 084935B Year 6 – Per Year	\$17,370.00
Middle School Education – Course Code 084936A Year 7 to Year 10 – Per Year	\$25,420.00
Secondary School Education – Course Code 084937M Year 11 and Year 12 – Per Year	\$25,660.00
Computer Levy – Per Year	\$360.00
Building Levy – Per Year	\$200.00
Enrolment Confirmation Fee (Non Refundable) *	Advanced payment of a total fees for One Semester (50% of annual fee)

*	In the event of Visa refusal, this amount will be considered in any applicable refund calculation. Please refer to the Visa Refusal section of our Refund Policy
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#### **NON-TUITION FEES:**

Boarding and Catering Fee – Per Year Primary Education Year 6	\$13,384.00
Boarding and Catering Fee – Per Year Middle School Education Year 7	\$13,384.00
Year 8	\$13,820.00
Year 9	\$14,124.00
Year 10	\$14,840.00
Boarding and Catering Fee – Per Year Secondary School Education Year 11	\$14,840.00
Year 12	\$14,840.00
Overseas Health Cover (Approximately – Per Year)	\$640.00
Book Fees – Year 6	\$100.00
Year 6 Camp	\$1,900.00
Uniforms (approximate initial outlay – other costs as required)	\$800.00
Stationery (approximate initial outlay – other costs as required)	\$275.00 - \$400.00
Application for Entry (Non Refundable)	\$250.00

**Additional fees are charges on a user-pays basis, such as:**

- Personal items
- Spending money
- Private lessons for music, dance, drama, etc. (Tutorial/Sundry)
- Excess printing and photocopying
- Other Excursions/camps

1. Fees are billed to the student's accounts in advance
2. All fees and associated charges are reviewed annually and may vary from year to year.

## ***Handbook/Diary:***

Each student at All Souls St Gabriels School is given a copy of the School's Diary. This diary serves a number of purposes:

1. provide the student with a diary in which they can record their Prep and due dates of assignments, and record extra-curricular activities
2. provide a means whereby staff can make comments (both positive and negative)
3. for day students' parents to read, as well as comments for Prep supervisors to note.
4. it provides much information about the school, its rules and regulations, its expectations and structure. It should be read in conjunction with this booklet, as it provides more information about the school than this document, which focuses on boarding life.

*Links to the school's other Handbooks can be found below:*

[Junior School Handbook](#)

[Day Student Handbook](#)

[Boarder's Handbook](#)

## ***Key Personnel:***

Headmaster	Mr Darren Fleming	Main Administration Office
Academic Dean	Mr Ian Dietrich	Secondary Student Services Office
Head of Junior School	Mrs Tina Akers	Junior School Office
Dean of Students	Mrs Wendy Fleming	Secondary Student Services Office
Headmaster's Secretary	Mrs Melissa Peace	Main Administration Office
Head of Enrolments	Mr Jon Teichmann	Main Administration Office
Student Services	Mrs Flo King	Secondary Student Services Office
Head of Boarding	Mr Darren Guldbransen	Secondary Student Services Office
Clinic	Sr Kate McCarthy	Clinic
Counsellor	Miss Sarah Smith	Secondary Student Services Office
Learning Support	Mrs Martina O'Reagain	Learning Support Center

## **Names of other People that help me:**

Name:	What they do:	Where to find them:

## Laundry:

Boarders **must** bring their own linen, doona, pillow and mattress protector.

The School Laundry washes all uniform items, casual clothes, underwear, pyjamas, bedding and towels. Students are allocated a laundry label with their name and a laundry number, which remains his/her number for the duration of their stay at the School

***It is essential that all clothing has a label affixed.***

### **GENERAL INFORMATION:**

- Sleeves must be rolled down on all long sleeve shirts
- Socks must be unrolled before being put in your underwear bag. They will not wash clean if still rolled up
- Formal uniform must be taken to the laundry on the day following use
- All pockets must be emptied
- If you require additional washing to be done over the daily limit due to school camps, RITE training, etc, speak to the laundry staff and they will arrange for the additional clothing to be laundered

### **LAUNDRY:**

**All boarders must put laundry in every day**

### **LAUNDRY LIMITS:**

- There is a limit of **15 items of clothing** (including underwear bag) students may take to the laundry.
- On your **LINEN ROSTER** day a limit of **10** items of clothing plus your underwear bag can be taken to the laundry.

### **LINEN:**

Every boarder is required to bring two (2) sets of linen (sheets, pillow cases, doona covers, etc)

### **LINEN ROSTER:**

Tuesday	White and Green Dorm
Wednesday	Feetham Dorm
Thursday	Page Dorm

**OPENING HOURS:** Monday to Friday – 6.00 am to 4.00 pm

### **TOWELS:**

Every boarder is required to bring four (4) towels

### **UNDERWEAR**

**DO NOT** overload underwear bags

### **BAGS:**

### **WET & MUDDY**

### **CLOTHING:**

**DO NOT** put these clothes in laundry baskets with other clothes. Any wet & muddy clothes must be handed to laundry staff.

It is advisable that only clothing that is made of both colour-fast and durable material is sent to the laundry. Mesh bags for underwear and socks are provided for purchase. Boarders are not to leave damp clothes or towels in bathrooms or hanging from windows. Lines are provided for drying clothes.

The school laundry washes all uniform items, casual clothes, underwear, pyjamas, bedding and towels. Students are allocated a laundry number, which remains his/her number for the duration of their stay at the School.

## ***Leave & Outings:***

*Leave will not be granted if a student's behaviour has been unacceptable or if the Headmaster or Head considers that Leave would be unwise because of particular circumstances.*

### **Authorised Hosts**

Students may be given permission to go on Leave with a school family. The host family will be approved by the School.

The Headmaster will use the utmost care in selecting host families.

When students are visiting or staying with host families, they must always abide by the wishes of the host parents and obey the rules of that household. Some students do pressure hosts into allowing them to keep late hours or to have large amounts of freedom. This is not acceptable behaviour and does not encourage further invitations.

All Host families should check in and check out with the Dormitory Supervisor or assistant before picking up or leaving students.

*The school reserves the right to refuse leave with an authorised host, if in the judgement of staff it is considered not in the best interests of the student.*

### **Obligations to be met before Leave**

Leave is granted to students on the understanding that they meet all of their School commitments before going on leave. Joining a sporting team at the beginning of a season means making a commitment to play in all weekend matches. Leave is arranged through the Dormitory Supervisor. Leave at All Souls St Gabriels is granted as a privilege, not a right.

### **Weekend Leave**

Weekend leave may begin after lessons on Friday with return to school no later than 6.00pm Sunday. The Dormitory Supervisors will complete a register of all students going on weekend leave by 9.00am each Friday, and leave arrangements should be finalised by 5.00 pm on Thursday. The leave register will assist the Catering Manager as well as providing a central register of absentees during the weekend. The register also indicates the name of the host family and the purpose of leave.

### **Town Leave**

Boys and girls (Year 7 and above), may have town leave for a short period **once a week**. Girls and boys wear day uniform to town.

Taxi vouchers are not issued for town leave by House Staff. Eating in the streets is not encouraged on town leave. Boarding Staff may withdraw the right to town leave at any time.

### **Special Leave**

Special leave from normal classes will be granted by the Headmaster so that an overseas student may take advantage of opportunities to experience Australian lifestyle, recreation, culture, nature and environment.

**Outings**

Where evening and weekend outings are organised by staff for boarders all students are permitted to attend provided that all other commitments have been kept.

All normal school rules apply during these outings.

**Gating (Restricting Leave)**

Leave is given at the discretion of the Boarding. It may be withdrawn as a disciplinary measure for certain offences. A student who is gated may not leave the School premises during the period of gating except on School business. They may not attend social functions.

**Travel Arrangements**

Parents of overseas students are asked to consult closely with the Headmaster's Secretary, Mrs Melissa Peace with regards to travel to and from home at the beginning and end of the student's stay. This will ensure that all arrangements are suitable to you and the school.

We ask that all boarders surrender their passports to the School office for safekeeping.



# Meals & Food:

*All Boarders eat in Halse Hall with staff on duty.*

*The Headmaster and other staff members may join the Boarders for lunch or dinner.*

## Meal Times:

Monday to Friday	Breakfast Lunch Dinner	7.15 am – 7.45 am 12.40 pm – 1.25 pm 6.00 pm
Weekends	Breakfast – Saturday Breakfast - Sunday Lunch Dinner - Saturday Dinner - Sunday	8.00 am In Dorms 12.30 pm 5.30 pm 6.00 pm

## In The Dining Room

Care of others and respect for elders should be the basis of all behaviour in the Dining Hall. Table manners are important and food should be eaten and served unobtrusively. Sensible physical behaviour is to be observed at all times. Students must not run in Halse Hall or lounge on or across tables and chairs. Cutlery is to be used for eating and is not to be played with.

Students must be present for all meals. Please discuss this requirement with your son/daughter. They are expected to eat a balanced meal. Students wishing to eat vegetarian meals must bring a letter of authorisation from their parents and the kitchen will be notified. Parents should also notify the Director of Pastoral Care of any food allergies or special food requirements.

## Respect for others

- Latecomers excuse themselves to the senior staff on duty and then to others at their table.
- Students converse with people at their table only and try to include everyone in the conversation.
- Offer water, bread, condiments, etc., to others so that no-one has to ask for anything or reach in front of people for items.
- Sit up straight with heads bowed while grace is said.
- All students share in the clearing away and cleaning duties of the table.

## Handling food and utensils

- Pour water and serve food carefully.
- Cut all food into mouth size pieces.
- Use serviettes - do not lick fingers.
- Refill water jugs once they are emptied.
- Pass glasses holding the glass at the base. Pass cutlery by holding items by the handle.
- Place knife and fork together when finished.
- Do not wave cutlery in air while conversing.

## Physical behaviour

- Sit up straight: do not slouch over the table.
- Keep elbows off the table.
- Walk.
- Noise in Halse Hall is to be kept at a reasonable level at all times. Excessively loud behaviour is unacceptable.

**Dress**

At all times students are expected to shower and dress appropriately for meals. Clothes must be clean, neat, tidy and in good repair. Students should change for dinner. If a student has been participating in activities or sports training it is necessary to shower before attending dinner.

Footwear must be worn at all times whilst in the Dining Room.

**Food in Dormitories**

Students may eat snacks in the Common Room, but care must be taken to dispose of waste carefully. Large amounts of food are discouraged as this attracts vermin. All food is to be stored in sealed plastic containers.

Ordinarily boarders are permitted to order pizzas on Friday and Saturday nights. Ordering pizzas at other times is at the discretion of dormitory supervisors as part of incentives or rewards.

Energy drinks such as Red Bull are not permitted.

## ***Medical & Dental:***

Parents are asked to complete a medical history sheet for use at the Clinic and to inform the Boarding House of any particular health problems.

### **Medical Care:**

General medical attention is given to all boarders at the School Clinic. A qualified nurse operates our Clinic. The School Doctor is available on Campus each weekday morning and two afternoons per week and is "on call" at other times.

Appointments to see a doctor must be made through Sister at the Clinic. If medical attention is required outside of the hours the Doctor is available, a staff member, usually Sister, will escort your son/daughter to their appointments. Older students may sometimes attend a medical appointment alone.

General medical attention is given to all boarders at the School Clinic.

If your child is in the Sick Bay requiring medical attention and cannot go down to see the doctor, school doctor will be called in. For minor illness, the Clinic has an Infirmary of six beds.

It is the policy of the School to make every effort to inform parents of any accident or illness concerning their child. The school nurse and Doctor is on call 24 hours a day for emergencies.

### **Medication**

***All medication must be handed to the Clinic Sister***

**Boarders are not permitted to keep supplies of headache tablets or similar medication on hand**, as such medication requires supervision and recurring pain may be the sign of a more serious illness which needs proper investigation.

As all medication is kept and administered by Sister, any current treatment or prescriptions from family doctors need to be handed in on arrival. The school chemist prepares prescriptions ordered by the school doctors. These are charged to accounts, as are travelling expenses incurred in going to medical or dental appointments.

### **Hospital Services**

Charters Towers has a small hospital. Students who are too ill to be cared for at the School because they require constant medical care are usually admitted to hospital. Serious cases are transferred to Townsville, which has a comprehensive range of medical services available. If a student is admitted to hospital, parents are advised immediately

### **Dental Care**

The school uses the services of a dentist nearby. Orthodontic treatment may require visits to Townsville. Students are escorted by an adult.

### **Overseas Student Health Cover:**

Health Cover for overseas students is paid for the duration of their stay in order to cover them for illness or accident whilst in Australia. The Australian Government Department of Immigration and Multicultural Affairs require this sum be paid in addition to school fees and paid to the school, which will then arrange the cover. Some overseas travellers arrange their own medical insurance prior to departure, in addition to their Australian

health cover. The Overseas Student Health Cover Fee can be arranged through the school.

## ***Mobile Phones***

Mobile phones give opportunity for greater ease in communication. Students may have their own phones but conditions apply. **The security of phones is the responsibility of students.**

Mobile phones may be used during the following times:

- Monday to Friday:  
After school until Prep commences  
Years 7 – 11 – from 8.30pm to 9.15 pm.
- On weekends students may have their phones at all times. Students are permitted one mobile phone and one SIM card only.

Parents are required to inform the Dormitory Supervisor of the number, make and model of any mobile phone brought to the School by students. Students and parents should be aware that at all times they are **legally** responsible for **all** calls made from their phones.

Other points to note are:

- **Students are not to take mobile phones to School**
- Emergency calls may be made prior to school but extended conversations before school may interfere with the student's ability to keep to the busy schedule at this time of the day.

In the days when letter writing was the main means of communication students had time to reflect on matters before contacting their parents. We are concerned that mobile phones may enable parents to eliminate the House Supervisor from the important matters relating to the welfare of their child. It is **vital** that parents convey significant matters to the House Supervisor as the welfare of students is of paramount importance. The level of care diminishes if the House Supervisor is eliminated from communication.

## ***Overseas Student Support:***

Overseas Students are well supported. Students should contact either their House Supervisor, Dean of Students, Tutor Group teacher or Head of Enrolments if they require additional assistance

## ***Passport & Tickets:***

Your passport and return ticket are very valuable documents. They must be handed to Mrs Melissa Peace, the Headmaster's Secretary, upon arrival at the School. They will be kept securely in the school safe.

## ***Parent Visits:***

Should parents of overseas students wish to visit their son/daughter during their stay at All Souls St Gabriels School they will be most welcome.

The School cannot be responsible for any travel arrangements, although we will assist with advice, and if parents give the school some advance notice, we will do what we can to

assist with booking accommodation in Charters Towers. There is no parent accommodation at the school.

Parents may wish to take their son/daughter out of school for a few days on a short holiday. This is acceptable under normal circumstances. However, parents should try to restrict these periods to the holiday periods between terms.

## ***Personal Hygiene:***

All students must shower every day. Students must shower after sport or sports training. Due to our hot climate deodorant should be used. Underwear and socks are to be changed daily. All other clothing is to be laundered regularly.

All students must clean their teeth in the morning prior to inspection and before retiring to bed in the evening.

The above statements may seem obvious, but experience has taught that some students, particularly boys unused to living in a close community, often ignore such basic hygiene habits. However, ultimately it is up to each student to develop good personal hygiene habits.

## ***Policy Documents:***

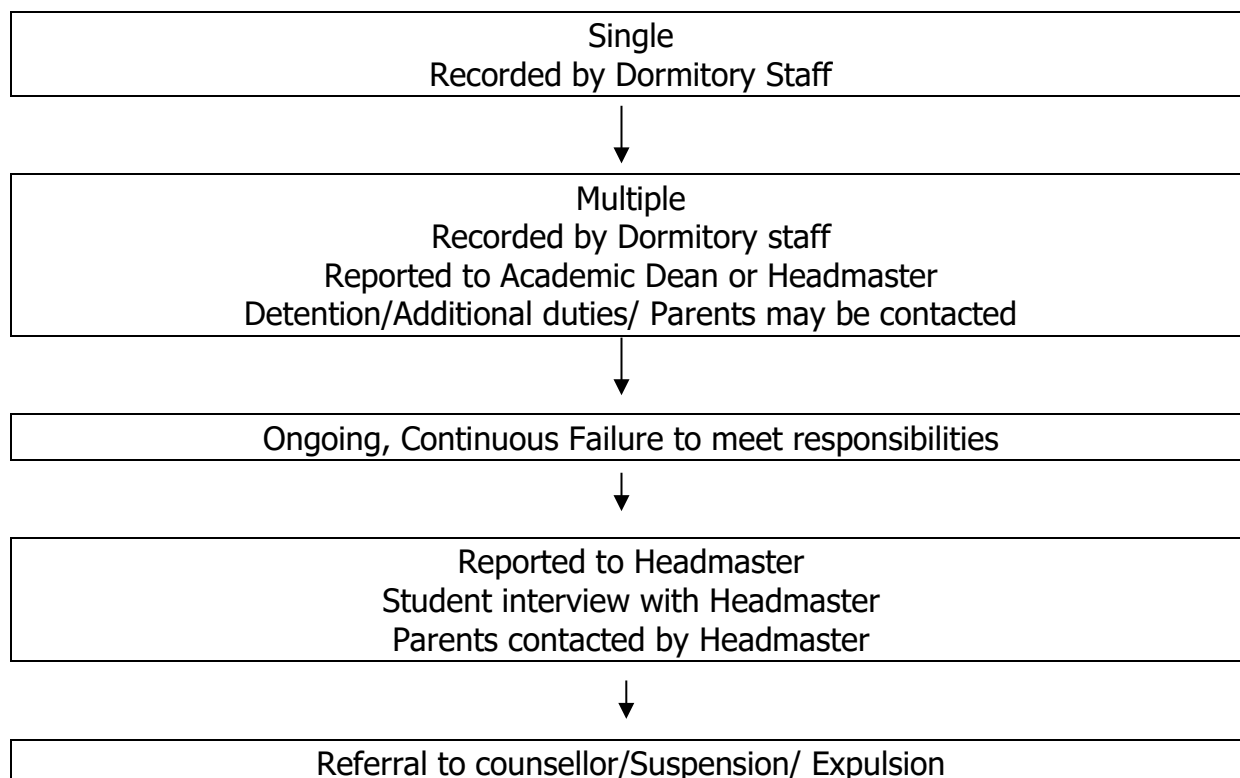
See Appendix 1

# Rights & Responsibilities:

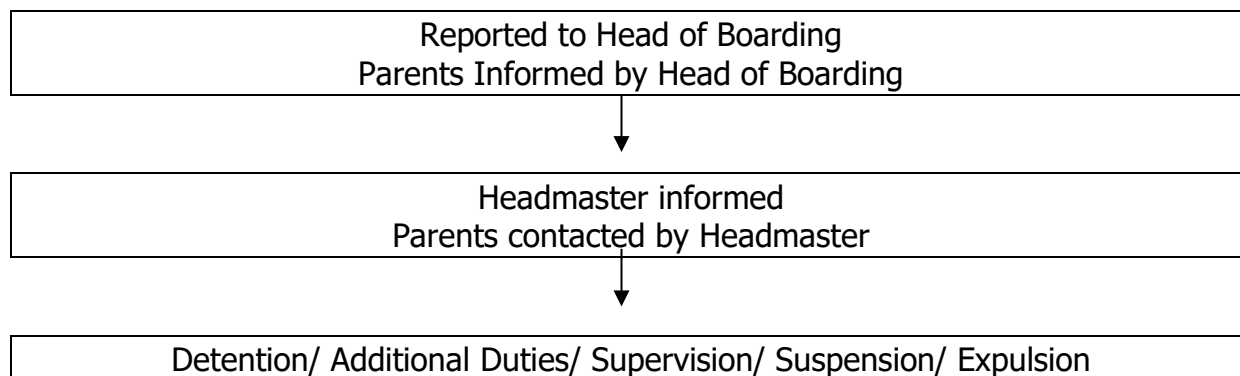
RIGHTS	RESPONSIBILITIES	EXAMPLES
1 To be treated as an individual with dignity and respect	<ul style="list-style-type: none"> <li>To act in a friendly, communicative and encouraging manner</li> <li>To act in a positive way in manner &amp; speech</li> <li>To treat others with courtesy and respect</li> </ul>	<ul style="list-style-type: none"> <li>Always be well groomed and dressed correctly for school &amp; outings</li> <li>Seek out in a caring way all boarders, not just those from the same background</li> </ul>
2 To be encouraged to grow and develop as a whole person	<ul style="list-style-type: none"> <li>To accept and foster the spiritual ethos of the school</li> <li>To take a moral stance</li> <li>To take every opportunity to grow academically, socially, personally and spiritually</li> <li>To participate fully in cultural, recreational and sporting activities</li> </ul>	<ul style="list-style-type: none"> <li>Willingly attend and participate in Chapel</li> <li>Speak out when others defend your value system</li> <li>Use all opportunities; join in combined school social activities</li> <li>Fulfil all expectations when given leadership tasks</li> </ul>
3 To be encouraged to develop self-discipline and to expect the same of others	<ul style="list-style-type: none"> <li>To think before acting or speaking</li> <li>To do what you believe is right</li> <li>To treat others as you would like to be treated</li> <li>To be considerate of the needs of others</li> </ul>	<ul style="list-style-type: none"> <li>Plan &amp; implement good study habits</li> <li>Act &amp; speak in a Christian manner</li> <li>Include others in your conversation at dinner</li> <li>Allow others to get on with their Prep</li> <li>To be where you are meant to be when you are meant to be</li> </ul>
4 To be allowed to live with integrity	<ul style="list-style-type: none"> <li>To be trustworthy and honest</li> <li>To treat others without race or class distinction</li> </ul>	<ul style="list-style-type: none"> <li>Respect others property</li> <li>Always tell the truth</li> <li>Include others in your daily activities</li> </ul>
5 To learn in a conducive environment	<ul style="list-style-type: none"> <li>To develop and practise good study skills &amp; habits</li> <li>To use study area appropriately</li> <li>To use library facilities and resources to their potential</li> </ul>	<ul style="list-style-type: none"> <li>Use study area during prep for quiet individual study.</li> <li>Use computers for work and assignments, not for games</li> </ul>
6 To be provided with a creative, positive, community environment	<ul style="list-style-type: none"> <li>To communicate openly &amp; always with respect</li> <li>To support staff &amp; other students</li> <li>To be committed to honest sharing of ideas</li> <li>To contribute to activities and the House environment</li> </ul>	<ul style="list-style-type: none"> <li>Make new boarders welcome</li> <li>Support House &amp; School Captains</li> <li>Have a go at Inter House sport</li> </ul>
7 To live in an environment where justice and order in life is expected & encouraged	<ul style="list-style-type: none"> <li>To understand and accept discipline graciously</li> <li>To accept and abide by listed procedures for study, meals, leave, duties &amp; general routine.</li> </ul>	<ul style="list-style-type: none"> <li>Always fulfil your Boarding House chores (e.g. rubbish duty, common room tidying, escort)</li> </ul>
8 To have personal safety and protection from abuse - substance, physical, & emotional	<ul style="list-style-type: none"> <li>To behave in a safe &amp; acceptable manner that considers other members of the community</li> <li>To report problems as they arise</li> <li>To refrain from the use or possession of alcohol, cigarettes or any illegal substance</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that harassment is not part of the Boarding House environment</li> </ul>
9 To be provided with resources and procedures to ensure regular contact with family & friends.	<ul style="list-style-type: none"> <li>To take advantage of and treat with respect communication facilities and remember that all boarders have equal rights</li> <li>To ensure that wherever possible leave is taken with family</li> <li>To meet all leave requirements</li> </ul>	<ul style="list-style-type: none"> <li>To keep telephone time to a fair minimum</li> <li>Ensure to keep some weekends free for family</li> <li>To organise Leave in plenty of time</li> <li>To return on time from leave</li> </ul>
10 To a pleasant, clean & safe environment	<ul style="list-style-type: none"> <li>To be responsible for assisting in the cleanliness and tidiness of own &amp; general areas</li> <li>To ensure that no surface is defaced</li> <li>To report areas of concern</li> </ul>	<ul style="list-style-type: none"> <li>Treat property in the Boarding House with respect</li> <li>Ensure that school and personal property are not defaced</li> </ul>

## When Responsibilities are NOT met:

### **MINOR:**



### **MAJOR**



# ***Safety & Security:***

*The Dormitory Supervisor must know where every student is at all times.*

*The dormitory is wired with an automatic security system.*

*The dormitory operates on a system of trust.*

## **Of the Students**

The Dormitory Supervisor must know where every student is at all times. It is a student's responsibility to ensure that this is the case.

Students must have the appropriate leave passes when leaving the school grounds.

As a general rule, students must not move about outside the buildings after dark. The presence of any stranger in the grounds without an escort should be reported to a staff member immediately.

## **Of the Buildings**

The dormitories are fitted with an automatic security system, which is activated after hours if a door is opened.

Building Regulations require the fitting of smoke detectors. If these are activated by a real fire or even excessive steam, the whole building must be evacuated and students may return inside only when the all clear has been given.

*Fire drills are held regularly to ensure that all students know the correct procedure.*

No candles are permitted in the dormitory at any time.

Security checks of all buildings are made by dormitory staff and security staff each night.

## **Of Belongings**

The dormitories operate on a system of trust, but from time to time, there are problems with missing belongings. It should be noted that usually belongings reported missing have been misplaced or left lying about carelessly. However, unfortunately, sometimes someone is tempted to help themselves to another person's belongings. To minimise this temptation, the following should be observed:

- As a general rule, girls should not bring valuable jewellery to the school. If it is brought for a special occasion, it should be handed in for safekeeping.
- Items such as airline tickets, passports and other important documents must be handed in at the School Office.
- All belongings should be clearly and permanently named as soon as purchased.
- Students are not permitted in other dormitories.
- A spare padlock key must be given to the Dormitory Supervisor.
- Students should lock valuables away when they are going to be absent over a weekend or overnight.



# ***School Rules:***

The rules in this document are not intended to be comprehensive, nor is it possible to legislate for every eventuality. You should use your own common sense and judge for yourself whether your actions are in the interest of the School community and of the people who live outside. If in any doubt, you should ask someone you trust.

In a sense you are a “guardian” of the quality of life at the School, and it would be wrong to see these rules as anything more than a useful guide as to how best you might achieve this objective. Above all, we would hope that you would accept a personal responsibility for the quality of life at the School.

It is as well to remember that a school may have well-founded traditions, excellent principles, and high ideals, but it is of course the people associated with the School who make it what it is. Whether you like it or not, you are associated with ASSG – you are part of the School from the time you begin here, and you are part of the School for the rest of your life.

## **Absences**

It is not School policy to permit students to be absent prior to, or following holidays, for the purpose of extending long weekends or vacation periods. Parents are expected to make arrangements which occur during holiday periods, rather than extending them into term. Appointments or arrangements which will lead to absence on those days should therefore be avoided. Only in exceptional circumstances will the Headmaster consider any application to vary these provisions.

## **Late Return After the Holidays**

Students who arrive late to School after the term re-opening must report to the Dean of School before taking their place in class.

## **Sickness or Unforeseen Absence**

1. Parents are asked to contact the School directly if a student is to be absent from School or a School activity. It is School policy to contact parents by telephone when a student is absent from School, if such absence has not been notified.
2. Every student who is absent from School (or a School activity) must, on return, present to his or her Tutor a written statement from their parents, explaining the circumstances.
3. Every student who is absent from School during an assessment date when he or she is required to be present must provide a doctor's certificate explaining the absence.

## **Other Absences**

1. Any student who knows in advance that he or she is going to be absent from School for a legitimate appointment (medical, dental or driving test, etc.) must bring a note from his or her parents to his or her Tutor.
2. All requests for permission to be absent from School for reasons other than those listed in 1 above should come personally from parents, preferably in writing, and be addressed to the Dean of School, well in advance of the event. Requests presented on, or just prior to, the desired event or departure date, will most likely be rejected.
3. ANY student who has to leave the School grounds during school hours must ensure that they are signed out by a parent or guardian when being collected by said parent or guardian.

## **Alcohol/Drugs**

Students are not permitted to consume alcohol or be in possession of alcohol whilst under the care of the School. Breaches of this rule are considered a serious disciplinary offence and may result in the student being asked to leave the School. The School has a drugs and alcohol policy which is available on request. The Headmaster is responsible for administering this policy.

## **Bounds**

Buildings not directly associated with student's use (staff residences, flats, gardens, offices, workshops, etc.) are out of bounds to all students. Students are not expected to be in classrooms before school, at break or lunchtime. Classrooms are generally out of bounds after school and at weekends unless they are being used for serious study. They are not to be used as common rooms.

Grassed areas around the Chapel and the quadrangle are out of bounds for students in Year 11 and below. Students are encouraged to keep on the paths provided.

- a. Bounds are clearly defined as all School property within the fence line
- b. Students must not leave the School between the time of the first warning bell and 3.00 pm without permission. Permission will be available, when merited, from the Dean of School, Academic Dean or the Headmaster
- c. Within the School grounds, quarters of Resident Staff, areas reserved for domestic and maintenance staff, and areas so designated from time to time are out of bounds to students
- d. All classrooms and laboratories are also out of bounds except during school hours or at Prep times or under a Teacher's or Prefect's supervision or, when it is raining, at their discretion
- e. No student may enter another House or House area without the permission from the House staff, House Captain or House Tutor. When given, this permission is only for the Common Room
- f. The "Mullies" and Staff Residences are out of bounds

### **Classrooms, Buildings and Grounds**

- a. If students arrive at a classroom before a teacher arrives, they should quietly line up outside the classroom until the teacher arrives
- b. A classroom should be tidied up before the students leave it at the end of a period, if this is necessary

## **Damages**

Wilful damage of the School's property is not acceptable. Student's account will be charged for the cost of repairs in the event of wilful destruction or carelessness.

The School would much rather use its resources on improving facilities rather than having to replace property damaged through thoughtlessness or acts of vandalism.

## **Drugs**

The possession or use of any prohibited drug or any dealings in drugs is forbidden. Breaches of this rule are considered a serious disciplinary offence and may result in the student being asked to leave the School. The School has a drugs and alcohol policy which is available on request. The Headmaster is responsible for administering this policy.

## **Property**

- a. All property should be clearly marked with the owner's name (and laundry number)
- b. Books and other property must not be left about

- c. Any "lost property" found should be handed in directly to the School Office of the boarding staff
- d. All damage to School property must be made good. All damage must be reported to the Dean of School or Boarding Supervisor immediately

### **Punctuality**

- a. Any student who arrives for a lesson after the second bell will be regarded as late
- b. Students who are late for class without excuse will receive consequences
- c. Students who are late for School must report to the School Office to receive a late stamp in their diary

### **Relations with the General Public**

- a. The behaviour of students in all public areas must be exemplary
- b. Visitors to the School. Due courtesy must be shown to all people visiting the School, and help and guidance should be offered as soon as the visitors arrive

### **Smoking**

Students of ASSG may not smoke. At no time may students have smoking materials including lighters in their possession on School premises or at any activity connected with the School. The School is convinced that everything possible should be done to discourage smoking and hope that parents will follow the lead set by the School. Smokers will be placed on detention. Three detentions may lead to suspension. Students who cannot abide by this rule and who are constant offenders will place their enrolment at ASSG in danger.

### **Theft**

Petty theft is a problem in any large community. However, most students mislay things rather than have them stolen. Temptation must be reduced and responsibility taken. All articles in a student's possession should be labelled with his or her name and/or laundry number.

### **Matches, Cigarettes Lighters, Explosives, Firearms and Fireworks**

May not be brought into the School precincts or maintained there. Students who have matches or cigarette lighters will be treated as smokers

## ***Staffing:***

All areas of boarding are under the supervision of the respective Dormitory Supervisor. Relief Dormitory Supervisors and a number of resident teaching and support staff assist them.

## ***Storage:***

All student areas are totally cleared for airing and cleaning each holiday. The boarding houses are occasionally used by other groups of people during some school holidays. During such periods overseas students' cases and belongings are stored in the Storage rooms.

In the future the School will provide students with a padlock for security of their personal items if they do not already have a padlock. A spare padlock key will be kept by the Dormitory Supervisor.

# ***Student Code of Behaviour:***

## **Acceptable behaviour would include:**

- Greeting each other and members of staff
- Helping to create an environment where everyone helps and is agreeable when carrying out tasks.
- Seeing that visitors are not left unattended.
- Making sure that staff knows when visitors arrive and who is wanted.
- Being punctual, and if unavoidably delayed, politely excusing yourself.
- Assisting anyone having a difficulty.
- Cooperating willingly with teaching staff and dormitory staff.
- Accepting correction graciously.
- Leaving rooms clean and tidy, e.g. desks tidy, clothes hung up, dirty clothes removed daily.
- Standing back at doors to allow adults through.
- Using appropriate and respectful language.
- Respecting the feelings of others by avoiding "roughness", physical hurting, name calling and verbal spitefulness.
- Vacating the building promptly at 7.55am on schooldays
- Sharing the responsibility for clean and tidy dormitory premises and grounds.
- Making sure that chewing gum, alcohol, cigarettes and drugs of any kind are not brought onto premises or consumed at any time.
- Respecting the property of other students and staff.
- Remembering that dormitory property belongs to all members of the dormitory and should be treated with respect.
- Being prompt when presenting notes and communications between home and the Boarding House (including leave and end of term arrangements)
- Respecting and abiding by the Dormitory Rules and behaving in a manner to bring praise and never criticism to the dormitory.
- Taking responsibility for one's own happiness, making the most of being away from home and being positive.
- Being able to say *Please* and *Thank You*.

## **Unacceptable behaviour would include:**

- Repeated failure to follow instructions - passive resistance.
- Disruption in study: fooling, wasting time etc.
- Deliberate unfriendliness/unkindness to particular students.
- Verbal or physical abuse of another.
- Insulting or deriding others.
- Going into others areas, lockers, cupboards, drawers or bags without owner's permission.
- Use of bad language - verbal or written.
- Disregard for general residence rules.
- Backchat, rudeness or insolence shown to a staff member.
- A repeated disregard of the school policy re uniform.
- Destruction of property (e.g. scratching desks, walls etc.).
- Continual lateness and missing meals, study, meetings, etc.
- Consistent negative attitude and lack of cooperation.
- Consistent complaining, criticising and bad manners.

## **Consequences for Unacceptable Behaviour**

Whilst the focus of All Souls St Gabriel's Responsible Behaviour Plan is on proactive and preventive whole school approaches, certain types of behaviour are unacceptable and responses can include the most stringent step of exclusion. This consequence would only

be used after consideration has been given to all other responses and the unique circumstances of the situation have been considered. The following table represents behaviours on which a suspension or recommendation for exclusions may be used.

<b>Suspensions and Recommendation for Exclusion Behaviours</b>
<b>Disobedient Behaviour</b> <ul style="list-style-type: none"> <li>• Persistent or wilful refusal to comply with instructions/rules/school policies and plans.</li> <li>• Disruptive behaviour in class and out of class (refusal to co-operate with behavioural management plans or program instruction).</li> </ul>
<b>Antisocial Behaviour</b> <ul style="list-style-type: none"> <li>• Unacceptable moral behaviour – involving self (exposure/abuse), involving other persons (soliciting, consorting), exhibiting offensive material (pornographic, debasing or degrading material).</li> <li>• Sexual harassment</li> <li>• Racial harassment</li> <li>• Inciting others to behave in a negative, disobedient or riotous manner</li> </ul>
<b>Verbal Misbehaviour</b> <ul style="list-style-type: none"> <li>• Verbal harassment (use of obscene/offensive/insolent language or gestures)</li> <li>• Verbal threats (abuse, intimidation, bullying)</li> </ul>
<b>Physical Behaviours</b> <ul style="list-style-type: none"> <li>• Physical harassment (interference, abuse, intimidation, rough handling)</li> <li>• Physical violence/assault – hitting, kicking, punching, throwing objects at others – against adults (teachers, aides, parents, visitors, etc.) or students.</li> <li>• Physical violence – sexual assault.</li> </ul>
<b>Dangerous/ Unlawful Behaviour</b> <ul style="list-style-type: none"> <li>• Dangerous behaviour – involving motor vehicles, bombs, weapons, etc.</li> <li>• Unlawful behaviour (theft, robbery, break and enter, hoax calls).</li> <li>• Attempted rape, rape.</li> <li>• Wilful damage, vandalism</li> <li>• Smoking cigarettes/possession/distributing</li> <li>• Drugs – prescription drugs (e.g. amphetamines), dealing/selling/distributing and possession.</li> <li>• Drugs – soft (e.g. hashish, marijuana) use and/or possession (small quantities); possession of implements.</li> </ul>
<b>Absence/Tuancy Behaviour</b> <ul style="list-style-type: none"> <li>• Truancy</li> <li>• Missing classes</li> </ul>
<b>Other</b> <ul style="list-style-type: none"> <li>• Inappropriate haircut or hair colouring</li> <li>• Non-compliance with Jewellery Policy</li> </ul>

Should an overseas student be involved in any of the above-listed behaviours initial contact is made with the parents by the Dean of Students to discuss the matter. Suspensions for overseas students would be conducted at the School (internal) whereby the student is required to report to an area other than the classroom where they are to carry out set work during class hours and are monitored by the Dean of Students.

If the behaviour is so serious that exclusion is required, the Headmaster would contact the parents and arrangements would be made to send the student home as soon as possible. Until those arrangements were made the student would again be required to report to an area other than the classroom where they are to carry out set work during class hours and are monitored by the Dean of Students.

## ***Student Leadership in the House:***

*Captains, Prefects and House Captains play a very important role within each house. Their duties are:*

1. To be leaders of this community and directly responsible to the Headmaster.
2. To realise that their primary aim is to assist students at ASSG to grow to their full stature.
3. To support other school leaders at all times in their respective offices.
4. To set an example of good conduct, sound endeavour and whole hearted support for the aims of the School, to be beyond reproach and to set high standards.
5. To set the tone of the School in activity; to be leaders in academic effort (if not in prowess); to be leaders in full participation in the co-curricular; to be examples of purposeful energy.
6. To assist in minor discipline matters of the School in punctuality, dress, good manners, tidiness, and language.
7. To assist the Staff in the prevention, detection and correction of the major infringements of rules (smoking, drinking, theft, bullying, etc.)
8. To be the eyes and ears of the Headmaster; to report to him as representatives of the student body on public opinions within the School and on what they think is not right and conversely to convey to the School the purposes and reasons for policy.
9. To demonstrate in their actions total support for the terms under which nomination to Prefectship was accepted namely:
  - (a) That as Prefects they will support the aims and objectives of the School and act responsibly on all occasions.
  - (b) That they will be responsible for the wellbeing of the School.
  - (c) That they will be aware of injustices and try to right them.
  - (d) That they will exercise their power justly.
  - (e) That they will be conscious that their example will be followed.

### **House Captains**

Besides the responsibilities outlined above House Captains have additional duties.

The main role is to assist their House Supervisor and Tutors with the good conduct of their House. Such duties will involve assistance with the general running of the house, conducting House meetings at certain times, conducting morning dorm and uniform inspections, assisting with the waking and settling down of students, dealing with minor discipline matters and organising House teams for all inter-house competitions. An effective House Captain will work closely with his/her Dormitory Supervisor and will advise the House Supervisor on matters affecting the dorm as well as support the decisions of the House Supervisor. He/She will note and help lonely students, be alert to any bullying and do all within his/her power to assist students within his/her dorm.

An effective House Captain will co-opt the assistance of other Prefects, Wardens or Seniors in these matters.

### **Seniors**

Year 12 students in each house help with the supervision of sections of the dormitory, as heads of table, as prep supervisors, as organisers of sport and other activities. In return for their responsibilities they have certain privileges. The senior class makes a big contribution to the spirit of the School in any particular year.

## ***Student Welfare:***

Students should contact a trusted adult member of staff to seek assistance to report any incident or allegation involving actual or alleged sexual, physical or other abuse. All discussions will be conducted with discretion.

Students may also contact the International Student Officer, Dean of Students, Head of Boarding or School Counsellor in the first instance, and your concerns will be addressed by the appropriate person.

## ***Study:***

An effective student is one who manages a good balance between study time and leisure time.

In the dormitories there are specific, supervised study times to enable everyone to work without interruption for a certain time each evening. Many students will need to spend some other time on homework as well. On the weekends, students are expected to keep House areas reasonably quiet in order to allow students to study if they wish.

It is important that as few interruptions as possible occur during the supervised prep (homework/study) times. Good regular study routines are most helpful for good results.

## ***Televisions, Sound Systems & Magazines:***

### **Televisions**

The House TV must not be moved from the Common Room.

**The hours during which television can be watched are at the discretion of the Dormitory Supervisor.**

On Sunday night the television must be turned off while inspection is being conducted, and by 9.20pm for a 9.30pm lights out.

Students are not permitted to have personal televisions at school.

### **Sound Systems:**

Students may have their own personal small sound system or radio. However, headphones must be used at all times.

### **Censorship of Programs**

While we do not believe in blanket censorship, it is important that students are not subjected to material that is inappropriate, within a living environment for young people growing up in a boarding community.

As students mature, they clearly need to be given greater freedom of choice, so that they are able to exercise appropriate judgements in their adult lives.

Senior students and the Dormitory Supervisor are encouraged to work together to obtain suitable DVD entertainment for the House, including student's own movies and DVD's. However, the Head of Boarding's decision is final. DVDs will only normally be screened on Friday or Saturday evenings. DVD selection must conform to the criteria set out below.

In general only G and PG films may be shown. If Senior students wish to choose an M-rated DVD, then they are advised to discuss this with the Boarding Supervisor during the week.

If Senior students cannot organise themselves to do this, then they will not be able to view such films. The M rated DVD may be watched if the Dormitory Supervisor has approved the DVD to be shown and checks the screening regularly, and only Year 11 and 12 students are present at the screening. **R-rated films will not be screened.**

### **Magazines**

Inappropriate magazines are not permitted in the school. These include magazines that include nudity, crude language or references to drugs, or other illegal activities. Such magazines will be confiscated, and parents/guardians may be informed.



## Term Dates

TERM DATES – 2020			
TERM 1		10 Weeks	
	Australia Day Public Holiday	Monday	27 January
	<i>Boarders' Travel Day</i>	Tuesday	28 January
	First Day of Term – 8.15 am	Wednesday	29 January
	Classes End – 3.00 pm	Thursday	02 April
	Travel Day	Friday	03 April
TERM 2		10 Weeks	
	<i>Boarders' Travel Day</i> <i>Parent Teacher Interviews</i>	Monday	20 April
	First Day of Term – 8.15 am	Tuesday	21 April
	Anzac Day Service and March	Saturday	25 April
	Labour Day – Normal School Day	Monday	04 May
	Classes End – 3.00 pm	Thursday	25 June
	Travel Day & Staff Reporting Day	Friday	26 June
TERM 3		9 Weeks	
	<i>Boarders' Travel Day</i> <i>Parent Teacher Interviews</i>	Monday	20 July
	First Day of Term – 8.15 am	Tuesday	21 July
	Charters Towers Show – School Closed	Tuesday	28 July
	Classes End – 3.00 pm	Thursday	17 September
	Travel Day	Friday	18 September
TERM 4		8 Weeks (7 Weeks Yr 12)	
	Queen's Birthday Public Holiday	Monday	05 October
	<i>Boarders' Travel Day</i> <i>Parent Teacher Interviews</i>	Tuesday	06 October
	First Day of Term – 8.15 am	Wednesday	07 October
	Preliminary Prize Giving	Thursday	19 November
	Awards Day and Valedictory Dinner	Friday	20 November
	<i>Classes End Year 12</i>	<i>Friday</i>	<i>20 November</i>
	Classes End – Pre-Prep to Year 11	Wednesday	25 November
	Travel Day	Thursday	26 November
	Staff Reporting Day	Friday	27 November

## Things to Do:

### Before Leaving Home:

- Apply for passport ..... ☒
- Arrange student visa ..... ☐
- Make contact with institution ..... ☐
- Arrange for immunisations and medications from my doctor ..... ☐
- Apply for a credit card and/or arrange sufficient funds ..... ☐
- Confirm overseas access to your funds with your bank ..... ☐
- Make travel arrangements..... ☐
- Arrange travel insurance ..... ☐
- Advise institution of travel details..... ☐
- Pack bags being sure to include the following:
  - Name and contact details of an institution representative ..... ☐
  - Enough currency for taxis, buses, phone calls etc. in the event of an emergency. ☐
- Important documents:
  - THIS HANDBOOK! ..... ☐
  - Passport ..... ☐
  - Letter of offer ..... ☐
  - eCoE ..... ☐
  - Travel insurance policy ..... ☐
  - ID cards, drivers licence, birth certificate (or copy) ..... ☐

Note: Make sure you leave any original and/or copies of these documents safely with your family in your home country in case of loss

### Upon Arrival in Australia:

- Settle into dormitory..... ☒
- Call home ..... ☐
- Get student ID card ..... ☐
- Advise health insurance company of address and get card ..... ☐
- Open a bank account ..... ☐
- Start classes ..... ☐
- Apply for tax file number if seeking work ..... ☐
- Get involved in student life and associations ..... ☐  
(e.g. music, sporting and cultural clubs).

## ***Timetables:***

All students are provided with a timetable for their classes. This is run on a weekly schedule and is subject to change. Students are required to keep a copy of their timetable in their Student Diary. Should a student misplace their Timetable, another copy is available from the School office.

## ***Tutoring:***

This is available for students who request it. The Dean of Students or Academic Dean will arrange this additional assistance with the parents' consent.

## ***What to Bring:***

*The complete uniform list for boarders is sent to all intending boarders' parents. If you have not received a copy please send an email to [enrolments@allsouls.qld.edu.au](mailto:enrolments@allsouls.qld.edu.au)*

Baggage allowances flying into Australia will vary according to your carrier, flight class and country of origin. Please check with your carrier prior to departure. It will be essential to think the packing process through very carefully. You will be able to purchase most things upon arrival in Australia, but the price may be higher than in your own country.

### **Seasonal Considerations**

Summer in Australia is from December to February, autumn from March to May, winter from June to August, and spring from September to November. For most of the country the hottest months are January and February.

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

### **After School Wear**

- Neat, durable clothes for after school, dinner meals and informal activities
- One good change of clothes suitable for attending a function
- Night attire
- Underclothes (probably sufficient for 5 days)
- Footwear
- Swimming costume
- Hat

### **Non-Uniform Clothes**

These should be selected according to taste, season, luggage room and suitability for garment maintenance (e.g. colour-fast, durable materials for washing)

Parents of girls should not purchase anything of a too revealing nature, as your daughter will not be allowed to wear it.

### **The School Uniform**

*All students attending the school are expected to wear the regulation school uniform with pride.*

Formal "greys" are to be worn when required. The uniform is a complete unit and no part of it is to be worn with other clothes.

### **Miscellaneous Items**

- 1 sleeping bag for school camp (optional)
- Coat hangers
- Shoe cleaner
- Small sewing kit for mending clothing
- Weekend travel bag
- Small container with fitted lid for storing food snacks in the dormitory

### **Electrical Appliances**

Students may bring a hair dryer, electric shaver, etc if they wish. **Radio/CD players must be used with headphones at all times.** For safety reasons, students may not use in the dormitories: electric blankets, heaters, jugs or any other electrical appliance.

Overseas students should be aware that Australian power plugs and points maybe different to theirs. If students are bringing an electrical appliance a small international adaptor is necessary.

### **Other Items You Might Need to Include**

(most can also be purchased in Australia)

- alarm clock
- bath towels, bed sheets, pillow cases
- dictionary (bilingual)
- small sewing kit
- music CDs or iPod
- sporting equipment
- toiletries
- umbrella
- scientific or graphics calculator
- camera
- spare spectacles or contact lenses
- your optical prescription
- photos of friends and family
- swimming costume
- small gifts from home

## ***Good Advice***

*Name absolutely everything!*

## **APPENDIX 1:**

### ***Policies and Procedures – International Student:***

Please ensure that you read and understand the following School Policies which can also be found on the School website.

Please be aware that these Policies may change from time to time, and that the most up to date Policy Documents will be found on the School website. You will be advised if there is a change in Policy.

The information contained in them protects you and your rights as well as ensuring that you maintain your student visa:

1. [Entry Requirements Policy](#)
2. [School Refund Policy](#)
3. [Deferment, Suspension and Cancellation Policy](#)
4. [Student Transfer Policy](#) (and Flowchart)
5. [Complaints and Appeals Policy](#)
6. [Accommodation and Welfare Policy](#)
7. [Critical Incident Policy](#)
8. [Course Progress and Attendance Policy](#)
9. [Behaviour Management Policy](#)
10. [Collection and Privacy Policy](#)
11. [Curriculum and Assessment Policy](#)
12. [ICT Policy](#)
13. [Uniform Policy](#)

# Entry Requirements Policy – International Student

1. All Souls St Gabriels School will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.
2. Applications for enrolment must be made on the **Application for Entry – International Student**. This must be correctly completed, and must be accompanied by the following documents to support the application:
  - a) Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report;
  - b) A completed Reference Form from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
  - c) A completed Subject Choices Form if appropriate;
  - d) Appropriate proof of identity and age;
  - e) Written evidence of proficiency in English as a second language
  - f) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
  - g) Letter of Offer from another registered provider if applicable
  - h) Enrolment Application Fee
  - i) Application to the Queensland Assessment and Curriculum Authority (QCAA) for relaxation of completed Core requirements if applicable.
3. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
4. An application for enrolment can only be processed when all of the above are in the hands of the Head of Enrolments and Marketing.
5. Applications from overseas students are processed according to established policy and procedures and are dealt with on their merits.
6. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.
7. Onshore applications for Years 11-12, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment.
8. Offshore applications for enrolment in Years 11-12 will not be considered after the Yr 11 course has commenced/ unless the student can complete course assessment before the end of the first semester of Year 11.

All Souls St Gabriels School requires evidence that the applicant's academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.

Minimum academic and English language requirements are as follows:

#### Academic Requirements

1. Students must provide evidence of satisfactory academic performance appropriate to entry to the Year level requested on the Application for Enrolment or offered as an alternative point of entry by the school in a Letter of Offer.
  - a) For Primary School:
    - i) Evidence of application to schoolwork and age-appropriate achievement in literacy and numeracy areas of the curriculum
  - b) For Year 7 – 12 students:
    - i) A pass level or "C" Year Level or better for the majority of core subjects

#### English Language Proficiency Requirements

1. Applicants are assessed individually based on the contents of their report cards and personal references and may also be required to undertake a language proficiency test set by the school.
2. All Souls St Gabriels School will assess evidence of English language proficiency presented by a student at the time of application but reserves the right to confirm the student's English language proficiency through additional tests.
3. Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies. This course is not available at All Souls St Gabriels School.
4. If undertaking an intensive English language course before beginning mainstream studies, English language proficiency will be reassessed at the conclusion of the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.

# School Refund Policy – International Student

1. This policy outlines refunds applicable to course fees paid to the school.
2. Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.
3. The enrolment application fee is non-refundable.
4. Payment of Course Fees and Refunds
  - a) Fees are payable according to All Souls St Gabriels School School's Fees Policy (*the invoice attached*)
  - b) An itemised list of school fees is provided in the school's written agreement [*as per NC Standard 3.3.4*]
  - c) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
  - d) Refunds will be paid to the person who enters into the written agreement unless the school receives written advice from the person who enters the written agreement to pay the refund to someone else.
5. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Headmaster, All Souls St Gabriels School.
6. Student default because of visa refusal
  - a) If a student produces evidence of visa refusal (or provides permission for the school to verify visa refusal with the Department of Immigration) and fails to start a course on, or withdraws from the course on or before the agreed starting day, the school will refund within four weeks of receiving a written claim from the student the total amount of course fees received by the school before the student's default day, minus the lesser of
    - 5% of the amount of course fees received, or
    - AUD 500.
  - b) If a student whose visa has been refused withdraws from the course after it has commenced, the school will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund of any unused tuition fees\* received by the school with respect to the student within the period of four weeks after the day of student default.

*\*Calculation of the refund due in this case is prescribed by a legislative instrument (s.10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).*
7. **Student default**
  - a) Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).
  - b) Non-tuition fees will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
  - c) If the student, does not provide written notice of withdrawal, and does not start the course on the agreed starting date, 50% of tuition fees will be retained from tuition fees received by the school and the remainder will be refunded.
  - d) If tuition fees for up to 2 semesters have been received in advance by the school and the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the school will:



- i. Retain an administration fee of \$220.00 and refund the balance of the tuition fees if written notice is received up to four weeks prior to commencement of the course.
  - ii. *Refund 50 %* of the tuition fees received if written notice is received less than four weeks prior to commencement of the course.
  - iii. *Refund 50 %* of any tuition fees received, if written notice is received **before** one (1) semester of the payment period has passed.
  - iv. *Refund pro-rata* if written notice is received **after** 1 semester of the payment period has passed.
- e) If tuition fees have been received for more than 1 semester, refund provisions under (d) will apply for the first [1 term/1 semester/ 2 semesters] and any balance of unused tuition fees after this will be refunded.
- f) No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
- i. Failure to maintain satisfactory course progress (visa condition 8202).  
Please see **School Course and Attendance Policy**
  - ii. Failure to maintain satisfactory attendance (visa condition 8202).
  - iii. Please see **School Course and Attendance Policy**
  - iv. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
  - v. Failure to pay course fees.
  - vi. Any behaviour identified as resulting in enrolment cancellation in All Souls St Gabriels School's Behaviour Policy/Code of Conduct. Please see **Behaviour Management Policy**
- g) If All Souls St Gabriels School's cancels a student's enrolment for failure to maintain agreed conditions as outlined in the student's written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care, any refund of tuition fees will be at the discretion of the school  
*vii.*
- 8. Provider default**
- a) If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees\* received by the school with respect to the student will be made within 14 days of the agreed course starting day.
  - b) If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees\* received by the school with respect to the student will be made within 14 days of the school's default day.
  - c) In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian government's Tuition Protection Service. For information on the TPS, please see: <https://tps.gov.au/StaticContent/Get/StudentInformation>.

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

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

#### Definitions

- a. **Non-tuition fees** – fees not directly related to provision of the student's course, including Enrolment Application Fee, Boarding Fees, Stationery Fees, OSHC, Camps, Excursions, Social Functions, Extra-Curricular Activities
- b. **Tuition fees** – fees directly related to the provision of the student's course, including Enrolment Confirmation Fee, Tuition Fees, IT Levy, Building Levy, Subject Specific Camps
- c. **Course fees** – the sum of tuition fees and non-tuition fees received by the school in respect of the student in order for the student to undertake the course.

**Study Period** – One semester/One Unit

# Deferment, Suspension and Cancellation Policy – International Student

## **1. Communicating with families about changes in enrolment status**

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

## **STUDENT-INITIATED CHANGES IN ENROLMENT**

### **2. Deferment of commencement of study requested by student**

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

### **3. Suspension of study requested by student**

- a) Once the student has commenced the course, All Souls St Gabriels School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
  - i. illness, where a medical certificate states that the student was unable to attend classes bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
  - ii. major political upheaval or natural disaster in the home country requiring emergency travel that has/will impact on studies
  - iii. a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).
  - iv. Student return to their home country to sit a university exam (or similar assessment) which impacts upon their education
- b) Where there is a significant issue impacting upon a student's attendance or course progress, it is essential that the student or parents contact the school as soon as possible to discuss the concern so that appropriate support can be put in place. Where deemed necessary, this may involve temporarily suspending the student's enrolment so that matters can be resolved without having a negative impact on the student's ability to satisfy their visa conditions.
- c) Temporary suspensions of study cannot exceed 6 months duration.
- d) Suspensions will be recorded on PRISMS within 14 days of being granted if the student is under 18 years of age, and within 31 days if the student is over 18 years of age.
- e) The period of suspension will not be included in attendance calculations.
- f) Applications will be assessed on merit by the Headmaster or their delegate
- g) Some examples of circumstances that are not considered compassionate and compelling at All Souls St Gabriels School include:
  - i. Requests for early departure or late return from vacation, including inability to secure cheap flights
  - ii. Leaving early or returning late from holidays in order to attend festivals in the student's home country
  - iii. Returning home to attend family gatherings that occur during term time.
- h) As part of any assessment of a request to defer or temporarily suspend studies, the impact of the request on the student's ability to complete their intended course of study in accordance with their CoE/s and student visa will be considered. Any implications will be communicated to students.

- i) All applications for suspension will be considered within 5 working days.
- j) The final decision for assessing and granting a suspension of studies lies with the Headmaster. Where a student's request to suspend studies is refused, the student has a right of appeal (see All Souls St Gabriels School's Complaints and Appeals policy).

#### **4. Student-initiated cancellation of enrolment**

- a) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to The Headmaster. Please see All Souls St Gabriels School's Refund Policy and Cancellation Policy for information regarding refunds and cancellation fees.

A student will be deemed to have inactively notified All Souls St Gabriels School of cancellation of enrolment where:

- i. the student has not yet finished his/her course/s of study with the school, and
  - ii. does not resume studies at the school within 14 days after a holiday break, and
  - iii. the student has not previously provided the school with written notification of withdrawal.
- b) Student-initiated cancellation of enrolment, including "inactive" cancellation of enrolment in 4.b), above, is not subject to All Souls St Gabriels School's Complaints and Appeals Policy.

#### **SCHOOL-INITIATED CHANGES IN ENROLMENT**

##### **5. School-initiated exclusion from class**

- a) All Souls St Gabriels School may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in All Souls St Gabriels School's Behaviour Policy/Code of Conduct.
- b) Students may also be excluded from class for failure to pay fees that he/she was required to pay in order to undertake or continue the course, as stated in the written agreement.
- c) Where All Souls St Gabriels School intends to exclude a student from class it will first issue a letter which notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended exclusion, as well as information about how to access All Souls St Gabriels School's internal appeals process. Further information about the appeals process in the event of a school-

initiated exclusion from class is outlined below.

- d) Excluded students must abide by the conditions of their exclusion from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the [insert position].
- e) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
- f) Exclusions from class will not be included in attendance calculations for the study period and will not be recorded on PRISMS.

## **6. School-initiated suspension of studies**

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

## **7. School-initiated cancellation of enrolment**

- a) All Souls St Gabriels School will cancel the enrolment of a student under the following conditions:

- i) Any breach of an agreed condition of enrolment as outlined in the student's written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care
  - ii) Failure to pay course fees
  - iii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) [Alternatively schools may decide that they will not cancel enrolment for this reason]
  - iv) Any behaviour identified as resulting in cancellation in All Souls St Gabriels School's Behaviour Policy/Code of Conduct
- b) Where All Souls St Gabriels School intends to cancel the enrolment of a student it will first issue a letter which notifies the student and parents of this intention. The letter will also provide details of the reason/s for the intended cancellation, as well as information about how to access All Souls St Gabriels School's internal appeals process. Further information about the appeals process in the event of a school-initiated cancellation is outlined below.
- c) All Souls St Gabriels School is required to report any confirmed breach of course progress and attendance requirements to the Department of Immigration. Where a student is reported for breach of visa condition, his/her enrolment at All Souls St Gabriels School will be cancelled and this may impact on the student's visa. Further information can be found in All Souls St Gabriels School's Course Progress and Attendance Policy.
- d) For the duration of the internal appeals process, All Souls St Gabriels School will maintain the student's enrolment and the student will attend classes as normal. The Headmaster will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If a student decides to access All Souls St Gabriels School's complaints and appeals process because they have been notified of a school initiated suspension or cancellation of enrolment under Standard 9, the change in enrolment status will not be reported in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply (see Definitions below).
- f) Where extenuating circumstances are deemed to exist, a student may still access the complaints and appeals process, but All Souls St Gabriels School/need not await the outcome of this process before changing the student's enrolment status in PRISMS. If the school has issued a CAAW for such a student, welfare provisions under Standard 5.6 are applicable.
- h) The use of extenuating circumstances by All Souls St Gabriels School to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

- i) The final decision for evaluating extenuating circumstances lies with the Headmaster or their delegate.

**8. Student to seek information from Department of Immigration**

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

**9. Definitions**

Day – any day including weekends and public holidays in or out of term time

Extenuating circumstances - if the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

**Examples include:**

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



# Student Transfer Request Policy – International Student

All Souls St Gabriels School's Overseas student transfer policy and processes apply to:

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

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

1. Overseas students are restricted from transferring from their first registered school sector course of study for a period of six months. This restriction also applies to any course(s) packaged with their first registered school sector course of study. Exceptions to this restriction are:
  - a) If the student's course or school becomes unregistered
  - b) The school has a government sanction imposed on its registration
  - c) A government sponsor (if applicable) considers a transfer to be in the student's best interests
  - d) If the student is granted a release in PRISMS.
2. Students can apply to be released by submitting a Student Transfer Request Application at no charge to enable them to transfer to another education provider. However, if a student has not completed the first six months of the first registered school sector course of study or is under 18 years of age, conditions apply.
3. All Souls St Gabriels School will only release a student before completing the first six months of their first registered school sector course in the following circumstances:
  - a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school.
  - b) The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with All Souls St Gabriels School's intervention strategy to assist them in accordance with Standard 8 (Overseas student visa requirements).
  - c) The student provides evidence of compassionate or compelling circumstances.
  - d) All Souls St Gabriels School fails to deliver the course as outlined in the written agreement.
  - e) The student provides evidence that their reasonable expectations about their current course are not being met.
  - f) The student provides evidence that he / she was misled by All Souls St Gabriels School or an education or migration agent regarding All Souls St Gabriels School or its course and the course is therefore unsuitable to his/her needs and/or study objectives.
  - g) An appeal (internal or external) on another matter results in a decision or recommendation to release the student.

- h) Any other reason stated in the policies of All Souls St Gabriels School.
4. Students under 18 years of age MUST also have:
    - a) Written evidence that the student's parent(s)/legal guardian supports the transfer application
    - b) Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative
  5. All Souls St Gabriels School will NOT agree to the transfer before the student completes the first six months of their first registered school sector course in the following circumstances:
    - a) The student's progress is likely to be academically disadvantaged
    - b) All Souls St Gabriels School is concerned that the student's application to transfer is a consequence of the adverse influence of another party
    - c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
    - d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services
    - e) School fees have not been paid for the current term/semester.
  6. To apply for transfer to another provider, students need to:
    - a) Complete an Application for Student Transfer Form available from Head of Enrolments or website
    - b) Give this completed application form and a valid offer of enrolment from another provider to Headmaster or their delegate for assessment.
    - c) If under 18 years of age, attach written confirmation of the parent/s or legal guardian/s support for the transfer to the nominated provider. In this case, the valid offer of enrolment must also confirm the new provider's acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from All Souls St Gabriels School, in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.
  7. All Souls St Gabriels School will assess the student's transfer request application and notify the student of a decision within 5 working days.
  8. If All Souls St Gabriels School grants the student's transfer request, the student will be notified and the decision will be reported to the Department of Immigration via PRISMS.
  9. If All Souls St Gabriels School intends to refuse the student's transfer application request, All Souls St Gabriels School will provide the student with reasons for refusal in writing and include a copy of All Souls St Gabriels School's complaints and appeals policy available on the School website and in the International Student Handbook. The student has the right to access All Souls St Gabriels School's complaints and appeals process and has 20 working days to do this. The student's transfer request application will only be finalised in PRISMS after one of the following occurs:

- a) the student confirms in writing they choose not to access All Souls St Gabriels School 's complaints and appeals process, or
  - b) the student confirms in writing they withdraw from any appeals process they have commenced, or
  - c) the appeals process is completed and a decision has been made in favour of the student or All Souls St Gabriels School.
10. Applications to transfer to another registered provider may have visa implications.  
<https://immi.homeaffairs.gov.au/help-support/contact-us>

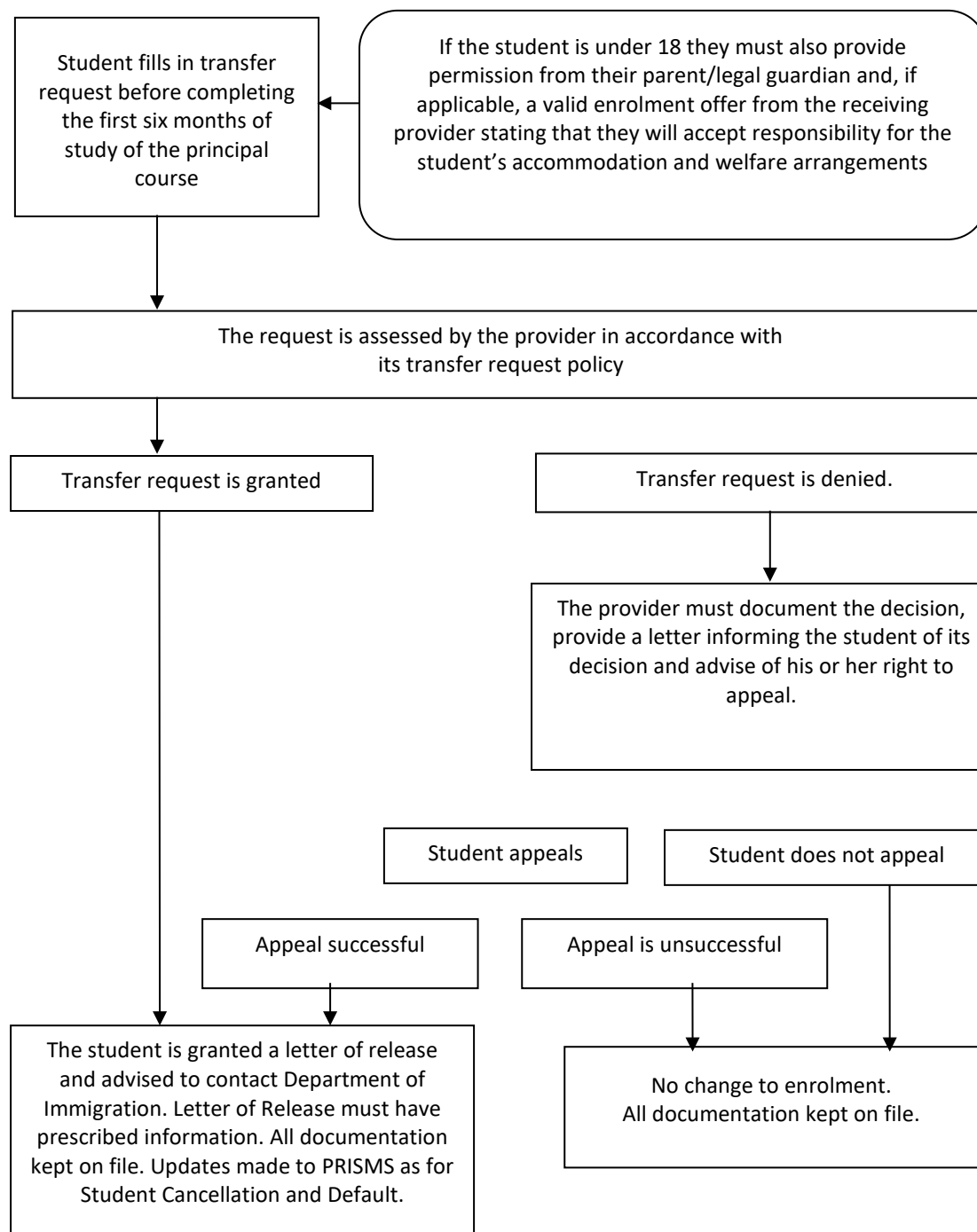
Student who are no longer subject to the transfer restriction but All Souls St Gabriels School where holds welfare responsibility via a CAAW.

11. Students under 18 years of age MUST have:
- a) Written evidence that the student's parent(s)/legal guardian supports the transfer application
  - b) Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent/legal guardian or a suitable nominated relative
12. To apply for transfer to another provider, students need to:
- a) Complete an Application for Student Transfer Form available from the Head of Enrolments and Marketing
  - b) Give this completed application form and a valid offer of enrolment from another provider to the Headmaster or their delegate for assessment and response within 5 working days.
  - c) If under 18 years of age, attach written confirmation of support for the transfer to the nominated provider by a parent/s or legal guardian/s.  
 In this case, the valid offer of enrolment must confirm acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from *All Souls St Gabriels School* in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.
13. All Souls St Gabriels School will negotiate the welfare transfer date with the receiving provider and will advise the student of the welfare transfer date within 7 working days.
14. Transfers to another registered provider may have visa implications. The student is advised to contact the Department of Immigration office as soon as possible to discuss any implications. See <http://www.border.gov.au/about/contact/offices-locations/australia>.

Alternatively, students can contact the Department of Immigration through their web enquiry form: <https://immi.homeaffairs.gov.au/help-support/contact-us>

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## Student Transfer Request Assessment Flowchart



# Complaints and Appeals Policy – International Student

## **1. Purpose**

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

## **2. Complaints against other students**

- a) Grievances brought by a student against another student will be dealt with under the school's Behaviour Policy/Code of Conduct.

## **3. Informal Complaints Resolution**

- a) In the first instance, All Souls St Gabriels School requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
- b) Students should contact the Year Level Coordinator/Dean of Students in the first instance to attempt mediation/informal resolution of the complaint.
- c) If the matter cannot be resolved through mediation, the matter will be referred to the Headmaster and All Souls St Gabriels School's internal formal complaints and appeals handling procedure will be followed.

## **4. Formal Internal Complaints Handling and Appeals Process**

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

- i) For the duration of the internal complaints and appeals process the student's enrolment will be maintained, as required under the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the student must continue to attend classes.

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

- j) Once the Headmaster has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome, and a copy will be retained on the student's file.
- k) If the complaints and appeals procedure finds in favour of the student, All Souls St Gabriels School will immediately implement the decision and any corrective and preventative action required, and advise the student of the outcome and action taken.
- l) Where the outcome of a complaint or appeal is not in the student's favour, the school will advise the student within 10 working days of concluding the internal review of the student's right to access the external appeals process.

However, the school is only obliged to await the outcome of an external appeal if the matter relates to a breach of course progress or attendance requirements. For all other issues, the school may take action (including making changes to the student's enrolment status in PRISMS) in accordance with the outcome of the internal appeal.

## **5. External Appeals Processes**

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

## **6. Other legal redress**

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

## **7. Definitions**

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

# Accommodation and Welfare Policy – International Students

## Care for younger students under 18 years

All Souls St Gabriels School is a CRICOS-registered provider which enrolls younger students under 18 years of age.

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

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

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

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

## Accommodation and care options for overseas students under 18 years

All Souls St Gabriels School approves the following accommodation and care options for overseas students:

### 1) **The student will live with a parent or relative approved by the Department of Immigration.**

In this case:

- i. The School does **not** provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to the Department of Immigration at the time of visa application for approval of these arrangements. The Department of Immigration must also approve any further change of welfare arrangements.
- ii. If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a [Student guardian Visa \(subclass 590\)](#), all obligations and conditions of this visa must be met, including:
  - a) not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the School has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence, and
  - b) advising the Department of Immigration of any change of address, passport or other changes of circumstances.

All Souls St Gabriels School requires holders of Student Guardian Visas to:

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



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

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

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

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

- i. School Boarding House
- ii. Private accommodation and care arrangements requested by the parent but approved by the School which meet all requirements under relevant state and commonwealth legislation.

All Souls St Gabriels School will maintain approval of accommodation and care arrangements until:

- i. The student completes the course and departs Australia
- ii. the student turns 18 years
- iii. any appeals processes in relation to All Souls St Gabriels School's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance)
- iv. the student has alternative welfare arrangements approved by another registered provider
- v. a parent or nominated relative approved by the Department of Immigration assumes care of the student
- vi. All Souls St Gabriels School has notified the Department of Immigration that it is no longer able to approve the student's welfare arrangements and has taken the required action after not being able to contact the student.

Any accommodation, welfare and other support arrangements for the student must be approved by All Souls St Gabriels School, including arrangements provided by third parties.

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

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

Any changes to approved arrangements must also be approved by the School. This includes any requests by students under 18 years of age to attend "Schoolies Week" on completion of Year 12.]

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

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

In the event of a significant or critical welfare issue involving the student, and if determined necessary by the school, a parent, legal guardian or approved relative agrees to travel to a designated location within 7 days to assume care of the student until the situation has been resolved to the school's satisfaction.]

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

**3) For School vacation periods, students under 18 years of age for whom All Souls St Gabriels School has issued a CAAW will:**

- i. return home to parents, or
- ii. continue to live in / is placed in Homestay arranged and approved by the school, or
- iii. apply for approval to spend the vacation with relatives or a friend's family, or
- iv. apply to attend a supervised excursion, camp, etc., if all requirements are met in order to attain school approval.

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

- i. Homestay Program, including private arrangements requested by a parent
- ii. School Boarding House

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

- i. Student returns home to parents
- ii. Student continues to live in / is placed in Homestay, details of which are recorded by the School
- iii. Student may spend vacation with friend's family or relatives, provided details are given
- iv. Student may attend a supervised excursion, camp, etc., provided details are given
- v. Student may travel unaccompanied during vacation periods, provided details are given.

**6) Private accommodation arrangements at All Souls St Gabriels School:**

The private accommodation arrangements approved by All Souls St Gabriels School meet Queensland legislative requirements for child protection as well as Standard 5 of the

## 2018 National Code of Practice for Providers of Education and Training to Overseas Students.

These include

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

# Critical Incident Policy – International Student

- 1) All Souls St Gabriels School recognises the duty of care owed to its students and that planning for the management of a critical incident is essential.
- 2) A critical incident is a traumatic event, or the threat of such (within or outside Australia) which causes extreme stress, fear or injury that may affect the student's ability to undertake or complete their course. This may include but is not limited to:
  - a) Serious injury, illness or death of a student or staff
  - b) Students or staff lost or injured on an excursion
  - c) A missing student
  - d) Severe verbal or psychological aggression
  - e) Physical assault
  - f) Student or staff witnessing a serious accident or incident of violence
  - g) Natural disaster e.g. earthquake, flood, windstorm, hailstorm or extremes of temperature
  - h) Fire, bomb threat, explosion, gas or chemical hazard
  - i) Social issues e.g. drug use, sexual assault

### 3) **Critical Incident Committee**

- a) All Souls St Gabriels School has a Critical Incident Committee to assist the Headmaster in the prevention and management of critical incidents at the school, or off campus in the case of an overseas student for whom the school has undertaken care responsibilities.
- b) The Headmaster is the critical incident team leader.
- c) The Critical Incident Committee also includes:
  - i) Deputy Head,
  - ii) Head of Junior School
  - iii) Dean of Students
  - iv) Dean of School
  - v) Business Manager
  - vi) Head of Boarding
  - vii) School Counsellor
  - viii) Chaplain
  - ix) Head of Enrolments and Marketing/International Student Co-Ordinator
- d) The responsibilities of the committee include:
  - i) risk assessment of hazards and situations which may require emergency action
  - ii) analysis of requirements to address these hazards
  - iii) establishment of liaison with all relevant emergency services e.g. police, fire brigade, ambulance, hospital, poisons information centre, community health services

- iv) 24 hour access to contact details for all students and their families and emergency contacts provided by the student's family (for schools with overseas students this will also include agents, homestay families, carers, consular staff, embassies and interpreting services if necessary)
- v) 24 hour access to contact details for all relevant staff members needed in the event of a critical incident e.g. school counsellor, welfare officer, legal services, school security
- vi) development of a critical incident plan for each critical incident identified, including arranging emergency or alternative accommodation arrangements if necessary
- vii) dissemination of planned procedures
- viii) organisation of practice drills
- ix) regular review of the critical incident plan
- x) assisting with implementation of the critical incident plan
- xi) arranging appropriate staff development
- xii) budget allocation for emergencies
- xiii) ensuring written records of any critical incident and remedial action taken by All Souls St Gabriels School are kept on file for at least two years after the student ceases to be enrolled.

#### **4) Critical Incident Plans**

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

- i) Identification of any other people who may be affected by critical incident and access of support services for affected community members
- ii) Maintain contact with any injured/affected parties
- iii) Provision of accurate information to staff and students where appropriate
- iv) Evaluation of critical incident management
- v) Be aware of any possible longer term disturbances e.g. inquests, legal proceedings

## **5) Resources**

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

## **6) Managing the Media**

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

## **7) Evaluation and review of management plan**

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

### ***Example of a critical incident plan - injury to overseas student***

#### ***1) Immediate Action (within 24 hours)***

- a) *Identify the nature of the critical incident*
- b) *The person, who is initially notified of the incident, be that the school secretary or homestay co-ordinator or international student co-ordinator, should get as much information as possible regarding the nature of the critical incident.*
  - i) *Where did the injury occur? On campus or off?*
  - ii) *How severe is the nature of the injury?*
  - iii) *Where is the student now?*
  - iv) *Is the student in hospital?*
  - v) *Has an ambulance been called?*

- vi) *Is an interpreter required?*
- c) *The information should be documented for further reference.*
- d) *Notification of the critical incident committee/team leader*
- e) *The person who is initially notified of the incident should notify the critical incident team leader immediately.*
- f) *Assignment of duties to school staff*
  - i) *The critical incident team leader will identify the staff member responsible for any immediate action.*
  - ii) *The incident will then be referred to the identified staff member.*
  - iii) *The responsible staff member should keep in close contact with the critical incident team leader and any other staff members as required.*
- g) *Implement the appropriate management plan or action strategy*
  - i) *If the student is on campus*
    - *Ensure appropriate intervention to minimise additional injury*
    - *Provide first aid where necessary*
    - *Ascertain seriousness of injury*
    - *Call ambulance if required*
    - *If ambulance is required, accompany student to hospital*
    - *Ascertain seriousness of injury from hospital staff*
    - *If ambulance is not required accompany student to relevant medical service e.g. doctor*
  - ii) *If the student is off-campus*
    - *If situation appears serious, call an ambulance and either meet the ambulance at the student's location or at the hospital*
    - *Otherwise go to location of student*
    - *Provide first aid where necessary*
    - *Ascertain seriousness of injury*
    - *Call ambulance if required*
    - *If ambulance is required, accompany student to hospital*
    - *Ascertain seriousness of injury from hospital staff*
    - *If ambulance is not required accompany student to relevant medical service e.g. doctor*
  - iii) *If the student has already been taken to hospital*
    - *Go to hospital*
    - *Ascertain seriousness of injury from hospital staff*
- h) *Dissemination of information to parents and family members*
  - i) *When there are a number of people to contact such as when a student is in a homestay, the school should attempt to simultaneously contact all parties.*
  - ii) *Contact the parents/legal guardian of the student*
  - iii) *Contact the carer of the student e.g. they may be living with a relative*
  - iv) *Contact any emergency contacts provided by the student's family*
  - v) *Contact the homestay family of the student*

- i) Completion of a critical incident report [see critical incident report]*
- j) Media response if required*
- k) Inform critical team leader of any relevant factual information to be conveyed to the media liaison.*
- l) Assess the need for support and counselling for those directly and indirectly involved*
- m) If the student is seriously injured or requires hospitalisation, the school should enlist aid of overseas consular staff to assist the family if they are travelling to Australia, with interpreting services to aid in communication with the relevant medical services and with counselling services if required.*
- n) The school should assess whether other staff and students have been affected by the incident and provide support and counselling as required.*
- o) The school should also contact Department of Immigration and inform them of the incident.*

## **2) Additional Action (48 – 72 hours)**

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

## **3) Follow-up – monitoring, support, evaluation**

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



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

# Course Progress and Attendance Policy – International Student

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

## 1. Course Progress

- a) The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be assessed at the end of each study period /semester of enrolment according to All Souls St Gabriels School's course assessment requirements.
- c) Students who have begun part way through a study period / semester will be assessed according to All Souls St Gabriels School's course assessment requirements after completing [one full study period/semester].
- d) To demonstrate satisfactory course progress in **Primary Education**, a student will need to achieve at least a "C" grade in 60% of their subjects in any study period, or at the discretion of the Headmaster.
- e) To demonstrate satisfactory course progress in **Middle School Education**, a student will need to achieve at least a "C" grade in 60% of their subjects in any study period, or at the discretion of the Headmaster.
- f) To demonstrate satisfactory course progress in **Secondary School Education**, a student must gain satisfactory academic achievement so as to ensure their continuing eligibility for the Queensland Certificate of Education (QCE)
- g) If at the end of a study period a student does not achieve satisfactory course progress as described above, the Deputy Head/Academic Dean will formally contact the parent(s) to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include;
  - i. After hours tutorial support
  - ii. Subject tutorial support in class time
  - iii. Mentoring
  - iv. Additional ESL support
  - v. Change of subject selection, or reducing course load (without affecting course duration)
  - vi. Counselling – time management
  - vii. Counselling – academic skills
  - viii. Counselling – personal
  - ix. other intervention strategies as deemed necessary
- h) A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents.
- i) The student's individual strategy for academic improvement will be monitored over the following study period by the Deputy Head/Academic Dean and records of student response to the strategy will be kept. Parents will be kept informed of

the student's academic progress while the student is receiving formal intervention.

- j) If the student does not achieve satisfactory course progress by the end of the next study period, All Souls St Gabriels School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process. The notification of intention to report will be issued to the student prior to the commencement of the next semester. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by All Souls St Gabriels School, he/she may contact the Overseas Student Ombudsman at no cost. Please see All Souls St Gabriels School's Complaints and Appeals Policy for further details.
- k) The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
  - i. the student does not access the complaints and appeals process within 20 days, or the student withdraws from the complaints and appeals process by notifying the Headmaster of All Souls St Gabriels School in writing, or
  - ii. the complaints and appeals process results in a decision in favour of the school.

## **2. Completion within expected duration of study**

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

## **3. Monitoring Course attendance**

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- b) Student attendance is:
  - i. checked and recorded daily
  - ii. assessed regularly
  - iii. recorded and calculated over each study period.

- c) Late arrival at school will be recorded and will be included in attendance calculations.
- d) All absences from school will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Headmaster.
- e) Any absences longer than 5 consecutive days without approval will be investigated.
- f) Student attendance will be monitored by Administration Staff every 2 weeks over a study period to assess student attendance using the following method:
  - i. Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a study period e.g. number of study days x contact hours x 20%. [For example, a 20 week study period with 5 contact hours a day would equal 500 contact hours. 20% of this is 100 hours. Alternatively, a school may choose to calculate attendance using a formula based on the number of days absent. For example, a 20-week study period with 5 days a week would equal 100 school days. 20% of this is 20 school days.]
  - ii. Attendance for any period of exclusion from class will be assessed under All Souls St Gabriels School's Deferment, Suspension and Cancellation Policy.
- g) Parents of students at risk of breaching All Souls St Gabriels School's attendance requirements will be contacted by email and/or telephone and students will be counselled and offered any necessary support when they have absences totalling 20 % in any study period.
- h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, All Souls St Gabriels School will assess the student against the provisions of Item 3.i. (below). Where the student has failed to meet the minimum attendance requirement, and Item 3.i. does not apply, the school will promptly advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process
- i) The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
  - i. the student does not access the complaints and appeals process within 20 days
  - ii. the student withdraws from the complaints and appeals process by notifying the Headmaster of All Souls St Gabriels School in writing,
  - iii. the complaints and appeals process results in a decision in favour of the school.
- j) Students will not be reported for failing to meet the 80% attendance threshold for a study period where:
  - i. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definition, below , and
  - ii. the student's attendance has not fallen below 70% for the study period.
- k) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 30%, or number of study days x number of days per week x 30%.
- l) If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, the Headmaster will assess whether a suspension of studies is in the interests of the student as per All Souls St Gabriels School's Deferment, Suspension and Cancellation Policy.

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

#### **4. Definitions**

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

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

- b) Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- c) School day – any day for which the school has scheduled course contact hours.
- d) Study period - All Souls St Gabriels School defines a "study period" for the purposes of monitoring course attendance and progress as a semester or unit.

# Behaviour Management Policy

## Rationale

All Souls St Gabriels School is committed to the belief that all students can be successful learners. Student's learning is impacted not only by teachers and support staff but also by their own self-discipline and the choices they make. Fundamental to learning is an attitude of self-respect and respect for other people, property and possessions. These attitudes will be enhanced by courteous, respectful and tolerant behaviour that is modelled in all facets of the School and by supportive and positive physical environment.

## Guiding Principles

To develop an environment that is committed to the education of the whole person, it is expected that each student will take responsibility for his/her own progress by diligent and careful preparation for, and participation in all classes in which he/she is a member. No student has the right to interfere with the rights of others.

All Souls St Gabriels School provides an environment that fosters the building of positive relationships and helps to shape the self-respect and self-esteem of all students and members of the School community. Self-respect should be evident in the student's positive interactions with their peers, members of staff and visitors to the School community. Students should demonstrate self-respect through their appearance, hygiene and grooming and by adhering to the School uniform policy.

All Souls St Gabriels School is committed to the empowerment of the student to monitor, modify, maintain and take responsibility for his/her behaviour. Our School recognises the strengths and achievements of each individual, and his/her innate ability to contribute positively to the School community. This empowerment will be supported through the building of positive relationships between the student and staff members, other students and members of the School community. In building upon these abilities, the student will be strengthened in all aspects of School life.

The key elements of the School's approach are –

- All participants in the process have rights
- All participants work within negotiated rules
- All participants are empowered to adopt a set of responsibilities that lead to self-control and personal accountability

These elements are reflected in the School's Code of Conduct.

## Code of Conduct

As a student of All Souls St Gabriels School, I am committed to:

- Showing respect for myself and others
- Demonstrating safe behaviour at all times
- Co-operating with all members of the community
- Exhibiting pride in all actions and attitudes
- Being responsible for my own learning
- Being punctual and prepared for work
- Being willing to seek and accept help

The Code of School Behaviour defines the responsibilities that the students are expected to uphold. It outlines a consistent standard of behaviour that will deliver the best possible outcomes for students. It recognises the close link between learning, achievement, positive, respectful relationships and behaviour.

The Responsible Behaviour Plan provides a structure for:

- Positive support systems that empower students to attain high standards of achievement and behaviour
- Clearly articulated responses and consequences for inappropriate behaviour

Students' adherence to the Code of Conduct regulates their movement between identified levels of behaviour as indicated on the flowchart provided in the Student Handbook.

#### Implementation

Implementation of the Code of Conduct will involve application of the following protocols of discipline:

- Joint rights, responsibilities and rules
- Minimisation of embarrassment, confrontation and hostility
- Promotion of appropriate choices
- Respectful discipline that affirms and encourages
- Deliberate and reflective communication of expectations
- Follow up of consequences
- Engagement of collegial and parental support

An in-depth knowledge of both current behaviour management strategies and this policy are crucial to ensure that staff can effectively and fairly manage and support the student's behaviour.

In apply these protocols all staff are encouraged to adopt a five level structure of behaviour management:

- Prevention and minimization of inappropriate behaviour
- Encouragement and correction
- Application of appropriate consequences
- Re-establishing working relationships between teachers and students
- Commitment to working within a team involving parents, other staff and support professionals

# Collection and Privacy Policy

- 1.** All Souls St Gabriels School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at All Souls St Gabriels School. The primary purpose of collecting this information is to enable All Souls St Gabriels School to provide schooling for your son/daughter.
- 2.** Some of the information we collect is to satisfy All Souls St Gabriels School's legal obligations, particularly to enable the School to discharge its Duty of Care
- 3.** Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
- 4.** Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time which will be handled in accordance with the Act.
- 5.** All Souls St Gabriels School, from time to time, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Anglican Schools Office, your local diocese and the parish, medical practitioners, and people providing services to All Souls St Gabriels School, including specialist visiting teachers, sports coaches and volunteers.
- 6.** If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
- 7.** Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in School newsletters, Yearbooks and on our website
- 8.** Parents/legal guardians may seek access to personal information collected about them and their son/daughter by contacting All Souls St Gabriels School. Students may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of All Souls St Gabriels School's duty of care to the student, or where students have provided information in confidence.
- 9.** As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 10.** If you provide All Souls St Gabriels School with the personal information of others, such as medical or emergency contacts, we encourage you to inform them that you are disclosing that information to All Souls St Gabriels School. Please also inform them that they can access that information if they wish and that All Souls St Gabriels School does not usually disclose such information to third parties.



#### Privacy Act:

By signing you consent to All Souls St Gabriels School, All Souls St Gabriels Parents & Friends Association and All Souls St Gabriels Past Students Association Inc. collecting and using the above named student's personal information for the purposes contained in the above Collection Notices and the School's Privacy Policy. You acknowledge having received and read the Collection Notices and Privacy Policy and agree to their condition. The School and the Association will not disclose the student's personal information to any third party for purposes other than those contained in the Privacy Policy, without prior consent, unless required or authorised by law. If you have any questions as to how the School or other bodies use the information collected, or if you would like to change the student's details, please contact the School in writing at: All Souls St Gabriels School, P O Box 235, Charters Towers QLD 4820

# Curriculum and Assessment Policy

The choice of subjects available in each year at the School is amended from time to time. Students are generally requested to choose their courses for the following year in the September of the current year. This gives an opportunity for parents to be involved in the process. Normally, students choose their course in consultation with their teachers and the Academic Dean. These initial choices are forwarded to parents for the approval and/or amendment. Students have no choice on subjects in Junior School or in Year 7 or 8. The course in Years 9 and 10 consists of a core and elective. In Years 11 and 12 all students must take an English and a Mathematics subject.

## Academic Monitoring

Tutors, Boarding Staff, Academic Dean, Dean of School, Dean of Students and Head of Values Education are involved in monitoring student's academic progress. If there is a concern about a student's progress either the Dean of Students or Academic Dean will gather together information regarding the student's progress.

## Assignments

In most subjects, research assignments or projects form an important part of the assessment programme. Students should be aware of the following requirements, which apply at ASSG

## Conditions and requirements

1. Research assignments must be the student's own work. Copying other works without acknowledgement in your assignment work is totally unacceptable and will be dealt with severely.
2. Assignment work should be neatly written or typed by the student. In the case of an assignment which is typed or completed on a word processor, it should be double spaced.
3. Research assignments should include footnotes and a bibliography. Your teacher will inform you of this requirement as you progress through the school.
4. All assignments and projects must be submitted by the due date. If you are unable to complete your work by this date (e.g. because of illness, etc.) you must seek an extension of time for your assignment through the Academic Dean before the due date.
5. All assignments have a draft date, usually one week before the Due Date. If a student, after repeated requests and detentions for that purpose, refuses to hand in a piece of assessment, the Academic Dean will be informed. Failure to complete the assessment task following discussions with the Academic Dean will usually result in suspension from school. The School will immediately notify parents.
6. A medical certificate is required for any student absent for a Senior (Year 11 and 12) Authority subject assessment date, including examinations. This is required by the Queensland Studies Authority regulation.

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1. Assessment conditions must be strictly adhered to and will be provided on the task sheet of the assessment.
2. All assessment should be the student's own work.
3. Assessment work should be neatly handwritten or typed.
4. The ASSG referencing guidelines should be strictly followed.
5. Extensions for Year 11 and 12 students may be approved by the Academic Dean only. Heads of Departments are delegated this task for students in year 10 and below. Application for extensions must be received at least two (2) days before the due date.
6. QSA Policy on assessment for Authority and Authority Registered subjects will be followed at ASSG. This can be viewed at <https://www.qcaa.qld.edu.au>

7. The school publishes assessment dates in advance. Leave should not clash with assessment requirements.

### **Tutor**

All secondary students are assigned to the care of a Tutor. The Tutor has the responsibility for helping monitor the academic progress of the student. The Tutor makes comment on the student's report. The Tutor will assist students to organize their study programmes. They will also help advise them concerning subject choices.

### **Excursions**

Students are taken on excursions from time to time. Most excursions are considered an extension of classroom activities. The cost involved in some excursions is an additional charge to parents. Many subjects do require field experience and these trips are an integral part of the curriculum.

There are other excursions such as theatre trips in which students are asked if they would like to participate. In most cases these trips are paid for by the students before they go on them. Occasionally, longer educational excursions are arranged. These are matters of direct negotiation with the parents.

### **Text Books**

The School provides most text books for secondary students. The School owns the text book and a hire charge is made. Students are charged for any text books which are lost or damaged beyond reasonable wear and tear. The amount paid by the State Government in Text Book Allowance normally covers the cost of text book hire. Non-residents of Queensland will be required to pay this charge.

Students are required to own certain text books, such as a dictionary, thesaurus and atlas. Junior School students will require a small number of their own text books. The cost of these books is charged to the parent's account when the books are issued.

### **Interviews**

Parents requiring interviews with members of staff should contact the School Office to arrange of an appointment. Parent-Teacher meetings are arranged at the beginning of Terms 2, 3 and 4. Parents wishing to discuss the progress of their children in Year 7 – 12 should, in the first instance, contact the Academic Dean.

### **Computer Facilities**

The School has a BYOD program and all students from Years 7 to 12 will require their own device that meets the school's BYOD minimum standards.

# Information Communication Technology Policy

The purpose of Information and Communication Technologies (ICTs) at All Souls St Gabriels is to enhance student learning and social development, promote student achievement, support the professional work of staff, manage information and provide business administration systems and to provide communication between all stakeholders including students, parents, staff and boarders and their families.

## Definitions

ICTs are any electronic device or related applications which allow users to record, send, share and access or receive information, in digital, text, audio, image or video form. ICTs may include: computers and systems and related applications such as email and Internet; web-based tools such as, chat rooms, blogs, podcasts, social networking sites (including but not limited to Facebook, Instagram, Snapchat) and instant messaging systems; mobile devices such as mobile phones, PDAs, Netbooks, PSPs; image tools such as video, still or web cameras; audio tools such as audio recording devices, iPods & mp3 players and data storage facilities such as hard-drives, DVDs, CDs, USBs and any combinations within and beyond this list.

## Guidelines

Students are required to follow these guidelines for the Use of Information Technologies at ASSG.

- ICTs should be used in accordance with other school policies and procedures.
- All users of school ICTs must be aware that all usage of the schools ICTs may be monitored and recorded.
- Staff instructions must always be followed while using ICTs.
- The school reserves the right of control of all ICT resources (both school and personal) including the removal of resources or confiscation of devices following misuse or threat of misuse.
- Abusive, threatening or offensive language must not be used in any communications. Continued inappropriate, unsolicited or unwanted communication may be identified as harassment and may lead to criminal charges
- Misuse, abuse or damage are all considered serious breaches of the responsible use of ICTs.
- Food and beverages should not be consumed while school ICT resources are being used.
- Students are to abide by the law. Students may not act as though they intend to break the law by, for instance, attempting to guess a password or to gain unauthorised access to remote computers.
- The care of personal ICT devices remains the sole responsibility of the student.
- The principles of Copyright must be upheld at all times respecting the information, ideas and artistic works of others
- The privacy of other students must be respected. Personal identification information such as passwords should remain private and not passed on to others. Phone numbers etc. should not be shared without consent.
- Students are not to electronically publish photos or movies of other students or staff outside curriculum restraints.
- Students should not send or post detailed personal information, images or audio about yourself or other people. Personal contact information includes home address, telephone or mobile number, school address, work address, email addresses, etc

- Information made available to others is to be accurate. It is illegal to use the Internet or any other process to gain unauthorised access to other computers or databases that are not in the public domain.
- ICTs are not to be used for the transmission of chain or threatening letters, for illegal activities or to transmit unwanted or unsolicited advertising.
- Students are not to waste IT resources or disadvantage other students by monopolising equipment, clogging network traffic etc.
- Staff may review files and communications to maintain integrity and ensure that students are using the technology responsibly.
- School resources are not to be used for gaming or peer to peer file sharing software
- Personal computers used at school must have current anti-viral software installed
- The School reserves the right of control of all ICT resources and facilities and may remove or destroy harmful, unlawful, abusive or objectionable material when detected. Material needs to be age appropriate as per media rating guidelines of G, PG and M.
- Students will not use technology knowingly to obtain, print, display or transmit language or material which is obscene, vulgar, pornographic, threatening, dangerous or blasphemous or to transmit unnecessarily repetitive information.
- Students should not make deliberate attempts to disrupt other people's use of ICTs
- Students should not make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means
- Students should not re-post a message that was sent to them privately without the permission of the person who sent the message
- Students should not take photos, sound or video recordings of people, including background figures and voices, without their permission
- Students should not access or use material from the Internet which relates to exam cheating or providing completed assignments

*Special Note: Students who feel they may have breached any of these guidelines in any way and wish to rectify the breach should engage staff as soon as possible. Breaches of these guidelines will engage Behaviour Management interventions, listed below.*

### **Consequences of Inappropriate Use**

- If any non-serious breach of the conditions occurs the student may be warned, and the warning will be logged by the Dean of Students.
- If there is a repeat of a non-serious breach or a serious breach of the conditions of use, then both the internet and email services will be withdrawn from the student for a period of at least 2 weeks (with up to one year), and until the parents have been contacted regarding the breach.
- If a student is using an electronic device/laptop in a manner contrary to that directed by a teacher then the device will be removed and passed to the front office and can only be collected by a parent/guardian or boarding supervisor after a period of 1 day in the first instance, one week for the second and then up to a term for subsequent offences.
- If a student has inappropriate material on their electronic device(s), in the first instance, they will be warned and asked to immediately remove the material. Any repeated offence, or if the initial material is very offensive, will result in the electronic device being removed and parents being informed.
- If a student is found to be Cyberbullying the Safe School Policy will be followed which could result in the "Stop Harassing Me" card being issued by the Headmaster and if it continues the behaviour being reported to the Police.
- With major breaches of the schools code of conduct suspension or exclusion from ASSG is a consequence. These offences are covered in detail in the ASSG Behaviour Management Policy.

# Uniform Policy

## School Uniform

It has been well said that a school uniform is not something inflicted on students merely to suppress individuality or maintain what might well be described as an outmoded tradition. All Souls St. Gabriels, along with all the other great Public schools, insists on a uniform for a number of very important reasons. Firstly, a uniform has often been described as a "great leveller", meaning students of differing backgrounds, both social and economic, are equals in the sight of the School and there is no competition in which, through no fault of their own part, a student can be allowed to feel inferior or superior to any of their fellows.

Again, a uniform gives to the wearer a sense of belonging. There is strength in being a member of a respected group and corporate respect for the group is earned by each individual's attitude. You are part of a relatively small community whose objects should be, through your own endeavour, to raise the standards of the larger outside community and thereby earn its respect. The uniform is an ever present reminder that in being a member of this School, you are not only being instructed in classroom lore, but are also expected to make a substantial contribution as a member of a closely knit community, and the amount of satisfaction and fellowship obtained is in direct proportion to the size of your own efforts and your loyalty.

Then there is also the great advantage that of all the acceptable forms of dress, the uniform you are asked to wear is probably the most economical form of dress for everyday school wear. Thus, school uniforms are worn.

## Uniform

### Boys

- *Formal:* white shirt, tie, grey trousers, black school shoes (lace up), white panama hat, grey socks and blazer (blazer not worn in Term 1 and Term 4). Worn for formal School functions, etc.
- *Day:* Khaki shirt and belted shorts, black leather shoes and long grey socks, white panama hat. In cooler weather students may wear their school jumper (grey) over their Day uniform.  
For town leave Day uniform may be worn.
- *PE Uniform:* PE shirt and shorts, white ASSG branded socks, PE shoes, black All Souls St Gabriels black bucket hat. Please note that Dunlop Volleys and "skate shoes" are not acceptable PE footwear.

### Girls

- *Formal:* – light grey skirt, white blouse with black tie, white panama hat, black shoes and white ASSG branded socks. Girls in Years 11 and 12 wear stockings with low-heeled black court shoes. Black blazer. (Blazer not worn in Terms 1 and Term 4).
- *Day:* Grey striped dress with black tie, white panama hat, black school shoes (lace up) and white ASSG branded socks. In cooler weather students may wear their school jumper (grey) over their Day uniform  
For town leave, day uniform may be worn.
- *PE Uniform:* PE shirt and shorts, white ASSG branded socks, PE shoes, black All Souls St Gabriels black bucket hat. Please note that Dunlop Volleys and "skate shoes" are not acceptable PE footwear.

All students require casual clothes for after school wear. Students should change out of their uniform after school. Younger students require play clothes.

## Headwear

All Souls St Gabriels is a "*Sun Smart*" school and the wearing of hats is essential in the fierce tropical sun. All students are required to wear the correct school hat when outside whether it is the panama, the green hat, or the black sports cap whilst outdoors.

#### Hair

Students are expected to keep their hair clean, neat, tidy and well-groomed at all times.

*Boys:* The following are not permitted

- 1 Exaggerated or 'trendy' styles. (For example, stepped cuts and hair that is shaved back and sides, yet thick on the crown of the head.)
- 2 Styles that involve a combination of hair that is left very long with other parts very short.
- 3 Hair that is cut very short (Blade 4 is shortest allowed).
- 4 Overtly dyed or streaked hair.
- 5 Hair that covers the ears and/or eyes.

Hair must be cut short enough to be above the collar of the shirt and must allow a hat to be worn with ease.

*Girls:* The following are not permitted

- 1 Exaggerated or trendy styles
- 2 Overtly dyed or streaked hair

Girls whose hair reaches the collar of their uniform are expected to have it tied up with a white "scrunchie" when they are in uniform. A girl's hairstyle must allow a hat to be worn with ease.

#### Hair Cuts

Students may make their own arrangements for their hair to be cut during town leave. Extreme styles are not acceptable for boys or girls.

#### Jewellery

Only the following jewellery items are permitted to be worn during the school day, or whilst a school uniform is being worn. Students are not to wear any noticeable facial piercing jewellery at school.

*Girls:* one pair of plain, small sleepers or studs in the ear lobe (clear studs will be acceptable) and a small cross worn on a simple necklace

*Boys:* a small cross worn on a simple necklace

Other studs including clear ones and ear-rings, rings and bracelets may not be worn. Students with facial piercings, for example nose studs, tongue studs, additional ear piercings, etc are to remove studs prior to class.

#### Labels

All personal belongings should be labelled, as articles of clothing often are mislaid. If they are correctly labelled then it is possible to see they are returned to their owners. Labels with student name and laundry number should be sewn on to all articles of clothing. The School provides the laundry numbers.

#### Uniform Suppliers

The School's clothing supplier is W Titley and Company Pty Ltd. This company has a close working relationship with the School with regard to school uniform. The uniform requirements are provided on the School uniform lists.

## **A FINAL WORD:**

*The at ASSG are based on trust and the development of respect for others, as well as aiming to create self-reliance and self-discipline.*

Through boarding, students:

- Make long lasting mates
- Learn self-discipline
- Become more self-reliant
- Become more independent
- Realise that we are all interdependent
- Learn about loyalty
- Become more tolerant and appreciate difference
- Learn how to help & serve.

We trust that each student who enters an All Souls St Gabriels School will eventually leave it, having given something of themselves and thereby made it an even better place for those who are still to come.



## ORIENTATION CHECKLIST FOR NEW STUDENTS

I have met the Academic Dean ☐

I Have met my Tutor (Homeroom Teacher) ☐

I have met the Head of Enrolments ☐

The following Policies and how they affect enrolment and visa status have been explained to me ☐

1. Course Progress and Attendance Policy
2. Complaints and Appeals Policy
3. Grievance and Dispute Resolution Policy
4. Refund and Cancellation Policy
5. Deferment, Suspension and Cancellation Policy
6. School Transfer Policy
7. Collection and Privacy Policy
8. Behaviour Management Policy
9. Code of Conduct Policy
10. Curriculum and Assessment Policy
11. Information Communication Technologies Policy
12. Uniform Policy
13. Critical Incident Policy

I understand that I must maintain my Overseas Health Cover ☐

I understand that I must apply for approval before I book any holidays/flights ☐

I have selected my subject choices and the units of study have been explained ☐

I have been given information on how to access the School email and internet ☐

I have been given information about study skills and assessment ☐

I have my timetable and diary ☐

I have made arrangements for my student ID ☐

I know where and to whom to go to for help ☐

I know where my classrooms are ☐

I know what time to get to school ☐

I understand the School Rules ☐

I have had the evacuation procedures for Lock Down and Fire explained ☐

I have all the books and stationery to start my studies ☐

I have given my parent contact details to the Administration Office ☐

I understand my obligation with paying fees ☐

I have given the School a copy of my Health Insurance ☐

I understand that I must work hard at school and attend all school functions and events ☐

I understand that I must attend school every day, unless I am sick. If am sick, I must contact my Dormitory Supervisor ☐

By signing below I agree that I have read and understood my responsibilities as a student of All Souls St Gabriels School as outlined in the International Student Handbook and as indicated above.

I agree to abide by the contents of this Handbook

Student Name: (Print) \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(When you have completed and signed this form, please detach and give it to the Head of Enrolments to place on your Student File)*