

MOUNT GRAVATT HIGH SCHOOL

International Student Handbook



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1. Principal welcome

Welcome to Mt Gravatt State High School thank you for your interest in our outstanding school. We look forward to having you as part of our learning community.

Since its opening in 1960, Mount Gravatt High has developed an excellent record of academic, cultural, sporting and community achievements. Our school has experienced strong and consistent enrolment growth, built upon Mount Gravatt High School's ethos of learning in a disciplined, safe and happy environment. We value tradition and the provision of quality teaching and innovation that supports, enriches and extends student's learning. This is reflected in our students' very high standards of work ethic, respectful behaviours and academic performance.

We take pride in our reputation as Mount Gravatt High continues to resonate as a high performing and high expectations school with families, students and staff. Our students consistently demonstrate strong academic performance, outstanding conduct and dedication to learning.

We aim to develop a sense of belonging for all students at Mount Gravatt High through the structure of our Four Pillars - Academic, Cultural, Sport and Community. These pillars provide our students with additional curriculum and extra-curricular opportunities. Students through these additional opportunities develop and gain recognition for their individual strengths helping to create a sense of belonging.

We are a school that strongly values student learning progression, high standards of dress and behaviour, disruption free learning environments, being socially just and recognition of achievement. Parents often cite the sense of community they feel, the citizenship of our students and the feeling of calm they experience when visiting our school as qualities for choosing our school.

Our students are highly successful in their post school destinations due the high levels of independence and self-reflection they develop throughout their schooling. This growth is the result of the strong foundations set by the school that include high expectations of students with regard to work ethic, achievement, behaviour and uniform standards and the contribution they make to the school community.

We continually reflect on how our school performs and seek to take the learning and achievement of every child from "good to great" to "better". School Opinion Surveys of parents, students and staff consistently return results above similar schools and State comparisons. This is due to quality teaching that assists every student to reach their learning potential and post school success.

Most importantly we are a school that welcomes a diverse student population from across the globe. We value high performance, inclusivity, student well-being and a sense of belonging. We are confident you will find Mt Gravatt High a stimulating place to study while in Australia.

Ross Robertson
PRINCIPAL

2. Mount Gravatt High School details

Street address	42 Loreburn St Mount Gravatt, Qld 4122
Office hours	Monday – Friday, 8:00 am – 3:00
Telephone:	07 3291 5222
Absence line / email:	07 3291 5266 / absence@mtgravattshs.eq.edu.au
Administration Email:	admin@mtgravattshs.eq.edu.au
Website:	https://mtgravattshs.eq.edu.au/

3. Administration







Administration	Name	Telephone/contact
Principal	Ross Robertson	principal@mtgravattshs.eq.edu.au
Deputy Principals		
Year 11-12	Honi Roberts	
Year 9 – 10	Stacey Warwick	admin@mtgravattshs.eq.edu.au
Year 7-8	Francine Potts	
Financial matters	Vicki Johnson	vjohn24@eq.edu.au
Business Service Manager	Sam Jeffs	sjeff75@eq.edu.au
Student attendance		absence@mtgravattshs.eq.edu.au 07 3291 5200
Heads of Department		
Arts	Anthony Pirovich	apiro1@eq.edu.au
English	Gina Ellis	gelli80@eq.edu.au
HPE Sport	Kyle Jones	kjone535@eq.edu.au
Humanities	Simon Tucker	stuck2@eq.edu.au
Information Technology	Daniel Orth	dorth6@eq.edu.au
Mathematics	Rosemary Wiffin	rwiff1@eq.edu.au
Science	Chris Meagher	cmeag4@eq.edu.au
Teaching and Learning	Daniel Miles	dmile3@eq.edu.au
Design and Technology	Daniel Hollis	dholl78@eq.edu.au
Special Education	Tony O’Keefe	tokee27@eq.edu.au
Year Level Coordinators		
Junior Secondary	Judy Andrews	jandr11@eq.edu.au
Middle Secondary	Tanya Di Salvo	tdisa2@eq.edu.au
Senior Secondary	Sandra Wilson	swils118@eq.edu.au
Student Wellbeing and Support		
Community Education Counsellor	Barbara Carson	bcars52@eq.edu.au
School Based Nurse	Lisa Davies	lisa.davies4@health.qld.gov.au
Youth Support Coordinator	Trevor Kaese	
Guidance Officer	Daniel Wilson	dwils64@eq.edu.au
Guidance Officer	Diane Glassington	dglas17@eq.edu.au

4. School values

- Respect – respect for the school, for other people and for self
- Achievement – support and celebrate achievement
- Excellence - pursuit of excellence and personal best
- Encouragement – encourage every student
- Success – success for every student through learning, opportunities and wellbeing
- Commitment – commitment to high standards of learning and behaviour.

5. International Team

The International Team are here to guide you with your studies and support you during your time at Mount Gravatt High School.

Name	Role	Contact
<p>Ross Robertson</p> 	Principal	principal@mtgravattshs.eq.edu.au
<p>Stacey Warwick</p> 	International Student Program – Line Manager	admin@mtgravattshs!eq.edu.au
<p>Tricia Page</p> 	International Student Coordinator	tpage17@eq.edu.au
<p>Hannah Fung</p> 	Homestay Coordinator	hfung3@eq.edu.au
<p>Daniel Wilson & Diane Glassington</p> 	Guidance Officers	dwils64@eq.edu.au dglas17@eq.edu.au
<p>Georgia Fletcher</p> 	English as a Second Language or Dialect (EAL/D) Coordinator	agpie0@eq.edu.au

The international office is located on the ground floor of the Administration Building (A block).

6. Emergency contacts (during school hours)

An emergency is a situation that may/does affect your health, safety or welfare. In the event of an emergency during school hours please contact any of the people below immediately.

Name	Role	Contact
Tricia Page	International Student Coordinator	tpage17@eq.edu.au 07 3291 5214
Hannah Fung	Homestay Coordinator	hfung3@eq.edu.au 07 3291 5215
School Reception Staff		07 3291 5222

7. Emergency contacts (after school hours and on the weekends)



Your safety is our number one priority. Because of this, we work with our partners to ensure you enjoy a safe and high-quality study experience. All Overseas students studying an international program at an accredited International Student Program (ISP) school can use our student support service called 1800 QSTUDY (1800 778 839).

The 1800QSTUDY service provides support for you, your authorised contacts and Education Queensland International (EQI) homestay hosts, and responds to incidents that involve overseas students outside school hours.

You can call 1800 QSTUDY before **9.00am** and after **3.00pm** on school days, and **24 hours** a day during weekends, public holidays and school vacations.

For more information read the [1800 QSTUDY brochure for international students \(PDF, 1.1MB\)](#).

What is the free call 1800 QSTUDY? 1800 QSTUDY

1800 QSTUDY (+61 1800 778 839) is a free support phone service for Overseas students studying in state schools in Queensland. The service provides access to advice and assistance 24 hours a day, seven days a week. This also includes an emergency after-hours service which manages incidents for Overseas students participating in the International Student Program, Exchanges and Study Tours.

When should I use the 1800 QSTUDY service?

During school hours, school staff are your main point of contact but when school is closed and you would like to report an issue or you need urgent assistance, then phone free call 1800 QSTUDY.

At these times:

- Monday to Friday before 9am and after 3pm.
- Any time on the weekends (Saturday and Sunday).
- Any time during school holidays and public holidays.

8. Critical or life threatening situations - dial Triple Zero (000)

A critical or life threatening situation includes:

- immediate danger
- physical or sexual assault
- serious injury or illness
- student threatened with violence
- there has been a death.

You can download the [Emergency+](#) application (app) from the Apple, Google and Microsoft app stores. The [Emergency+](#) app helps provide critical location to emergency services.

9. School emergency and lock down procedure

9.1. Evacuation Procedures

Should a fire or any other emergency situation be noticed in any block, immediate contact should be made with the Administration Block. The alarm for an emergency evacuation will be the continuous whoop whoop sound of the siren. If this is not possible, the alarm will be the continuous ringing of a hand bell.

The Administration/Office Staff will:

- be responsible for sounding the alarms.
- phone the Fire Brigade, indicating the location of the fire and the appropriate entrance to use
- arrange to have the electricity disconnected.
- print a list of students who have left school for the day; and
- print a list of visitors currently in the school grounds.

All staff, students, volunteers and visitors (e.g. delivery personnel, student teachers and maintenance personnel) within the school are to proceed to the Dispersal Area (School Oval) or you will be instructed to the Alternate Disposal Area (Old Parade Ground) or offsite location – Mount Gravatt State School oval by administration.

Staff are to check that the buildings are completely evacuated, and that correct and orderly evacuation occurs.

All Staff are to assist to move students away from the buildings to the Dispersal Area as quickly as possible, using the shortest and safest routes possible.

All buildings are to be checked to ensure that no students are left behind.

All Staff are requested to assist by checking all classrooms in their building.

Students are to be moved under the strict supervision of the classroom teacher.

- Teachers must move all classes to the Dispersal Area on the OVAL as shown on the school maps, distributed to all staff and displayed prominently in all buildings
- Students are to WALK, NOT RUN.
- Students are to use the bitumen ramp, not the concrete steps to the basketball courts.
- Students are not to bring books or bags to the Dispersal Area, but may bring laptops.
- Supervising teachers will move their classes as a group to the Dispersal Area to assemble in form groups as per normal school assembly.
- Students are to be seated facing the school.

Form teachers will collect their form roll from an Administration officer and mark them. If a student is absent from the evacuation drill but was present at form meeting, the tick ✓ should be crossed to make an X.

• All form teachers must see the Student Check Point (Deputy Principal in Yellow Vest) regardless of whether students are missing or not to:

- return the roll;
- announce your form class (ie: A1); and
- Give names of students unaccounted for; or
- Give the “all clear” if all students are accounted for

9.2. Lockdown Procedures

In the event that a Lock-Down situation is established, students and staff will be notified by the continuous playing of “Mozart’s Serenade 13” tune. In the event that it is not possible to sound the music alternate notification will come by PA announcement or all staffrooms will be telephoned to inform as many staff as possible and members from staffrooms may be asked quietly to inform the rest of the block to stay in the classroom.

Teachers should:

- close doors and instruct students to get down on the floor, preferably under desks,
- Staff and students should remain as silent and calm as possible at all times.
- Students out of class move to the closest classroom where a teacher is present.
- On Oval (e.g. PE Class) move to the far side of oval with teacher.
- Students are NOT to use mobile phones.
- At no time should staff or students try to leave, collect belongings or move away from their immediate area without instructions from Admin.
- Staff and students should remain “locked-down” until notified verbally by an Admin member or a relevant agency officer (such as police or the fire department). This could also be by the sounding of the Bing Bong Bing tone followed by a PA announcement to signal return to normal.
- In the event of a chemical spill/threat covering the whole school, evacuation to off-site
- assembly area - Mount Gravatt State School oval. The alarm for an emergency evacuation will be the continuous chime Ding Ding - Ding Ding. Staff are to check that the buildings are completely evacuated, and that correct and orderly evacuation occurs.

Students are to be moved under the strict supervision of the classroom teacher.

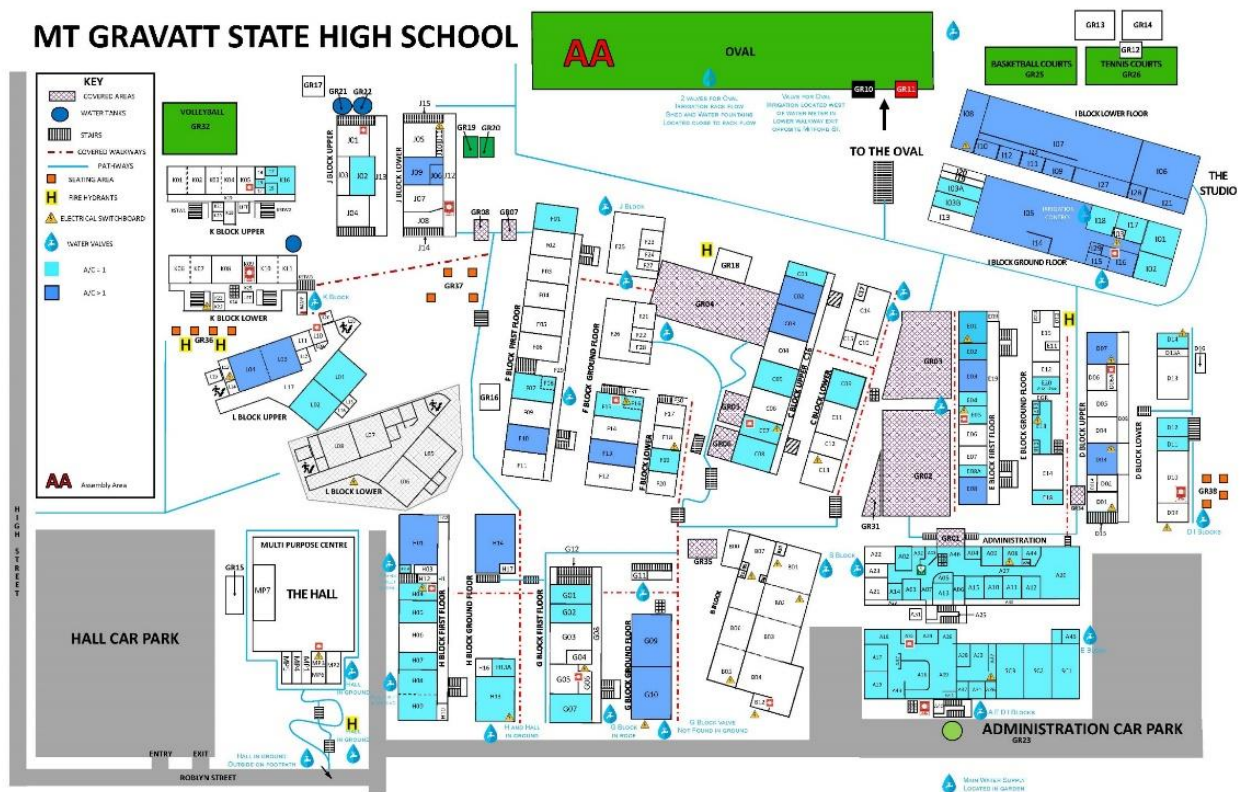
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- Students are to be seated facing the school.

Form teachers will collect their form roll from an Administration officer and mark them. All form teachers must see the Student Check Point (Deputy Principal in Yellow Vest) to:

- return the roll;
- announce their form class (ie: A1); and
- Give names of students unaccounted for; or
- Give the “all clear” if all students are accounted for

After events, Trauma Counselling/Recovery support for staff and students. Guidance Counsellors initially overseen by School Guidance Officer, then if required more personnel supplied by Education Queensland.

10. School map and facilities



11. Orientation

The Mount Gravatt High School Overseas student [Orientation](#) has been designed to:

- support your wellbeing
- help you adjust to study life in Australia
- support your academic success.

Before you arrived in Queensland you would have been provided with a pin code to download your [Passport to Queensland](#).

The Passport to Queensland is a mobile app exclusively developed for you as an Overseas student studying an EQI high school program. This unique app contains lots of fun games, videos, activities and information designed to help you settle into your new life and school in Queensland, so you can focus on enjoying your study experience. It also includes modules showing you how to stay safe at the beach, in the bush and in the city.

You can learn more about the app on the [Frequently Asked Questions](#) page. Alternatively, you can ask any questions about the app by emailing yourpassport@qed.qld.gov.au.



Daily timetable

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Parade/Form 8.30 – 9.00	Junior Parade Yr Level/Class 8.30 – 8.40	Senior Parade Yr Level/Class 8.30 – 8.40	Form Class 8.30 – 8.40	Form Class 8.30 – 8.40
Period 1 9.00 – 9.50	Period 1 8.30 – 9.50	Period 1 8.30 – 9.50	Period 1 8.30 – 9.50	Period 1 8.30 – 9.50
Period 2 10.00 – 11.00	Period 2 9.50 – 11.00	Period 2 9.50 – 11.00	Period 2 9.50 – 11.00	Period 2 9.50 – 11.00
Morning Tea 11.00 – 11.30	Morning Tea 11.00 – 11.30	Morning Tea 11.00 – 11.30	Morning Tea 11.00 – 11.30	Morning Tea 11.00 – 11.30
Period 3 11.30 – 12.40	Period 3 11.30 – 12.40	Period 3 11.30 – 12.40	Period 3 11.30 – 12.40	Period 3 11.30 – 12.40
Lunch 12.40 – 13.30	Lunch 12.40 – 13.30	Lunch 12.40 – 13.30	Lunch 12.40 – 13.30	Lunch 12.40 – 13.30
Period 4 13.30 – 14.40	Period 4 13.30 – 14.40	Period 4 13.30 – 14.40	Period 4 13.30 – 14.40	Period 4 13.30 – 14.40

Orientation timetable

Date	Time	Venue	Orientation topic
Day 1	8.40am- 8:50	ISP staffroom	Welcome & Introductions: <ul style="list-style-type: none"> • International Student Coordinator • Homestay Coordinator • Subject selection
	9.15am	Admin Block	<ul style="list-style-type: none"> • Principal/Deputy's Welcome • Expectations and Concerns • School values
	9.30am	ISP staffroom	<p>Collect – Students Forms. Visa, Passport, Enrolment, Subject Selection, Code of Behaviour, Homestay Code of Conduct</p> <p>Hand out – ISP Student Handbook Go through handbook /PowerPoint presentation Students go in pairs to purchase uniforms Student buddies join the group</p>
Morning Tea	11.00am		Morning Tea - School Tour with Student Buddies
	10.45am	ISP staffroom	<ul style="list-style-type: none"> • Obtain Timetable • Students ID photo taken
Lunch	12.40pm		Lunch with Student Buddies
	1.30pm	Join classes	
	2.40pm	Home Time	

Orientation handouts

- International Student Handbook
- Homestay Booklet
- Email and Phone List
- Emergency contact details / 1800 QSTUDY
- Recreational Sport Selection

Assembly

Assembly at Mount Gravatt High School is held on Mondays between 8.30–9.00am in the Sports Hall. Year 7 - 9 students attend Assemblies each Tuesday 8.30-8.40am, with students from Year 10 - 12 attending Assembly on Wednesdays 8.30-8.40am.

12. What to do when

12.1. Late for school or class

Students arriving after 8.30am will need to have a late note from home. If the student arrives late to school, he/she is to report to the School Administration to receive a late to class pass. Students whose repeated lateness remains unexplained will be tracked by the Dean of Students.

Each term, after three unexplained late arrivals and/or a total of 60 minutes unexplained lateness, students will be given an afterschool detention from 2:40pm to 3:40pm.

The attendance data will be collated each Friday followed by student and parent notification of the afterschool detention to occur the following Thursday afternoon.

Procedures

- Students will start with a “clean slate” at the commencement of each term.
- A form letter will be emailed to parents
- Students who fail to attend the afterschool detention will be referred to the appropriate Deputy Principal. Consequence could include in-school suspension and/or additional afterschool detentions.
- Once the detention is completed the absences will be updated to indicate they are now explained.

12.2. Leaving school during the day

Bring a note of explanation to the School Administration before school. Office staff will give you a pass showing details of the appointment. You must show this pass to the teacher(s) whose class you will miss and then carry the pass with you when you leave the school.

12.3. Feeling sick or unwell

If you are in class tell your teacher who will give you a note to take to the office. If you get sick during a break present to the office yourself. Your parents will be contacted and asked to collect you. Your safety and wellbeing is important and if you become ill or injured, needs to be managed efficiently and without confusion.

12.4. Wanting to change subjects

You must make an appointment with the Guidance Officer for an “Application to Change Subject” form. Have it completed and report to the Deputy Principal, for approval. Once approved, collect your new timetable from the office.

12.5. Changing address or contact details

Notify the office staff and the International Manager or Homestay Coordinator immediately.

12.6. Wanting to see a Guidance Officer

Daniel Wilson and Diane Glassington are available most days by appointment. They are available to assist students with concerns about their schooling, whether looking at personal, school-based interactional solutions or out-of-school solutions.

Discussions may include course selection, further study and careers, and/or personal/interpersonal difficulties. Parents may accompany students to interviews.

Appointments can be made with Mr Wilson and Ms Glassington by students and parents/care givers. These appointments can be booked online through Calendly.com, which can be accessed from home or your mobile phone using the links.

Appointments for **Ms Diane Glassington** <http://calendly.com/dglas17>

Appointments for **Mr Daniel Wilson** <http://calendly.com/dwils64>

During most lunch breaks, the Guidance Office is open for walk-in questions and advice. Appointments can be made at the main office. Students will be given an appointment slip which must be shown to the teacher whose class you will miss. You may also receive an appointment slip in your roll or from your class teacher – don't be concerned! The Guidance Officer is constantly contacting students to discuss a range of issues, jobs and opportunities. Before you come to your appointment, please get your class teacher to sign the appointment slip. If you can't make that time, please let the Guidance Officer know beforehand.

12.7. Lost property

Lost property is collected each day. Named items are delivered to the reception desk in the Administration building and all other belongings are available from outside the uniform shop.

Please ensure all belongings are clearly named so that they can be quickly returned to their owners if misplaced.

12.8. Toilet access during class time

Ask your classroom teacher for permission to leave the classroom to use the toilet. Return immediately to your class afterwards.

13. Accommodation and welfare

Care arrangements

While studying you must live with:

- a parent, legal custodian or Department of Home Affairs (DHA) approved guardian; or
- an approved homestay provider, if you are enrolled in high school, even if you turn 18 before completing your course.

You must not change these arrangements unless we give you written approval.

You must report any serious or urgent threat to your welfare to us immediately.

If you live with a Department of Home Affairs approved guardian to provide for your accommodation and welfare, we will communicate with that guardian on all matters to do with your enrolment and schooling (including welfare matters) as if the guardian is your parent. You can read more about EQI's Welfare and accommodation in the following documents:

- [Standard terms and conditions](#)
- [Accommodation and welfare](#)

14. Living with a homestay family

Your homestay family plays an important part in your time in Australia. They have been carefully selected and will be eager to welcome you into their home. It may take some time for both yourself and your homestay family to settle in, so please take the time to develop this relationship as it will play a very important part in your happiness and success.

It is important to establish clear expectations from the beginning. If you are unsure about how things are done or what to do, make sure you ask. Your homestay family is there to give you the opportunity to learn about Australian culture and assist you in any way that they can.

Following are some suggestions on what to ask your homestay family.

- What would you like me to call you?
- What do you expect me to do daily?
- Where do I put my clothes that need washing?
- Can I use the washing machine or iron at any time?
- Can I help myself to food and drink at any time?
- Can I move my bedroom furniture around if I wish?
- Is there a special getting up time on weekends?
- Is there a bedtime?
- Can I invite friends around?
- What are the rules for using the telephone?
- What are the rules for using the internet?
- What time am I expected home on the weekends?
- Can I use household appliances when I wish?
- When and how loud can I play music?
- What are the general procedures in the household?

The way of life in Australia may be different from how you live in your country. Expectations and the degree of independence may differ and your homestay family will try to understand these differences. You also need to try and understand the differences so that you all have a good homestay experience. If you feel you are being asked to do too much or that rules are unreasonable in your homestay, talk to the International Student Coordinator, who will discuss your concerns with the family.

When living in a homestay you must:

- respect members of the family, their property and the home environment;
- participate actively as a member of the household;
- take responsibility for your own behaviour;
- comply with the household rules;
- comply with the homestay provider's decisions about your actions and welfare, including outings and curfews;
- have a mobile telephone and carry it on your person when traveling; and
- keep the homestay provider informed of your whereabouts, and remain contactable by them, at all times.

If you fail to meet these standards, we may consider your conduct to be unsatisfactory behaviour and may cancel or suspend your enrolment, or we may withdraw approval of your welfare arrangements. This may affect your student visa.

If you want to live with a different homestay provider, you should talk to the Homestay Coordinator and the school Guidance Officer. We will not approve new homestay arrangements within the first four weeks of your stay unless there are exceptional circumstances.

If we are required to move you to a different homestay, we will generally give you at least two weeks' written notice. In exceptional circumstances (for example, if we are concerned about your safety), we may move you immediately.

If your homestay provider is temporarily unable to provide homestay for you, we will arrange for you to be temporarily placed with another homestay provider.

Curfews

You are required to comply with curfew times set by EQI while living in your homestay.

15. Culture shock

Culture shock refers to the emotional and psychological reactions to an unfamiliar culture and environment.

For Overseas students, culture shock is often uncomfortable and disorienting. Although culture shock can be positive in some ways, it's important for students to understand what culture shock is, what causes it, and how to manage its effects.

Some of the signs of culture shock include:

- feeling isolated
- increasing frustration with your host country, the school and host family
- irregular sleep patterns
- spending a lot of time alone in your room
- you are easily upset and can't concentrate at school.

Culture shock can be described as consisting of at least one of four distinct phases: honeymoon, negotiation, adjustment and adaptation.

1. Honeymoon phase

The first stage of culture shock is usually positive. During the honeymoon phase the differences between the old and new culture are seen in a romantic light. For example, in moving to Australia to study, you might love the new food, the pace of life, and the locals' habits. During the first few weeks most students are fascinated by the new culture.

2. Frustration/ Distress phase

After some time (usually around three months, depending on the individual), differences between the old and new culture become apparent and you may feel uneasy. Excitement may eventually give way to unpleasant feelings of frustration as a person continues to experience unfavorable events that may feel strange. Language barriers, traffic safety and food differences may heighten the sense of disconnection from the surroundings.

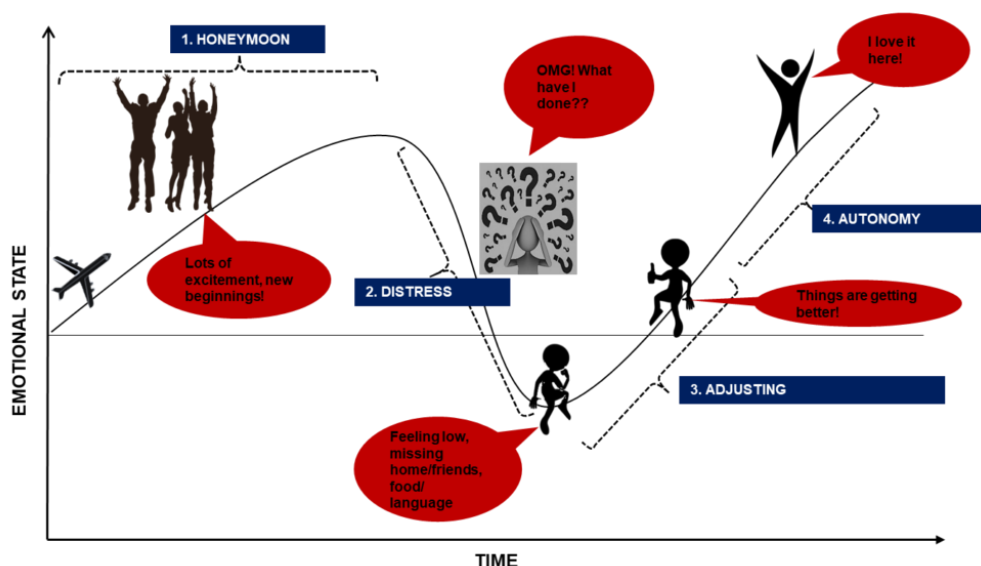
During this phase students adjusting to a new culture may feel lonely and homesick because they are not yet used to the new environment and new people they are meeting.

3. Adjusting phase

After some time (usually 6 to 12 months), a person grows accustomed to the new culture and develops routines. During this phase a person knows what to expect in most situations and the host country no longer feels very new. During this phase people develop problem-solving skills for dealing with the culture and begins to accept the culture's ways with a positive attitude. The culture begins to make sense, and negative reactions and responses to the culture are reduced.

4. Acceptance/ Autonomy phase

Individuals in the acceptance phase are able to participate fully and comfortably in the host culture. Mastery does not mean total conversion; people often keep many traits from their earlier culture, such as accents and languages.



If you think you are feeling culture shock, here are some things that you can do:

- Be patient with yourself as culture shock is a normal reaction to a changed environment.
- Talk about how you are feeling with your host family, friends or a member of the international team.
- Keep in contact with your loved ones back home.
- Socialise and make new friends.

It is important to remember the following:

- Culture shock is a perfectly normal part of the study abroad experience.
- It is important to remember that it will pass.
- Use the experience as an important learning opportunity, helping you to become versatile and adaptable to change. It will equip you with valuable life skills that are some of the greatest benefits of studying abroad.

- Step outside of your comfort zone, make new friends, and take full advantage of the once-in-a-lifetime experiences while you can.
- Once your study abroad experience is over, your family and friends will be ready and waiting to hear all about your adventures.

The international team are here to support you so that you meet your academic goals and have a wonderful study and homestay experience while at Mount Gravatt High School.

16. Contact details

You must let your school know your residential address in Australia within seven days of arriving in Australia. You must also tell the school of any changes of residential address within seven days. Failure to do this may affect your student visa.

We also need your current telephone number and email contact details, as well as the contact details of your parent/s/legal custodians and emergency contact person/s. Any changes need to be given to us within seven days.

17. EQI Standard Terms and Conditions

Before you arrived in Australia you were provided with a copy of the [EQI Standard Terms and Conditions](#). The Standard Terms and Condition outline EQI policies that relate your responsibilities and rights and EQI's responsibilities and actions required to be taken during your course of study in Queensland.

If you have not read the Standard Terms and Conditions please do so. The Standard Terms and Conditions are available in the following languages:

- [Simplified Chinese](#)
- [German](#)
- [Italian](#)
- [Japanese](#)
- [Vietnamese](#)

18. Visa Conditions

Attendance

Mount Gravatt High School's attendance policy requires all students to attend school on a full-time basis. If a student is absent, a parent may ring the office or a note may be handed to the form teacher on the morning of return. If this does not occur, the absence is recorded on the computer as unauthorised. Persistent and/or unauthorised non-attendance may result in non-completion of course work, and for post compulsory students, cancellation of enrolment aims to ensure students are actively engaged in school and attend every day to ensure optimal individual outcomes and student engagement. We have high expectations of student attendance. Once you have enrolled at Mount Gravatt High School it is your responsibility to ensure that you are at school every day and that you arrive on time, ready to start class at 8.30am.

You are expected to maintain 100% attendance unless you are sick. You should always tell the school if you cannot attend for all or part of the day.

In the event that you are going to be absent from school ask your homestay parent to notify the school on the day of the absence via the absentee line 07 3291 5200 stating your name and class, the name of the person reporting the absence, the reason for the absence and the expected return date.

The school will record your attendance or absence every day. All absences are recorded on your school report. Electronic rolls will be marked every period. An SMS message will be sent to your homestay parents/carers of an unexplained full day absence.

It is a condition of your Sub-class 500 (schools) visa that you maintain satisfactory attendance during your period of study. Commonwealth law requires EQI to be proactive in notifying and counselling overseas students who are at risk of failing to meet attendance requirements. EQI is required by law to report overseas students who have breached attendance requirements.

Important information about attendance

- Start and finish times

8.30am start. 2.40pm finish.

- Late arrival process

Students arriving after 8.30am will need to have a late note from home. If the student arrives late to school, he/she is to report to the School Administration to receive a late to class pass.

- School absence telephone number

07 3291 5200

- Serious, injury or incident process

EQI may approve a suspension of your enrolment if there are compassionate and compelling circumstances. This means if you cannot attend school for reasons such as illness or family responsibilities EQI will ensure that your inability to attend school will not impact your attendance requirements.

At risk of failing to meet attendance requirements

In the [EQI Standard Terms and Conditions](#) you are considered to be at risk of failing to meet attendance requirements if:

- you are absent for five consecutive days or more;
- your attendance falls to 90% of your course contact hours in any [school term](#); or
- if the school has concerns about your attendance record.

Your International Student Coordinator will require you to meet with them about your attendance record and provide evidence explaining your absences (such as medical certificates) if they are concerned.

If your attendance falls to 85% of your course contact hours in any term, we will give you and your parents/legal custodians and your Department of Home Affairs approved guardian (DHA approved guardian) a written warning.

Unsatisfactory attendance

If you do not attend at least 80% of your course contact hours, EQI will notify you in writing of their intention to report you to authorities for not achieving satisfactory attendance. EQI may exercise discretion not to report you if:

- you provide evidence of compassionate or compelling circumstances explaining your absences;
- EQI are satisfied that, in all the circumstances, it is reasonable not to report you; and
- your attendance record is at least 70% (if your attendance falls below 70%, EQI is required to report you).

If you receive a notice of EQI's intention to report you to authorities, you have the rights set out under the Appeals Policy section of the [EQI Standard Terms and Conditions](#).

You can read in more detail about your attendance requirements at:

- [EQI Standard Terms and Conditions](#)
- [EQI Attendance – Subclass 500 \(schools\) visa procedure](#)
- Mount Gravatt High School Attendance Policy
https://mtgravatt.myediary.com.au/diary_app#content/school/how-we-start-each-day

Course progress

You must maintain satisfactory course progress for each study period as required by us and outlined in the [Entry and course requirement standards](#). Maintaining satisfactory course progress is a condition of your student visa. If your course progress is not satisfactory, EQI report it to authorities and your student visa may be cancelled.

At Mount Gravatt High School we provide written reports to you and your parents or legal custodians every semester as per the [P-12 curriculum assessment and reporting framework](#) available on the Queensland Department of Education website.

You must complete your course within the time set out in the Confirmation of Enrolment that EQI sent you.

EQI may extend the time to complete your course only if:

- there are compassionate or compelling circumstances;
- your course load is reduced because you are having difficulty making satisfactory course progress; or
- a deferral or suspension of study is approved (see the [Deferral, Suspension and Cancellation Policy](#) section of the [EQI Standard Terms and Conditions](#)).

Where there is an adjustment to course length you must contact the Department of Home Affairs to seek advice about any potential impacts on your visa, including the need to obtain a new visa.

Unsatisfactory course progress

Mount Gravatt High School will monitor your workload and your results to ensure you complete the course on time. We will also assist you if you are having difficulties. If you are at risk of not meeting course progress requirements, we will implement suitable intervention strategies with enough time for you to achieve satisfactory course progress.

Formal intervention

If you are not making satisfactory course progress, the principal will give you and your parents or legal custodians a written warning. You will be required to meet with the principal to develop a plan to improve your performance.

If your next study period report indicates continuing unsatisfactory course progress, EQI will notify you in writing of our intention to report you to authorities for breaching the requirement of your visa to achieve satisfactory course progress.

EQI may notify you earlier if, in their opinion, you will not be capable of meeting the course requirements. If you receive a notice of EQI's intention to report you to authorities, you have the rights set out under the **Appeals Policy** section of [EQI Standard Terms and Conditions](#)

You can read in more detail about your attendance requirements at:

- [EQI Standard Terms and Conditions](#)
- [Course progress – Subclass 500 \(schools visa procedure\)](#)
- Mount Gravatt High School Academic policy
(https://mtgravatt.myediary.com.au/diary_app#content/school/2019-assessment-policy-introduction)

Behaviour

Mount Gravatt High School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire support of their lifelong wellbeing.

The Mount Gravatt High School Responsible Behaviour Plan (<https://mtgravattshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/responsible-behaviour-plan-for-students.pdf#search=academic>) is available on the school website. The Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

[EQI Standard Terms and Conditions](#) state that at school you must:

- participate actively at school;
- take responsibility for your own behaviour and learning;
- respect other members of the school community and the school environment and property;
- cooperate with staff and others in authority; and
- comply with your Mount Gravatt High School's rules – student code of conduct and school policy and procedures

(<https://mtgravattshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/responsible-behaviour-plan-for-students.pdf#search=academic>)

At all times you must

- comply with Australian laws and with the conditions of your student visa;
- not drink alcohol, smoke, misuse prescription medication or use illegal drugs;
- not do anything that endangers your safety or the safety of other people; and
- not do anything that may bring your school or the International Student Program into disrepute.

If your behaviour is unsatisfactory, EQI may cancel or suspend your enrolment. This may affect your student visa.

19. English as a Second Language or Dialect (EAL/D)

At Mount Gravatt High School, EAL/D support is offered to Years 8 – 12 students in class. The International program provides a qualified EAL/D teacher to join all the English as an Additional Language classes to provide support. EAL/D support is offered every day during the lunch break. This study group is supervised by a staff member who can provide help with homework or assignments.

ITEM	EVIDENCE
EAL/D Teaching Resources	<ul style="list-style-type: none"> • Dictionaries – Class copies available in different languages Eg: English-Korean/Korean-English • Education Perfect – on-line program • Macmillan English – class sets (appropriate for EAL students) • Abridged versions of set texts suitable for EAL students • Texts converted to word documents that provide ability to look up word meanings and to hear the text spoken. • Library of EAL/D teacher reference texts
Assessment Methodology	<ul style="list-style-type: none"> • Subjects in year levels 7-10 have special provisions embedded in their programs to accommodate EAL/D students, including international students. • International students may have modified assessment tasks decided on by curriculum Heads of Departments • Learning Support Teachers will administer Band Scale tests when and if a need is identified • EAL/D English classes in Year 7-10 provide students with a modified program which includes special provisions, task and texts.
Method/Timetable for delivery of EAL/D support	<ul style="list-style-type: none"> • EAL/D support in specific English classes with ESL trained teachers • Teacher Aides work with EAL/D students in classes where teachers have identified support is required • Teacher Aides from NESB who can work with students in their own language when required • Students in years 7-9 can receive assistance in all subjects if required – no limit to number of classes where support is provided • Senior SATE classes do not accept language issues as a grounds for special consideration (QCAA decision) – senior students do not receive teacher aide support in class (a school based decisions for all students) • Individual senior teachers provide support for students in their own time and through their departments
Additional	<ul style="list-style-type: none"> • Study group/help desk available to EAL/D students every lunch time • International study group offered by international staff offered lunchtimes every day • Year 11/12 have one period of support instead of Wednesday afternoon sport – work with teachers on

	<p>assessment. Generally staffed by English, Maths and Science teachers.</p> <ul style="list-style-type: none"> • Year 12 students at risk of not achieving the Literacy or Numeracy required for the QCE are given the opportunity to complete a certificate course in Literacy/Numeracy which will give them the 4 points required • Sessions in Time Management, Effective Study Habits, Assignment Writing and Subject changes are provided by International staff – may be individual or group.
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20. Additional study support programs

Our school has the following study programs to support you in your studies:

Activity	Time and Location
International Student Study Group	Every day, 12.40–1.30pm SC3
Collaborative Mathematics Study	Thursday, 12.40–1.30pm K07
Senior Maths Tutoring	Thursday, 3.00-4.00pm K Block
Junior Maths Tutoring	Wednesday, 3.00-4.00pm K Block
Work Help (all subjects)	Every day, 12.50-1.25pm RIRC
Humanities Workshops	Monday & Wednesday, 12.40–1.30pm F6

21. Assessment policy

Assessment is the ongoing process of gathering, analysing and reflecting on evidence to make informed judgments about the achievement or capabilities of individuals and cohorts. Assessment plays an integral role in improving learning and informing teaching. Its fundamental purpose is to establish where learners are in an aspect of their learning at the time of assessment. Assessment information has multiple uses, including:

- provision of feedback to teachers, such as
 - diagnostic evidence of students' strengths, ways of learning, areas of development, the depth of their knowledge, and their conceptual understandings, which informs the teacher, so they know what students can do, and what subsequent teaching is required to progress student learning
 - identification of students' learning needs across a range and balance of assessments that enhances teachers' ability to establish where students are in their learning and to help them attain higher levels of performance
- provision of feedback to students and parents/carers that gives
 - clear, specific, meaningful and timely feedback, allowing reflection on the learning process and collaboration to support future learning and development
 - evidence of student learning and advice for further progress, underpinning the provision of meaningful reports/statements to parents/carers and others

- development of lifelong learners by enabling students to identify and reflect on the progress they are making, which is crucial to building self-evaluation, self-efficacy and self-responsibility for in-depth and long-term learning
- refinement of quality teaching, by supporting teacher reflection and professional learning
- provision of information for certification
- measurement and evaluation of policies, programs, interventions and teaching strategies to provide better understanding of student achievement and growth.

22. Legal services

There are a variety of legal services in the community around our school. If you need to access legal services please see the International Student Coordinator.

[Legal Aid Queensland](http://www.legalaid.qld.gov.au) can help with free advice about most personal legal problems including civil law problems such as consumer issues. You can contact Legal Aid Queensland at www.legalaid.qld.gov.au or call 1300 651 188 Monday to Friday 8:30am to 5:00pm.

For legal advice you can also contact a private solicitor or a [Community Legal Centre](#).

If you are unsure about your immigration rights and responsibilities, you can contact the [Refugee and Immigration Legal Service](#) (RAILS) for advice and assistance relating to immigration matters.

23. Emergency and health services

If you have a medical emergency or need assistance with a medical matter you can call **1800 QSTUDY** (1800 778 839). You can also call your Overseas Student Health Cover (OSHC) provider.

Overseas student Health Cover (OSHC)

OSHC is insurance to assist Overseas students meet the costs of (Public) medical and hospital care that they may need while in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services.

Details and costs of policies, including what an OSHC policy will and won't cover, and any waiting periods that may apply to certain treatment types, can be obtained by contacting each insurer directly.

OSHC is considered adequate health insurance, however, if you find your OSHC policy does not cover you for everything you want, you can take out additional private health/travel insurance.

Your OSHC provider can help you with a range of medical advice. You **should** check with your OSHC provider website as the services and support provided can vary from provider to provider.

Common advice and support OSHC providers may provide include:

- medical assistance
- referral to a doctor for medical treatment
- getting access to an interpreting service
- counselling services

- referral to a legal service
- family and friends messaging services in the event of an emergency
- personal safety

OSHC providers in Australia include:

Australian Health Management (AHM)

www.ahmoshc.com.au

Allianz

www.allianzassistancehealth.com.au

BUPA Australia

www.bupa.com.au/health-insurance/oshc

Medibank Private

www.medibank.com.au/overseas-health-insurance/oshc

NIB Health Funds Limited

www.nib.com.au/overseas-students

24. Medical matters

Health information

To help us support you, we need you to tell us everything we might need to know about your physical and mental health, including your medical history, conditions and allergies, and all medications you use so we can organise anything you might need and (if you are living with a homestay provider) approve and monitor your support and general welfare arrangements as required by your student visa. This applies before you arrive in Australia and during your stay.

Visiting a doctor

If you need to visit a doctor ask your homestay family to help you make the arrangements.

Medication

If you need to take medication while at school, the medication needs to have a pharmacy label and be handed in to administration. Your homestay family will need to complete a consent to administer medical form. You will need to come to the office at the time the medication is required.

25. Medical treatment

If you need medical or other health care (other than routine care for minor illness or injury), we will use our best endeavours to contact your parents, legal custodians and homestay provider as soon as reasonably possible.

We may, as we think appropriate and in your best interests:

- provide or administer over-the-counter or prescribed medications; and
- administer first aid.

If we think you need treatment from a health care professional, we may authorise any medical and other professional treatment that we believe to be in your best interests. This includes hospital transfers, emergency procedures, and administering drugs and medications. To do this, we may sign consents to medical and other health procedures on your behalf.

You must reimburse us for all costs associated with medical or other treatment that we authorise for you.

For further information please see the [EQI Standard Terms and Conditions](#)

26. Fees

Tuition

Tuition fees for EQI (CRICOS Provider Code: 00608A) cover:

- all curriculum schooling and teaching costs
- curriculum-related excursions

Non-tuition fees

Some non-tuition fees may also apply for items such as school uniforms and non-curriculum activities. Please check with your International Student Coordinator.

Overseas student Health Cover (OHSHC)

OSHC fees[±] are determined by the OSHC provider and are subject to change. For further information on OSHC, please refer to your OSHC provider.

More information regarding fees can be found at the following link:

- [Fees](#)

27. Transfer policy

You may apply to transfer between Queensland Government schools, a non-government school or another institution registered under Australian law to provide education to overseas students.

Additional tuition, homestay or other non-tuition fees may apply for the new school, depending on the school and course chosen.

Before applying for a transfer, you should talk to your International Student Coordinator and school guidance officer and consider any relevant enrolment deadlines at other schools or institutions.

For more detailed information please see the following documents.

- [Entry and course requirements](#)
- [Standard Terms and conditions](#)

28. Complaints

Before you lodge a customer complaint with the department, you are encouraged to contact your school to try to resolve your issue. If you have an issue with your course, your living arrangements or your welfare, you should discuss this with your International Student Coordinator.

If you have an issue relating to your International Student Coordinator or a decision they have made, you should discuss this with your school Principal. You can bring a support person to help you at any meeting.

Customer complaints are managed in accordance with the Department of Education's Customer [Complaints Management Framework](#) and the [Standard Terms and Conditions](#) you were provided with prior to commencing your course.

You can make a formal complaint if you are dissatisfied about the service or action of a school, the department, its staff, or education agents with which EQI has arrangements to deliver your course-related service. EQI does not charge a fee for accessing the complaints process.

You can ask for help writing your complaint (for example, from your parents, your homestay provider or a lawyer) and can bring a support person to help you at any meetings we have to discuss your complaint.

More detailed information can be found in the links provided above.

29. Appeals

You can appeal a decision EQI makes (**Internal Appeal**):

- to report you to authorities (see the [Attendance Policy](#) and [Course Progress Policy](#))
- not to defer or suspend your enrolment, as requested by you (see the [Deferral, Suspension and Cancellation Policy](#));
- to suspend or cancel your enrolment, as initiated by us (see the [Deferral, Suspension and Cancellation Policy](#));
- to refuse your request for a transfer (see the [Transfer Policy](#)); or
- as a result of your complaint to us (see the [Complaints Policy](#)).

EQI does not charge a fee for using the appeals process.

External appeal

If you are not satisfied with the decision, you can lodge a complaint (**External Appeal**) with the Queensland Ombudsman by email to ombudsman@ombudsman.qld.gov.au or by post to Queensland Ombudsman, GPO Box 3314, and Brisbane Qld 4001 within 10 working days of receiving our decision.

EQI will comply with any decision the Ombudsman makes.

30. Travel and activities

30.1. Routine activities for homestay students

While living in homestay you must discuss routine activities with your homestay provider and comply with homestay provider decisions. Routine activities includes travel to and from school or off-site school activities, everyday travel with the homestay provider, and normal domestic activities such as shopping, entertainment, sports, visiting friends and health care consultations. It does not include overnight stays away from your homestay address.

30.2. Non-routine activities for homestay students

You must obtain our permission for all non-routine activities. This includes overnight travel away from your homestay provider's residence (with or without your homestay provider), activities where the Department of Education, trading as Education Queensland sports, leisure and recreation provider requests parental consent or activities that require supervision other than your homestay provider.

To request permission to participate in non-routine activities, please complete the Travel and activities request form (link below) and submit it to your International Student and/or Homestay Coordinator.

In assessing your request, will consideration will be given to all relevant circumstances including the nature of the activity, the arrangements for supervision, your welfare and your age and maturity. We may also consider the views of your parents, legal custodians and homestay provider but we will not necessarily grant permission even if they consent.

Related documents

- [Non routine travel and activities for homestay students](#)
- [EQI sports leisure and recreation provider procedure](#)
- [Travel and activities request form](#)

30.3. No high-risk activities

You must not undertake high-risk activities, even if you have the permission of your parents, legal custodians or homestay provider, unless the activities are approved by EQI.

“High-risk activities” means any activity which inherently poses an increased risk of harm, illness or injury. Examples of high-risk activities are extreme sports, water activities and recreational activities with dangerous elements.

31. Refund policy

Your rights

If you do not complete your course, you may apply for a refund of some fees already paid by you (in certain circumstances). Some tuition and non-tuition fees charged by EQI are not refundable.

EQI will also pay any other refunds required by Australian law. If you demonstrate compassionate or compelling circumstances, EQI may agree to refund other unspent fees at their discretion.

Refund requests for OSHC fees must be made to your Overseas student Health Insurance (OSHC) provider.

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.

More detail regarding refunds can be accessed at:

- [Standard Terms and Conditions](#)
- [Refund request form](#)

32. School policy and procedures

32.1. Anti-bullying policy

<https://mtgravattshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/responsible-behaviour-plan-for-students.pdf#search=anti%20bullying>

32.2. Anti-litter policy

<https://mtgravattshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/responsible-behaviour-plan-for-students.pdf#search=anti%20bullying>

32.3. Bring your own device

<https://mtgravattshs.eq.edu.au/support-and-resources/forms-and-documents/student-resource-scheme-laptop-program-including-b-y-o>

32.4. School network and internet policy

<https://mtgravattshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Student%20Resource%20Scheme%20-%20Laptop%20Program%20Participant%20Guidebook%202021.pdf>

32.5. Use of mobile phones

<https://mtgravattshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/mobile-phone-and-electronic-devices-policy-v3.pdf#search=mobile%20phone>

32.6. Make up and jewellery policy

<https://mtgravattshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/School%20Dress%20Code.pdf#search=dress%20code>

32.7. Uniform requirements

<https://mtgravattshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/School%20Dress%20Code.pdf#search=dress%20code>

Uniform Shop Opening Hours

These hours are during school Term time only.

Monday - Tuesday - Thursday 8:00am - 10:00am

Wednesday and Friday 7:45am - 10:45am

The Uniform Shop is closed on Public Holidays

Fittings for uniforms by appointment only

Due to the current COVID restrictions, uniform fittings are by appointment only, we are unable to accept walk-ins.

Please find below how to book an appointment for the personalised fitting. Each appointment is 20 minutes in duration. Please make one appointment per student and arrive no earlier than 5 minutes before your appointment time. If you or your child is unwell on the day of your appointment, please reschedule.

Parents will need to use the URL below to make bookings. Once you click on the link, you will be prompted on how to make a uniform appointment booking:

<https://eq.sobs.com.au/pt3/parent.php?schoolid=70313>

1. Click on the SOBS link

2. Type in your email
3. Fill in your name and mobile number
4. Select 2021 Parent/Student Uniform Booking Appointment
5. Click on a staff member name and then click through the date and time options.

BOYS' FORMAL UNIFORM	
Boys' Formal Shirt	\$46.00
Boys' Shorts	\$47.00
Boys' Trousers	\$51.00
Boys' Leather Belt	\$18.00
Boys' Junior White MGH Socks (7-9)	\$9.00
Boys' Senior Grey Long Socks (10-12)	\$16.00
Boys' Senior Tie (10-12)	\$26.00
Formal Hat	\$34.00



Senior Formal Uniform
Year 10 require a Hat
Year 11 – 12 No Hat

Junior Formal
Uniform Year 7 - 9

GIRLS' FORMAL UNIFORM	
Girls' Junior Blouse (7-9)	\$52.00
Girls' Senior Blouse (10-12)	\$52.00
Girls' Senior and Junior long sleeve Blouse	\$59.00
Girls' Formal Skirt	\$47.00
Girls' Formal Shorts	\$47.00
Girls' Slacks	\$47.00
Girls' Junior White MGH Socks	\$9.00
Girls' Junior Tie and Badge (7-9)	\$20.00
Girls' Senior Tie (10-12)	\$26.00
Formal Hat	\$34.00



Senior Sports
Uniform Year 10 - 12



Junior Sports Uniform
Year 7 - 9

SPORTS UNIFORM UNISEX	
Junior Sports Polo (red: 7-9)	\$46.00
Senior Sports Polo (white: 10-12)	\$46.00
Sports Shorts	\$42.00
Team Socks (soccer, football, etc)	\$10.00
Bucket Hat (sun safe)	\$15.00
MGH Cap	\$15.00

WINTER UNIFORM OPTIONS	
Taslon School Jacket	\$75.00
MGH V Neck School Jumper	\$75.00
MGH Red Scarf	\$16.00
Worn during winter months only. Students will be informed when they can start wearing this item	
Taslon Sport Long Black Pants	\$36.00
Worn during winter months only. Students will be informed when they can start wearing this item	



Example of acceptable shoes – please refer to the *schools prospectus* for more examples

ACCESSORIES	
School Bag	\$65.00
Safety Glasses (for Industrial Design class)	\$9.00
Apron (for Industrial Design class)	\$16.00
School Badge	\$8.00
Scientific Calculator	\$29.00
Graphics Calculator	\$225.00

Uniform Shop Opening Hours

The Uniform Shop is open Monday to Friday during school terms:
Monday, Tuesday and Thursday – 8 - 10am.
Wednesday and Friday - 7:45 - 10:45am.

Additional opening times may be offered at the end and the start of the school year.

Phone: 3291 5209

Email: mghsuniform@hotmail.com

Good quality second hand uniforms are available for purchase from the Uniform Shop.

The Uniform Shop is located on the ground floor of E Block, near the Canteen.

Uniform Shop Manager: Mrs Gayle Brown

The P & C Association Uniform Shop carries the full range of uniforms necessary for your student to attend Mount Gravatt High. All compulsory uniform clothing items are available including socks.

Uniforms can be purchased at the Uniform Shop or online at <https://www.flexischools.com.au/> and collected from the Uniform Shop during opening hours.

The required black school shoes and sporting footwear are not available from the Uniform Shop, these must be purchased separately.

Uniform Routine

The sports uniform is to be worn only for HPE periods and on sports days. Students should change into their sports uniform before HPE or sport (i.e. after form if HPE in P1, morning recess or lunch hour) and must change back into school uniform at the next break. The sports uniform may be worn to and from school on TUESDAYS only for Years 7 – 9 and WEDNESDAYS only for Years 10 - 12. N.B. For Physical Education and Recreation, this complete Sports Uniform is compulsory - other clothes are NOT acceptable.

33. Banking

To open and operate bank account the following information is offered as a guideline as practice may vary from bank to bank.

If you are experiencing difficulties please see the International Student Coordinator.

- To open an Australian bank account you will need to present your passport and possibly additional information.
- The majority of banks and building societies have internet banking, telephone banking, Automatic Teller Machines (ATM's) and branch access.

Some banks are now offering an app that you download to your smartphone to do your banking.

- Once your account is opened you will receive in the mail a card and a pin code Personal Identification Number code (PIN Code). You should **NEVER** disclose your PIN code to anyone.
- For your parents to transfer funds into your account you will need to provide them with the local branch identification number, your account number, bank contact details and swift code. Check with your bank as to their process and requirements).
- Credit cards such as Visa, MasterCard and American Express are widely accepted across Australia.
- Check with your bank as to opening hours during the week and on weekends.
- Do not carry large sums of money at school or when out in public.

34. Transport

Mount Gravatt High School is located in Loreburn Street, Mt Gravatt. The school is in the southern suburbs of Brisbane, about 10 kilometres from the city centre. It is well served by public transport and is close to Universities and Institutes of Technical and Further Education.

From Garden City Shopping Centre Bus Interchange the 174 and 175 buses run past the school at regular intervals. The 175 bus also travels past Mount Gravatt High School from the city. Purchasing a Go Card Use allows students to travel on all TransLink bus, train (including Airtrain), ferry and tram services in greater Brisbane, Ipswich, Sunshine Coast, and Gold Coast regions.

Go Card benefits include being:

- cheaper than a paper ticket
- convenient to manage
- easy to top-up and use
- available for adults, children, concessions, seniors.

[Brisbane City Council Journey Planner](https://moovitapp.com/brisbane-1302/poi/en)
<https://moovitapp.com/brisbane-1302/poi/en>

35. Driving

You must refer to the [Standard terms and conditions](#) and contact your International Student and/Homestay Coordinator for further advice and approvals when considering:

- driving a vehicle
- becoming a passenger in a vehicle driven by a driver with a learner (L plate) driver's license or provisional (P plate) driver's license.

36. House Structure

36.1. House Groups

Attunga High place (yellow)
Manooka Hill (red)
Kittani Big hill (blue)
Turramurra High hill (green)

36.2. Purpose of the House Structure

The school has a house system which provides the basis for competition in various activities, including sports. We enjoy and foster a sense of community in our school where doing one's best outweighs competitive considerations. Positive school climate is explicitly modelled and the school maintains a vertical care system within our form classes. Upon enrolment, standards are articulated and a core value of respect is contextualized to allow students to learn, understand and practice appropriate social and personal behaviours.

37. School Leadership Opportunities

Mount Gravatt High School's Student Leadership Program provides students with leadership training and skills that enable them to be positive and influential in their many life contexts. Leadership at Mount Gravatt is nurtured through opportunities in both formal and informal avenues. Our philosophical commitment is to engender in every Mount Gravatt High School student a belief that leadership is within their capacity. Our holistic approach to the development of leadership attributes in all students expands personal growth and skills that are vital to success both academically and for life. The school looks forward to the future as every one of our students recognise their potential and goes on to influence the world for the better.

The promotion of student leadership is a vital feature of successful education communities. Mount Gravatt High School actively provides increased opportunities for leadership each year. We offer a Junior Secondary and Senior Secondary prefect structure in which students are elected to the following positions:

- School Captains
- Vice Captains – Academic, Community, Cultural, Sport
- Senior Leaders
- International Student Leader
- House Captains
- Junior Leaders
- Senior Mentors

Developing community participation and leadership through programs delivered by “High Resolves” in Junior Secondary and “Y Lead” in Senior Secondary are encouraged and well subscribed by students. Our school is well managed where routines and responsibility are actively taught, students have a voice in a number of forums and leadership and personal development is integral to our learning and wellbeing plan. The school has developed and implemented programs that focus on appropriate, respectful and healthy relationships. The Community pillar of learning has been established and student leadership positions created to promote and demonstrate student ownership of the sense of community, pride and belonging.

38. Extra-Curricular Activities

Academic	Cultural	Sport	Community
<p>Academic and Clubs</p> <ul style="list-style-type: none"> • Academic Competitions • Chess Club • Readers’ Cup • Maths Club • Cooking Club • Sewing Club • Robotics Club • Coding Club • Debating • IMPACT Centre Critical Thinking Projects 	<p>Cultural</p> <ul style="list-style-type: none"> • Instrumental Music <ul style="list-style-type: none"> ➢ Concert Band ➢ Stage Band ➢ Strings Ensemble ➢ Junior Vocal Ensemble ➢ Senior Vocal Ensemble ➢ Brass Ensemble ➢ Wind Ensemble ➢ Percussion Ensemble • Elite Dance Troupe • Dance Ensembles • Senior Drama Club • Junior Drama Club • C-Gen • Tech Crew • Cheer Leading 	<p>Sport</p> <ul style="list-style-type: none"> • Interschool Sport • Metropolitan Sport • District Sport ➢ Swimming carnival ➢ Cross country ➢ Athletics carnival • Carnival cheer squads • All Schools Touch • Running Squad • Athlete Development Program • AFL Q Cup • SCUBA program • Bill Turner Cup Soccer • Veto Cup Soccer Tournament • European Handball Tournament • QSS Futsal 	<p>Community & Leadership</p> <ul style="list-style-type: none"> • Personal and leadership development activities <ul style="list-style-type: none"> ➢ High Resolves Year 9 ➢ YLead Years 10, 11 • Senior Mentors Year 11 • Senior Leaders Year 12 • Junior Leaders • Student Council • Junior Book Club • Senior Book Club • V-Gen • Kokoda Years 11, 12 • School Community Forum • School Advisory Council • 40 Hour Famine • Griffith STEM Ambassadors • QUT Student Leadership • UQ STEM Ambassadors 

39. Australian families

In Australia there is no typical family and families differ widely from each other in many ways. This is in part due to Australia being a *multicultural* society i.e. many cultures from all over the world choose to settle in Australia.

Australian families *usually* have a mother and a father, children and pets. It is also common to find *single parent* families with either the mother or father responsible for keeping the home and caring for children.

It is expected in most Australian homes that people living in the home help with household tasks. These tasks may include helping with food preparation and cleaning up, keeping their own bedroom clean, washing and ironing their own clothes.

40. Australian teenagers

Australian parents expect to be told where their teenagers are going, who they are going with, what they will be doing and the time they will be done. Homestay parents expect the same courtesy from their Overseas student. It is extremely important that international students let their homestay parents know these things also. This will avoid a lot of worry.

It is also polite to tell homestay parents in advance if you will not be home for dinner. Most parents set a time by which their children must return home, and also usually set a time for going to sleep. Some Overseas students find this difficult because they usually stay up very late. Australians generally get up early in the mornings. Australian teenagers participate in a wide range of parties, using the computer, visiting friends and shopping.

41. Mealtimes

Breakfast

You will be expected to make your own breakfast with food provided by the homestay family. In Australia, the typical breakfast can include;

- **Cereal** (a carbohydrate consisting of grains such as wheat, oats or corn) served with milk
- **Toast** (sliced bread that is heated in an electrical appliance called a toaster) with toppings such as peanut butter spread, Vegemite or cheese
- **Eggs** that are cooked and served with toast

Ask your homestay family what food is available for breakfast and ask them to show you how to prepare it. Let your homestay know if there are certain foods that you like or dislike so that they know what to buy when shopping. Please wake up early enough to allow yourself time to prepare a nutritious breakfast before leaving for school, and remember to clean up afterwards.

Lunch

It is most likely that you will also be required to *make and pack* your own school lunch using food provided by the homestay. In Australia, it is common for lunches to consist of sandwiches (two slices of bread with fillings such as spreads, cooked meats or salads), something sweet like biscuits or cake, a piece of fruit and a cold drink. Sometimes families give students leftover food from dinner and it can be heated up using the microwave at school. Talk to your homestay family about the choice of foods available for lunches, and if you have any problems please see the Homestay Coordinator.

Dinner

Dinner time varies depending on the age of the children living in the home and the hours the parent/s work until, but generally dinner is served anywhere between 5.30pm and 7.30pm. Food that is served for dinner varies greatly, however dinner usually consists of a kind of meat (such as chicken, fish, beef, lamb or pork), a variety of vegetables (potato, beans, peas, broccoli, carrots) and a serve of a carbohydrate (rice, pasta, potato, couscous or bread).

Food is usually served on an individual plate, rather than shared dishes in the centre of the table. People eat off their own plate. Generally all members of the family sit to eat the meal together and talk about the day's events. It is important to participate in *table conversation*

as this is an excellent chance for you to improve your conversational English and get to know your homestay family better.

Expected table manners

Do:

- Wait until everyone is seated before eating
- Eat with your mouth closed
- Make a positive comment on the meal

Don't:

- Talk with your mouth full
- Eat noisily – Try not to slurp your food
- Leave the table without asking, or thanking the cook

Food customs vary greatly between cultures, so ask your homestay parent if you are unsure about what is expected at the dinner table. Eating dinner with your family should be an enjoyable experience. Remember, it is okay to ask for more food if you are still hungry.

42. Socialising with friends

Hopefully you will make many friends while you are in Australia, and want to go out with them on the weekends. Please be considerate of your host family and always ask for permission, let them know where you are and when you will be home. As a general rule, socialising should be limited to weekends, as week nights are for study and to spend with your host family. If friends ask you to stay over, discuss this with your host family. They may also allow you to have friends to stay, but remember not to inconvenience your host family by always having your friends in the house. Please ask your homestay parent before inviting friends over to your homestay.

Please remember to complete a travel form for overnight travel.

43. Expressing emotions

Australians tend to express their emotions openly and are not usually embarrassed about showing others that they are happy, sad, etc.

Many Australians find it quite acceptable to openly disagree with another person's opinion, as long as this is done in a non-aggressive and reasonable manner. In most cases, it is also considered acceptable to discuss personal problems with other people, especially friends, family and trained professionals (i.e. guidance officers in schools).

44. Communication

It is normal to feel nervous when you first meet your homestay family. You will begin to feel happier when you get to know the family better. Talking to your homestay family about any worries or questions you have when you first arrive will help you adjust to living in a new country.

If you do not speak English well, you can still communicate by using the following;

- Use Google Translate or an electronic dictionary
- Draw a picture of what you want to say
- Use hand gestures or mime
- Ask another student to interpret for you

Spend some time each day with your homestay family. You can do this by watching a TV show with them, helping with dinner preparation, asking questions about Australia or talking about your home country. Don't spend all of the time in your bedroom on the computer. It is very important to make the effort to get to know your family and build a friendship with them. If you have difficulty communicating with your family please see the Homestay Coordinator for some advice and guidance.

45. Manners

Manners are very important in Australian culture, and parents encourage their children to say "please" and "thank you" when they ask for something. They also encourage them to apologise (say "I am sorry") when they have done something wrong, or have upset someone. When asking for something, please remember to say, "Can I *please* have ..." and say "thank you" when you receive it.

46. Transport to school

If you live close to school, you may walk to school or ride a bike (please remember you are required by law to wear a helmet whilst riding a bike). Before you ride a bike to school, first ask your homestay parent to show you the *designated bikeway* to ensure this travel is safe. If you live further away, you can catch a bus or your host parent may drive you.

47. Swimming

Before engaging in water sports (for example swimming and surfing) all international students are required to complete a water skills assessment. Please contact your International Student Coordinator to arrange a water skills assessment.

Please also see the EQI [Non-routine travel and activities for homestay student's](#) procedure

48. Surf and Beach safety

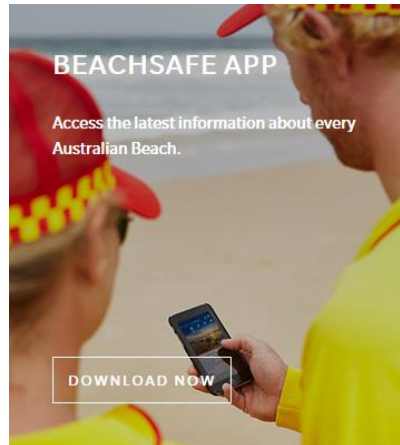
Queensland has some of the most beautiful beaches in the world. However, they can be dangerous for people who are not used to the ocean. Understanding the ocean is very important – the more you know about how waves, wind and tides affect conditions in the water, the better able you are to keep yourself safe.

Surf Life Saving Australia's 10 Surf Safety Hints

1. Always swim or surf at places patrolled by surf lifesavers or lifeguards.
2. Swim between the red and yellow flags. They mark the safest area to swim.
3. Always swim under supervision or with a friend.
4. Read and obey the signs.
5. Don't swim directly after a meal.
6. Don't swim under the influence of drugs or alcohol.
7. If you are unsure of surf conditions, ask a lifesaver or lifeguard.
8. Never run and dive into the water. Even if you have checked before, conditions can change.
9. If you get into trouble in the water, don't panic. Raise your arm for help, float and wait for assistance.
10. Float with a current or undertow. Stay calm. Don't try to swim against it. Signal for help and wait for assistance.

Useful links

- [Queensland Surf Lifesaving](#)
- <https://beachsafe.org.au/> at this link you can download their Beach Safe app.



Sun safe

Most of the sun's dangerous UV radiation (as much as 70%) occurs in the middle of the day, so if you are heading outside then you need to take particular care to seek shade, cover up, wear a hat and use sunscreen. Drink plenty of water in hot weather so as not to become dehydrated. Be sun safe by:

- avoid direct sun when possible
- drink plenty of water
- wear a long-sleeve shirt, wide brim hat and sunglasses
- regularly apply an SPF 30+ high protection sunscreen.

49. Road safety

Australian roads can be quite busy during peak time (mornings and afternoons are). It is important to take care when crossing roads, and always cross at intersections with traffic lights and/or pedestrian crossing zones. In Australia we drive on the left-hand side of the road and as such, you will need to **look right, look left, and then look right again before crossing.**