

# International Student



# Welcome Book

*Department of Education, trading as Education Queensland International (EQI)  
CRICOS Provider Code 00608A*

# INDEX

<b>Your Important Decision</b>	<b>4</b>
<b>Culture Shock</b>	<b>4</b>
Symptoms of Culture Shock	<b>5</b>
Your Passport to Queensland App	<b>5</b>
<b>INTRODUCTION TO AUSTRALIA</b>	
<b>Australian Leisure</b>	<b>6</b>
Sport	<b>6</b>
Balancing Study and Relaxation	<b>7</b>
EQI Holiday Adventure Program	<b>7</b>
<b>Health and Safety</b>	<b>7</b>
Personal Safety	<b>7</b>
Drugs and Alcohol	<b>8</b>
Travel	<b>9</b>
Safety at the Beach	<b>10</b>
Creepy Crawlies	<b>11</b>
Safe Sex	<b>12</b>
Internet Safety	<b>12</b>
Legal Aid	<b>13</b>
<b>Emergencies</b>	<b>14</b>
<b>1800 QSTUDY</b>	<b>14</b>
<b>Manners and Personal Hygiene in Australia</b>	<b>15</b>
The Toilet	<b>15</b>
Personal Hygiene for Boys	<b>15</b>
Personal Hygiene for Girls	<b>15</b>
Australian Manners	<b>16</b>
<b>EDUCATION QUEENSLAND INTERNATIONAL</b>	
<b>EQI Policies &amp; Procedures</b>	<b>17</b>
<b>MOUNT GRAVATT HIGH SCHOOL</b>	
<b>Mount Gravatt High School Aims</b>	<b>18</b>
Essential People in Your Life	<b>18</b>
<b>General Information</b>	<b>19</b>
Assembly	<b>19</b>
Form Meetings	<b>19</b>
Class Times	<b>19</b>
<b>School Life</b>	<b>20</b>
Rights	<b>20</b>

Responsibilities of the School	<b>20</b>
Responsibilities of Parents	<b>20</b>
Responsibilities of Students	<b>20</b>
<b>Mount Gravatt High School Student Policies</b>	<b>21</b>
Homework Policy	<b>21</b>
Exam Policy	<b>21</b>
Assignment Policy	<b>21</b>
Attendance Policy	<b>22</b>
Computer Policy	<b>22</b>
Mobile Phone and Electronic Device Policy	<b>23</b>
<b>Code of Conduct</b>	<b>24</b>
<b>School Uniform</b>	<b>25</b>
Boys School Uniform	<b>25</b>
Girls School Uniform	<b>25</b>
<b>INTRODUCTION TO HOMESTAY</b>	
<b>Homestay</b>	<b>26</b>
Essential People in Your Life	<b>26</b>
Meeting Your Homestay Family	<b>26</b>
Your Room	<b>27</b>
Meals	<b>27</b>
The Bathroom	<b>29</b>
The Toilet	<b>29</b>
Homestay Expectations	<b>30</b>
Household Rules	<b>30</b>
Homestay and Hotels	<b>30</b>
<b>Mount Gravatt High School Map</b>	<b>32</b>

# YOUR IMPORTANT DECISION

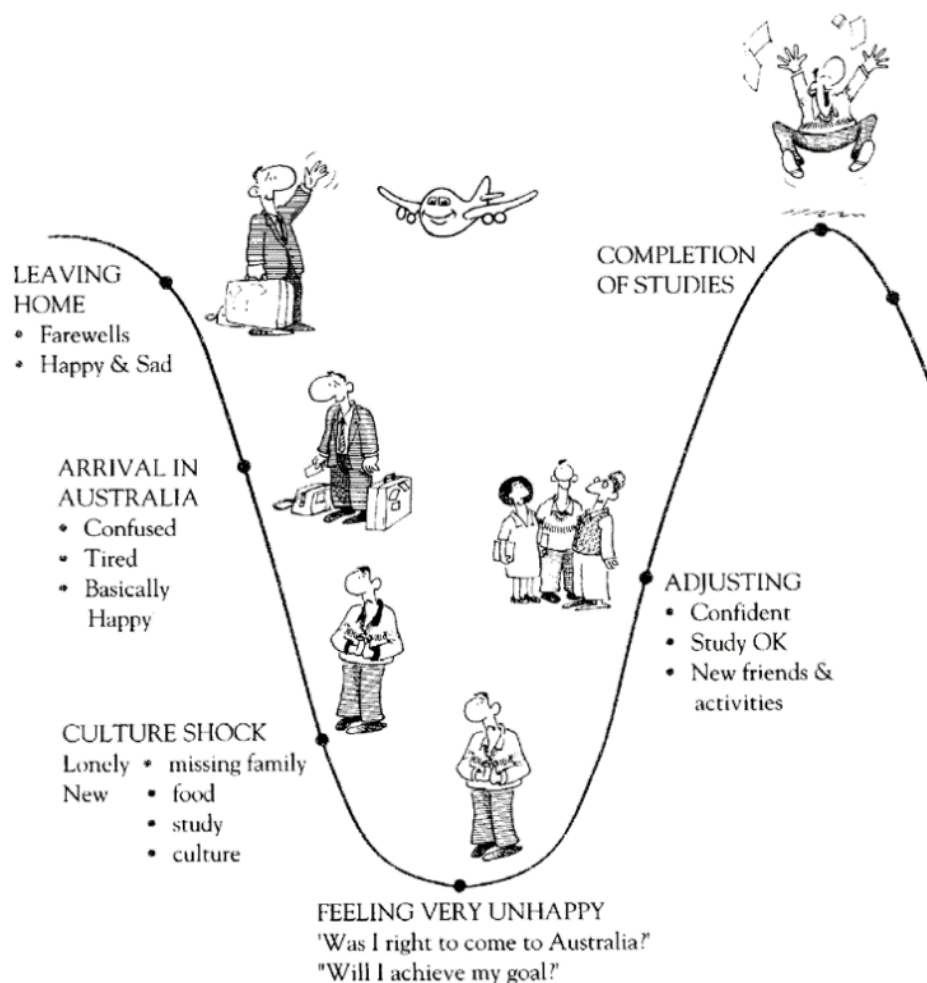
You have taken a big step in your life by deciding to come to Australia to complete your education. This decision will provide you with many extra benefits but, of course, will also present you with some problems. This section of our booklet is designed to try to give you as much information as possible in order to minimise any difficulties or confusion that may occur.

Homestay may be a condition of your stay. If it is, it will provide you with a secure environment where your host family take care of everyday chores such as cooking, cleaning and washing. This allows you to concentrate on your study which is the main reason you are in Australia.

## CULTURE SHOCK

To experience "culture shock" is a normal reaction when we are confronted with an unfamiliar environment and surroundings. It is important that you take the time to examine how you are feeling and examine your expectations. Think about what you expected before you arrived, whether these expectations were reasonable and what your goals are.

The following diagram shows the natural progression of feelings and emotions that arise during the period of adjustment into your new home.



## **Symptoms of Culture Shock**

Shortly after your arrival in Australia you may begin to experience unusual physical and emotional changes. These may include:

- Boredom
- Homesickness
- Withdrawal
- Excessive sleep and fatigue
- Compulsive eating/drinking
- Irritability
- Frustration with new ways of doing things

To get through this time it is important that you remember that these feelings and reactions are normal. Do not expect to be perfect. Keep an open mind and try to participate in as many conversations and activities as possible. Try to talk to someone about your feelings. The international school staff or your homestay family will be happy to talk to you. Family or friends can be very helpful at this time so keep in touch with contacts from home. Keep busy and active – staying mentally and physically fit will help you adjust more quickly.

## **Your Passport to Queensland App**

The 'Your Passport to Queensland' is a mobile application (app) for international students studying an Education Queensland International (EQI) high school program. The app contains games, videos, activities and information designed to help you to settle into your new life and school in Queensland, including how to stay safe at the beach, in the bush and in the city.

### **Who is the app for?**

The app is for international students studying an EQI program in a Queensland state high school. It is not currently available to EQI primary school students, Study Tour students or those on a short-term international exchange. A version of the app may be made available for these groups in the future.

### **Where can I access the app?**

You will receive instructions and your unique access code with your EQI Confirmation of Enrolment.

See [Your Passport to Queensland App Download instructions \(PDF, 227KB\)](#) for further information.



### **When can I access the app?**

You will be sent instructions and a unique 10-digit code with your EQI Confirmation of Enrolment. You can download and use the app as soon as you receive your code. To get the best start to your studies we recommend that you begin using the app before you arrive in Queensland.

# INTRODUCTION TO AUSTRALIA

## AUSTRALIAN LEISURE

### Sport

Australians have countless different pastimes that they enjoy in their leisure but we do play and watch a lot of sport. Some of these include:

- Cross training
- Cycling
- Jogging
- Swimming
- Walking
- Weight training
- Dance classes
- Team sports

The most common types of sports include:

- Rugby League Football (W)
- Aussie Rules Football (W)
- Rugby Union Football (W)
- Cricket (S)
- Netball (A)
- Basketball (A)
- Swimming (S)
- Soccer (A)
- Golf (A)
- Tennis (S)
- Hockey (A)

Summer:	(S)
Winter:	(W)
All Year Round:	(A)

Playing sport is a great way to meet people, especially Aussies as sport is a part of their life. Exercise provides a great way to deal with stress and working as part of a team builds confidence and self-esteem.

Watching sport is another favourite Australian pastime. Some of the most popular football teams and terminology are listed below.

### **Rugby League:**

NRL - National Rugby League, NSW versus QLD, Brisbane Broncos, Cockroaches, Canetoads, Kangaroos

### **Aussie Rules:**

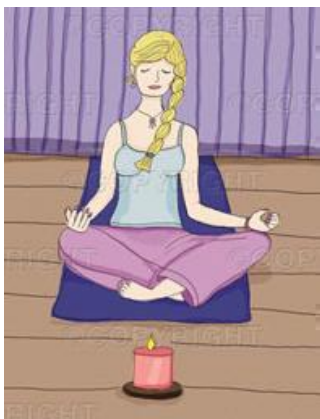
AFL, Australian Football League, Brisbane Lions, The Flag, The National Draft, The Brownlow Medal

### **Rugby Union:**

Wallabies, All Blacks, The Haka, Bledisloe, Tri-Nations, Springboks, World Cup, Ruck and Maul



## **Balancing Study and Relaxation**



Remember that this is an opportunity of a lifetime. It is a huge adventure so be sure to step out of your comfort zone. Go out, visit new places and meet new people. Accept invitations when they are offered and get ideas from other students about things to see and do while you are here. Try new food and experience life as an Australian.

Study is important but so is relaxation. You will need to find a balance of these two things to get the most out of your experience. If you need help to develop a schedule to balance work and leisure, please don't hesitate to ask the international staff for some tips and advice.

## **EQI Holiday Adventure Programs**

Our holiday adventure programs are a fantastic way to make the most of your time in Queensland during school holidays!

Discover historic landmarks and visit famous Aussie icons as you create friendships and memories to last a lifetime. See available tours below.

There are several tour destinations available each year. These are very popular and book out quickly, so apply early to secure your spot!



## **HEALTH AND SAFETY**

Being in a new and unfamiliar environment, away from friends and family can make you more prone to risk taking activities. We want you to be as safe as possible during your stay so please read through the following section of this booklet carefully.

### **Personal Safety**

Always make sure that you know where you are going and how you are going to get there. Journey Planner (<http://jp.translink.com.au/>) is a great tool to estimate travel times and distances as well as providing maps of the area and step by step directions if you need them.

It is important to let someone know where you are going, who you are meeting and what time you expect to return. Make sure that you have contact phone numbers for the people you are living with.

Avoid walking alone at night. Listen to your instincts and do not take any unnecessary risks – for example: hitchhiking or accepting a lift from a stranger.

Don't carry unnecessary cash or credit cards and leave your passport at home in a secure place. Always be alert when using your mobile phone and at ATMs.

If you do find yourself trapped or in danger, yell and scream to attract attention.

### **When going out:**

- Take a mobile phone (make sure it is fully charged before leaving the house and leave it on at all times)
- Make sure your host family knows where you are going and when you plan to be home
- Let your host family know if you will not be home for a meal
- Plan how you are getting home



## **Drugs and Alcohol**

The minimum legal drinking age in Australia is 18 years. Under the EQI Code of Conduct you are not permitted to take drugs or alcohol while you are here on your student visa. Be aware that alcohol and drugs can impair judgement and increase violent behaviour. Never pressure others to drink or let yourself be pressured to drink.

Marijuana and other recreational drugs are illegal in Queensland. Avoid situations where recreational drugs are likely to be present and call an ambulance if things get out of control. **The emergency number is 000.**

If you are considering having a party, provide non-alcoholic drinks and food. Remember that you can be fined if you provide alcohol to people under 18 year of age. Be considerate of neighbours and monitor your noise levels. Neighbours can call the police if there is excessive noise or disruption.

### **Alcohol, the Law and You!**

#### **Are you a minor?**

Under the law, you are a minor if you are under 18 years of age. And according to the law, as a minor you are not allowed to be on a licenced premise such as a nightclub, pub or licenced restaurant if you are not eating a meal. If you are under 18 years of age on a licenced premises, you risk an on the spot fine of \$225.

#### **Is it illegal to drink in a public place?**

Yes. You can be fined or arrested if found drinking in a public place. This includes parks and beaches. An on-the-spot fine of \$75 for adults and \$225 for minors can be issued.



## **What ID is accepted in pubs and clubs?**

- A current driver's licence or learner's permit
- A current passport (from any country)
- An Australian government-issued proof-of-age card (Card 18+)

## **Can a friend, who is over 18, buy me alcohol?**

No. It is illegal to supply alcohol to a minor. If your friend buys or supplies alcohol for you, you can receive an on-the-spot fine of \$225 and your friend can be fined \$600 on-the-spot. It is even illegal for a minor to hold a friend's drink or help carry a carton of beer.

## **What happens if I borrow a friend's ID?**

It is illegal to use someone else's ID. Not only are you breaking the law, but so is your friend. You can receive an on-the-spot fine of up to \$225 and your friend who lent you the ID can be fined up to \$375. Plus the ID may be confiscated.

It is also illegal to alter an ID. You could receive an on-the-spot fine of \$450.

## **Drink Spiking**

Drink spiking is the placing of a drug into a person's drink without their permission or knowledge, or a beverage (alcoholic or non-alcoholic) that is altered or changed to harm the person who is drinking it. Drink spiking is a crime.

Drink spiking can happen anywhere. Young people are at particular risk because of their drinking and social behaviours. 40% of drinks spiking victims are sexually assaulted.

Look after your friends and think ahead. Avoid risky situations.

## **Safe partying:**

- Avoid sharing drinks
- Watch your drink being poured
- Keep an eye on your drink at all times
- If you start to feel drowsy get a friend to look after you
- Stay with your group of friends

## **Travel**

### **Using Public Transport**

Wait for the bus or train in a well-lit area and stay close to other people. If you are travelling at night, sit in the 'Guards' compartment on the train.

Use taxis late at night. If you are travelling in a group the cost of these is reasonable.



## Driving

- To drive in Australia you must have an Australian driver's licence and be over 17 years of age.
- In Australia traffic drives on the left and all drivers are subject to the Australian conditions and road rules.
- Roundabouts are entered from the left. Pedestrians and cyclists have right of way and if cycling, wear a helmet – it's the law!
- Driver and passengers must always wear a seatbelt.
- Do not drive when tired or after drinking alcohol.
- Do not use your mobile when driving – the fine is \$225 and loss of 3 points.
- All international students must notify their school if they wish to drive to school by filling out a notification of intention to drive form.
- This form must be signed off by the student wishing to drive, a parent or legal guardian, and the principal of the school.
- Should a student want to drive other students, then these students must have written permission from their own parents or legal guardians to travel in their friend's vehicle.



## Pedestrians

- When crossing the road, look right, then left, then right again.
- Always cross at pedestrian crossings or where lights indicate that it is safe to cross.
- Make sure you take the shortest route when crossing the street. If you walk diagonally, you may be fined for jaywalking. (\$70 on-the-spot fine)



## **Safety at the Beach**

Australia has some of the world's most beautiful beaches, however they can also be very dangerous if you do not follow some important rules:

- Swim between the yellow and red flags
- Beware of dangerous marine life
- Observe the warning signs at patrolled beaches
- If in trouble in the water raise your arm to signal for help
- Never swim alone
- Never swim at night
- Never swim under the influence of drugs or alcohol
- Never dive into the water



## Sun Safety

It is no longer cool to sunbathe for hours. Heat stroke, skin cancer and sunburn are very real dangers. UV intensity is at its peak between 10am and 3pm



### SLIP, SLOP, SLAP AND WRAP!

**SLIP** on a shirt

**SLOP** on sunscreen

**SLAP** on a hat and

**WRAP** on some sunglasses!



## Sharks and Humans

It is rare that humans are attacked by sharks in Australia, however there are precautions you can take to ensure that the likelihood of this is minimised.



- Never swim at dusk, dawn or at night
- Never swim when bleeding
- Never swim in murky waters
- Don't swim near schools of fish
- Don't swim in canals or near a river mouth

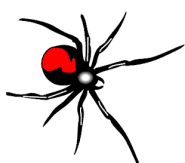
## Creepy Crawleys

Australia has a reputation for being home to a whole hoard of enormous and dangerous insects and spiders. Although we do have a diverse range of these animals and many of them are ... sizable, it is unlikely that any will present a real danger to you while you are visiting Australia.

Certain spiders can be dangerous, including the Funnelweb Spider and the Redback Spider. These are rarely seen however, if you do happen to be bitten by one, contact the **National Poisons Information Line Phone: 13 11 26**. This number is monitored Australia wide, 24 hours a day.

Most other insects and spiders are harmless, including the Huntsman Spider despite its large and threatening appearance.

Redback Spider



Funnelweb Spider



Huntsman Spider



## **Safe Sex**

Safe sex means taking steps before and during sex that can prevent you from getting an infection, or from giving an infection to your partner.

If you are sexually active, you need to **use an effective contraceptive and a barrier method to protect you from disease every time you have intercourse**. You can get pregnant the first time you have sex and right after you finish your period.

Remember that “No” means “No” and No consent = Rape.

If you need to discuss anything or would like more advice please contact the international staff at school or the school nurse. You could also speak to your homestay family. Remember that these people are there to help.

## **Internet Safety**

### **E-mail**

Dangers and risks include:

- Strangers can pretend to be someone else
- Unsolicited email (“spam”) usually about sites with inappropriate material, money making schemes or products for sale

What control tools can you use to avoid the dangers:

- If you are receiving inappropriate emails block the sender so they are unable to send any more emails to your address
- Delete emails that you do not recognise and do not open them
- Never give out your personal information (address or phone number)
- Never give out your credit card or bank account details

### **Browsing the Web**

Dangers and risks include:

- Sites with inappropriate images and text
- Sites promoting hate, violence or drugs
- Incorrect, misleading and false information
- Marketing that is misleading and collects personal information in order to sell products
- Requests for personal information for contests, surveys etc that are used in unauthorised ways

What control tools can you use to avoid the dangers:

- Block access to materials (text and pictures) identified as inappropriate



- Be cautious of what you type when searching for something on the internet
- Never give out your personal information (address or phone number) on the internet
- Never give out your credit card or bank account details on the internet

## **Chat Rooms**

Dangers and risks include:

- Chat rooms can contain offensive language and inappropriate conversation
- The most common online activity where people will encounter someone who may harm them
- There is a chance that chat rooms may start to take the place of friends, schoolwork, sports and other activities

What control tools can you use to avoid the dangers:

- Block access to any chat rooms that allow offensive language and inappropriate conversation
- Block private messages from unfamiliar people and only talk to people that you know
- Never give out your personal information (address or phone number) while using a chat room
- Never give out your credit card or bank account details



## **Legal Aid**

Visit the Legal Aid QLD website to find more information: [www.legalaid.qld.gov.au/Home](http://www.legalaid.qld.gov.au/Home)

Phone: 1300 65 11 88  
Telephone Interpreters: 131 450  
International callers: +61 7 3182 5181  
Youth Legal Advice Hotline: 1800 LAQ LAQ (1800 527 527)  
Address: 44 Herschel Street, Brisbane QLD 4001



## EMERGENCIES

Contact Queensland Emergency Services (**Fire, Ambulance and Police**) by dialling **000**.

In case of major public emergencies:

- Stay close to home
- Listen to the radio or TV for advice
- Avoid crowded or public places
- Contact your family to reassure them



## 1800 QSTUDY

# 1800 QSTUDY

International Student Hotline | 1800 778 839

1800QSTUDY (1800 778 839) is a hotline for international students across Queensland. The service supports students, agents, chaperones, parents and homestay providers with 24/7 phone support and general enquires regarding studying in Queensland. Please note, 1800QSTUDY is not an emergency service number. In an emergency, please dial Triple Zero (000) and ask for police, fire or ambulance.

Services include:

- Afterhours support
- Accommodation advice
- Public transport and travel advice
- Employment advice
- Health and wellbeing referrals
- Legal referrals
- Complaint referrals
- A translations service is available

# AUSTRALIAN PERSONAL HYGIENE & MANNERS

## **The Toilet**

Australian toilets are maintained in a clean state (even public toilets at school etc) and it is unnecessary to put toilet paper on the seat before sitting down. If you use too much toilet paper you will block the toilet and this will be very embarrassing. Some people like to take about four squares of toilet paper and wipe the seat. This is okay.

You should NEVER squat above the toilet or stand on it.

Boys need to lift the toilet seat before urinating.

The toilet seat should be closed before you leave. Most toilets have dual flush mechanisms so please choose the appropriate button. Many toilets will also have some air freshener on a shelf so please give the air a short squirt to make it more pleasant for the next person coming in.

## **Personal Hygiene for Boys**

Australia's climate can be more humid than many other countries so the regular use of deodorant is important. Boys should put on deodorant each morning before dressing and many Australian boys will then carry a roll-on deodorant for use at school, especially if they have been engaging in a physical activity like sports.

## **Personal Hygiene for Girls**

Australia's climate can be more humid than many other countries so the regular use of deodorant is important. Girls should put on deodorant each morning before dressing and many Australian girls will also carry a roll-on deodorant for use at school, especially if they have been engaging in a physical activity like sports.

Sanitary pads and tampons need to be changed 3-4 hourly or sooner if required, so you may need to be aware of disposal methods at home and at school. Tampons MUST be removed at night-time and sanitary pads used due to a rare condition called Toxic Shock Syndrome. Toxic Shock Syndrome has symptoms including fever, vomiting, a rash that looks like sunburn, diarrhoea and dizziness. If you ever have any of these symptoms while wearing a tampon remove it immediately and seek medical assistance.

### **At School:**

Sanitary pads and tampons need to be wrapped in toilet paper and disposed of in the sanitary dispenser found in the toilet cubicle. Never try to flush a pad down the toilet – they are too big and will cause a toilet blockage.

Do not flush tampons in the toilet unless it says it is okay on the tampon packaging.

### **At Home:**

Each family may have individual requirements regarding the disposal of pads/tampons and you may want to ask the host mother what to do. As a general rule, if you are in doubt, wrap the tampon or pad in toilet paper and put it in a plastic bag which can then be put into the council garbage bin.

## **Australian Manners**

Different cultures have different ideas about good and bad manners. Neither is right or wrong, but for the moment you are living in Australia so Australian manners are very important.

'Please', 'thank you' and 'excuse me' are important words and make everyone feel better.



'G'day', 'hello', 'good morning' and 'goodbye', show that you are a friendly person who cares about others.

Always ask before using anything – you will quickly learn if it is one of those things anyone can use and people will appreciate your care in asking.

Rooms such as bedrooms (at home) and offices and staffrooms (at school) belong to someone, so you must knock before entering.

Direct questions about age, boyfriends/girlfriends etc. are normally not appropriate unless the other person is a good friend. Australians usually find out about a person by listening to what they say rather than asking direct questions.



# EDUCATION QUEENSLAND INTERNATIONAL

## EQI POLICIES & PROCEDURES

Education Queensland International is committed to delivering high quality education programs and services for overseas students. The following policy document provides an overarching framework that supports schools hosting students on a Subclass 500 (schools) visa.

[International Student Programs - Subclass 500 \(schools\) visa policy \(PDF, 671KB\)](#)

Please see the [Standard terms and conditions](#) as these form part of your Written Agreement and make clear our policies under the Education Services for Overseas Students (ESOS) Act 2000, for the purpose of the National Code.

We have many information resources to help students and schools understand how our international student programs work.

A list of policy documents appears below for you to read or download.

[Accommodation and welfare](#)

[Attendance](#)

[Behaviour management](#)

[Client service standards](#)

[Complaints and appeals](#)

[Course progress](#)

[DEi customer complaints management procedure for DEi students and customers](#)

[Deferral, suspension and cancellation of enrolment](#)

[Distance education](#)

[Enrolment](#)

[EQI incident management procedure](#)

[Education Services for Overseas Students \(ESOS\) Act](#)

[Refund policy](#)

[Student arrival and orientation](#)

[Transfers](#)

[Travel](#)

[Variation to enrolment](#)

These are available on the EQI website: <https://eqi.com.au/for-students/policies-procedures>



# MOUNT GRAVATT HIGH SCHOOL

## MOUNT GRAVATT HIGH SCHOOL AIMS

- To develop independent and knowledgeable people who value education.
- To prepare students who are socially and environmentally responsible and capable of contributing to society.
- For students to appreciate themselves as worthwhile individuals and to develop respect and concern for the welfare of others.
- To give all students equal access to resources while catering to their needs and abilities.
- To promote greater participation by consultation with all members of the school community.
- To create a workplace where people are valued and their effectiveness is improved by professional development.

### **Essential People in Your Life (School)**

For the time you are in Australia the following people will have a big impact on your life. These people form a team whose job is to ensure that you have an enjoyable experience in Australia.

They will be active in:

- Making you feel welcome.
- Providing the liaison between you and your host family.
- Ensuring that you are keeping up with your school work.
- Assisting with any problems you may face.

Mr R. Robertson	Principal
Mrs S. Campbell	Deputy Principal
Ms H. Roberts	Deputy Principal
Ms C. Crawford	Deputy Principal
Mr D. Wilson	Guidance Officer
Ms D. Glassington	Guidance Officer
Ms T. Page	International Student Manager
Mrs A. Clarke	International Homestay Coordinator
Ms K. Weir	International Student Support Officer
Ms L. Davies	Student Nurse



# GENERAL INFORMATION

## Assembly

There is one full school assembly on Monday in the Hall. On Tuesday there is a Junior School Assembly and on Wednesday a Senior School Assembly.

## Form Meetings

Form meetings are held on Thursday and Friday when rolls are marked and daily notices are read. Forms are created on a vertical basis i.e. a form class is made up of students from Years 12 to 7.

## Class Times

### MONDAY

- 8:30 - 9:00 Full School Assembly
- 9:00 - 10:00 Period 1 (60 minutes)
- 10:00 - 11:00 Period 2 (60 minutes)
- 11:00 - 11:30 Morning Tea
- 11:30 - 12:40 Period 3 (70 minutes)
- 12:40 - 1:30 Lunch
- 1:30 - 2:40 Period 4 (70 minutes)

*All students commence school at 8:30am and should arrive no later than 8:15am.  
Last lesson concludes at 2:40pm.*

### TUESDAY

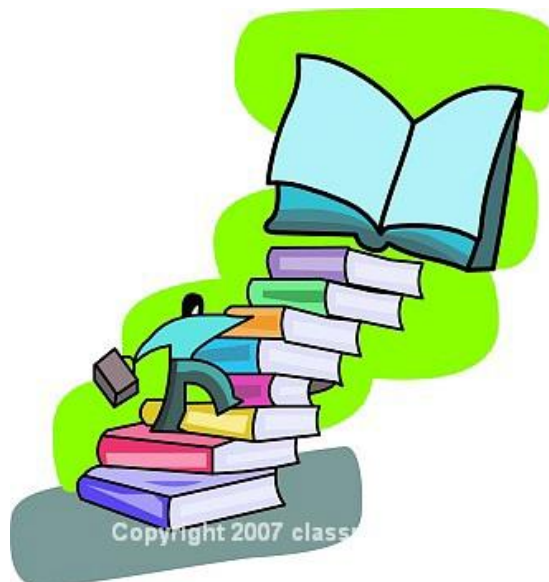
- 8:30 - 9:50 Junior School Assembly and Period 1 (80 Minutes)
- 9:50 - 11:00 Period 2 (70 minutes)
- 11:00 - 11:30 Morning Tea
- 11:30 - 12:40 Period 3 (70 minutes)
- 12:40 - 1:30 Lunch
- 1:30 - 2:40 Period 4 (70 minutes)

### WEDNESDAY

- 8:30 - 9:50 Senior School Assembly and Period 1 (80 Minutes)
- 9:50 - 11:00 Period 2 (70 minutes)
- 11:00 - 11:30 Morning Tea
- 11:30 - 12:40 Period 3 (70 minutes)
- 12:40 - 1:30 Lunch
- 1:30 - 2:40 Period 4 (70 minutes)

### THURSDAY and FRIDAY

- 8:30 - 8:40 Form Meetings
- 8:40 - 9:50 Period 1 (70 minutes)
- 9:50 - 11:00 Period 2 (70 minutes)
- 11:00 - 11:30 Morning Tea
- 11:30 - 12:40 Period 3 (70 minutes)
- 12:40 - 1:30 Lunch
- 1:30 - 2:40 Period 4 (70 minutes)



# SCHOOL LIFE

## ***Rights and Responsibilities***

Our school operates on the foundations of core rights and responsibilities incorporating the whole school.

### **Rights**

- To be respected and appreciated as an individual in an environment where recognition and success are valued.
- To express and share ideas, to ask questions in an appropriate manner at the correct time and place.
- To be treated without prejudice, intimidation or harassment in a just and consistent environment.
- To be in a physically, socially and emotionally secure environment with facilities appropriate for learning/teaching.
- To teach and learn in a supportive environment filled with opportunities enabling individuals to accept responsibility for developing their potential.

### **Responsibilities of the School**

- To develop each individual pupil's talent as fully as possible.
- To teach effectively and to set the highest standards in work and behaviour.
- To care for each child when at school as a good parent of a large family.
- To help pupils leave school able and anxious to make the best possible contribution to the community at large.
- To encourage regular communication with parents as a basis for close cooperation between home and school.

### **Responsibilities of Parents**

- To show by their own example that they support the school in setting the highest standards in all it tries to do.
- To make sure that their children come to school regularly, on time, refreshed, alert, correctly dressed and ready to work.
- To take an active and supportive interest in their children's work and progress.
- To support the authority and discipline of the school helping their children to achieve maturity, self-discipline and self-control.
- To control the development of their children's use of leisure time activities and entertainments.

### **Responsibilities of Students**

- To attend school regularly, on time, ready to learn and take part in school activities.
- To aim for the highest standards in all aspects of school life.
- To cooperate with the staff and to accept the authority and rules of conduct of the school.
- To consider and respect the feelings and property of other people both in school and in the wider community.

# STUDENT POLICIES

## **Homework Policy**

“Homework” should be seen as an extension of school activities and an “ordering” of the steps to the understanding and completion of a course of study. On average, the weekly level should be as follows:

Time:	Years 7/8:	5-7 hours	Year 10:	12 hours
	Year 9:	7-10 hours	Years 11/12:	15 hours

Quality: The quality use of time is most important. The time spent should be productive, purposeful and spent in an environment that is free as possible from distraction.

## **Exam Policy**

Any Year 11 and 12 student who has missed an exam must bring a medical certificate to the teacher involved. For Years 7, 8, 9 and 10 students, a parent contacting the school’s office on the day of the exam will be sufficient. It is the responsibility of the student to see the teacher on the first day back and make arrangements to sit for the exam. Students must be prepared to sit for the exam on the first day back.

Students must be at school for all periods preceding an exam. If a student comes late to school on the day of an exam, he/she would need to seek special permission from the Administration to sit for that exam.

## **Assignment Policy**

If a student is absent on the day an assignment or oral assessment is due, one of the following must occur:

1. A medical certificate may be attached to the assignment. The medical certificate should be taken to the subject teacher on the first morning back at school. For years 8, 9 and 10 a letter from a parent attached to the assignment will be sufficient.
2. A parent or relative may contact the school’s Administration and make alternative arrangements.
3. The assignment may be brought to the school by a friend or relative.

### **NOTE:**

- In the case of oral assessment, only options 1 and 2 are available.
- Any application for an extension of time may only be made through the Head of Department of the subject area involved. This application must be made prior to the due date.
- The school policy on referencing and bibliography layout is available from subject teachers and on the school website.
- Students who arrive late to school on the day an assignment is due must report to a member of the Administration to seek permission to submit that assignment.
- For all assignments, students will submit a draft/planning document for the assignment by a due date indicated on the assessment task sheet. In the event that meaningful work is not submitted on or before the due date, the draft/planning document will then be marked

- by the teacher. In the unlikely event that a draft/planning document is not submitted, the matter will be referred to the Head of Department who will ensure a document is submitted.
- Where any year 11 and 12 students do not follow the Exam and Assignment Policy, consideration may be given to the number of semesters of credit awarded for the course of study.

### **Attendance Policy**

All students are required 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.

### **Computer Policy**

This document provides guidelines outlining the acceptable activities associated with the use of Mount Gravatt High School computer network.

Persons using this network agree to abide by the following guidelines:

#### **Security**

- The Principal and designated officers reserve the right to inspect and disclose browsing and usage activities. The system is routinely monitored to ensure system integrity.
- Each user is responsible for his/her own ID code and password.
- Never share your ID and password or use another person's ID and password.
- Any user identified as a security risk will be denied access to the network.

#### **Usage**

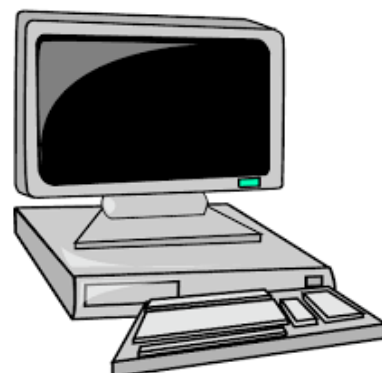
- Staff and students are not to modify the network.
- Users should apply the same standards of behaviour that are expected in other areas of the school environment.
- Transmission or saving of any material in violation of any laws is prohibited.
- Use of the network for personal profit, product advertising, political lobbying or illegal activity is prohibited.

#### **Viruses**

- Notify the computer coordinator if you are aware of any potential risks.

#### **Software**

- Unauthorised copying or trading of software violates the law and is prohibited.
- Software is only to be used in accordance with licence agreements.
- Breaches of licence agreements can expose an individual to claims for civil damages.



## **Mobile Phone and Electronic Device Policy**

Mount Gravatt State High school has established the following policy for mobile phones and electronic devices that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones and electronic devices when at school.

This policy reflects the importance the school places on students displaying the school values:

- Respect for yourself
- Respect for others
- Respect for the school.

### **Key Points**

1. It is **strongly recommended** that any mobile phone or electronic device be handed into the school office. This ensures security for the device.
2. **In class time** mobile phones and electronic devices may not be used (except at the direction of the teacher as part of the learning program) and must be switched off or turned to a soundless setting and be kept out of sight.
3. **At all other times during school hours, including at break times**, mobile phones and electronic devices may not be used and must be switched off or turned to a soundless setting and be kept out of sight.
4. **Security of a personal device.** Where the student elects to keep the phone on them during the day, it is strongly recommended that it remains out of sight in a pocket rather than in their bag unattended.
5. **Safety and Emergency contact.** Parents are reminded that in cases of emergency, or in cases where a student becomes ill at school or any other scenario where a student needs to leave school, the school office remains the only point of contact. This ensures your child is reached quickly, assisted in the appropriate way and accounted for.

Where a student does not follow this school policy, the student will be directed to the office so that the mobile phone or electronic device is handed in for the remainder of the day.



# CODE OF CONDUCT

All members of the school community should behave in ways which enhance the good name of the school.

WHAT WE VALUE AT OUR SCHOOL	WHAT THAT MEANS IN TERMS OF YOUR BEHAVIOUR
<b>1. IN CLASS, ON TASK, ON TIME</b>	This is your top priority when you come to school each day.
<b>2. BRING WHAT YOU NEED</b>	There are lots of different things you need to remember at High School. Jotting them into your Planner will help you.
<b>3. LET OTHERS LEARN</b>	Be sure that your actions don't take your teacher's time away from their top priority which is helping <u>everyone</u> in the class to learn.
<b>4. THINK BEFORE YOU SPEAK</b>	Ask yourself..... <i>Is it true?</i> <i>Is it kind?</i> <i>Is it necessary?</i>
<b>5. HANDS OFF</b>	This refers to other people and their property.
<b>6. I'M DIFFERENT, YOU'RE DIFFERENT, YET WE'RE ALL THE SAME</b>	Students here bring with them a range of backgrounds, religions and ability levels. We are proud of our Social Justice policies.
<b>7. BE YOUR OWN PERSON</b>	It isn't always easy to say NO to your friends. Try to show the courage to do what you know is right.
<b>8. BE A GOOD SPORT</b>	Play by the rules in all areas of life.
<b>9. BE PROUD OF YOUR SCHOOL</b>	Take care of the school environment. Be aware that, while you're in our uniform, your actions reflect on everyone.
<b>10. BE PROUD OF YOURSELF</b>	Remember, everyone is good at something. No-one is good at everything. <u>You</u> can make a difference.

Mount Gravatt High School values positive Student Behaviour Management strategies.

Where expectations are not met, possible strategies include:

- Detention during breaks and after school
- Communication with parents including telephone calls, letters and interviews
- In the event that the matter is not able to be dealt with at the classroom level, it may be referred to the Year Level Coordinators, Heads of Departments or the Administration. At this point, suspension (1 to 20 days) or exclusion from the school may result.

**Safety is of paramount importance and students are expected to observe State and Federal laws as well as Education Queensland and school policies and regulations. Breaches of these will result in suspension or suspension with recommendation for exclusion, especially where dangerous objects and/or illegal substances are involved.**



# SCHOOL UNIFORM

## Boys' School Uniform

- Shirt:** White, one pocket on left side with MGH embroidered in red. Shirt to be worn tucked in to the formal belted shorts or formal long trousers.
- Shorts:** Dark grey belted longer length shorts worn with a black belt.
- Trousers:** **Dark grey worn with a black belt.**
- Senior Tie:** Dark grey with a black, light grey and red stripe. The tie is worn from the start of March until the end of October.
- Junior Socks:** If shorts are worn, plain white sport socks (not anklets).
- Senior Socks:** Dark grey long socks with black and red bands. If trousers are worn, plain dark grey socks.
- Shoes:** Plain black, **lace-up** school shoes or black leather joggers.

## Girls' School Uniform

- Junior Blouse:** White with red check.
- Senior Blouse:** White with short sleeves, one pocket on the left side with red MGH.
- Skirt:** Charcoal grey skirt worn below the knee.
- Slacks:** During the winter months, girls are permitted to wear charcoal grey dress slacks available only from the Uniform Shop.
- Junior Tie:** Red crossover with school badge.
- Senior Tie:** Long dark grey tie with a black, light grey and red stripe.
- Shoes:** Plain black, **lace-up** school shoes or black leather joggers.
- Socks:** Plain white socks (not anklets).



# INTRODUCTION TO HOMESTAY

## HOMESTAY

### **Essential People in Your Life (Home)**

Your homestay family is very important to your success and happiness in Australia. Please make a huge effort to make friends with them as this will provide you with many things in return to make your life easier.

Every homestay family is different. Before you came to Australia you may have had an idea of what would be your ideal host family based on what you have seen of Western life in the media. These images however are not always accurate or true. They are manufactured in order to provide entertainment and profit. Wipe all these ideas from your mind and just accept the host family for who they are.

Australia is a multicultural society with people from all over the world. Even within a family it is not unusual for parents to be of different cultural backgrounds. While this may seem a little strange to some people who come from a homogenous society, it is of substantial benefit as it makes Australians interested in all the different cultures of the world.

Modern Australian families are very different to the image of “Mum, Dad and two or three kids”. While there are many families where this is the case, there are an equal number of families where divorce has separated families and remarriage has created “blended” families. Single parent families are also common in Australia. Australian law and Australians generally regard all these families as being equal.

Some families will have young children, some high school age children and some may be retired people with no children. Each one of these families has decided that they want to have you in their home, so please feel welcome and enjoy your time with them.



### **Meeting Your Homestay Family**

This will be a very worrying time for everyone and it is not unusual for you to forget nearly all of your English but make sure that you do not forget your most important asset – a friendly smile.

They will already know your name, so try to learn their names as soon as possible. Check to make sure what they would like you to call them – most will probably suggest their first name, but don't be offended if they ask you to call them Mr or Mrs as this is quite common with older people.

You will probably need to put your luggage in the family car – make sure that you help them and create the best impression.

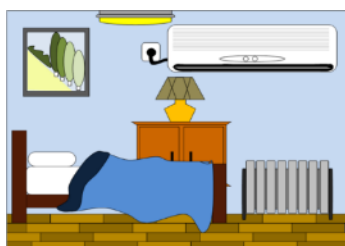
Once you arrive home, your parents will show you around the house. This is a courtesy as you will be able to see clearly anyway. Listen carefully to make sure there are no rooms which they may not wish you to enter. As a general rule, everyone’s bedroom is private and you would not enter without permission. Most other rooms are used by everyone, but sometimes parents may have a special room for themselves.

After dinner it is a good idea to introduce yourself by showing some photos of your life in your own country and your family. It will provide a personal touch and allow them to know you more quickly.

The first day is always exhausting, so if you are tired that is perfectly normal. Just say “Excuse me, would you mind if I go to bed now?” and your family will understand.



## **Your Room**



This is your own space and very important to you. However when you leave, this room will once again belong to your host family, so it is important that you care for it and do not damage anything in it.

Your host family will probably tell you what is okay and not okay to do in your room but in general:

- Smoking is not permitted inside Australian homes.
- Eating and drinking is done in the dining areas of the home.
- Washing is hung outside to dry.
- Headphones are used for stereos, TVs etc unless everyone is watching together.
- Turn off lights when not in use or when going to sleep.

In Australia it is customary to sleep between two sheets with blankets on top if necessary. This makes it easier to keep clean as the sheets and pillowcases can be washed weekly.

## **Meals**

Your host family will try to cook meals that you would like, but remember whoever is cooking will want to cook just one meal, not lots of little ones for everybody. Tell your host family if there is any food that you cannot eat (allergy, religious reasons etc), or if there is something that you would really like (eg soy sauce, rice more often etc), but try to eat what the family normally eats – remember you will be in Australia for a long time so if you can adjust to Australian food early in your homestay, you will have more fun.

Your host family might enjoy a meal from your home country if you are able to cook it. There are lots of international food shops in Brisbane where you could get ingredients.

Typical Australian meals are:

### **Breakfast:**

Most families do not eat breakfast together and often times it is a simple meal of cereal and toast. Many times children will make their own breakfast.

A hot breakfast (such as bacon and eggs, pancakes etc) is normally reserved for special occasions, weekends or holidays. As many parents work, it is expected that you will put cereals away after using, rinse plates and wipe down the bench at the end of your meal. Most homes have breakfast at about 7.00-7.30am.

### **Lunch:**

Lunch is normally sandwiches, fruit and maybe a sweet cake or biscuit. Again, because it is simple, many children will make their own lunch to take to school. Sometimes, if there are leftovers from the previous night's dinner, these can be taken instead of a sandwich.

### **Dinner:**

Dinner is more formal and families often use this as a time to catch up. It is normally a hot meal of meat and vegetables, although in summer (especially at weekends) a barbecue is popular with grilled meat and salad. Dinner is usually eaten between 6.00-7.00pm but every family is different. If your host family is involved in the hospitality industry, you may find some members are not around at night-time.

While one of your host parents will probably cook the meal (don't forget that in Australia housework is shared by both mothers and fathers) children will often assist by setting the table, assisting to clear and washing up (or loading the dishwasher) - you should offer to do these things as they are often the type of chore that is expected of a homestay student. In Australia boys also help with such jobs so don't be embarrassed if your family expect you to help.

### **A few hints with mealtimes:**

- Thank the person who cooked the meal.
- Make sure that you eat with your mouth closed.
- Try not to make slurping noises while eating.
- Wash your hands before the meal.
- Place your knife and fork together on the plate when finished (in restaurants this is how the waiter knows to take your plate away).
- Excuse yourself if you need to leave the table before everyone has finished.

If you will not be home for a meal, make sure that you tell your host family beforehand. They will appreciate this.



## **The Bathroom**

Whenever you use the bathroom make sure that you close the bathroom door – often there will be a lock on the door and it is appropriate to use this. Students are expected to provide their own toiletries (soap, shampoo, toothpaste etc).

Most Australians use the shower everyday either in the morning or in the evening – check with your host family to see which time is best. Some houses use solar power instead of gas or electricity for water heating so this may influence when is most convenient. Baths are used only infrequently.

Once you have finished showering you should commence drying yourself in the shower cubicle to minimise the amount of water on the bathroom floor. Most bathrooms will also have a bathmat that you should stand on when you get out of the shower.

It is considered inappropriate to take a long time in the shower or bath as this uses up a lot of hot water (which can be expensive) or does not let others use the facility (which is annoying). Try to be quick.

Check with your host family as to where you should put your wet towel – each family is different. Towels are not changed daily, and usually you would use the same towel for up to a week.



## **The Toilet**

Australian toilets are maintained in a clean state (even public toilets at school etc) and it is unnecessary to put toilet paper on the seat before sitting down. If you use too much toilet paper you will block the toilet and this will be very embarrassing. Some people like to take about four squares of toilet paper and wipe the seat. This is okay.

You should NEVER squat above the toilet or stand on it.

Boys need to lift the toilet seat before urinating.

The toilet seat should be closed before you leave. Most toilets have dual flush mechanisms so please choose the appropriate button. Many toilets will also have some air freshener on a shelf so please give the air a short squirt to make it more pleasant for the next person coming in.



## **Homestay Expectations**

It is important to establish at the beginning of the homestay period, the expectations of all parties. This will do much to prevent potential future problems. The following is a list of the responsibilities of the homestay provider:

- Provide a bedroom, together with the use of living areas, such as lounge, kitchen, dining, toilet and bathroom. Students should be provided with a key to the house to allow them free access.
- Provide three meals a day, ensuring adequate nutritious food by means of a regular variation of the diet. Alternatively, allow the student to prepare his/her own meals as mutually agreed.
- Provide household materials such as towels, sheets, blankets, eating and cooking utensils.
- Provide general cleaning services for living areas.
- Ensure adequate laundry facilities as negotiated.

The responsibilities of the student are:

- Keep common areas clean and tidy.
- Be clean in your personal habits.
- Help with minor household tasks as negotiated.



## **Household Rules**

Most homes have rules and ways of doing things. You need to find out what to do in order to make the best impression. It is better to ask than assume.

Some important things to find out:

- Phone numbers for your host parents.
- What to do about laundry.
- Where should you put your suitcase?
- Where to put rubbish.
- How to lock up the house.
- Your own key.
- What time is breakfast and dinner?
- What happens about lunch on school days?
- What happens about lunch on weekends?
- When is it okay to use the shower?
- Which shower/toilet should you use?
- Is it okay to use the pool.



## **Homestays and Hotels**

Homestay accommodation is different to normal tourist accommodation. Your payment per week would only buy you one night's accommodation at many hotels. For this reason it is important that you do not expect the same things as you would get at a hotel. In a hotel you are a paying guest who deserves to be treated with great care by all the employed staff. In a homestay you are a member of

the household, but only one member among many. Your needs will always be considered, but sometimes you may not get exactly what you want, because in doing so, other members of the family would be disadvantaged.

Again, a hotel is constructed with the idea that everyone lives independently – thick walls, cleaning services daily etc – so you can do what you like. In a household, everyone must always be aware of the rights of others and adjust their lifestyles accordingly.

Because there are no domestic servants everyone is expected to do a little work to keep things clean and tidy. You should expect this but if you feel that you are being asked to do too much talk to the Homestay Coordinator at school who will advise you and, if necessary, talk to the homestay family.

The money they will receive from you will cover your food and lodging with a little left over as a “bonus” for their efforts. This bonus is appreciated but will not make up for a difficult homestay guest – if you are too demanding most homestay families will simply decide that it is not worth the extra difficulties and ask you to leave.

Always remember that if you are nice to them, they will be far more likely to do extra things for you.



