



*Christ Centred
Enriching Community
Nurturing Uniqueness
Inspiring Greatness*

CRICOS Provider Code – 03626G

Medowie
CHRISTIAN SCHOOL

INFORMATION FOR OVERSEAS STUDENTS

1.0 COURSE OF STUDY

1.1 General Introduction

Medowie Christian School (MCS) is a diverse learning community that celebrates individual differences and values the cultural enrichment brought by students from other countries. The school is recognised for its excellent quality education programs.

Each year, Medowie Christian School seeks to host a small number of overseas students in each grade. International students enjoy integrating into our vibrant school and experiencing Australian culture first hand. Students are included in social networks with Australian students, improving their English-speaking ability. We engage students in both short and long-term stays at Medowie Christian School, from the grades of Kindergarten to Year 12.

The school has a wealth of experienced staff in teaching and integrating overseas students. Our teachers are hand-picked, exceptional educators who teach and guide students to be responsible local and global citizens. The school has a range of staff committed to helping students transition to their new class and integrate into the school community.

Primary School (Kindergarten – Year 6)

At Medowie Christian School we aim to provide your child with a safe, nurturing environment in which students can discover the world around them through independent, collaborative and whole class experiences. We are very deliberate about helping children make new friends and teaching them how to maintain healthy relationships based on mutual respect and honesty. Our dedicated team of teachers are committed to pastoral care for your child's physical, emotional, social and spiritual needs while ensuring that they reach their full potential academically.

Junior Secondary (Year 7 – 10)

As students transition from Primary into Secondary school, they are presented with even more opportunities and choices as they move through their final years of schooling into post school life. These are the years where they become more independent, being further equipped and empowered to make good choices. This is why a rich and diverse range of subjects to choose from, as well as being nurtured holistically, is very important to us at Medowie Christian School.

We offer a large range of elective choices in Stage 5 (Year 9 & 10) courses, as well as the mandatory subjects in line with the NSW Education Standards Authority (NESA).

Students experience relevant, engaging and informative extra-curricular activities through a variety of events, lunchtime and after school activities and excursions. As well as participating in local community events, students have the opportunity to participate in a team who serve annually in Vanuatu. It is our aim to show the love of Jesus to all these communities and provide our students with amazing life changing experiences.

Senior Secondary (Year 11 – 12)

The students in Senior Secondary are in their final years of education. We offer a large range of elective choices in Stage 6 (Year 11 & 12) courses, as well as the mandatory subjects in line with the NSW Education Standards Authority (NESA). It is a time of great anticipation, opportunity and responsibility. These two years significantly impact upon the opportunities that they will have in their future. It is designed to prepare them for the rigors and pressures of the HSC whilst providing a balance that will prepare them as a whole person for engagement in life beyond the school fence.

The purpose of this stage of schooling is to provide the appropriate pathway for students to achieve their full potential. To this end, it is imperative that teachers and students work in unison to achieve the best possible outcomes.

It is important for students to make the most of the opportunities that are available to them. Accordingly, students at Medowie Christian School will be expected to apply themselves to the best of their abilities. For a student undertaking senior studies this will mean studying beyond the classroom so that they are able to gain a thorough understanding of their subjects.

1.2 Higher School Certificate

Our Stage 6 students study their Preliminary and HSC courses within a Blended Model where English and Mathematics are studied in a traditional timeframe, i.e. over two years.

Four other focused subjects are studied in just one year. This means that students study two of their chosen focused subjects in the first HSC year, completing both the Preliminary and HSC requirements. This means both preliminary and HSC examinations will be completed in the first year for two focused subjects. Then students complete another two focused subjects in the second HSC year. This method of content delivery is ideally suited to students from an international background.

All students studying for the Higher School Certificate must successfully complete 12 units for the Preliminary Course and at least 10 units of study for the Higher School Certificate. Both courses must include 2 units of English: either English Standard or English Advanced.

2.0 THE ESOS FRAMEWORK OVERVIEW

Providing quality education and protecting your rights

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

An electronic copy of the ESOS Framework is available through

<https://www.studyinaustralia.gov.au/global/australian-education/education-system/esos-act>

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). A list of these institutions can be found at

<http://cricos.education.gov.au/Institution/InstitutionSearch.aspx?StateId=NSW>

CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your rights

The ESOS framework protects your rights, including:

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

Your responsibilities

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

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

Contact details

| Who? | Why? | How? |
|--|---|---|
| Your provider | For policies and procedures that affect you | Speak with your provider. Go to your provider's website. |
| Department of Education and Training (DET) | For your ESOS rights and responsibilities | https://www.education.gov.au/ |
| Department of Home Affairs | For visa matters | www.homeaffairs.gov.au Phone 131 881 in Australia Contact the DHA office in your country. |

2.1 Staff Briefing

Prior to an overseas student enrolling at Medowie Christian School, the Director of International Services ensures that all staff members who interact directly with overseas students are briefed about the school's obligations under the ESOS framework and the potential implications for students arising from the exercise of these obligations. This briefing takes place in a face-to-face setting where staff members are provided with a copy of the ESOS framework.

3.0 ENTRY REQUIREMENT PROCEDURES

Medowie Christian School undertakes to recruit overseas students in an ethical and responsible manner. An offer of enrolment will be based on an assessment by a suitably qualified person; as well as an interview with the Head of School or the Principal. Any final determinations are made exclusively by the Principal.

Students will be assessed on their level of English language proficiency, academic standard and their willingness to contribute to school life. Assessment procedures are listed below:

3.1 English Proficiency for Entry

Year K-12 students must provide evidence of English language proficiency.

3.2 Academic Standard

The minimum entry recommendation to Year 1 is equivalent to the NSW Prep course.
The minimum entry recommendation to Year 2 is equivalent to the NSW Kindergarten course.
The minimum entry recommendation to Year 3 is equivalent to the NSW Year 1 course.
The minimum entry recommendation to Year 4 is equivalent to the NSW Year 2 course.
The minimum entry recommendation to Year 5 is equivalent to the NSW Year 3 course.
The minimum entry recommendation to Year 6 is equivalent to the NSW Year 4 course.
The minimum entry recommendation to Year 7 is equivalent to the NSW Year 5 course.
The minimum entry recommendation to Year 8 is equivalent to the NSW Year 6 course.
The minimum entry recommendation to Year 9 is equivalent to the NSW Year 7 course.
The minimum entry recommendation to Year 10 is equivalent to the NSW Year 8 course.
The minimum entry recommendation to Year 11 is equivalent to the NSW Year 9 course.

Students need to provide translated academic results for at least 2-3 years.

Please note: Course credit will only be granted if students are transferring mid-course from another CRICOS accredited educational provider.

Students need to have demonstrated consistent above average academic performance. Conduct at a previous college/school needs to have been at a consistently good level to fit in with the Medowie Christian school environment.

Students who test more than 12 months behind NSW entry recommendations will need to complete an intensive English proficiency course prior to enrolment acceptance.

3.3 Contribution to the School

Students accepted into Medowie Christian School will be expected to cooperate and participate in a full range of activities including academic, sporting and cultural life of the school.

4.0 MODES OF STUDY/TEACHING METHODS & ASSESSMENT

Teaching Methods

Teaching styles vary from subject to subject. They can range from a traditional model of the 'teacher at the front with the whiteboard' to interactive discussion groups. Technology is utilised to enhance teaching methods through the use of PowerPoint, Internet and Multimedia. Students in Year 7-12 use an iPad for lessons. *(Please refer to Section: 6.0 for the outline of costs)*

Participation is key for students studying in Australia. Students will be expected to ask questions in class, contribute to discussions and demonstrate their knowledge in a variety of ways.

The Australian Education System places a high value on experiential, interactive learning. Therefore, it is common for students to participate in excursions relevant to the subject of study.

For students from countries where the teaching method is a traditional lecture style, you will find Australian teaching methods quite different. Student learning is assessed on the basis of how students apply knowledge. This is achieved through testing; exams and assessment projects.

In Australian High Schools, students move from room to room depending on where their subject is located. This is opposite to a number of countries where the teachers move around while the students stay in the one room.

The Australian Education system requires that all students participate in physical education. This is most commonly done in the form of playing sports. Medowie Christian School offers a variety of different sports that suit most students as well as the opportunity to be involved in the High Performance Sports Academy.

Medowie Christian School is a non-denominational school with a Christian ethos.

5.0 FACILITIES AND RESOURCES

Medowie Christian School (MCS) is a leading independent school serving the Port Stephens, Newcastle and Great Lakes communities of NSW. MCS is set in 10 acres of beautiful bushland, 30 minutes from Newcastle, 2 hours north of Sydney and just 10 minutes from Newcastle Airport.

The school's architecture harmonises with the surrounding bushland and native habitat. It is not uncommon to see Australian wildlife from, and sometimes in, the school grounds.

Commencing in 1995, the school has grown steadily with the introduction of the high school in 2005. In 2016, Medowie Christian School became the first school in the area to offer HSC examinations on site. Medowie Christian School has a FIBA accredited international timber basketball and futsal court that is also utilised for table tennis, gymnastics and badminton.

Our vision is to become an internationally recognised Christian school, attracting students from around the globe and producing world changing leaders and influencers. This is achieved through the engagement with our core values each day:

- Christ Centred
- Enriching Community
- Nurturing Uniqueness
- Inspiring Greatness

As a learning community, Medowie Christian School has established innovative leadership that provides excellence in the foundation areas of Literacy and Numeracy throughout the school from K-12.

We are committed to ensuring that quality feedback is valued and engaged by both staff and students. This requires time for staff to be observed, reflect and refine their practice and for students to engage in meaningful feedback designed to improve their learning experience. Coupled with this innovation is a new High Performance Sports Academy with strong community engagement and partnership with a physiotherapist, nutritionist, leading technology and links with local professional football A-League club the Newcastle Jets and the Pacific Dunes Golf Club.

In order to continue to meet the increasing demands on enrolment the school has established a strategic plan to implement over \$12 million dollars in new buildings to create a world class learning community.

Medowie Christian School is committed to preparing the students for life beyond the school fence. We are currently in the design and development of a new innovative sustainability centre, as well as a world class innovation centre that will accommodate the STEAM subjects within the school. Medowie Christian School is ideally placed to capitalise on this investment with RAAF Williamstown, a significant strategic base just minutes away. Associated with this, a new technology hub surrounding the Newcastle Airport provides for great engagement with industry.

Further plans for development include a new theatre and performing arts complex incorporating music and drama.

6.0 FEES

School fees are divided into tuition fees, resource levies and building levies to cover a variety of educational costs associated with each school stage.

a) Tuition Fees

Tuition fees primarily contribute towards all costs associated with the provision of staff, resources, administration and business.

| | Years | International Per Year |
|------------------------------|-------|------------------------|
| Primary (Kinder, Stages 1-3) | K-6 | \$17,000 |
| Secondary (Stage 4) | 7-8 | \$19,000 |
| Secondary (Stage 5) | 9-10 | \$19,000 |
| Secondary (Stage 6) | 11-12 | \$20,000 |

b) Resource Levy

Resource Levies cover costs for diary, excursions, external school sport and carnivals. It also covers the technology levy (K – 6) and the iPad program (7-12). This levy does not include camps.

| | Years | International Per Year |
|-------------------------------------|-----------------------------------|------------------------|
| Primary (Kinder, Stage 1) | K-2 | \$450 |
| Primary (Stage 2) | 3-4 | \$550 |
| Primary (Stage 3) | 5-6 | \$650 |
| Secondary (Stage 4) | 7-8 | \$1,100 |
| Secondary (Stage 5) | 9-10 | \$1,300 |
| Secondary (Stage 6) | 11-12 | \$1,000 |
| (Stage 6) Textbooks and Major Works | Items to be purchased by students | |

Building Levy

The Building Levy contributes towards maintenance, alterations and loan repayments on existing buildings and deposits for future buildings. The levy is compulsory and is therefore not tax deductible. The school welcomes donations toward the building fund from families also.

| | Years | International Per Year |
|------------------------------|-------|------------------------|
| Primary (Kinder, Stages 1-3) | K-6 | \$250 |
| Secondary (Stages 4-6) | 7-12 | \$250 |

c) Educational Camps

Camps are user pay, which is normal practice in schools. This will provide greater flexibility and accuracy in charging the actual cost of the camp, which may vary from year to year, especially if the venue is changed.

d) Payment methods

- a) Invoices are issued annually.
- b) The following payment methods apply:
 - i) Debit or Credit Card / EFTPOS
 - ii) Direct Debit
 - iii) BPay, Direct Deposit
- c) Payments can be made per term or annually in advance.

e) Other

- a) For all international students the following non-refundable fees apply:

| | | |
|---|---|--|
| Application Fee | AUD \$500 | Per student, non refundable. |
| Enrolment Fee | AUD \$1000 | Per student, non refundable. This fee includes the cost of a Literacy and Numeracy Test and Skype Interview. |
| Homestay (refer to Appendix 5) | AUD \$12,400 per annum | (\$250 x 46 + \$90 x 6) Per student, non refundable. |
| Optional Additional English Assistance | AUD \$4,000 per annum | Includes 3 hours of tuition per week (small groups maximum of 4 students). |
| Higher School Certificate Administration Levy | AUD \$1,133 | On commencement of the HSC course. |
| Uniforms | AUD \$1,200 (if brand new) | Approximately for High School students. |
| Overseas Health Cover | Approx. \$625.00 for premium single cover for 12 months | Cover is available for periods increasing from one month, two months, etc. on a varying rate. Advice can be provided by the School's Director of International Services if required. |
| School fees and charges are subject to periodic review by the School Board – please refer to the conditions of enrolment. | | |

7.0 REFUND POLICY

Refund Policy

Medowie Christian School will not accept payment of any fees for a course from an overseas student without providing them with a copy of the school's policy on refund (as outlined below).

If the course does not start on the agreed starting day or the course ceases to be provided before it is completed or is not provided in full then a full refund or partial refund of tuition fees will be made. Refunds will be payable within two weeks of any default by the school. Refunds will be accompanied by a detailed statement of accounts explaining how the refund was calculated.

Where a student does not start the course on the agreed date or withdraws before completion, partial refunds may be approved depending on the reasons for non-attendance or withdrawal and the amount of notice given.

This agreement does not remove the right to take further action under Australia's consumer protection laws, nor the right to pursue other legal remedies.

A student wishing to apply for a refund should contact the Business Manager in writing as soon as possible after withdrawing from a course or failing to commence a course. Refunds will be finalised within two (2) weeks of the Business Manager's office receiving a written claim. Please refer to ESOS Act 2000 for more information

<https://www.studyinaustralia.gov.au/global/australian-education/education-system/esos-act>

8.0 ENROLMENT DEFERRAL/SUSPENSION AND CANCELLATION

8.1 Deferment of commencement of study requested by student

- a) Medowie Christian School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - i) illness, where a medical certificate states that the student was unable to attend classes.
 - ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
 - iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies.
 - iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
- b) The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.
- c) Deferment will be recorded on PRISMS depending on the student's confirmation of enrolment status.

8.2 Suspension of study requested by student

- a) Once the student has commenced the course, Medowie Christian School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
 - i) illness, where a medical certificate states that the student was unable to attend classes.
 - ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
 - iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies.
 - iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).

- b) Suspensions will be recorded on PRISMS.
- c) The period of suspension will not be included in attendance calculations.
- d) The final decision for assessing and granting a suspension of studies lies with the Principal.

8.3 Assessing requirements for deferment or suspension of studies

- a) Applications will be assessed on merit by the Principal.
- b) All applications for deferment or suspension will be considered within 14 working days.

8.4 Exclusion from class (1-28 days)

- a) Medowie Christian School may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in Medowie Christian School's Code of Conduct (*please refer to Appendix 1*).
- b) Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Heads of School or the Principal.
- c) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
- d) Exclusions from class will not be recorded on PRISMS.
- e) Periods of 'exclusion from class' will not be included in attendance calculations as per Medowie Christian School's Course Progress and Attendance Policy. (*please refer to Appendix 3*).

8.5 School Initiated suspension of studies (28 days +)

- a) Medowie Christian School may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in Medowie Christian School's Code of Conduct (*please refer to Appendix 1*).
- b) Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Heads of School or the Principal.
- c) Students who have been suspended for more than 28 days are required to return to their home country by DHA unless special circumstances exist (e.g. the student is medically unfit to travel).
- d) If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Heads of School or the Principal.
- e) Suspensions will be recorded on PRISMS.
- f) The period of suspension will not be included in attendance calculations.

8.6 Cancellation of Enrolment

- a) Medowie Christian School will cancel the enrolment of a student under the following conditions;
 - i) Failure to pay course fees.
 - ii) Failure to maintain approved welfare and accommodation arrangements.
 - iii) Any behaviour identified as resulting in cancellation in Medowie Christian School's Code of Conduct (*please refer to Appendix 1*).
- b) Medowie Christian School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DHA which will result in automatic cancellation.

8.7 Complaints and Appeals

- a) Student requested deferment and suspension are not subject to Medowie Christian School's Complaints and Appeals Policy (*please refer to Appendix 2*).
- b) Exclusion from class is subject to Medowie Christian School's Complaints and Appeals Policy (*please refer to Appendix 2*).

- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation is subject to Medowie Christian School's Complaints and Appeals Policy (*please refer to Appendix 2*).
- d) For the duration of the appeals process, the student is required to maintain his/her enrolment and attendance at all classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access Medowie Christian School's complaints and appeals process regarding a school initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised unless extenuating circumstances relating to the welfare of the student apply.
- f) Extenuating circumstances include:
 - i) the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age).
 - ii) the student is missing.
 - iii) the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing.
 - iv) the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others.
 - v) is at risk of committing a criminal offence, or
 - vi) the student is the subject of investigation relating to criminal matters.
- g) The use of extenuating circumstances by Medowie Christian School to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- h) The final decision for evaluating extenuating circumstances lies with the Principal.

8.8 Student Advice

- a) Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact the Department of Home Affairs (DHA).

8.9 Definitions

- a) Day – any day of the week including weekends.

9.0 STUDENT TRANSFER REQUEST ASSESSMENT POLICY

9.1 Transferring Course of Study

Overseas students are restricted from transferring from their principle course of study for a period of six months. This restriction also applies to any course(s) packaged with their principle course of study.

9.2 Applying for a Letter of Release

Students can apply for a letter of release to enable them to transfer to another education provider. This process can be discussed with the Director of International Services who will assist with the process. A request for release will then be given to the Family Engagement Officer or Principal's PA with final approval resting with the Principal.

9.3 Letter of Release Requirements

Medowie Christian School will only provide a letter of release to students in the first six months of their principle course in the following circumstances:

- a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school.
- b) It has been agreed by the school that the student would be better placed in a course that is not available at Medowie Christian School.
- c) Any other reason stated in the policies of Medowie Christian School.

9.4 Letter of Release Restriction Period

Medowie Christian School will NOT provide a letter of release to students in the first six months of their principle course in the following circumstances:

- a) The student's progress is likely to be academically disadvantaged.
- b) Medowie Christian School is concerned that the student's application to transfer is a consequence of the adverse influence of another party.

9.5 Evidence Required for Letter of Release

Students under 18 years of age MUST have;

- a) A valid enrolment offer from another registered provider.
- b) Written evidence that the student's parent(s) supports the transfer.
- c) Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent(s) or a suitable nominated relative.
- d) Evidence of compassionate or compelling circumstances.
- c) Evidence the provider fails to deliver the course as outlined in the written agreement. *(Please refer to Appendix 2 for Medowie Christian School's Complaints and Appeals Policy).*

9.6 Decision Process

All applications for transfer will be considered within 28 working days and the applicant notified of the decision.

9.7 Students Transferring to Medowie Christian School

Students must have completed the first six months of their first registered school course. The releasing provider must agree to the student's release. The student will need to apply to Medowie Christian School through the normal international student enrolment process.

10 WITHDRAWAL

Students withdrawing from the school must give one term's notice or pay a full term's fees. Provided such notice is given pro-rata refunds are made on all tuition fees paid.

11 CONDITIONS OF ENROLMENT

1. We agree to conform to the school's policies and rules including school uniform and to such variations of those policies and rules as are adopted by the School Board or the Principal, as set out in publications such as future editions of the School Diary, and as published from time to time at the Principal's discretion.
2. We agree to fully support the school's ethos and aims as well as to encourage the student to conform to those policies and rules and to actively involve himself or herself in school activities.
3. For K-6 students: where we do not reside in Australia, we agree to nominate a natural relative who resides in the Port Stephens/Newcastle/Maitland area of NSW to act as a guardian for the student.

Guardians must:

- a) be at least 21 years old.
 - b) speak English.
 - c) be contactable by the school.
 - d) be able to give support to the school in meeting the needs of the student.
 - e) attend enrolment interviews, parent-teacher interviews and other contacts at the school's request.
 - f) exercise a duty of care to the student when he or she is on leave with them; and
 - g) liaise with both parents and the Head of School to ensure the student's welfare.
4. We agree that the school may discipline students for breaches of the school rules or unacceptable conduct

occurring in or associated with the school, by detention or extra activity and, in aggravated cases, by suspension or dismissal. The Principal may in his or her absolute discretion, but subject to

affording the student procedural fairness, suspend or dismiss the student for breaches of rules or discipline or where I/we have failed to comply with these conditions of enrolment. If the School Board or the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and the school has broken down to the extent that it adversely impacts on that relationship, then the school, the School Board or the Principal may require us to remove the student from the school. No remission of fees will apply in either case.

5. We understand that the school requires parents to be actively involved in the school through attendance at parent/teacher interviews and parent forums, participation in courses offered by the school relevant to the student's education and assistance to the school in a voluntary capacity from time to time (these can be accessed through electronic medium).
6. We acknowledge that the Principal may, by giving us reasonable notice, ask us to remove the student from the school at the end of a school year where the student has, in the Principal's opinion, failed to meet the requirements of NSW Education Standards Authority (NESA) or has otherwise failed to make satisfactory progress in his or her academic work.
7. We acknowledge that the school seeks to maintain an environment that is safe for all students and in which learning can take place.
8. We confirm that we have read the current Fee Schedule and agree to be responsible (when more than one person is signing this form, both jointly and severally) for the payment of all school fees and charges. School fees and charges are subject to periodic review by the School Board. We agree that:
 - a) the Application Fee (\$500 per student) and Enrolment Fee (\$1000 per student) paid by us is non refundable. Where a student's enrolment is cancelled with less than one term's notice, the refundable portion of the Tuition Fee will be forfeited by us. In exceptional circumstances, where we can demonstrate that factors outside of our control led to the cancellation, we may apply for a refund. However, any refund, which will be made only in exceptional circumstances, will be entirely at the discretion of the Principal.
 - b) all School Fees and consolidated charges must be paid regularly on a term basis, as determined by the school. All other incidental school charges must be paid as determined by the school.
 - c) a service fee will be charged for late payment. We agree to pay the service fee calculated on the amount outstanding from the due date until the date of payment. The service fee is a rate percent per annum determined by the school from time to time. It is based on the average rate paid by the school on its borrowings plus an amount to reflect the administrative costs to the school in collecting outstanding fees. The service fee represents a genuine pre-estimate by the school of the loss that it would suffer if fees were not paid by the due date. We understand that we may obtain the current rate from the Finance Office.
 - d) the student may not be permitted to return to school if the fees for the previous term have not been fully paid by the end of that term or previous arrangements have not been made with the approval of the Business Manager.
 - e) a full term's notice, in writing to the Principal, is required of intention to withdraw the student from the school.
 - g) if such notice is not given, a full term's fee is payable by us to the school.
9. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
10. We understand that any request to postpone the date of entry of the student to the school (either to another date in the same year or to a later enrolment date) must be made in writing to the school giving at least one term's notice. The school in its absolute discretion may or may not agree to that request. If the school agrees to the request we acknowledge that the student will be placed on a waiting list for that year of enrolment and the Enrolment Acceptance will terminate. We acknowledge that, should a place

be available to the student for the later date of entry, we must sign a further Enrolment Acceptance and otherwise comply with the school's enrolment requirements applicable at that time. The school may or may not in its absolute discretion require the payment of a further amount in the event of increase in the Application Fee and Enrolment Fee.

11. We note that absence from school must be for a very special reason, usually illness. We will send a note signed by us to the School Office following each absence. We understand that permission to be absent from school for extraordinary reasons must be obtained from the Principal beforehand and that the granting of permission is always at the Principal's discretion.
12. We accept that the school may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Principal.
 - a) school services and assemblies.
 - b) Christian Studies which is part of the school curriculum.
 - c) co-curricular activities.
 - d) the school sports program.
 - e) important school events such as Presentation Evening, and other events as required by the Principal from time to time.
 - f) camps and excursions that occur from time to time as part of the school curriculum.
13. We agree to keep the school fully informed of the student's health issues or other special needs. If the student becomes ill or is injured, necessitating urgent hospital and/or medical treatment (for example, injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Principal, or in his absence, a responsible member of the school staff, to give the necessary authority for such treatment. We indemnify the school, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
14. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, we agree to notify the school immediately. We also agree to complete the student's medical form accurately and provide annual updates for the school.
15. We understand that the school requires parents to observe school security procedures for the protection of students from direct contact with those outside school during school hours and that we are only to make contact through the school office.
16. We acknowledge that the student's personal property is not insured by the school which does not accept any responsibility for loss.
17. We agree to notify the school of any change of family details. We understand that enrolment may be terminated if correspondence is unacknowledged or returned unclaimed after one month of mailing date.
18. Where relevant we agree to provide to the school all current Family Court or other court orders relating to us and the student. We note that the school's Privacy Policy deals with the confidentiality of such information.
19. The school collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. The primary purpose of this information is to enable the school to provide schooling for the student.

The school's Privacy Policy and Standard Collection Notice are available at www.medowiecs.nsw.edu.au.

We consent to the school taking and making use of photos and video footage of the student on the school's website and in other marketing and promotional material. We will notify the Principal immediately if any circumstances arise that would prevent the school from using such images as outlined above.

20. We agree that the school may change these conditions provided it gives us at least two terms' notice and that the new conditions take effect from the beginning of a calendar year.
21. We understand that our acceptance of the school's offer of a place for the student implies that he or she will complete his or her school life at the school unless unforeseen circumstances arise.

22. Parents will be expected to comply with the Parental Code of Conduct (*please refer to Appendix. 4*).

12 APPLICATIONS

Applications – General

Applications for FFPOS (Full Fee Paying Overseas Students) places at Medowie Christian School should be directed to the Family Engagement Officer or Principal's PA.

A completed application form is required to be submitted to the Family Engagement Officer or Principal's PA with copies of the past 2-3 years translated academic transcripts, evidence of English language proficiency, copy of passport, visa details, copy of birth certificate and immunisation records (if immunised).

Please visit: <http://medowiecs.nsw.edu.au/enrolments/> to apply online or email: international@medowiecs.nsw.edu.au for a copy of our application forms.

Contact Details:

Mrs Janet Dillon-Smith
Family Engagement Officer
Medowie Christian School
6B Waropara Road, Medowie NSW 2318
T: (02) 4981 7177
enrolments@medowiecs.nsw.edu.au

Mrs Ruth Neville
Principal's PA
Medowie Christian School
6B Waropara Road, Medowie NSW 2318
T: (02) 4981 7177
E: international@medowiecs.nsw.edu.au

13 STUDENT RECORDS

13.1 Attendance

Accurate records of attendance and lateness will be kept for each student and reported on in a final written report. Each course will have an attendance roll prepared by the Deputy Principal. Care Group/Home Class Teachers will mark this roll in Care Group/period one on a daily basis and lodge returns with the Deputy Principal.

Attendance records will be monitored on a fortnightly basis by the Primary Coordinator and Secondary Stage Coordinators. Students who are absent or late without approval will be contacted by the Deputy Principal and counselled by one of the Welfare Team. This will occur if a student is absent for more than five consecutive days without approval or who is not consistently attending their course. The Deputy Principal will be responsible for monitoring attendance.

13.2 Reports

Students completing only a part of the Year K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 or 11 course may not be eligible for a full school report.

Students undertaking the HSC will receive detailed academic reports. HSC students will receive a report at the end of the Preliminary Course, a mid-course report in Term One of Year 12 and a final report at the end of Term

Three.

14 NOTIFICATION TO DEPARTMENT OF EDUCATION & TRAINING (DET)

14.1 Acceptance

Details of each student accepted will be submitted by the Family Engagement Officer or Principal's PA to DET within fourteen (14) days.

14.2 Breaches of Visa Conditions

Breaches of any student visa conditions relating to either attendance or academic performance will be reported to DET by the Principal of Medowie Christian School. Failure to attend 80% of the contact hours for the course will constitute a breach of conditions.

Any such breach will be brought to the attention of a student in writing by the Principal. The Principal will present the student with a written statement giving particulars of the breach, and state that the student is required to attend before an officer within 28 days in order to explain the breach. Students will also be informed that photographic identification will be required at the meeting. The Principal will also set out in writing the effect of Sections 137J and 137K of the Migration Act, 1988.

It is the responsibility of the Principal to notify DET of student attendance or academic performance default.

14.3 Change of Enrolment Status

Any change of status to a student's enrolment will be notified to DHA via PRISMS. This is the responsibility of the Family Engagement Officer or Principal's PA.

14.4 Lack of Attendance

It is the responsibility of the Deputy Principal to make all staff teaching overseas students aware that they are legally obliged to use PRISMS to report a student's lack of attendance.

15 AGENTS

Medowie Christian School usually deals directly with the families wishing to enrol their son or daughter. It is not usual practice to use agents to recruit students.

16 SUPPORT SERVICES

16.1 General

Support services are provided to all students at Medowie Christian School through their Care Group/Home Class. Each student is allocated to a Care Group/Home Class, which has a staff member allocated to oversee their progress and welfare.

International students also meet as a group with the Director of International Services to discuss any issues that may have arisen and to assist in helping the student adjust to study and life in Australia. The students meet monthly to discuss any concerns as they arise and to monitor how they are settling in. Concerns are passed onto the pastoral care team for follow up, Homestay relative and to the parents (if required).

Classroom Teachers/Home Class Teachers monitor the daily welfare and progress of all students, if there are concerns with how the international student is settling into school life or academic progress, they will notify

the Primary Coordinator or Secondary Stage Coordinator who will then initiate support through the Boys' or Girls' Welfare Coordinator. The pastoral care teams, consisting of the Primary Coordinators, Secondary Stage Coordinators, the Boys' and Girls' Welfare Coordinators, Learning Engagement Teachers, Head of Primary, Head of Secondary and Deputy Principal, meet fortnightly to review all students that have been identified by the classroom teachers.

The Welfare Team at MCS provides support at a number of levels. For support on lower level or day to day issues each student is assigned to a Care Group/Home Class Teacher who monitors the well-being of each of the students in the school in their respective classes. The Director of International Services and the Heads of School, Primary Coordinators, Secondary Stage Coordinators, Boys' Ministry and Girls' Ministry are also available for consultation and advice. Further support is then available through the School Counsellor who is able to provide short-term therapy across a range of issues. For more long-term cases support can be arranged via referral to other external agencies.

16.2 Independent Dispute Resolution Procedures

The school also provides independent dispute resolution procedures using the services of external agencies. These services are inexpensive and in appropriate circumstances charges will be subsidised by the school or waived.

17 ORIENTATION AND ACCOMMODATION

17.1 General

Orientation is provided by the Director of International Services or the Heads of School who provide each student with documentation on:

- Orientation.
- Academic Progress.

17.2 Accommodation

International students in Primary school from Kindergarten to Year 6 must live with a parent or direct relative approved by the Department of Home Affairs (DHA). Direct relatives must also be approved by the Principal after a meeting and inspection. Students in Years 7 – 12 may live with a parent, approved relative or in a homestay.

17.3 Changes in Contact Details

It is an enrolment obligation that students must advise the school of any changes in their contact details.

18 STAFF WHO DEAL WITH OVERSEAS STUDENTS OR ACT ON THEIR BEHALF

Please refer below to the list of staff at Medowie Christian School who deal with overseas students or intending overseas students, or act on their behalf. *(Please refer to Appendix 6 for the MCS Organisational Chart)*

PERSONAL ISSUES

Community Development Coordinator/ Boys' Welfare – Mr Jason Pilcher

Girls' Welfare – Mrs Sharleen Maguire

Psychologist – Mrs Kylie Gray

Primary Character Development & Training Coordinator – Mrs Anne-Marie Deppeler

Primary Organisation & Data Coordinator – Mr Mark Walter

Primary Professional Practice Coordinator – Mrs Martha Atkins

Stage 4 Coordinator – Miss Courtney Chate

Year 9 Coordinator – Mr Benjamin Keith

Year 10 & Stage 6 Coordinator – Mrs Kristin Bell
Stage 6 Curriculum Coordinator – Mrs Robyn Goldfinch
Head of Primary – Mr Ian Price
Head of Secondary – Mr Dan Weeks
Deputy Principal – Mrs Tracey Deal
Director of International Services – Mr Daryl Thomas

SCHOOL ISSUES

Primary Character Development & Training Coordinator – Mrs Anne-Marie Deppeler
Primary Organisation & Data Coordinator – Mr Mark Walter
Primary Professional Practice Coordinator – Mrs Martha Atkins
Stage 4 Coordinator – Miss Courtney Chate
Year 9 Coordinator – Mr Benjamin Keith
Year 10 & Stage 6 Coordinator – Mrs Kristin Bell
Stage 6 Curriculum Coordinator – Mrs Robyn Goldfinch
Head of Primary – Mr Ian Price
Head of Secondary – Mr Dan Weeks
Deputy Principal – Mrs Tracey Deal

ADMISSIONS

Principal's PA – Mrs Ruth Neville
Family Engagement Officer – Mrs Janet Dillon-Smith

CAREERS

Careers Advisor – Mrs Kristin Bell

19 GENERAL

19.1 Provision of Student Details to Government Agencies

Students need to be aware that information about them may be made available to Commonwealth and State agencies.

19.2 Staff Responsibilities

All staff dealing with overseas students at Medowie Christian School are advised of their relevant responsibilities under the National Code, the ESOS Act 2000 and relevant State requirements. This is done in writing in all letters of offer and staff contracts and is the responsibility of the Director of International Services.

GLOSSARY

| | |
|---------------|---|
| CRICOS | Commonwealth Register of Institutions and Courses for Overseas Students |
| DET | Department of Education and Training |
| DHA | Department of Home Affairs |
| ESOS Act 2000 | Education Services for Overseas Students Act 2000 |
| FFPOS | Full Fee Paying Overseas Student |
| PRISMS | Provider Registration and International Students Management System |
| NESA | NSW Education Standards Authority |

Appendix 1:



International Student Code of Conduct

The most essential standard of behaviour is that all members of the community will treat one another with kindness, honour and respect in all situations. In everything we do, we will:

Demonstrate Self-Respect by:

- Striving to reach our God given potential in all areas, including academic and co-curricular activities and citizenship.
- Taking pride in our behaviour and appearance.
- Focusing on our health and safety.

Respect Others by:

- Helping to create an environment of encouragement and support within our K-12 school community.
- Listening with consideration to the opinions and ideas of others in the community even when they are different from our own.
- Respecting the privacy and property of others in the community.

Respect the School by:

- Adhering to the rules of the school at all times.
- Maintaining the grounds and facilities by cleaning up after ourselves and others when necessary.
- Being a positive, honourable representative for the school in all endeavours and at all times.

RIGHTS

To be treated with dignity and respect.

To feel secure in an environment free from negative actions from others and from harmful substances and objects.

To study, work and pursue activities in pleasant, well-kept surroundings.

RESPONSIBILITIES

To behave in a God honouring way.

To behave in a responsible, polite and courteous manner.

To treat staff, students and visitors with consideration and respect.

To respect the rights and differences of others to work free of distractions.

To move around the school in an appropriate manner.

To display behaviours which, at school and in public, bring credit to oneself and the school.

To wear the school uniform correctly and with pride.

To attend school regularly and be punctual.

To take pride in yourself and your school uniform.

Not to bring to school substances which are harmful to health and items which have the potential to cause injury.

Not to hurt or cause harm to others.

To follow the instructions of staff members and other people in positions of care or instruction.

To contribute my best efforts and complete all work to the best of my ability.

To help keep classrooms tidy.

To behave in a way that keeps you and others safe.

To respect school grounds and property.

To eat and drink outside classroom blocks, the library building, etc.

To remain within school bounds.

To dispose of litter in the bins provided.

To have belongings treated with care.

To be communicated with clearly, politely and respectfully.

To respect the belongings of others.

To understand that iPads and calculators are the only forms of personal electronic equipment to be used at school and mobile phones are to be switched off.

To communicate with others clearly, politely and respectfully.

To have viewpoints and contributions respected.

To treat the viewpoints of others with respect.

To respect the ethos of our school.

All students are required to respect the ethos of the school and its continued good name. A student's ongoing enrolment in the school may be placed at risk for serious breaches of student responsibilities. Examples of serious issues include bullying, use of alcohol or illegal drugs, smoking and theft.

BULLYING

Bullying by any member of the school community is unacceptable at our school.

Policy

Our school will implement intervention strategies and programs of instruction to minimise bullying at all levels of our community, with the aim of having no bullying behaviour.

Related Policies

- Care Management Policy
- Safe Schools Policy
- Anti-Harassment and Discrimination Policy
- Anti-Violence and Aggression Policy
- Anti-Drugs Policy

Principles

- Bullying is a conscious and wilful repetitive act of aggression and/or manipulation by one or more people against another person or people. It is an abuse of power by those carrying out the bullying and is designed to cause hurt or intimidation.
- Bullying can be either physical or non-physical.
- Physical bullying can include: biting, hair-pulling, hitting, kicking, damaging property, etc.
- Non-physical bullying can include abusive calls, abusive text messages, hurtful emails, extorting money or material possessions, intimidation, threats, name-calling, teasing, rude gestures, faces, manipulating relationships, excluding, isolating, etc. The pro-active principles for eliminating bullying are safety, acceptance and care. All students will be presented with programs of instruction that make the school's definition of intolerance and stated consequences of bullying, clear and explicit. This will include explanations of the definitions of bullying, including the roles of perpetrator and bystander, and the sequence of intervention events to manage instances of bullying.
- Bullying is not to be tolerated under any circumstance, and every incident should be followed up.
- Intervention procedures will be in accordance with the safe schools procedures and any discipline imposed will be in accordance with the Care Management policy.

Procedural Guidelines

Investigations will take place and appropriate action taken if the school is notified of an incident involving the harassment and intimidation of other persons, either at school or travelling to and from school. It is the school's intention to follow up any notified concerns and to bring matters to a point of resolution and the policy allows for staff to make a determination about an incident following the investigation process.

Consequences of Bullying

All cases brought to the school's attention will be fully investigated, and appropriate disciplinary action will be taken. Offenders who have been officially identified by the school will almost certainly have their enrolment reviewed.



Complaints and Appeals Policy for International Students

The purpose of our Complaints and Appeals Policy is to provide a student or parent(s) with the opportunity to access procedures to facilitate the resolution of a dispute or complaint. These internal procedures are a conciliatory and non-legal process.

In the first instance, our school requests there is an attempt to informally resolve the issue. If this is unsatisfactory or does not result in a resolution of the matter, the school's internal formal complaints handling procedure will be followed.

Academic procedures are detailed in the Assessment Guidelines. The process of a grievance procedure is confidential and any complaints are a matter between the parties concerned and those directly involved in the complaints handling process. If the student or parent(s) remain dissatisfied with the outcome, the school will advise of access to an independent external appeals process if appropriate. Grievances brought by a student against another student will be dealt with under our school's Code of Conduct.

For conditions which apply to handling of a complaint or appeal arising from the school's suspension or cancellation of a student's studies, please refer to our school Care Management/Behaviour Management Policies.

Students

- a) Students should contact the Primary Coordinator or Secondary Stage Coordinator in the first instance to attempt mediation/informal resolution of the complaint.
- b) If the matter cannot be resolved through mediation, the matter will be referred to the Heads of school. For specific issues for example, Homestay issues will be directed to the Director of International Services, academic issues to the Heads of School.
- c) At this point, the student should notify the school in writing of the nature and details of the complaint.
- d) Each complainant has the opportunity to present his/her case to the Heads of School. Students will be accompanied by a Primary Coordinator or Secondary Stage Coordinator.
- e) The formal complaints process will commence within 10 working days of the lodgement of the complaint with the Heads of School.
- f) Once the Head of School has come to a decision regarding the complaint, the student will be informed in writing of the outcome and the reasons for the outcome.
- g) If the complaints procedure finds in favour of the student, our school will immediately implement the decision and any corrective and preventative action required.
- h) If the complaints procedure does not find in favour of the student or the student is dissatisfied with the result of the complaints procedure, he/she will be informed of the external complaints and appeals process available to them at minimal or no cost.
- i) Our school undertakes to finalise all grievance procedures within 10 working days where possible.
- j) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal.

Parent(s)

- a) Parent(s) should contact the Primary Coordinator or Secondary Stage Coordinator in the first instance to attempt mediation/informal resolution of the complaint.
- b) If the matter cannot be resolved through mediation, it will be referred to the Principal/Heads of school. For specific issues for example, Homestay issues will be directed to the Director of International Services , academic issues to the Heads of School.
- c) At this point, parent(s) must notify the school in writing of the nature and details of the complaint.
- d) Each complainant has the opportunity to present their case to the Principal/Heads of School. Parent(s) may be accompanied by a support person.
- e) Our school's internal formal complaints process will commence within 10 working days of the lodgement of the complaint with the Principal/Heads of School.
- f) Once the Head of School/Principal has come to a decision regarding the complaint, the parent(s) will be informed in writing of the outcome and the reasons for the outcome.
- g) If the complaints procedure finds in favour of the parent(s) the school will immediately implement the decision and any corrective and preventative action required.
- h) If the complaints procedure does not find in favour of the parent(s) or the parent(s) is dissatisfied with the result of the complaints procedure, the school will advise of the complaints and appeals process available to them at minimal or no cost. For further advice, parent(s) may contact the NSW Ombudsman's Office via their website www.ombo.nsw.gov.au.
- i) Our school undertakes to finalise all grievance procedures within 10 working days.

Definitions

- a) Working Day – any day other than a Saturday, Sunday or public holiday during term time.
- b) Student – a student enrolled at our school.
- c) Support person – a friend/teacher/Primary Coordinator/ Secondary Stage Coordinator/relative not involved in the grievance. Lawyers and/or education agents are not acceptable support persons at this stage of the complaints handling process.



International Grievance Appeal Form

This form is to be completed by International Students who have a complaint, grievance or issue that has not been previously resolved within the School's Complaints and Appeals Policy. Students will be advised of the outcome within 10 working days following lodgement of this form.

Student: _____

Course/Level: _____ Class: _____

Date of Grievance Appeal: _____

Brief Outline of Grievance or Concern:

Supporting Evidence: (*Circle Correct Answer*)

- | | | |
|--|-----|----|
| 1. Medical Certificate Attached | YES | NO |
| 2. Parental Note Attached | YES | NO |
| 3. Other Supporting Evidence (also attached) | YES | NO |

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____

Director of International Services consulted: YES / NO ISA: _____

Recommendations of the Principal:

Outcome of Appeal:

Authorisation of Principal: _____ Date: _____

Student notified of outcome by Dir. of International Services: _____ Date: _____

Attach copy of notification to this form

Copy Student Record



International Student Course Progress and Attendance Policy

1) Course Progress

- a) The Deputy Principal will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be assessed twice a year.
- c) Students who have begun part way through a semester will be assessed after one full period of attendance.
- d) Interim tracking takes place to monitor the student's personal learning profile.
- e) To demonstrate satisfactory course progress, students will need to complete all set assessment tasks, work with diligence and sustained effort. [or any other measure of satisfactory course progress as required by the school].
- f) If a student does not satisfy the requirements in an assessment period, the Head of School will ensure a Primary Coordinator or Secondary Stage Coordinator meeting is arranged with the student to develop an intervention strategy for academic improvement.
Our school intervention strategy is listed below:
 - i) additional supervised study periods;
 - ii) literacy and tutorial support;
 - iii) Work Recovery Strategy formulated by the Head of School, or representative, designed to meet individual needs;
 - iv) other intervention strategies as deemed necessary such as psychological assessment and counselling.

The point of intervention will be in accordance with the National Code 2007 (at a minimum the school must implement an intervention strategy if a student is deemed not competent in 50% or more of the assessments in any one study period.)

- g) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- h) The student's individual strategy for academic improvement will be monitored over the following semester by the student's Primary Coordinator or Secondary Stage Coordinator and records of student response to the strategy will be kept.
- i) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, the Heads of School, or representative, will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process.
- j) The school will notify DEST via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
 - i) the student does not access the complaints and appeals process within 20 days, or withdraws from the complaints and appeals process, or
 - ii) the complaints and appeals process results in favour of the School.

2) Completion within expected duration of study (course progression)

- a) As noted in 1a, the Deputy Principal will monitor record and assess the course progress of each student for the course in which the student is currently enrolled.

- b) Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course (the student is 'on-track').
- c) The school will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:
 - i) compassionate or compelling circumstances.
 - ii) student participation in an intervention strategy as outlined in 1(e).

3) Course attendance

- a) Satisfactory course attendance for an international student is a minimum attendance of 80% of scheduled course contact hours.
- b) Student attendance is:
 - i) checked and recorded daily;
 - ii) assessed regularly;
 - iii) recorded and calculated over each semester.
- c) Late arrival at school will be recorded and will be included in attendance calculations.
- d) All absences from School should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Head of School.
- e) Any absences longer than 3 consecutive days without approval will be investigated by the Deputy Principal.
- f) Student attendance will be monitored by the Deputy Principal/Heads of School every 14 days over a semester to assess student attendance using the following method:
 - i) Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester e.g.
 - ii) Any period of exclusion from class will not be included in student attendance calculations.
- g) Students at risk of breaching our school's attendance requirements will be counselled and offered any necessary support when they have absences totalling more than 20% during any assessment period by the Deputy Principal/Head of School or their delegate.
- h) If the calculation at 3(f) indicates that the student has passed the attendance threshold for the study period, Medowie Christian School will advise the student of its intention to report the student for breach of visa condition (8202), and that he/she has 20 working days in which to access the school's internal complaints and appeals process except in the circumstances outlined in 3(j).
- i) The Deputy Principal will notify DEST via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - i) the student does not access the complaints and appeals process within 20 days;
 - ii) withdraws from the complaints and appeals process;
 - iii) the complaints and appeals process results in a decision for the School.
- j) Students will not be reported for failing to meet the 80% threshold where:
 - i) the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, and
 - ii) has not fallen below 70% attendance.
- k) The method for calculating 70% attendance is the same as that outlined in 3(f) with the following change; number of study days x contact hours x 30%.
- l) If a student is assessed as having nearly reached the threshold for 70% attendance, the Deputy Principal/Head of School will assess whether a suspension of studies is in the interests of the student.
- m) If the student does not obtain a suspension of studies and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3(h) – 3(i).

4) Definitions

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

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

- b) Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- c) School day – any day for which the school has scheduled course contact hours.



Parental Code of Conduct

This code has been developed so that parents, and those with parental responsibilities, are aware of and meet the expectations of our school with regard to their interaction with the school, its teachers, other parents and students. Adherence to this code is important to promote positive and productive relationships within the school community.

Role of the School generally

Our school is responsible for establishing and administering the policies, procedures and rules which govern the day to day operations of the school. It is important that parents recognise and respect this, adhere to, and have their children adhere to, the school's requirements, and support the school's decisions.

Discipline

The school expects students to comply with its rules and not engage in behaviour which is harmful to others or is contrary to the ethos and philosophy of our school. Parents are expected to support the school in relation to its discipline policy and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the school will be the arbiter of what is a fair punishment and will not engage in debate about the appropriateness of the punishment.

In relation to more serious disciplinary matters that may result in a long suspension or expulsion, our school will inform parents of the matter which will then be dealt with in accordance with the school's disciplinary policy. While parents will be consulted, the final decision will be that of our school.

Ethical Investigative Procedures

Our school will engage ethical investigative principles which require the presentation of a clear, convincing and satisfactory standard of evidence. In order to meet the determination/decision, the school need only be confident that a case is substantially more likely than not to be true. This standard is employed in both civil and criminal law. This standard requires proof that the case is more than 51% likely, but less than 100%. Our school does not have to be convinced beyond any doubt, but it does have to have most of its major questions and concerns settled (Cornell University Law).

The school does not accept that there is a requirement for parents to be present in the room for investigations to occur into matters at our school.

Interaction with Staff

The school conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they must make an appointment so that a mutually convenient time can be arranged. This can be done through the school office.

Parents must never attempt to contact a staff member at their home.

Parents may make an appointment to see the Principal about any particular concerns they may have relating to their child after they have followed the correct channels with the staff member, coordinator and Heads of School.

It is important that parents show respect for staff and not publicly (including via social media) criticise them or seek to undermine their authority. If a parent has a particular concern about a member of staff, they can raise it with the staff member concerned or with the Principal, however when doing so, they should observe the general rules of conduct set out in this code.

The school has a duty of care towards all staff and for this reason any aggressive or abusive behaviour will not be tolerated.

Grievance

If a parent has a complaint about an issue, this should be directed in the first instance to the teacher responsible for the particular area of activity. If the grievance relates to a teacher or a teacher's conduct the complaint should be directed to the Principal or Deputy Principal.

If a parent wishes to make a complaint, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

Under the school grievance policy, parents should not contact Board members directly to issue a complaint about the school or staff. The only circumstance in which the Board will become involved in a dispute is if a parent and Principal are in agreement that an issue remains unresolved and refer the matter to the Board Chair.

Interactions Generally

Communications, whether verbal or in writing, with other members of the school community, whether teacher, administration staff, other parents or students should:

- show respect, courtesy and consideration
- not harass or bully another person; and
- not use intemperate language.

Social Media

Social media should not be used to criticise or denigrate the school, staff or others in the school community.

Sport

Parents are welcome to attend sporting events, but should exercise restraint when supporting the school team. In particular, they should not abuse, threaten or otherwise seek to intimidate an umpire or referee or direct abuse against a player or any representative of our school.

The sports coaches at the school pick teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents to complain about the failure of their son or daughter to be selected for a particular team.

Separated Parents

Our school is aware that some students have parents that are separated or divorced. In these cases, parents should not attempt to involve the school in any parental dispute that may arise. The school is not able to make judgements on the merits of claims made by one parent against another and should not be asked to do so. Nor should it be asked to take any action which is designed to disadvantage one party. The school will of course, observe any orders made by a Court in relation to a student or communications with parents.

Failure to Observe this Code

If a parent fails to observe this code after being warned about a breach, our school may:

- limit access to a teacher or teachers;
- limit access to the school premises or sporting or other school events; or
- terminate the enrolment of the student.



Younger Students

Welfare requirements for international students at our school.

International students in Primary School from Kindergarten to Year 6 must live with a parent or direct relative approved by the Department of Home Affairs (DHA). Direct relatives must also be approved by the Principal after a meeting and inspection. Students in Years 7 – 12 may live with a parent, approved relative or in a homestay.

The Department of Home Affairs (DHA) requires student visa holders under 18 years to either:

1. live with their parent or a suitable relative (as defined by DHA). Parents may accompany their child, usually on a carer visa, or parents may nominate a suitable relative who is aged over 21 and is of good character. The relative must provide a police check and evidence of the family relationship directly to the Australian Embassy / Consulate for approval. The relative's name, address and contact details are provided to the Application form. The student must live with this relative.

OR

2. live in homestay arrangements approved by our school. Homestay families must: agree to Working with Children Checks (WWCC) on all adults residing in the home, agree to take on the responsibilities of a carer for a student under 18 years.

These responsibilities include:

- obtaining medical attention (when required);
- attending parent/teacher interviews.

Student Welfare & Support

International students also meet as a group with the Director of International Services to discuss any issues that may have arisen and to assist in helping the student adjust to study and life in Australia. The students meet monthly to discuss any concerns as they arise and to monitor how they are settling in. Concerns are passed onto the pastoral care team for follow up, Homestay relative and to the parents (if required).

Classroom Teachers/Home Class Teachers monitor the daily welfare and progress of all students, if there are concerns with how the international student is settling into school life or academic progress, they will notify the Primary Coordinator or Secondary Stage Coordinator who will then initiate support through the Boys' or Girls' Welfare Coordinator. The pastoral care teams, consisting of Primary Coordinators, Secondary Stage Coordinators, the Boys' and Girls' Welfare Coordinators, Learning Engagement Teacher, Head of Primary, Head of Secondary and Deputy Principal meet fortnightly to review all students that have been identified by the classroom teachers.

Students can make an appointment with the Girls' or Boys' Welfare Coordinator at any time they feel the need.

Requirements for Living with a Parent or Relative

All International Students who do not reside in local homestay must live with a parent or direct relative (defined by DHA) in the Port Stephens/Newcastle/Maitland area.

Parents/relatives must:

- reside in the Port Stephens/Newcastle/Maitland area full time.
- be available to care for the student at any time.
- advise the school of any intention to change accommodation arrangements.
- be able to provide adequate and suitable support for the well-being of the student.
- sign any relevant documentation.
- be readily contactable by phone.
- attend Parent/Teacher interviews.
- speak English.
- provide a copy of their passport and a full copy of their current visa if he/she is in Australia on a visa.

An initial inspection of the accommodation will be completed before homestay is approved. A 6 monthly inspection and report on accommodation and welfare for all international students is completed by the Director of International Services. Inspection and welfare reports are retained in the student's file.

After two weeks, parents or homestay parents have a meeting with the Director of International Services to assess how the student is settling into the school and into their accommodation. A record of each meeting is retained on the student's file.

Concerns regarding homestay arrangements will be reviewed by the pastoral care team and the Director of international Services, if issues regarding homestay arrangements can't be resolved, alternative homestay arrangements in consultation with the parents will be made in the interest of the student. If the homestay arrangements are changed, the Director for International Services will notify the DHA.

Parents/Homestay relatives meet with the classroom teacher once a term, in person or via telephone if the parent is based overseas.

It is an understanding that the international student staying in homestay will spend 6 weeks per year during school breaks away from their homestay family holidaying with their own family.

Process for Approving Homestay

Once the Enrolment Application has been received and it indicates that the prospective international student requires homestay, the student is matched with the school's database of families willing to be a host family. Once a host family has been chosen, Working with Children Checks (WWCC) are completed on all adults living in the house and an inspection of the family's house is carried out. The Director of International Services then introduces the host family to the international student and family via Skype. Once the position at the school has been accepted a Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) letter is issued and the Department of Home Affairs (DHA) is notified of the arrangements.

After two weeks, parents or homestay parents have a meeting with the Director of International Services to assess how the student is settling into the school and into their accommodation.

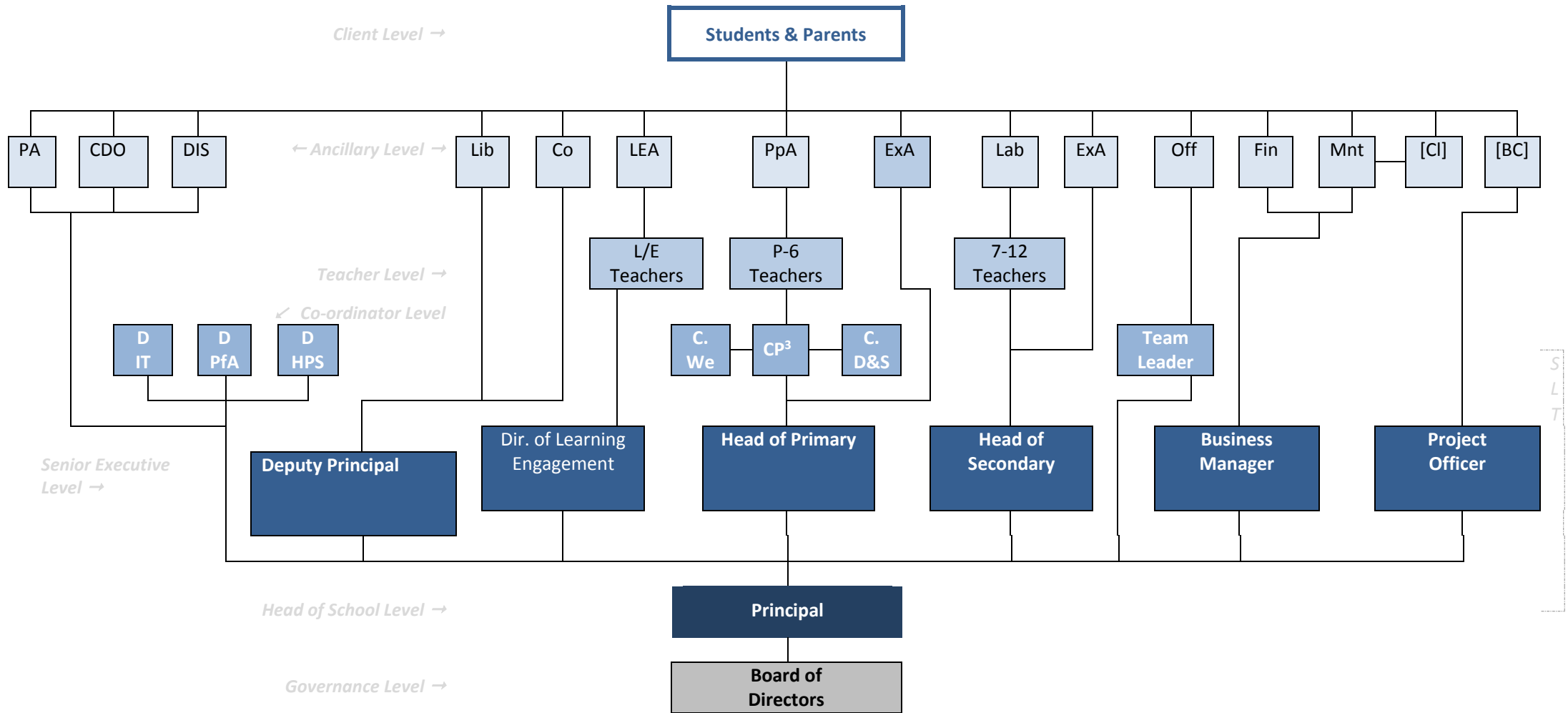
For assistance in emergency situations, the students are given contact information for the Director of International Services.

Supporting Documents

- K-12 Student Handbooks and Assessment Guidelines
- Medowie Christian School's Attendance Policy
- Medowie Christian School's Enrolment Policy
- Medowie Christian School's Care Management Policy

Appendix 6:

Medowie Christian School STAFF ORGANISATIONAL CHART



Abbreviations:

PA: Principal's PA
 CDO: Com. Dev Officer
 DIS: Dir. International Serv.

D: IT
 D: K-12 Directors:
 -PfA: Performing Arts
 -HPS: High Performance Sport
 -CP³: Primary Curriculum
 -CWe: Primary Welfare
 -CD&S: Primary Data & Stat.

Lib: Library Technician
 Co: Counsellor
 LEA: Learning Engagement Aides

PpA: Prep Aide

Lab: Lab Assistant

ExA: Executive Assistants
 Off: Office Staff incl. Family Engagement Officer
 Fin: Finance Staff
 Mnt: Maintenance Staff

Cl: Gabes Cleaners
 BC: Building Contractors

SLT: Senior Leadership Team

