



CENTRAL COAST GRAMMAR SCHOOL

Arundel Road, Erina Heights NSW 2260, Australia
CRICOS Provider Code – 02261G

INFORMATION FOR OVERSEAS STUDENTS

1.0 COURSE OF STUDY

1.1 General

Overseas Students normally enrol for the whole or part of the Year 11 course.

Students completing the full requirements of the HSC Preliminary Course are eligible to proceed to Year 12 work. At the end of Year 12, subject to the successful completion of the relevant examinations, students will qualify for an HSC.

Students enrolling for only part of the HSC will not receive a qualification.

The Year 11 Course is a 35 week program of study including holiday breaks. As Year 12 work commences in the final term of the Year 11 course, the Year 12 Course is a 50 week program, followed by Year 12 examinations. The Year 12 examinations are held over 4 weeks in Term 4 of the final year of study.

1.2 Higher School Certificate

The Higher School Certificate runs for two years and comprises the Preliminary Course which runs during Terms One, Two and Three of Year 11 and the Higher School Certificate course which runs during Term Four (Year 11) and Terms One, Two and Three of Year 12.

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.

In addition, all students must complete a school-based program in Religion/Life Skills and in Study Skills (Year 11 only)

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.

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) at <http://cricos.dest.gov.au>. 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 general 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 Science and Training (DEST) | For your ESOS rights and responsibilities | www.aei.dest.gov.au/esos ESOS Helpline +61 2 6240 5069 Email esosmailbox@dest.gov.au |
| Department of Immigration and Citizenship (DIAC) | For visa matters | www.immi.gov.au Phone 131 881 in Australia Contact the DIAC office in your country. |

- 2.1** Prior to an overseas student enrolling at CCGS, the Exchange Coordinator 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

Central Coast Grammar School undertakes to recruit overseas students in an ethical and responsible manner. An offer of a place will be based on an assessment by a suitably qualified person; the Head of the Senior College or the Headmaster. Any final determinations are made exclusively by the Headmaster.

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 11-12 students must provide evidence that they have the following requirement:

- An IELTS of 5.5 or higher

3.2 ACADEMIC STANDARD

The minimum entry requirement to Year 11 course is the equivalent of the NSW School Certificate.

- Students need to provide translated academic results for at least 2-3 years.
- Students need to have demonstrated consistent above average academic performance.
- Conduct at previous college needs to have been at a consistently good level to fit in with the Central Coast Grammar School environment.

3.3 CONTRIBUTION TO SCHOOL

- Students accepted into Central Coast Grammar 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 & ASSESMENT

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 Multi-media.

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. CCGS offers a variety of different sports that suits most students.

CCGS is a nondenominational school with a Christian ethos.

5.0 FACILITIES AND RESOURCES

Since the School began in 1985, there has been a vigorous tradition of building and growth. The CCGS facilities are constantly upgraded to provide the best possible learning environment for students.

The School's architecture harmonises with the surrounding bushland, the centrepiece being the Vision Splendid gardens and pond created by the P&F last year. The ARTEC building (A W Elliott Art and Technology building) houses Junior and Senior Art rooms, Design & Technology woodwork and metalwork workshops, Textile Technology, Food Technology commercial kitchens, Information Technology and Photography dark room. Its sweeping verandas overlook the picturesque Vision Splendid Memorial Garden.

The Performing Arts Centre is used extensively for Music Concerts, Drama and School Productions and also provides an intimate venue for community gatherings. Adjoining the PAC is the Music Department with its specialist Music teaching rooms.

The school grounds provide extensive sporting facilities including three Rugby ovals, two cricket ovals and nets, a hockey oval, tennis courts, netball courts, a picturesque cross country track and a multipurpose sports centre and gymnasium. A new all weather Multipurpose, wet-dressed Synthetic Sports Field suitable for a variety of sporting codes and major tournaments was opened in 2009. The ongoing development of the playing fields provides the school with a first class sporting precinct and one of the best in NSW.

6.0 FEES

| | | |
|--|---|--|
| Application Fee | AUD \$90 | (non refundable) |
| Enrolment Fee | AUD \$500 | Per student, non refundable |
| Entrance Fee | AUD \$2,000 | Per family (\$1,500 refundable when the last child in the family leaves the school) |
| Tuition Fees | AUD \$22,844 per year | Year 11 |
| | AUD \$22,054 per year | Year 12 |
| | | <ul style="list-style-type: none"> • This does not include subject specific excursions but includes camps. • Sibling rebate is available where two or more children from the one family are enrolled; 10% for second child, 20% for third child, 40% for fourth child and subsequent children. • School Fees are payable by the Friday before each new School Term commences. All other accounts are payable within 14 days of issue. |
| Higher School Certificate Administration levy | AUD \$964 | <ul style="list-style-type: none"> • On commencement of the course. |
| Uniform costs | AUD \$1,000 (if brand new) | Approximately for High School students |
| Homestay costs | AUD \$230/ week | |
| Overseas health cover | <ul style="list-style-type: none"> • \$388.80 for premium single cover for 12 months. • \$194.40 for 6 months • \$97.20 for 3 months | Cover is available for periods increasing from 1 month, 2 months etc on a varying rate. Please refer to the website: http://www.medibank.com.au/Overseas-Students/About-OSHC.aspx |
| School fees and charges are subject to periodic review by the School Board – please refer to conditions of enrolment (below in Section 11). | | |

7.0 REFUND POLICY

Refund Policy

Central Coast Grammar 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 office of the Central Coast Grammar School 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.

8.0 ENROLMENT DEFERRAL/SUSPENSION AND CANCELLATION

8.1 Deferral of commencement of study requested by student

- a) Central Coast Grammar School will only grant a deferral 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 deferral of commencement of studies lies with the Headmaster.
- c) Deferral will be recorded on PRISMS depending on the students CoE status.

8.2 Suspension of study requested by student

- a) Once the student has commenced the course, Central Coast Grammar 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 Headmaster.

8.3 Assessing requests for deferral or suspension of studies

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

8.4 Exclusion from class (1-28 days)

- a) Central Coast Grammar 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 Central Coast Grammar 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 Headmaster.
- 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 Central Coast Grammar School's Progress and Attendance Policy (*please refer to Appendix 2*).

8.5 School initiated suspension of studies (28 days +)

- a) Central Coast Grammar 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 Central Coast Grammar 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 Headmaster.
- c) Students who have been suspended for more than 28 days are required to return to their home country by DIAC 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 Headmaster.
- 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) Central Coast Grammar 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 (visa condition 8532).
 - iii) Any behaviour identified as resulting in cancellation in Central Coast Grammar School Code of Conduct (*please refer to Appendix 1*).
- b) Central Coast Grammar School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation.

8.7 Complaints and Appeals

- a) Student requested deferment and suspension are not subject to Central Coast Grammar School's Complaints and Appeals Policy (*please refer to Appendix 2*).
- b) Exclusion from class is subject to Central Coast Grammar School Complaints and Appeals Policy (*please refer to Appendix 2*).
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to Central Coast Grammar School 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 Headmaster will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access Central Coast Grammar School 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 Central Coast Grammar 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 Headmaster.

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 Immigration & Citizenship for advice.

8.9 Definitions

- a) Day – any day including weekends

9.0 STUDENT TRANSFER REQUEST ASSESSMENT POLICY

- 9.1** 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** Students can apply for a letter of release to enable them to transfer to another education provider through the Registrar with final approval resting with the Headmaster.
- 9.3** Central Coast Grammar 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 the student would be better placed in a course that is not available at Central Coast Grammar School.
 - c) Any other reason stated in the policies of Central Coast Grammar School.
- 9.4** Central Coast Grammar School will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged
 - b) Central Coast Grammar School is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
- 9.5** Students under 18 years of age MUST have;
 - a) Written evidence that the student's parent(s)/legal guardian supports the transfer
 - b) 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)/legal guardian or a suitable nominated relative

- c) Evidence that the student is always in DIAC approved welfare and accommodation arrangements

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

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 Headmaster, as set out in publications such as future editions of the School Diary, and as published from time to time at the Headmaster's discretion.
2. We agree to fully support the School's aims and to encourage the student to conform to those policies and rules and to actively involve himself or herself in School activities.
3. Where we do not reside in Australia, we agree to appoint a suitable adult resident on the Central Coast 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 the Senior College 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 Headmaster 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 Headmaster 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 Headmaster 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.
6. We acknowledge that the Headmaster 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 Headmaster's opinion, failed to meet the requirements of the New South Wales Board of Studies 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. We also acknowledge that to this end the Headmaster or his nominee may search the student's bag, locker or other possessions.
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 Enrolment Fee (\$500 per student) and part (\$500) of the Entrance Fee (\$2000 per family) paid by us is not refundable. The refundable portion will be returned to us without interest when the last student in the family has left the School, when all accounts are settled, having otherwise complied with the terms and conditions of enrolment. Where a student's enrolment is cancelled with less than one term's notice, the refundable portion of the Entrance Fee will be forfeited by us. In exceptional circumstances, where we can demonstrate that factors quite outside 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 Headmaster.
 - b) all School fees are payable by the Friday before the commencement of a new term.
 - c) all other charges are payable within 14 days of statement date, unless billed with School Fees (see 7 (b) above), in which case they are due on the same date as the School Fees;
 - d) 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;
 - e) 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;
 - f) a full term's notice, in writing to the Headmaster, 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. (see 7 (a) above). 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 this 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 Enrolment Fee and Entrance 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 or an SMS to the Headmaster following each absence. We understand that permission to be absent from School for extraordinary reasons must be obtained from the Headmaster beforehand and that the granting of permission is always at the Headmaster'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 Headmaster.
 - a) school Service and Assemblies;
 - b) Studies of Religion which is part of the School curriculum;
 - c) co-curricular activities;
 - d) the School sports program;
 - e) important School events such as Speech Night, and other events as required by the Headmaster from time to time;
 - f) camps and excursions that occur from time to time as part of the Outdoor Education Program which is an integral 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 Headmaster, 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.ccgsw.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 Headmaster 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.

12 APPLICATIONS

Applications – General

Applications for FFPOS (Full Fee Paying Overseas Students) places at Central Coast Grammar School should be directed to the Registrar. Applications are usually received from students in schools affiliated with the CCGS Overseas Exchange Program. Schools participating in the CCGS Overseas Exchange Program (applicable for Year 11 and Year 12 students) are:

- Sewickley Academy, Pittsburgh, USA www.sewickley.org
- Episcopal Academy, Philadelphia, USA www.ea1785.org
- Southridge School, Vancouver Canada www.southridge.bc.ca
- Glenstal Abbey School, Ireland (boys only) www.glenstal.ie
- Hurstpierpoint, West Sussex, England www.hppc.co.uk
- Ueda Nishi School, Nagano, Japan www.uedanishi.ed.jp
- Kanto Daiichi, Tokyo, Japan www.kanto-ichiko.ac.jp
- Llandovery College, Wales www.llandoverycollege.com
- Andrew Osborne Academy, Ohio, USA www.andrewosborne.org
- Kardinal Frings Gymnasium, Bonn, Germany www.kardinal-frings-gymnasium.de

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 Head of the Senior College. Course tutors will mark this roll in Period One and Period Five on a daily basis and lodge returns with the Deputy Head of the Senior College.

Attendance records will be monitored on a fortnightly basis by the Deputy Head of the Senior College. Students who are absent or late without approval will be contacted by the Deputy Head of the Senior College and counselled by one of the Senior College House Coordinators. 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 Head of the Senior College will be responsible for monitoring attendance.

13.2 Reports

Students completing only a part of the Year 11 or 12 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 DETYA

14.1 Acceptance

Details of each student accepted will be submitted by the Registrar to DETYA 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 DEST by the Headmaster of Central Coast Grammar 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 Headmaster. The Headmaster 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 Headmaster will also set out in writing the effect of Sections 137J and 137K of the Migration Act, 1988.

It is the responsibility of the CCGS Headmaster to notify DEST 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 DIMA via PRISMS. This is the responsibility of the CCGS Registrar.

14.4 Lack of Attendance

It is the responsibility of the CCGS Deputy Head of Senior College to make all staff teaching overseas students aware that they are legally obliged to use PRISMS to report students' lack of attendance.

15 AGENTS

Central Coast Grammar School deals directly with the Schools associated with its Overseas Exchange program and does not use agents to recruit students.

16 SUPPORT SERVICES

16.1 General

Support services are provided to all students at Central Coast Grammar School through the Welfare system. Each student is allocated to one of four Houses, each of which has a staff member allocated as Senior House Coordinator.

Wellbeing

The Wellbeing system at CCGS provides support at a number of levels. For support on lower level or day to day issues each student is assigned to a House Coordinator who monitors the well-being of each of the students in the Senior College in their respective House. The Coordinator of Overseas Exchange and the Registrar together with the Head of Senior College, Deputy Head of Senior College and Careers Adviser are also available for consultation and advice. Further support is then available through the School Counsellors who are able to provide short-term therapy across a range of issues. For more long term cases support can be arranged onsite on a case by case basis with a consultant psychologist, through further sessions with one of the School Counsellors or via referral to other external agencies.

These services are provided at no additional cost to the student. If CCGS refers the student to external support services, CCGS does not charge for the referral.

16.2 Independent Dispute Resolution Procedures

The School also provides independent dispute resolution procedures using the services of the Gosford READ Clinic. 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 Overseas Exchange Coordinator who provides each student with documentation on:

- Orientation
- Academic Progress
- Further study
- Homestay arrangements

Where students are under 18 years of age accommodation and welfare arrangements will be approved by the CCGS Overseas Exchange Coordinator, unless the student is accompanied by a parent/guardian, staying with a relative aged at least 18 or with a person aged at least 18 nominated by a parent/guardian.

17.2 Accommodation

It is the responsibility of the Overseas Exchange Coordinator to find suitable homestay accommodation. All accommodation arrangements have to be approved by the Headmaster. The Wellbeing system at CCGS monitors student welfare in regards to homestay arrangements.

Overview of Homestay Program

As far as Immigration is concerned - if you are under 18, unless you are able to live with a natural relative that is over 21 years of age then you must be in a Homestay Program run by the Education Provider (CCGS). Central Coast Grammar School aims to provide a Homestay ministry to you that will enrich and enhance your Australian study experience. It is a commonly held belief amongst International Educational Providers that living with an Australian family helps you with your English, especially with conversational English. It helps teach you about the Australian way of life.

Different students have different needs with Homestay so it is really important that you talk very honestly with the Exchange Coordinator who will arrange Homestay placements for you and oversees the Homestay Program.

It's important for you to know

Families interested in undertaking this program are required to:

- a) Complete an application form and satisfy the conditions outlined
- b) Complete the Working with Children forms declaring that they have not abused any children in any way (Child Protection Act 1998)
- c) Provide basic information about their family structure and accommodation
- d) Have their house inspected to determine suitability for a student
- e) Read through this handbook thoroughly and be willing to commit to the Homestay Program as outlined.
- f) Complete a Homestay Agreement form.

In considering the homestay program, families think through how much time and effort they can be committed to, with reference to your age and needs. The Exchange Coordinator can discuss this area with you.

Accommodation Fees

- The fee rate is set by the School and reviewed on an annual basis (this does not necessarily mean there will be an increase).
- Payments are to be made four weeks in advance for Homestay.
- The current rates are: Room and board - \$220.00 per week

Accommodation/Board Expectations

Bedroom

- Provision of your own or a shared room with your own bed, desk, chair, lamp, wardrobe and dresser.
- All meals: Breakfast, lunch, dinner and snacks (within reason) are provided seven days per week.

Personal Commodities

- Items such as linen, towels and toilet paper are provided. However, other personal toiletries are the responsibility of the student, i.e. shampoo, deodorant, tissues, shaving cream, razors, toothpaste, etc.

Electricity and Heating

- Electricity is included in the Homestay charge. However, students are expected to take care with the use of electricity and excessive bills resulting from use of electricity chargers or over use of heaters will need to be discussed with the student. Heaters or electric blankets should not be left on when students are not in their rooms.

Telephone and Internet

- Telecommunications costs are not included in the weekly homestay rate. It is expected that Homestay families will provide Broadband for your Internet usage.

Changes in Contact Details

- Students are not allowed to make changes to homestay arrangements without the express permission of the Headmaster. If is an enrolment obligation that students must advise the School of any changes in their contact details.

18 GENERAL

18.1 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.

18.2 Staff Responsibilities

All staff dealing with overseas students at Central Coast Grammar School are advised of their relevant responsibilities under the National Code, the ESOS Act 2001 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 Staff Services.

GLOSSARY

| | |
|---------------|---|
| CRICOS | Commonwealth Register of Institutions and Courses for Overseas Students |
| DEETYA | Department of Education, Employment, Training and Youth Affairs |
| DIMA | Commonwealth Department of Immigration and Multicultural 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 |

Appendix 1:

Central Coast Grammar School's Code of Conduct

CENTRAL COAST GRAMMAR SCHOOL - A COMMUNITY OF RESPECT

Striving for excellence in all endeavours in a happy, caring and supportive environment

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 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.

To have belongings treated with care.

RESPONSIBILITIES

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

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

To move around the School in an appropriate manner.

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

To wear the School uniform correctly and with pride.

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 contribute my best efforts.

To help keep classrooms tidy.

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 not bring chewing gum to School.

To respect the belongings of others.

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

To be communicated with clearly, politely and respectfully.

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 Central Coast Grammar School.

All students are required to respect the traditions and 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 including bullying, use of alcohol or illegal drugs, smoking and theft.

The School reserves the right to search bags and lockers for forbidden items.

BULLYING

Bullying by any member of the School Community is unacceptable at Central Coast Grammar School.

What is bullying?

- Bullying is any kind of behaviour used repeatedly with the intention of causing embarrassment, pain, discomfort or unhappiness to another person.
- Bullying can take many forms including physical, verbal, gesture, extortion or exclusion.
- It can be unintentional or planned.
- It may involve an individual or a group.

Avoid the following behaviours:

Physical violence, teasing, belittling, gossiping, spreading rumours, excluding others from a group, forcing others to act against their will, making suggestive comments or other forms of sexual abuse, making discriminatory or degrading comments about another's appearance, race, culture, religious or social background, writing offensive notes or graffiti about others.

What should I do if I am being bullied?

If someone is making you feel unsafe by threatening you, taking your belongings or hurting you either physically or with words:

- It is important to get help from a teacher, parent or trusted friend.
- In all cases the Senior College House Coordinators or Director of Welfare or Deputy Head of Senior College should be notified so that appropriate action may be taken.

What should I do if I am witness to bullying?

- Speak up. Ask the bully to stop, tell the bully you do not approve of what they are doing.
- Create a distraction.
- Report the incident to a trusted teacher. This is particularly important where someone may be in danger of being harmed.

Staff have been briefed about procedures to follow should an incident of bullying be reported.

Consequences of Bullying

In line with the School's Rights and Responsibilities all cases of bullying will be regarded as an offence against the School community whether you are directly or indirectly involved. 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.

STUDENT PLEDGE

As a student of Central Coast Grammar School, I accept my responsibility to contribute to the School environment by being a positive member of the Central Coast Grammar School family.

To this end, I commit to uphold the School philosophy and policy to:

- Keep the campus a clean and friendly environment for all.
- Endorse and support the School's policy to respect all students and all members of the Central Coast Grammar School family. I will not be a party to any form of bullying or harassment and will report all incidents of bullying or harassment to my Senior College House Coordinators.
- Support totally and commit to upholding the School's policy of a drug-free environment. I will do all I can to support the School's vision of a drug-free environment.
- Abide by the Central Coast Grammar School's ICT Acceptable Use Policy.

I make this commitment, and will endeavour to fulfil it in a manner as a positive member of the Central Coast Grammar School family.

I understand that behaviour contravening these expectations may involve disciplinary action.

The Headmaster reserves the right to terminate the attendance and enrolment of any student having taken into account the interests and needs of the student and the School.

Student's signature _____ Date _____

Parent/Guardian

I have read and understood Central Coast Grammar School's Community of Respect and associated rules, including the Acceptable Use of the Internet Policy, Rights and Responsibilities for Parents, and ISA Code of Conduct. I accept the rules and conditions outlined in this diary. I understand that behaviour contravening these expectations may involve disciplinary action for my child.

Parent/Guardian Signature: _____ Date: _____

Appendix 2

Central Coast Grammar School Complaints and Appeals Policy

Central Coast Grammar School Complaints and Appeals Policy for International Students

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

In the first instance, Central Coast Grammar 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)/legal guardian 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 Central Coast Grammar 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 the CCGS Discipline Policy.

Students

- a) Students should contact the Senior College House 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 Headmaster. For specific issues for example, Homestay issues will be directed to the Exchange Coordinator, academic issues to the Head of HSC or Head 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 Head of School/other. Students will be accompanied by a Senior College House Coordinator.
- e) The formal complaints process will commence within 10 working days of the lodgement of the complaint with the Headmaster/other.
- f) Once the Headmaster/other 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, Central Coast Grammar 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) Central Coast Grammar 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)/Legal guardians

- a) Parent(s)/legal guardians should contact the Senior College House 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 Headmaster/other. For specific issues for example, Homestay issues will be directed to the Exchange Coordinator, academic issues to the Head of HSC or Head of School.
- c) At this point, parent(s)/legal guardians 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 Headmaster/other. Parent(s)/legal guardians may be accompanied by a support person.
- e) Central Coast Grammar School's internal formal complaints process will commence within 10 working days of the lodgement of the complaint with the Headmaster/other.
- f) Once the Headmaster has come to a decision regarding the complaint, the parent(s)/legal guardian 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)/legal guardian 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)/legal guardian or the parent(s)/legal guardian is dissatisfied with the result of the complaints procedure, the School will advise of the external complaints and appeals process available to them at minimal or no cost.
- i) Central Coast Grammar 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 Central Coast Grammar School
- c) Support person – a friend/teacher/ House Coordinator/relative not involved in the grievance
- d) Schools could note in the definition that lawyers and/or education agents are not acceptable support persons at this stage of the complaints handling process]

Examples of external appeals bodies

- National Alternative Dispute Resolution Advisory Service at <http://www.nadrac.gov.au/>
- NSW Community Justice Centers at <http://www.cjc.nsw.gov.au>

CCGS reference documents

- Assessment Guidelines (Year 11 or 12)
- Central Coast Grammar School – Code of Conduct (Community of Respect)
- Central Coast Grammar School – Policy for Attendance and recording of Absence



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 lodgment 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/GUARDIAN: _____

DATE: _____

INTERNATIONAL STUDENT ADVISER CONSULTED YES / NO

ISA: _____

RECOMMENDATIONS OF THE HEADMASTER

OUTCOME OF APPEAL

AUTHORISATION OF HEADMASTER _____

Date _____

Student notified of outcome by International Student Adviser _____ Date _____

Attach copy of notification to this form

Copy Student Record