



Earnshaw State College International Students Handbook



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Principal's Welcome

We are looking forward to getting to know you and showing you all that Brisbane has to offer. We know your association with Earnshaw will be happy and enjoyable, as we share in your education but also your journey across the globe.

We are so glad to have the opportunity to work with the whole family unit, as we believe education is a combined venture for families, in partnership with homestay parents, teachers and the whole community.

The Earnshaw community sets high expectations for academic learning, student behaviour and supports students' social and emotional development. Learning experiences contribute to developing a student's positive identity, self-esteem, resilience, personal organisation and independence as they cross-culturally interact successfully with others. What an amazing and inspirational challenge you have ahead! We are here to guide and support in any way we can.

Carmen Anderson
College Principal



International Student Program Coordinator

Welcome to Earnshaw State College. We hope you enjoy your time at our College. I'm sure you are feeling excited and nervous. Our college is filled with friends you soon will meet. I will be walking with you every step of the way.

Jacqui Smith
International Students Program Coordinator



Our College

College Vision

Every student achieving success

College Mission

Embrace challenge, learn with passion, take opportunities

College Motto

Prepare Today for Tomorrow

College Values

Diligence
Integrity
Courage
Empathy

College Expectations

Be responsible
Be Respectful
Be Safe

College Details

General Contact Details

| | | |
|------------------------------|--|--|
| Street address | 438 Earnshaw Roads Banyo Qld 4014 | |
| Postal address | PO Box 242 Banyo Qld 4014 | |
| Main Office | 8.00 am - 3.30 pm Monday - Friday | Telephone: (07) 3621 7333 Email: admin@earnshawsc.eq.edu.au |
| Online Media | EarnshawSC.eq.edu.au | www.facebook.com/EarnshawSC |
| Student Absence Email | student.absence@earnshawsc.eq.edu.au | |

Administration Team Contact Details

| | | |
|-------------------------------------|-----------------|---|
| College Principal | Carmen Anderson | Email: the.principal@earnshawsc.eq.edu.au |
| Head of School - Primary | Sarah Cracknell | Email: hjs@earnshawsc.eq.edu.au |
| Head of School - Secondary | Gavin Grant | Email: hss@earnshawsc.eq.edu.au |
| Deputy Principal - Primary | Kim Macleod | Email: dp@earnshawsc.eq.edu.au |
| Deputy Principal - Secondary | Simon Wingate | Email: dp@earnshawsc.eq.edu.au |
| Deputy Principal - Secondary | Chris Bailey | Email: dp@earnshawsc.eq.edu.au |
| Business Manger | Lisa Hankey | Email: BSM@earnshawsc.eq.edu.au |

Heads of Department

| | |
|--------------------|--|
| Kath McCann | Curriculum (P-6) |
| Meagan Speedy | Inclusion |
| Jane Freier | English, Humanities and Business |
| Christine Vinaccia | Mathematics, Science and Digital Technology |
| Sam Joppich | HPE and Design Technology |
| Jacqui Smith | Languages and International Students Program |
| Kate Maglaqui | The Arts and Events |

Student Support Team

| | |
|-----------------|-----------------------------|
| Belinda Fraser | Guidance Officer |
| Caitlin Higgins | Social Worker |
| Sarah Hobbins | House Coordinator – O'Neill |
| Naomi Keast | House Coordinator – Rafter |
| Jessica Vincent | House Coordinator – Bradman |
| Rosabelle Tully | Chaplain |



International Team

The International Team are here to guide you with your studies and support you during your time at Earnshaw State College.



Jacqui Smith

International Student Coordinator

jsmit953@eq.edu.au

0438702912



Leisa Atley

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

latle4@eq.edu.au



Ryoko Rich

Homestay Coordinator

rrich274@eq.edu.au

The international office is located at F Block upstairs. Staff can be accessed from the staffroom after 7:45 am (Mon-Fri).

EMERGENCY PROCEDURES

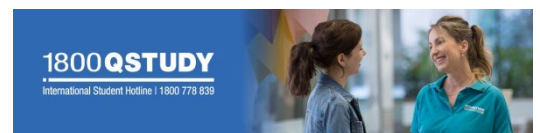
Emergency contacts (during school hours)

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

| | | |
|------------------------|---|--|
| Jacqui Smith | International Student Coordinator | 0438702912 |
| Leisa Atley | English as an additional Language or Dialect specialist teacher. | latle4@eq.edu.au |
| Carmen Anderson | College Principal | 0431216654 |

Emergency contacts (after school hours and on the weekends)

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



The 1800QSTUDY service provides support for you, your authorised contacts and Education Queensland International (EQI) homestay hosts, and responds to incidents that involve Overseas students outside school hours. You can call 1800 QSTUDY before **9.00am** and after **3.00pm** on school days, and **24 hours** a day during weekends, public holidays and school vacations. For more information on 1800 QStudy please go to the following link [1800QStudy](https://www.eq.edu.au/1800QStudy)

When should I use the 1800 QSTUDY service?

During school hours, school staff are your main point of contact but when school is closed and you would like to report an issue phone free call 1800 QSTUDY. At these times:

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

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

A critical or life-threatening situation includes:

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

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

| | | |
|--------------------------------|---|----------------------------------|
| Police, Fire, Ambulance | Critical or Life-Threatening situations | 000 |
| Earnshaw State College | | 36217333 |
| Jacqui Smith | International Student Coordinator | 0438702912 jsmit953@eq.edu.au |

| Evacuation Procedure | |
|---|--|
| In the event of an emergency requiring evacuation (during school hours): | |
| All people | <ul style="list-style-type: none"> • Assist anyone in immediate danger, if safe to do so. • Raise the alarm – teachers notify the Administration office on extension 320 or 0439 071 160 (information re room block). • Administration Officer will telephone fire brigade, ambulance, police and identify the entrance – Earnshaw Road, Tufnell Road, Victor Street. • Principal or delegate will sound the alarm. • Evacuate via the designated route to the Oval (or other location if unable to access oval). • Stay in designated area until the all clear is signalled the College Principal |
| Principal or Delegate | <ul style="list-style-type: none"> • Oversee the evacuation. • Proceed to the oval and remain there until reports are received through the WHSO that all people are accounted for. • Advise fire brigade and/or emergency services that all people are accounted for. • Give the “all clear” signal when advised that all are safe. • Arrange for at least one emergency evacuation/lock down per term. |
| Head of School | <ul style="list-style-type: none"> • Understudy Principal’s role in emergency evacuation. • Replace the Administration Officer if one is absent. |
| WHSO | <ul style="list-style-type: none"> • Isolate the electricity at mains in the Secondary School. • Move to the oval remain there until reports are received that all people are accounted for. • Report all safe to the Principal or delegate. |
| Deputy Principal | <ul style="list-style-type: none"> • Collect the loud hailer and proceed to designated area. • Receive report from class teachers that all are accounted for. • Check to see all teachers in sub schools are accounted for. • Check on missing students and staff, report to WHSO. • Report all safe to the WHSO |
| Business Manager | <ul style="list-style-type: none"> • Ensure the Administration Block and Performance Block including B block is evacuated. • Close (if possible) all windows and doors (Do not lock) • Check to see all non-teaching in sub schools are accounted for. |
| Administration officer from each Sub-School | <ul style="list-style-type: none"> • Phone the fire brigade or relevant response group; • One officer from each area – Collect rolls, staff list for each sub-school, late book, sick book, visitors’ book and early departure book. • Check the health room and direct all persons in the Administration Blocks to the oval. • Carry a first aid kit and ensure all student medication including EpiPen’s, are taken to the Oval. |
| Fire Wardens | <ul style="list-style-type: none"> • Check the designated blocks and toilets. • Escort any persons left in the building to safety, if safe to do so. • If all clear, move to oval via safety exit route. • Inform the WHSO that the block has been exited and cleared. |

| | |
|------------------------|--|
| Schools Officers | <ul style="list-style-type: none"> Isolate the electricity at mains in the Junior School. Ensure access gates are unlocked and meet the emergency vehicles. Assist in search for missing student or staff, if safe to do so. Proceed to oval evacuation area. |
| Teachers | <ul style="list-style-type: none"> Instruct students to stand calmly and leave the room by the practiced route to the assembly area, if safe to do so. Ensure that there are no children or adults left in the room. Ensure students do not delay to collect books or other personal belongings. Ensure students do not walk under any walkway roofs, all movements to be as far from buildings as possible. Once on the oval, ensure students line up in the designated place with their class teacher P – 6 and Form classes 7 – 12. Teachers collect rolls from Administrative officer. Teachers are to mark rolls and once completed, return the roll to the Administrative Officer notifying them if all present Be sure to account for students who have left your class for whatever reason. All students who were present in your class must be counted in your tally Immediately notify the Administrative Officer if any students are missing – Name, Age, location last seen Administrative Officer will notify College Principal and Head of School |
| Students | <ul style="list-style-type: none"> Be provided with proactive training at the beginning of each term Move in an orderly manner to the safe area (Oval) and sit/stand in FORM classes or with class teacher Sit quietly in two rows until roll is checked and the all clear signal is given |
| Volunteers | <ul style="list-style-type: none"> Sign in at the relevant Administration Area (Junior/Senior Schools) on entry to the College Proceed to the designated safe area for the class or building that they are in at the time of any emergency Follow the instructions of the class teacher and follow the designated evacuation route; and Stay in the safe area until the all clear signal is given |
| Canteen Staff | <ul style="list-style-type: none"> Close windows and doors Turn off electrical/gas equipment Move immediately to the oval Stay in the safe area until the all clear signal is given |
| Contractors & Visitors | <ul style="list-style-type: none"> Enter the school via the offices and receive a visitor's pass Be provided with a laminated copy of the evacuation procedures Follow the evacuation procedures to the oval Report to the BM that all contractors/visitors are accounted for Remain there until all clear is signalled Return badge and procedures to the office before departure |

In the event of an emergency requiring evacuation (during lunch breaks):

| | |
|------------|--|
| All people | <ul style="list-style-type: none"> Direct students to the nearest safe route if they are on duty during a fire in the breaks and mark rolls as above. |
|------------|--|

Nominated Fire Wardens

| | |
|---|--|
| <ul style="list-style-type: none"> A/B Blocks (Admin Block) – HOS – Secondary/BM G Block – HOI C1 Block – HOD English & Humanities C2 Block – HOD Arts & Events D Block – IT Technician H Block – HOD Maths & Science/SOO E Block – INTAD teacher/INTAD teacher F Block – HOD Languages and EQI | <ul style="list-style-type: none"> J Block – Administration Officer Prep area – Prep A Teacher/ Teacher Aide L & M Block Upper – HOS - Primary L & M Block Lower – DP - Primary R Block – Librarian/Teacher S Block – HOD HPE Pool/shed Area – Pool Operator/teacher on duty Tuck Shop – Convenor/Delegate |
|---|--|

In the event of an emergency requiring evacuation (outside school hours):

| | |
|---------------------|--|
| Identifying Officer | <ul style="list-style-type: none"> Officer will telephone fire brigade, ambulance, police and identify the entrance – Earnshaw Road, Tufnell Road, Victor Street The officer will immediately contact the College Principal or delegate. |
|---------------------|--|

| | |
|---------------------------------|---|
| Cleaners | <ul style="list-style-type: none"> • Contact emergency service on 000; then • Notify the BM 0421 630 606 who will then notify the College Principal • Raise the alarm with other cleaners then evacuate the buildings • Evacuate as per specified evacuation route and ensure doors and windows are closed upon exiting if safe to do so |
| Teaching and Non-Teaching Staff | <ul style="list-style-type: none"> • Notify the main College Office immediately in the event of any emergency • Talk to the students about safety (May get Fire Officers to come and talk to students.) • Explain the evacuation/lockdown procedures to the students and practice the exit procedures at least once • Check out alternative route if one exit should be blocked • Show students where the class lines up on the oval when the evacuation occurs • Assist a disabled student in the event of an emergency • Rolls must be updated when a student arrives late or leaves early • Instruct students should a fire occur during a school lunch or recess break to move to their safety area by the nearest safe route and wait quietly for their form teacher • Teachers not on class are to assist in an evacuation • Teachers not on class are to assist any supply teachers in the College at the time of occurrence of an emergency |

Mass Evacuation

Mass evacuation (e.g. Chemical spillage, bush fire etc.) may require special evacuation procedures. The order to evacuate will usually be given by the Police, Emergency Services etc. Teachers will be notified via phone system and loud speaker system if evacuation is needed. Teachers will be instructed re the exit route and a marshalling area. Teachers should obtain their class lists and treat the rest of the evacuation as per emergency procedures.

Use of Fire Extinguishers

- Remember that a teacher's first responsibility is the safety of the students in his/her care and their own personal safety.
- No attempt should be made to fight a fire unless it is of a minor nature and another teacher is free to ensure the safe evacuation of the students.
- No person is to attempt to fight a major outbreak – extinguishers are for building clearance or minor outbreak only.

In the event of a critical incident requiring lockdown (inside school hours):

| | |
|-----------------------|---|
| Principal or Delegate | <ul style="list-style-type: none"> • Sound the designated Warning on the College loudspeaker system. • Following a critical incident, contact Metropolitan Regional Office. |
| All People | <ul style="list-style-type: none"> • Move inside closest building • Bring any nearby children/adults into room • Check with adjoining class to ensure message has been received • Close and lock all windows and doors. • Sit children on floor against walls or under desks (below window level). • Turn off lights and any equipment emitting loud noise. • Check that all students are present, mark class roll, contact HOS via mobile phone if a student is missing. • Keep children calm and quiet and maintain silence. • Do not answer the door. • If you see or hear anything suspicious, contact HOS via mobile phone, if possible. • Any students in "sick bay" must follow the instructions of administration personnel • Remain in the designated area until the all clear is signalled through the College PA system. • Staff to debrief students. |
| Do Not: | |
| All People | <ul style="list-style-type: none"> • Take or allow students to go to toilet, port racks, canteen or to another room • Contact the office with questions. You will be informed of the situation as soon as possible, then you will be able to inform the students • Go outside or expose yourself to danger • Open the door to anyone |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Contact anyone outside the College on your mobile phone and do not allow students to make any calls. • Do not make any contact with the media – All media contact must be through the College Principal. |
|--|---|

Staff and Students will not speak to the media. If approached, the teacher should reply “I will refer you to the Media Branch of Education Queensland”.

EQI Critical Incident Form

When to use this form
 To record and report critical incidents involving an EQI student in the EQI homestay program, which occur outside school hours. Please refer to the Critical Incident Procedure published on EQI’s website for further information. For incidents that happen at school or on a school activity - follow the school’s Emergency Response Plan and relevant DET procedures.

What should be reported?
 A "critical incident" as defined in the Critical Incident Procedure (includes any serious injury or illness and any serious threat to a student's health, safety or wellbeing).

What do you do with this form?
 International student coordinator: submit the completed, signed form to your school Principal.
 Principal: please sign and email to EQInternational@det.qld.gov.au with “critical incident” in the subject line of your email. Please copy in your EQI processing centre and regional office.
 A copy of this form must be kept on the student’s file in OneSchool.

Details of incident

| | |
|---|--|
| Date and time of incident | |
| Name/s and ID number/s of EQI student/s | |
| Name/s and contact details of other persons involved | |
| Where did the incident occur | |
| What happened? <i>(please specify details about the incident, how you became aware of the incident and what you saw, heard, were told and by who)</i> | |

Nature of the incident

| | | | |
|---|----------------------------------|---|--|
| <input type="checkbox"/> Injury | <input type="checkbox"/> Illness | <input type="checkbox"/> Student is missing | <input type="checkbox"/> Drug or alcohol abuse |
| <input type="checkbox"/> Other (please list): | | | |

Further details (e.g. list nature of injury/illness, source of injury/illness, if medical treatment was sought, first aid given etc.)

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Communication

| | |
|-----------------------------------|--|
| Emergency services involved | <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details below) |
| | |
| Parents/emergency contact advised | <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details below) |
| | |
| Homestay provider advised | <input type="checkbox"/> No <input type="checkbox"/> Yes (Has CEP been advised?) |
| | |
| Regional office informed | <input type="checkbox"/> No <input type="checkbox"/> Yes (list below who was advised and when) |
| | |

Signatures

| | | | | | |
|--|--|-------|--|------------|--|
| International student coordinator (or other person submitting the report) | | | | | |
| Name: | | | | | |
| School: | | | | | |
| Telephone: | | | | | |
| Date: | | Time: | | Signature: | |

| |
|-------------------|
| Principal: |
|-------------------|

| | | | | | |
|-----------|--|------------|--|------------|--|
| Name: | | | | | |
| Comments: | | | | | |
| | | | | | |
| Date: | | Telephone: | | Signature: | |

School post-incident investigation must be submitted to EQI and must:
 Identify factors which contributed to the incident.
 What control measures were in place? Where did they fail?
 Describe the follow up actions implemented to prevent/minimise the risk of a similar incident occurring.
 Describe recommendations for improvements in the process of managing and/or reporting the incident.

International Program Information

Orientation

Upon your arrival, all international students will participate in an Orientation Program. The Earnshaw State College [Overseas student orientation](#) has been designed to:

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

You will be provided with a range of resources to support to time at our college, including:

- International Student and Homestay Handbook
- Timetable and Student Planner
- Email and Phone List including Emergency contact details
- Orientation Evaluation

*Once you have your laptop set up – you will have access to lots of information and chats – on the OneNote International Hub.

| Example Orientation Program - a program will be designed especially for you | |
|--|---|
| Action | Staff Responsible |
| <ul style="list-style-type: none"> • Welcome documents • Subject selection and finalise timetable • Homestay family profile • Finalise Pick-up | International Coordinator Head of School |
| <ul style="list-style-type: none"> • Homestay family / International staff – meet students @ Brisbane airport and Homestay coordinator @ Earnshaw State College • RAT testing within 24 hours and emergency homestay if needed • Homestay family/ International staff to support in purchasing uniforms - Northlakes • Orientation to the local community • Phone contact with homestay coordinator – to check if settled in. | International Coordinator Homestay Coordinator Homestay family |
| <ul style="list-style-type: none"> • Meet International Coordinator and HOS <ul style="list-style-type: none"> ○ Appointment time will be confirmed with Homestay family ○ Sight documentation and check Visa conditions– passports/ visa ○ Rules and expectations including Student Code of Conduct ○ Receive timetable and Student Planner ○ See IT staff ○ Student card processed ○ Check application form for missing information • Meet Buddy - college orientation | International Coordinator Head of School EAL/D Coordinator IT Technician |
| <ul style="list-style-type: none"> • Welcome BBQ with other international and Buddies – Lunch 1 | International Coordinator Homestay Coordinator |
| <ul style="list-style-type: none"> • Weekly orientation sessions <ul style="list-style-type: none"> ○ College orientation | International Coordinator Homestay Coordinator |

| | |
|--|--|
| <ul style="list-style-type: none"> ○ Earnshaw Learning Online / Onenote ○ Study sessions ○ Rules and expectations ○ ISP policies and procedures ○ Travel and leisure ○ Ongoing Homestay support ○ Critical incident procedures at Earnshaw ○ Health ○ Money and Banking ○ Personal safety / student protection ○ Queensland Laws ○ Guidance Officer & Wellbeing team | EAL/D Coordinator Guidance Officer |
| <ul style="list-style-type: none"> ● Local area half day excursion | Homestay Coordinator |
| <ul style="list-style-type: none"> ● End of term 3 celebration. <ul style="list-style-type: none"> ○ Nudgee Beach excursion - fish and chips with their buddy. | International Coordinator EAL/D Coordinator Homestay Coordinator |

Passport to Queensland

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

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



Bell Times

| Time (Monday-Thursday) | Activity | Time (Friday) |
|------------------------|------------|--|
| 8:30 am - 8.40 am | Home group | Nil |
| 8.40 am - 9.50 am | Period 1 | 8.30 am – 9.40 am *Primary Assembly |
| 9.50 am - 9.55 am | Transition | 9.40 am – 9:45 am |
| 9.55 am - 11.05 am | Period 2 | 9.45 am - 10.55 am |
| | Transition | 10:55 am – 11:00am |
| | Lunch 1 | 11:00 am – 11:10am Secondary assembly |
| 11.05 am - 11.45 am | | 11.10 am - 11.45 am |
| 11.45 am - 12.55 pm | Period 3 | 11.45 am - 12.55 pm |
| 12.55 pm - 1.30 pm | Lunch 2 | 12.55 pm - 1.30 pm |
| 1.30 pm – 2.40 pm | Period 4 | 1.30 pm – 2.40 pm |

- All students are expected to be on the grounds by 8:25am. School finishes each day at 2:40pm
- Senior lessons are 70 minutes in length, junior lesson times will vary dependent on individual teacher's timetable, however break times are the same
- First break - 11:05 – 11:45am except for Friday when first break begins at 11:10am.
- Second break - 12:55 – 1:30pm

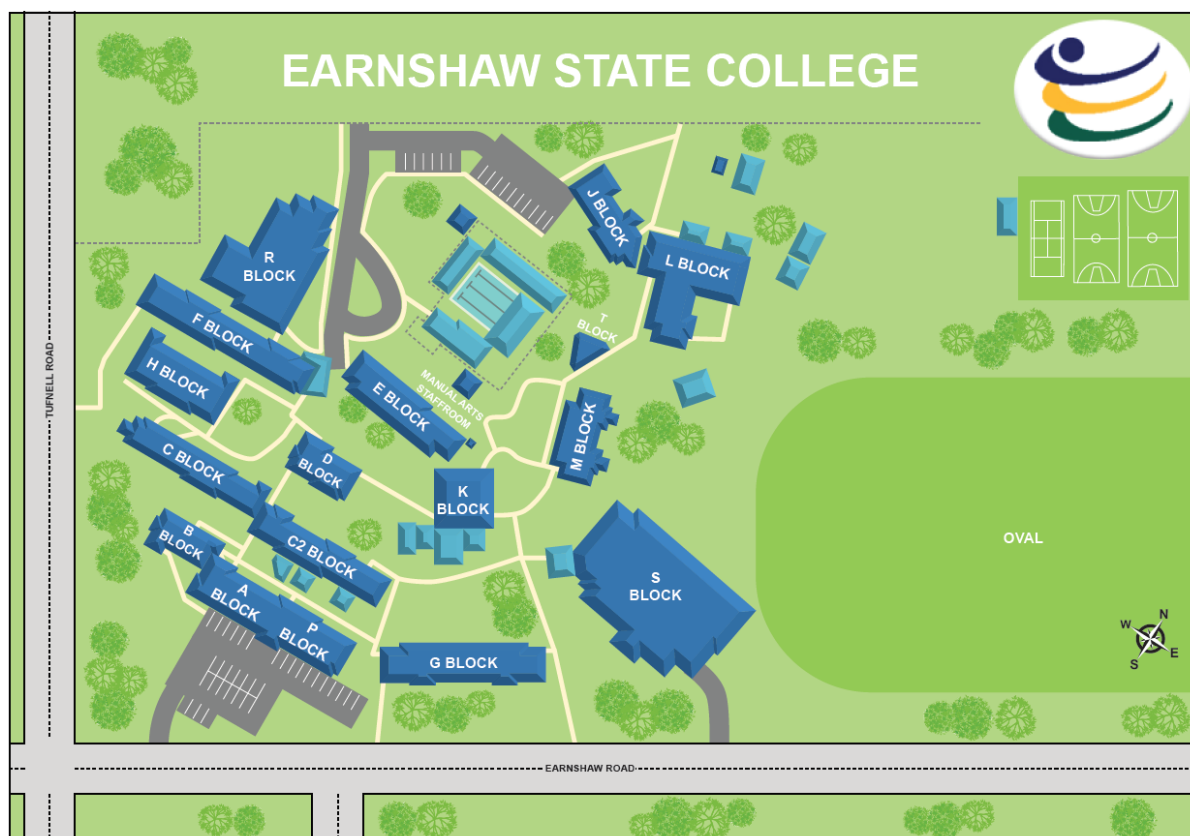
Assembly

| | | |
|-----------|--|-----------------------------------|
| | Year 7 to Year 12 | Friday – Assembly (11:00 – 11:10) |
| Secondary | House Assemblies | |
| | <ul style="list-style-type: none"> • Bradman – Undercover Area • O’Neill – McKittrick Centre • Rafter – Sports Centre | Monday – Homegroup (8:30 – 8:40) |
| | Home Group | Tuesday to Thursday (8:30 – 8:40) |
| Primary | Prep to Year 6 | Friday - Period 1a (8:30 - 9:00) |

Overseas student Meeting

Overseas students are encouraged to meet each morning in the F block staffroom for a daily check-in. The purpose of check ins is to see how your studies, homestay and school life are going. You can ask questions and share your thoughts and ideas. Through the ELO, your International Student Coordinator will also provide updates on issues relevant to your studies, school events and upcoming items of interest. Your orientation will include weekly meeting lunch 1 on Thursdays with our International Student Coordinator and Homestay Coordinator.

College Map and Facilities



What to do when...

- **Late for school or class** - Ring the school, 327617333 or bring a note from your homestay parent. Go straight to the Secondary Office.
- **Leaving school during the day** - Go straight to the Secondary Office. You will need a phone call or letter from your homestay parent.
- **Feeling sick or unwell** - Go straight to sick bay in Secondary Office / or go to International Hub
- **Wanting to change subjects** - See your International Student Coordinator (upstairs F Block)
- **Changing address or contact details** - See the Secondary administration or email jsmit953@eq.edu.au
- **Wanting to see a Guidance Officer** - Make an appointment at the Senior Office.
- **Lost property** - Try and remember where you lost it and see your teacher / there is a lost property basket in the Secondary and Primary Office.
- **Toilet access during class time** - Speak to your classroom teacher. Please remember to go during your breaks.

Accommodation and Welfare

Care arrangements

While studying you must live with:

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

You must not change these arrangements unless we give you written approval. ***You must report any serious or urgent threat to your welfare to us immediately.***

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

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

Living with a homestay family

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

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

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

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

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

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

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

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

If we are required to move you to a different homestay, we will generally give you at least two weeks' written notice. In exceptional circumstances (for example, if we are concerned about your safety), we may move you immediately. If your homestay provider is temporarily unable to provide homestay for you, we will arrange for you to be temporarily placed with another homestay provider.

Curfews

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

Culture shock

Culture shock refers to the emotional and psychological reactions to an unfamiliar culture and environment. For Overseas students, culture shock is often uncomfortable and disorienting. Although culture shock can be positive in some ways, it's important for students to understand what culture shock is, what causes it, and how to manage its effects. Some of the signs of culture shock include:

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

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

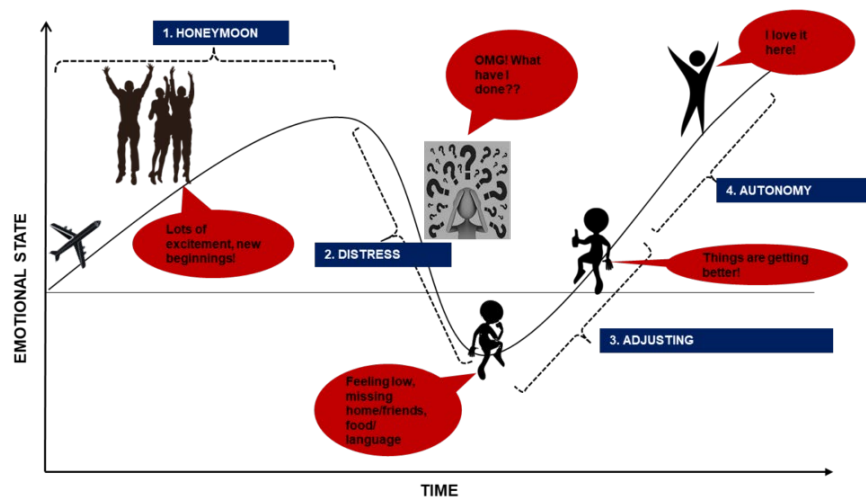
Honeymoon phase - The first stage of culture shock is usually positive. During the honeymoon phase the differences between the old and new culture are seen in a romantic light. For example, in moving to Australia to study, you might love the new food, the pace of life, and the locals' habits. During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

Frustration/ Distress phase - After some time (usually around three months, depending on the individual), differences between the old and new culture become apparent and you may feel uneasy. Excitement may eventually give way to unpleasant feelings of frustration as a person continues to experience unfavorable events that may feel strange. Language barriers, traffic safety and food differences may heighten the sense of disconnection from the surroundings. During this phase students adjusting to a new culture may feel lonely and homesick because they are not yet used to the new environment and new people they are meeting.

Adjusting phase - After some time (usually 6 to 12 months), a person grows accustomed to the new culture and develops routines. During this phase a person knows what to expect in most situations and the host country no longer feels very new. During this phase people develop problem-solving skills for dealing with the culture and begins to accept

the culture's ways with a positive attitude. The culture begins to make sense, and negative reactions and responses to the culture are reduced.

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



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

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

It is important to remember the following:

- Culture shock is a perfectly normal part of the study abroad experience.
- It is important to remember that it will pass.
- Use the experience as an important learning opportunity, helping you to become versatile and adaptable to change. It will equip you with valuable life skills that are some of the greatest benefits of studying abroad.
- Step outside of your comfort zone, make new friends, and take full advantage of the once-in-a-lifetime experiences while you can.
- Once your study abroad experience is over, your family and friends will be ready and waiting to hear all about your adventures.

The international team are here to support you so that you meet your academic goals and have a wonderful study and homestay experience while at Earnshaw State College.

Contact details

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

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

EQI Standard Terms and Conditions

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

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

- [Simplified Chinese](#)
- [German](#)

- [Italian](#)
- [Japanese](#)
- [Vietnamese](#)

Visa Conditions

Attendance

Earnshaw State College attendance policy aims to ensure students are actively engaged in school and attend every day to ensure optimal individual outcomes and student engagement. We have high expectations of student attendance. Once you have enrolled at Earnshaw State College it is your responsibility to ensure that you are at school every day and that you arrive on time, ready to start class at 8.20am.

What do I need to do – or I may have to leave Australia. Earnshaw expects you to:

- Come to school every day. (I must have more than 80% attendance)- If I am sick I need to ring the office or my Homestay family will - 36217333
- Pass my subjects
- Talk with International, Homestay or EAL/D Coordinator if I have any problems.

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

In the event that you are going to be absent from school ask your homestay parent to notify the school on the day of the absence via the absentee line 36217333 stating your name and class, the name of the person reporting the absence, the reason for the absence and the expected return date.

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

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

Important information about attendance

| | |
|-------------------------------------|---|
| Start and finish times | 8:30am - 2:40pm |
| Late arrival process | Ring or bring a letter from your homestay. Immediately report to the Administration office when you arrive at school. |
| School absence telephone number | 36217333 |
| Serious, injury or incident process | Immediately report to Senior Office or/ and report to Jacqui Smith – International hub. |

How attendance is recorded at Earnshaw State College.

- **Full day absences** - Roll marking at homegroup and for every lesson – attendance is recorded in OneSchool.
- **Part day absences** -(late) Attendance marked from arrival time registered in Senior Office and then recorded each lesson. Part days also accumulate and are tracked by the International Student Coordinator weekly.

Further information can be found in the [Roll marking in state schools](#) procedure.

Table 1 – Absence codes for full or part day absence

| Type of Absence | Code | Explanatory notes |
|--------------------|------|---|
| Entire day | A | Student was absent entire day. |
| Early (No Penalty) | E | Student left early, but within the final two hours of scheduled schooling. This will not count as an afternoon/half day absence. If the student left earlier than two hours prior to the end of the scheduled school day, this will count as an afternoon/half day absence (see “P” code). |

| | | |
|-------------------|---|--|
| Late (No Penalty) | L | Student arrived late, but within two hours of scheduled schooling. This will not count as a morning/half day absence. If the student arrived after the first two hours of the scheduled school day, this will count as a morning/half day absence (see "M" code). |
| Morning | M | Student was absent for the morning. This will count as a half day absence. |
| Afternoon | P | Student was absent for the afternoon. This will count as a half day absence. |

At risk of failing to meet attendance requirements

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

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

Your International Student Coordinator will require you to meet with them about your attendance record and provide evidence explaining your absences (such as medical certificates) if they are concerned. If your attendance falls to 85% of your course contact hours in any term, we will give you and your parents/legal custodians and your Department of Home Affairs approved guardian (DHA approved guardian) a written warning.

Unsatisfactory attendance

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

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

If you receive a notice of EQI's intention to report you to authorities, you have the rights set out under the Appeals Policy section of the [EQI Standard Terms and Conditions](#). You can read in more detail about your attendance requirements at:

- [EQI Standard Terms and Conditions](#)
- [EQI Attendance – Subclass 500 \(schools\) visa procedure](#)
- [Managing student absences and enforcing attendance at state schools](#)

Course progress

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

At Earnshaw State College we provide written reports to you and your parents or legal custodians every semester as per the [P-12 curriculum assessment and reporting framework](#) available on the Queensland Department of Education website. You will also be able to see how you are tracking in homegroups when you will reflect on your track-ed profile. You will write goals each term.

You must complete your course within the time set out in the Confirmation of Enrolment that EQI sent you. EQI may extend the time to complete your course only if:

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

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

Unsatisfactory course progress

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

Formal intervention

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

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

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

- [EQI Standard Terms and Conditions](#)
- [Course progress – Subclass 500 \(schools visa procedure\)](#)

Behaviour

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

The Earnshaw State College Responsible behaviour plan is available on the school website The Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

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

- participate actively at school;
- take responsibility for your own behaviour and learning;
- respect other members of the school community and the school environment and property;
- cooperate with staff and others in authority; and
- comply with your rules – student code of conduct and school policy and procedures [insert hyperlink as appropriate]

At all times you must:

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

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

What happens when things go wrong - How to resolve an issue.

| Step | Action |
|------|--|
| 1. | See our Homestay Coordinator if you have issues with your homestay, living arrangements or welfare. |
| 2. | See our International Student Program Coordinator if you have issues with Earnshaw or your course of study. |
| 3. | Contact the College Principal if you feel like your issue still isn't resolved. |
| 4. | If you think the College can't resolve your issue please contact the Operations Manager. Email – EQInternational@det.qld.gov.au - in the subject line state – 'Complaint International Student'. |

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

Support for your English will be in different forms based on your needs. It may range from hotspotting, 1:1, cluster support, in-class support – modifying of assessments, assessment support and drafting of assignments. Our International Program and EAL/D Coordinator will both support you in your studies.

Additional study support programs

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

| Activity | Time and Location |
|------------------------------|---|
| International study sessions | Tuesday afternoon - 2:40 – 3:40 (F31) Thursday morning - 7:30 – 8:20 (F31) |
| Homework Club | Wednesday 2:40- 4:00pm (Resources Centre) |

Academic policy – refer to subject handbooks

You will be issued with subject handbooks for your 'stage' of learning. Academic policies are at the front of the handbook. Also refer to your student planner.

Legal services

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

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

Emergency and health services

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

Overseas student Health Cover (OSHC)

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

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

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

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

- medical assistance
- referral to a doctor for medical treatment
- getting access to an interpreting service
- counselling services
- referral to a legal service
- family and friends messaging services in the event of an emergency
- personal safety

OSHC providers in Australia include:

| | |
|------------------------------------|--|
| Australian Health Management (ahm) | www.ahmoshc.com.au |
| Allianz | www.allianzassistancehealth.com.au |
| BUPA Australia | www.bupa.com.au/health-insurance/oshc |
| Medibank Private | www.medibank.com.au/overseas-health-insurance/oshc |
| NIB Health Funds Limited | www.nib.com.au/overseas-students |

Medical matters

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

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

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

Medical treatment - If you need medical or other health care (other than routine care for minor illness or injury), we will use our best endeavours to contact your parents, legal custodians and homestay provider as soon as reasonably possible. We may, as we think appropriate and in your best interests:

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

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

You must reimburse us for all costs associated with medical or other treatment that we authorise for you. For further information please see the [EQI Standard Terms and Conditions](#)

Fees

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

- all curriculum schooling and teaching costs
- curriculum-related excursions (camps are exempt of this)

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

Overseas student Health Cover (OSHC) - OSHC fees± are determined by the OSHC provider and are subject to change. For further information on OSHC, please refer to your OSHC provider. More information regarding fees can be found at the following link:

- [Fees](#)

Transfer policy

You may apply to transfer between Queensland Government schools, a non-government school or another institution registered under Australian law to provide education to overseas students. Additional tuition, homestay or other non-tuition fees may apply for the new school, depending on the school and course chosen.

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

For more detailed information please see the following documents.

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

Complaints

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

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

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

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

You can ask for help writing your complaint (for example, from your parents, your homestay provider or a lawyer) and can bring a support person to help you at any meetings we have to discuss your complaint. More detailed information can be found in the links provided above.

Appeals

Internal Appeal - You can appeal a decision EQI makes:

- to report you to authorities (see the [Attendance – Subclass 500\(schools\) visa procedures](#) and [Course progress – Subclass 500 \(schools\) visa procedure](#))
- not to defer or suspend your enrolment, as requested by you – please see the [Deferral, Suspension and Cancellation procedure](#);
- to suspend or cancel your enrolment, as initiated by us – please see the [Deferral, Suspension and Cancellation procedure](#);
- to refuse your request for a transfer – please see [Transfer – Subclass 500 \(schools\) procedure](#); or
- as a result of your complaint to us – please see the [Complaints and appeals – Subclass 500 \(schools\) visa procedure](#).

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

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

Travel and activities

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

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

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

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

Related documents

- [Non-routine travel and activities for homestay students – Subclass 500 \(schools\) procedure](#)
- EQI sports leisure and recreation provider procedure – Subclass 500 (schools) procedure
- [Travel and activities request form](#)

No high-risk activities - You must not undertake high-risk activities, even if you have the permission of your parents, legal custodians or homestay provider, unless the activities are approved by EQI. "High-risk activities" means any activity which inherently poses an increased risk of harm, illness or injury. Examples of high-risk activities are extreme sports, water activities and recreational activities with dangerous elements.

Refund policy

Your rights - If you do not complete your course, you may apply for a refund of some fees already paid by you (in certain circumstances). Some tuition and non-tuition fees charged by EQI are not refundable. EQI will also pay any other refunds required by Australian law. If you demonstrate compassionate or compelling circumstances, EQI may agree to refund other unspent fees at their discretion. Refund requests for OSHC fees must be made to your Overseas student Health Insurance (OSHC) provider.

The right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to act under the *Australian Consumer Law* if the *Australian Consumer Law* applies.

More detail regarding refunds can be accessed at:

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

School policy and procedures

College policy and procedures can be found on the Earnshaw State College website.

- Student Code of Conduct
- School network and internet policy
- Use of mobile phones
- Uniform policy
- Bring your own device

Uniform Policy

Earnshaw State College is a uniform school and as such, the daily wearing of the uniform is compulsory for all students, Prep to Year 12. The *Education Act 2006* requires that students comply with the Dress Code. The Dress Code has been developed through extensive consultation with staff, parents and students.

Rationale

A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the college community and assists in developing pride in representing the college. Issues of equality, health, college safety and expense contribute to the establishment of the Dress Code at Earnshaw State College.

- To promote equality amongst students
- To further a sense of pride in and identification with our college
- To provide durable clothing that is cost effective and practical for our school environment
- To maintain and enhance the positive image of the college community
- To ensure easy identification of those not authorised to be on college grounds.

Expectations

| The Formal Uniform is to be worn each day, with the exception of the following: | |
|---|---|
| Primary | <ul style="list-style-type: none">• Prep students will wear the sports uniform every day• Years 1 to 4 on the days they have Health and Physical Education lessons ONLY• Years 5 to 6 on Friday for interschool sport and days they have Health and Physical Education lessons ONLY |
| Secondary | <ul style="list-style-type: none">• Year 7-12 on Friday's for interschool sport and alternative activities.• Students in Years 7 to 12 are to bring their sports uniform or swimsuit to change into on the days they have an HPE lesson. |

SCHOOL UNIFORM

| | | |
|---------------------------------------|--|--|
| Prep Students | <ul style="list-style-type: none"> • Shirt – unisex, polo shirt • Shorts – plain, navy, unisex shorts or plain, navy skort • Socks – short, white socks • Shoes – black regular style joggers (not canvas/Dunlop Volley shoes) • Hat – navy, broad-brimmed with Earnshaw logo <p><i>Optional: all hair accessories in school colours</i></p> | |
| | Formal Uniform | Sports Uniform |
| Primary - Years 1-6 | <ul style="list-style-type: none"> • Dress – Earnshaw tartan tunic • Blouse – Tartan blouse • Shirt – Earnshaw navy button up shirt with tartan trim • Shorts – Earnshaw navy, unisex shorts or plain navy shorts • Skorts – only Earnshaw skort permitted • Socks – short, white socks (fold over ankle height, not anklets) or Earnshaw socks • Shoes – covered black, leather or vinyl, lace up or Velcro school shoes • Hat – navy, broad-brimmed or bucket hat with Earnshaw logo or plain navy broad brimmed hat • <i>Optional: all hair accessories in school colours</i> | <ul style="list-style-type: none"> • Shirt – unisex, Earnshaw logo polo shirt • Shorts – Earnshaw logo sports shorts or plain, navy shorts, or Earnshaw skort • Socks – short, white socks or Earnshaw socks • Shoes – predominantly black or white, regular style joggers (not canvas/Dunlop Volley shoes) • Hat – navy, broad-brimmed or bucket hat with Earnshaw logo or plain navy broad brimmed hat • <i>Optional: all hair accessories in school colours</i> |
| Secondary - Years 7-12 | <ul style="list-style-type: none"> • Blouse – Earnshaw white blouse • Skirt – Earnshaw tartan skirt • Tie – College button-on tie (yr 7-9 short tie, year 10-12 long tie) • Socks – short, white socks (fold over ankle height, not anklets) or Earnshaw socks • Shirt – Earnshaw white shirt with logo • Shorts – Earnshaw navy tailored shorts or trousers or plain navy • Tie – College tie (Years 10-12 only) • Socks – Earnshaw long, navy socks • Shoes – covered black, leather or vinyl lace up school shoes (no sport/mesh) • Hat – navy, broad-brimmed or bucket hat with Earnshaw logo or plain navy broad brimmed hat • <i>Optional: all hair accessories in school colours</i> | <ul style="list-style-type: none"> • Shirt – Earnshaw unisex, polo shirt • Shorts – Earnshaw logo sports shorts or plain navy shorts or Earnshaw skort • Socks – short, white socks • Shoes – predominantly black or white, regular style joggers (not canvas/Dunlop Volley shoes) • Hat – navy, broad-brimmed or bucket hat with Earnshaw logo or plain navy broad brimmed hat |
| Winter Clothing - All Students | <ul style="list-style-type: none"> • Students have the option of either the College fleecy top with logo or the College spray jacket • Alternatively, students may wear a plain, navy, fleecy, track top with no hood, patterns, stripes or logos • Navy trousers (for boys) or navy, tailored pants (for girls) may be worn with the formal shirt • Plain, navy, track pants may be worn with the polo shirt • Girls may wear plain black/navy stockings/tights. Bike pants, leggings, knee high stockings or socks are not acceptable. | |

Shoes

Formal Uniform Shoes

All students require leather or leather-like, covered black school shoes (**Sample 1 & 3**), (**ankle high are not acceptable**). The shoes must have a solid base and not contain mesh. Thin, slipper-style vinyl or canvas shoes do not meet workplace health and safety standards, and are not acceptable as part of the College uniform for any student.

Primary students and Secondary girls

- Black formal shoes, with short white socks (fold over ankle height, not anklets (Sample 1).
- Mary Jane styles formal shoes are **NOT** acceptable (Sample 2).



Secondary boys

- Black formal shoes, with long, navy, College socks (Sample 3).



Sports Uniform Shoes

- Regular style sports shoes with short, white socks for all students in the College (Sample 4). These shoes must have a non-marking sole to protect the floor of the Sports Hall.
- Converse Canvas and Dunlop Volleys style shoes are **NOT** acceptable (Sample 5).



Hats

- Formal broad-brimmed navy hat Earnshaw Logo (Sample 6). A plain, broad-brimmed navy hat in the same colour and style is also acceptable.
- A reversible bucket style (Sample 7)
- Caps are **not** acceptable.



Jewellery

- Permitted jewellery includes: a watch and one plain signet ring.
- Students with pierced ears may wear up to two sets of plain silver or gold studs or sleepers, no more than two in each ear, placed in the ear lobe.
- Any other visible piercing must be of the 'invisible' jewellery type.
- A necklace of religious/cultural significance may be worn under the shirt, not to be seen.
- The wearing of jewellery when completing physical activity, especially in contact sports, poses a high risk of injury to the student and/or other students. **All jewellery must be removed before completing physical activity (e.g. HPE lessons) and participating in sporting competitions (e.g. Interschool Sport).** This includes (but is not limited to) the following: watch, earrings (studs/sleepers,) signet ring, any other 'invisible' jewellery type. Students are advised not to wear jewellery on the days they have a HPE lesson or are scheduled to participate in sporting competitions.

General

- Coloured nail polish (excluding neutral tones), artificial nails and makeup are not permitted at the College. Nail length should not extend beyond the fingertips.
- Extreme hairstyles or hair colours are not acceptable. Hair length past the top of the shoulders should be tied back.
- Male students are expected to be clean shaven.
- Undershirts should be white and not hanging out under sleeves or below shirts. There must be no writing or print on undershirts.
- Hajibs and other cultural headwear must be plain white with no colours or sequins.
- Items of uniform that are purchased elsewhere and are not Earnshaw State College issue must be plain. Stripes, patterns, designs and other logos are not acceptable on these uniform items.
- When representing the College at sporting events, athletes are required to be smartly dressed in the appropriate sports uniform for that team. Team coaches will advise of team uniform requirements.
- Safety rules require a good standard of footwear of a firm material, especially in Manual Arts, Science, Hospitality, Art and Physical Education departments.
- All articles of clothing should be marked with the student's name.

Non-Compliance with the Uniform Policy

Students may be requested to change into College owned uniforms for the day if a student is unable to wear the correct uniform.

Non-Compliance by students with the Uniform Policy may result in consequences being applied. This may include withdrawal of playground privileges, loss of school representation and contact home to parents or prevention from participating in extra-curricular activities. Repeated non-compliance with uniform consequences may incur further consequences. Moderation of acceptable uniform and appearance is at the discretion of the Administration.

| | | |
|--------------------------|-----------------|---|
| Uniform Shop Information | School Locker | Tuesday and Thursday 8:00 am – 10:00 am |
| | P&C Second Hand | |

The International student coordinator will go through your timetable with you and work out which days the Formal and Sport's uniform are needed. If you have HPE on your timetable you must bring your sport's uniform to change in to.

- Lockers are available for students in Secondary school.
- A hat must be worn at all times (Prep to 12) when outside the classroom. Hats are compulsory during breaks.

Banking

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

If you are experiencing difficulties please see the International Student Coordinator To open an Australian bank account you will need to present your passport and possibly additional information. The majority of banks and building societies have internet banking, telephone banking, Automatic Teller Machines (ATM's) and branch access. Some banks are now offering an app that you download to your smartphone to do your banking.

- Once your account is opened you will receive in the mail a card and a pin code Personal Identification Numbercode (PIN Code). You should **NEVER** disclose your PIN code to anyone.

- For your parents to transfer funds into your account you will need to provide them with the local branch identification number, your account number, bank contact details and swift code. Check with your bank as to their process and requirements).
- Credit cards such as Visa, MasterCard and American Express are widely accepted across Australia.
- Check with your bank as to opening hours during the week and on weekends.
- Do not carry large sums of money at school or when out in public.

Transport

The train is the most widely used service with Banyo Station only 5 minutes' walk from the school. Follow Victor street down to the park and you will see the station. Banyo Station is on the Cleveland and Shorncliffe lines and passes through the City, Valley and Southbank. From Northgate station you also have access to express trains and other central lines.

Bus stops on Tufnell Rd will take you to Chermside and to South Brisbane. [Brisbane City Council Journey Planner](#)

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

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

House Structure

Earnshaw has three sport's houses – Bradman, O'Neil and Rafter. Homegroups are in houses to build on team spirit. Participation in all carnivals is a great way to meet more people and friends are made on these special days.

School Leadership Opportunities

There are many leadership opportunities at Earnshaw – College captains of both Senior and Junior School, House captains and many ambassadors in a wide variety of areas. Get involved and become a leader!!

Australian families

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

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

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

Australian teenagers

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

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

Mealtimes

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

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

Ask your homestay family what food is available for breakfast and ask them to show you how to prepare it. Let your homestay know if there are certain foods that you like or dislike so that they know what to buy when shopping. Please

wake up early enough to allow yourself time to prepare a nutritious breakfast before leaving for school, and remember to clean up afterwards.

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

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

Food is usually served on an individual plate, rather than shared dishes in the centre of the table. People eat off their own plate. Generally all members of the family sit to eat the meal together and talk about the day's events. It is important to participate in *table conversation* as this is an excellent chance for you to improve your conversational English and get to know your homestay family better.

Expected table manners

Do:

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

Don't:

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

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

Socialising with friends

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

Expressing emotions

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

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

Communication

It is normal to feel nervous when you first meet your homestay family. You will begin to feel happier when you get to know the family better. Talking to your homestay family about any worries or questions you have when you first arrive will help you adjust to living in a new country. If you do not speak English well, you can still communicate by using the following:

- Use Google Translate or an electronic dictionary
- Draw a picture of what you want to say

- Use hand gestures or mime
- Ask another student to interpret for you

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

Manners

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

Transport to school

If you live close to school, you may walk to school or ride a bike (please remember you are required by law to wear a helmet whilst riding a bike). Scooters are not allowed. Before you ride a bike to school, first ask your homestay parent to show you the *designated bikeways* to ensure this travel is safe. If you live further away, you can catch a train or bus or your host parent may drive you.

Swimming

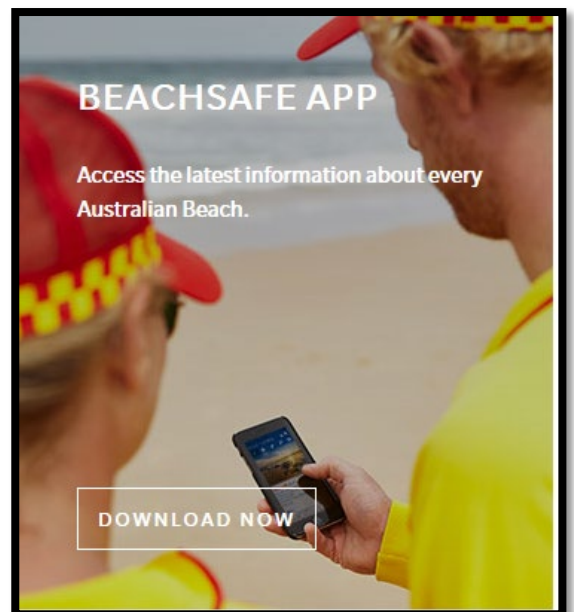
Before engaging in water sports (for example swimming and surfing) all international students are required to complete a water skills assessment. Please contact your International Student Coordinator to arrange a water skills assessment. Please also see the EQI [Non-routine travel and activities for homestay students – Subclass 500 \(schools\) visa procedure](#)

Surf and Beach safety

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

Surf Life Saving Australia's 10 Surf Safety Hints

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



Useful links

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

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

- avoid direct sun when possible

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

Road safety

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