

Atherton State High School



International Student Handbook

Department of Education, trading as,
Education Queensland International (EQI) CRICOS Provider Number: 00608A

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1. Principal welcome

Welcome to Atherton State High School, we hope that you enjoy the experience of living and learning in a Queensland school. You may find that the first few days are overwhelming, tiring, confusing and different but there will be excitement as well amongst all these experiences. There are many people including staff and students who are willing to help make your transition a smooth one.

The aims of the orientation program are to:

- Help you adjust successfully to living and studying in Queensland.
- Provide information and skills to become an independent resident and learner in Queensland and more particularly, Atherton State High School.

This handbook is intended to provide a guide so that you are familiar with the expectations of being a student at Atherton High and the procedures and expectations of the Queensland education system. Your orientation will be an on-going process with the focus initially being on school and expectations.

2. School details

Street address:	Maunds Road, Atherton, QLD, 4883, Australia
Office hours:	Monday – Friday 8:00 am to 4:00 pm
Telephone:	+61 (07) 4030 5222
Fax:	+61 (07) 4091 3847
Student absence line:	+61 (07) 4030 5266
Student absence email:	absence@athertonshs.eq.edu.au
Administration email:	principal@athertonshs.eq.edu.au
Website:	https://athertonshs.eq.edu.au
Facebook:	http://www.facebook.com/athertonstatehighschool

3. Daily timetable

Day Structure

Warning bell	8:45 am
Care Class	8:50 am – 9:00 am
Transition time	9:00 am – 9:05 am
Lesson 1	9:05 am – 10:00 am
Transition time	10:00 am – 10:05am
Lesson 2	10:05 am – 11:00 am
Lunch 1	11:00 am – 11:40 am
Lesson 3	11:40 am – 12:35 pm
Transition time	12:35 pm – 12:40 pm
Lesson 4	12:40 pm – 1:35 pm
Lunch 2	1:35 pm – 2:05 pm
Lesson 5	2:05 pm – 3:00 pm

Year Level Parades

Year level parades are held on the following days in the hall and auditorium from 8:45am to 9:00 am:

- Year 12 and Year 8 – Fridays
- Year 11 and Year 9 – Thursdays
- Year 10 and Year 7 - Wednesdays

4. School Personnel

Key school personnel

Position	Name	Contact
Principal	Leanne Knight-Smith	principal@athertonshs.eq.edu.au
Deputy Principals <ul style="list-style-type: none"> Year 7 & 8 Year 9 & 10 Year 11 & 12 	Chris Keating Ann Grimshaw Cathy Campbell	ckeat16@eq.edu.au agrim14@eq.edu.au ccamp52@g.edu.au
Business Service Manager (Finance)	Margaret Selby	mseleb4@eq.edu.au
Heads of Department <ul style="list-style-type: none"> Junior Senior Arts English HPE Sport Humanities Technology Mathematics Science 	Kirstie Whybird Matt Lawrence Belinda Hampton Warwick Lyndon Mikaela Foot Joe Quinn Andrew McCosh Torsten Pluschke	kwhyb2@eq.edu.au mlawr24@eq.edu.au bhamp15@eq.edu.au wlynd2@eq.edu.au mxf001@eq.edu.au jquin62@eq.edu.au amcco43@eq.edu.au tplus1@eq.edu.au
Student Services Team	Kelli Harris Lucinda Jansen	Student absence line: (07) 4030 5266 absence@athertonshs.eq.edu.au
Student Wellbeing and Support <ul style="list-style-type: none"> Industry Liaison Officer School Based Nurse Youth Support Coordinator Chaplain Guidance Officer 	Kylie Coleman Christine Silva Tamara Dalla Costa Belinda Fowler Bebe Worsfield	kcole128@eq.edu.au csil33@eq.edu.au tdall30@eq.edu.au bfowl12@eq.edu.au bwors6@eq.edu.au

International Team

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

Name	Role	Contact
Leanne Knight-Smith	Principal	principal@athertonshs.eq.edu.au
Cathy Campbell	International Student Program – Manager	ccamp52@eq.edu.au
Ainsley Jackson	International Student Coordinator & Homestay Coordinator	astib6@eq.edu.au +61 (07) 4030 5232
Bebe Worsfield	Guidance Officer	bwors6@eq.edu.au

5. Emergencies

Emergency contacts (during school hours)

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

Name	Role	Contact
Leanne Knight-Smith	Principal	principal@athertonshs.eq.edu.au
Cathy Campbell	International Student Program – Manager	ccamp52@eq.edu.au
Ainsley Jackson	International Student Coordinator & Homestay Coordinator	astib6@eq.edu.au +61 (07) 4030 5232

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](#).

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

When should I use the 1800 QSTUDY service?

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

At these times:

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

- Any time during school holidays and public holidays.

Critical or life-threatening situations

For any critical or life-threatening situation, 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.

School emergencies - evaluation and lockdown procedures

Evacuation process (bell rings continuously):

1. Students under the direction of a supervising adult, stand and leave the room in an orderly fashion. Students and staff leave all possessions in the room. Students leave bags etc in bag racks.
2. If in the lunch break, before/after school, students head to the evacuation area.
3. Students and staff move in a quiet, brisk and orderly fashion to the Evacuation Assembly Area.
4. Students remain in the assembly area until an 'all clear' is issued.

Lockdown process (pulsing bell – 3 second on, 3 second off):

1. Students, under the direction of a supervising adult, lock doors, close windows and get under desks.
2. If in lunch break, students head to the nearest room and follow directions of staff.
3. Students remain in lockdown until all clear is given.
4. Teachers will complete a detailed induction regarding emergency procedures for all classes upon enrolment/ at beginning of course.

6. Orientation

The Atherton State High School [Overseas student orientation](#) has been designed to has been designed to:

- support your wellbeing
- help you adjust to study life in Australia
- support your academic success
- Before you arrived in Queensland you would have been provided with a pin code to download your [Passport to Queensland](#).

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

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

Orientation Days

The orientation day program is a guide only. Orientation at Atherton SHS is ongoing. Host family take student to Student Services to meet the International Students Coordinator.

Date	Time	Venue	Orientation topic
Day 1	8.45am-9:00am	Student Services	Welcome & Introductions: <ul style="list-style-type: none"> • International Student Coordinator • Principal or Deputy • Guidance Officer
	9.05am	Student Services	<ul style="list-style-type: none"> • Meet with deputy to arrange subject selection • Collection of timetable • Organise school uniform
	9.30am	International room	<ul style="list-style-type: none"> • International Students Coordinator takes student on school tour to locate all classrooms on the timetable. • International Students Coordinator hands out the International Students Handbook. Start reading through school values, policies, procedures, emergency contact, homestay information. • Hand out and read through Student planner
	11: 00am	International room	Morning Tea – Mentor/buddy to collect international student from International Room. Mentor to escort student to class at the start of Lesson 3.
	11.40am	Various classrooms	International student starts attending classes in the afternoon.
Day 2	8.45 am	International room	<ul style="list-style-type: none"> • International Students Coordinator to continue to read through the International Students Handbook with student. • International Students Coordinator to check in with any questions or concerns the student may have.
	11:00 am	International Room	Morning Tea – Mentor/buddy to collect international student from International Room. Mentor to escort student to class at the start of Lesson 3.
	11.40am	Various classrooms	International student to attend classes in the afternoon.

Ongoing Orientation

Overseas students meet each week or fortnightly in the international room at 8:30-8:45 am each Monday in the international room. The purpose of the short meeting is check in with how your studies, homestay and school life are going. At the meeting you can ask questions and share your thoughts and ideas. Your International Student Coordinator will also provide updates on issues relevant to your studies, school events and upcoming items of interest.

7. School map and facilities



Classroom Buildings

A Upstairs	Student Services, Conference Room, First Aid Room, Staff Toilets
A Downstairs	Principal, Deputy Principals, Head of Junior and Senior
B Upstairs	Tuckshop, Girls Toilets, A022
B Downstairs	B03, B05, B07, B08, B10, B12, B14, B15
C Upstairs	B22, Boys Toilets, Gym,
C Downstairs	C01, C03, C04, C10, C12, C14, C17, C29, C30, Maths Staffroom
D1	English & Humanities Staffroom, International Room
D2	Hub (C35, C39, C52), C23, Specialist Rooms
E Upstairs	D01, D02, D03, D06, D09, D10
E Downstairs	D17, D19, Technology Staffroom
F	E01, E02
G	E03, E06
H	F01, F02, Health Staffroom, Deck
	G01, G05, G07, G08, Arts Staff Room
	H02, H03, H04, H06, Library, IT Technician Office
	Staff Meeting Room, HR Office, Staff Toilets

J	Agricultural Area, Agricultural Staffroom
J1	J01
K	K01, K05, K07, HPE Sports Storage
L1 Upstairs	L01, L02, L03, L05, L06, Science Staffroom
L1 Downstairs	L14, L15, TAFC, Business Services, Reception
N	N01, N11, N12, N13
M	Student Toilets
T1	T01, T02
T2	T03, T04
T3	T05, T06
T4	T07, T08
T5	T09, T10
T6	T18, T19, T20, Positive Behaviour Hub
Z	Community Hall, Instrumental Music
X	Auditorium

1	Visitor Parking
2	Walking Entry into School
3	Reception, Visitor Sign In
4	Student Car Park
5	No Entry between 8:30am - 3:30pm
6	Buses
7	Conference Room
8	Pick Up / Drop Off for students
9	Deliveries
10	Emergency Service Parking
11	Gate 1 - Cnr Maunds Rd and Kelly Str No entry/exit between 10:50-11:25am & 1:25-2pm
12	Gate 2 - Cnr Maunds Rd and Parkview. No entry or exit between 2:30-3:30pm
13	Gate 3 - Frisk Avenue. Only authorised vehicles
14 A	Evacuation Assembly Area Hub and Staff
14 B	Evacuation Assembly Area Visitors
14 C	Evacuation Assembly Area Students



Atherton State High School

On Eagles Wings

Maunds Road P O Box 573 (07) 4030 5266
Atherton QLD Atherton QLD
4883 4883

8. What to do when

Late for school

For any absence from school, including signing out early or signing in late, students need supply information/permission from their host parents/carers. This may be done via a signed note, a phone call to the student absence hotline on 4030 5266.

If students arrive after 8:50 am they are to go to the Student Services building to sign-in.

Leaving school during the day

Host parents/carers are required to contact the school and supply information to document student absence. The student will be issued with an authorised absence pass and can leave the school ground from the student services desk.

Feeling sick

If a student is feeling sick in class then the teacher will issue a green communication slip to go to Student Services. Student Services will contact the host parent/carer if the student is too unwell to return to class and needs to be picked up.

Wanting to change subjects

To change subjects students are to see the Head of Junior and Secondary school located at Student Services.

Changing address or contact details

Students are to go to Student Services to complete a form for changing address and contact details.

Wanting to see a Guidance Officer

Students can go see the Guidance Officer upstairs A block when required.

Lost property

Lost property can be reported and collected from Student Services.

Toilet access during class time

Transition times are for toilet and drink breaks between classes. If it is an emergency ask for the teacher to sign the *out of class permission form* at the back of the student diary.

9. 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 a Department of Homes 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](#)
- [EQI Policy and procedures](#)

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.

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.

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.

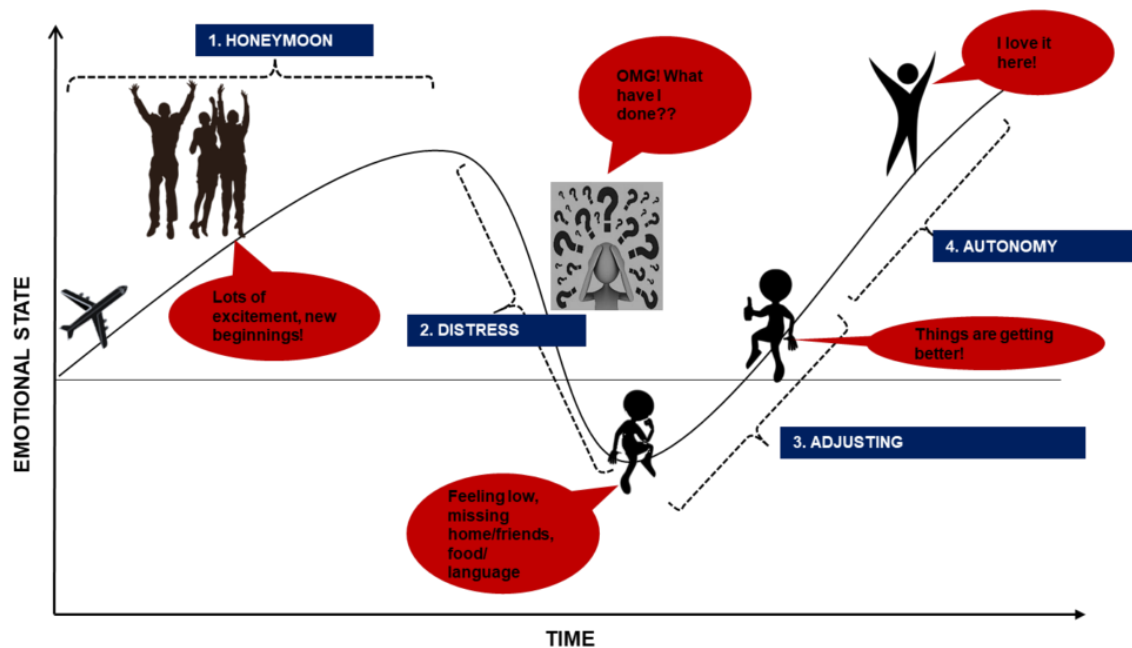
10.Culture shock

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, distress, adjustment and autonomy.



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.

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 unfavourable 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.

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 Atherton State High School.

11.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](#)

12.Visa Conditions

Attendance

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 Atherton State High School it is your responsibility to ensure that you are at school every day and that you arrive on time, ready to start class at 8:45 am

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

In the event that you are going to be absent from school ask your homestay parent to notify the school on the day of the absence via the absentee line **(07) 4030 5266** 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 8:45 am – 2:45 pm
- Late arrival process Sign in at Student Services
- School absence telephone number 4030 5266
- Serious, injury or incident process See Student Services

How attendance is recorded at Atherton State High School

If a student is absent from school for whole or part of a day:

- Students who **arrive before 8.50 am** attend class as per their timetable and they will be marked present.
- Students who **arrive after 8:50 am** should go directly to the Student Services Building to sign in.
- If the student arrives without information from the parent/caregiver relating to their arrival, they will be directed to see a member of the Student Services Team. Attempts will be made to call the parent or carer to confirm that they were aware of the student being late to school.
- If no contact can be made, a message will be left OR the contact will be followed up later in the day.
- The student will be able to sign in and attend classes.

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](#) and [the EQI Attendance – subclass 500 \(schools \) visa procedure](#) 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](#)

13. Course progress

You must maintain satisfactory course progress for each study period as required in the EQI [International Student Programs Entry and course requirements standard](#) and the [EQI Course progress – subclass 500 \(schools\) visa procedure](#). 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 Atherton State High School we provide written reports to you and your parents or legal custodians every semester as per the [P-12 curriculum assessment and reporting framework](#) available on the Queensland Department of Education website.

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

- there are compassionate or compelling circumstances
- your course load is reduced because you are having difficulty making satisfactory course progress
- 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

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

Formal intervention

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

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

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

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

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

Behaviour

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

The Atherton State High School Code of Conduct is available on the school website. The Code of Conduct 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 Atherton State High School's rules – student code of conduct and school policy and procedures.

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.

14. 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](#).

15. 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)

Overseas student Health Cover (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/healthinsurance/oshc
- Medibank Private www.medibank.com.au/overseas-health-insurance/oshc
- NIB Health Funds Limited www.nib.com.au/overseas-students

16. Medical and healthcare 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](#)

17. Fees

Tuition

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

- all curriculum schooling and teaching costs
- curriculum-related excursions
- more information regarding fees can be found at the following link: [Fees](#)

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 Students Coordinator.

Uniform Costs

The Atherton State High School uniform is available for purchase at the following local stores:

Mensland – Main Street, Atherton

Maroon shirt with school logo: \$33.95

Maroon shorts: \$31.95

Maroon trackpants: \$44.95

Maroon polofleece \$42.95

Maroon V neck jumpers: \$34.95

Atherton Juniors- Main Street, Atherton

Maroon shirt with school logo: \$36.95

Maroon shorts: \$31.95

Maroon skorts: \$29.95

Maroon fleece hoodies \$46.95

Maroon school zip up jacket: \$69.95

Overseas student Health Cover (OHSHC)

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

18. 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.

- [International Student Programs Entry and course requirements standard](#)
- [Standard Terms and conditions](#)

19. 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](#), [EQI Complaints and appeals – subclass 500 \(schools\) visa procedure](#) and the [Standard Terms and Conditions](#).

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.

20. Appeals

Internal Appeals

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

- 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 [Enrolment – subclass 500 \(schools\) visa procedure](#).
- to suspend or cancel your enrolment, as initiated by us – please see the [Enrolment – subclass 500 \(schools\) visa 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 appeals

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.

21. Refund policy

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

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

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

More detail regarding refunds can be accessed at:

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

22. 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 includes travel to and from school or off-site school activities, everyday travel with the homestay provider, and normal domestic activities such as shopping, entertainment, sports, visiting friends and health care consultations. It does not include overnight stays away from your homestay address.

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, 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](#)

High-risk activities

“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.

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.

23.School policy and procedures

Anti-bullying policy

Please refer to pages 37 to 43 of the Student Code of Conduct handbook on the school website:

<https://athertonshs.eq.edu.au/support-and-resources/forms-and-documents>

Uniform requirements

Everyday uniform

Hat	Maroon bucket hat with gold piping and school logo
Shirt	Maroon and gold in colour, embroidered school logo (no pocket) or approved senior shirt
Shorts	Maroon parachute with pockets in sides with gold piping
Skorts	Plain maroon appropriate length skorts
Socks	Black or white ankle socks
Shoes	Black leather shoes or black impermeable-upper joggers with black laces (no boots or high tops)
Winter clothing	Tracksuit pants in maroon. Plain maroon jumper without logos or approved senior jersey/jumper

Make up and jewellery policy

Visible make up and coloured nail polish are not permitted. Permitted jewellery and accessories:

- Gold or silver plain sleepers or studs in ears (maximum 2 per ear)
- A watch
- A flat gold or silver ring with no raised edges
- A chain with religious symbols or medical identifiers is worn below the collar line
- No other visible piercings are allowed at school or whilst representing the school
- at events
- Hair ties are to be plain black, maroon, white and/or gold ties, ribbons, clips.

Other policies and procedures

Bring your own device

Information about BYOX (Bring your own device) can be found on the stationery lists on the school website:

<https://athertonshs.eq.edu.au/enrolments/stationery-lists>

School network and internet policy

Please refer to pages 32 to 33 of the Student Code of Conduct Handbook.

Use of mobile phones

- It is acceptable for students at Atherton State High School to use mobile phones, linked or unlinked Peripherals (e.g. headphones/smartwatches) **before 8:45 am and after 3:00pm.**
- Students may use mobile phones in the hours of 8:45 am to 3:00 pm when given permission to do so by a staff member for educational purposes.
- Mobile phones, smart watches, peripherals and other electronics devices if not being used under supervision and for learning purposes will be temporarily removed. An Atherton State High School staff will ask the student to hand in the mobile phone / item to them. The temporary removed item will have a school slip attached and the student name written on it on the slip. The mobile phone/item will be transferred to Student Services for storage and collection.

For more information on use of mobile phones and other devices see page 9A in the Junior Student Planner.

24.School expectations and opportunities

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

If an overseas student is requiring additional support in EAL/D please discuss this with the International Students coordinator.

Additional study support programs

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

- Homework Club: Library Wednesday 3:00 to 4:00pm
- Mathematics Tutorials: Room C004 Wednesday 3:00 – 4:00 pm C017 & Thursday 3:30pm – 4:30 pm

Assessment policy

Read through the school's assessment policy on the Atherton State High School website to understand expectations regarding assessments.: <https://athertonshs.eq.edu.au/our-school/rules-and-policies>

Sports Houses

There are four house groups at Atherton State High School. House structure is used for sporting events such as the Swimming Carnival and the Athletics Carnival. You will be placed into a house according to numbers in each house.

House name	Mascot	Yidinj mascot	Pronunciation
Barrine	Barramundi	Gundal - Yidinj	Goon-dull
Eacham	Echidnas	Yaguun –Yidinj	Yug-ooooon
Euramoo	Eels	Jaban – Yidinj	Jar-bun
Quincan	Quolls	Maybu- Yidinj	Mariboo

Student Leadership Opportunities

Please refer to the school website regarding student leadership opportunities

<https://athertonshs.eq.edu.au/our-school/student-leadership>.

Also listen to student notices during care class for any advertised leadership opportunities at Atherton SHS as Junior and Senior Secondary HODS will also email any leadership opportunities.

25. Day to day life in Australia

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 of 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 weeknights 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. Before you ride a bike to school, first ask your homestay parent to show you the *designated bikeway* to ensure this travel is safe.

There is a school bus service by Emerson bus company. Travel on the bus is to be paid for in advance or at the time of travel. Your homestay provider will need to contact Emerson Bus Company to set up the payment for bus tickets. Payments can be made via cash or a direct deposit into the bus company account. There is a surcharge when paying by credit card. The bus company offers a 10 trip ticket and a 25 trip ticket when purchased in advance. When these tickets are purchased in advance bus company offers a bonus trip on the 10 trip ticket (11 trips) and 3 bonus trips on the 25 trip ticket (28 trips). The cost of the tickets depends on where the student is living with the homestay provider. Emerson bus company runs buses throughout areas in Atherton and outside of Atherton. There are no transport subsidies for International students.

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.

Banking

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

If you are experiencing difficulties please see the International Student Coordinator

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

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

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

26.Outdoor activities and safety

Swimming and water sports

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

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

Useful links

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



Lakes and Rivers

The Atherton Tablelands is well known for its lakes: Lake Tinaroo, Lake Eacham and Lake Barrine. Please take care when visiting these places and follow any signs that indicate how to be safe in these areas. Many Tablelands families love to enjoy water activities such as swimming, paddleboarding, kayaking, jetskiing and

boating at these lakes. If you wish to engage in these activities please see your International Students Coordinator to arrange for a water skills assessment.

Sun safety

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.