



# Stella Maris College

## Overseas Student Handbook

Updated on 25/01/2023



Main Campus 52 Eurobin Avenue, Manly 2095  
Benedict Campus 270–278 Pittwater Road, Manly 2095  
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# Introduction to Stella Maris College

## Principal's Welcome



I would like to welcome you to the Stella Maris College community. Stella Maris College provides an inclusive education with quality learning experiences where Stella Girls are challenged to be innovative, creative and collaborative learners. They are empowered to meet the demands and challenges of the twenty-first century and to take their place as positive young women who will make a significant difference in our world.

The College is strongly committed to student wellbeing, which includes helping the girls understand themselves as learners, and we strive to ensure that they are provided with the diverse learning opportunities they require. Our curriculum and wide range of co-curricular and extra-curricular activities challenge every girl to achieve her personal best because we believe that every girl matters.

## Stella Maris College Mission Statement

*"Stella Maris College, a school of Good Samaritan Education, recognizes and respects the individuality of each person who forms part of the College community. This Catholic community is committed to providing an inclusive education through a variety of quality learning experiences which enhance the development of students in the Benedictine tradition. Students are challenged to be innovative, creative and collaborative learners in order to achieve their full potential. They are empowered to meet the demands and challenges of the twenty first century and to take their place as young women who will make a significant and positive difference in our world."*

### A Stella Girl

- | Recognises and respects the individuality of each person
- | Has an appreciation of our Benedictine values and is inclusive of others
- | Values her education and actively engages in learning experiences
- | Strives to be an innovative, creative and collaborative learner
- | Is empowered to meet the demands and challenges of the twenty first century
- | Leaves the College positioned to make a significant and positive contribution to our world



## Location

Stella Maris College is within the Catholic Diocese of Broken Bay. It is located in a safe and quiet position on the northern end of Manly Beach at Queenscliff with easy access to a range of sporting and recreation facilities in the area.

From the centre of Sydney Manly is just 20 minutes by fast boat or a very pleasant 30 minutes by slow ferry from Sydney's central business district. You can meet friends and eat at one of the many restaurants or cafes serving food from around the world; enjoy a game of tennis or beach volleyball; find a shady spot to sit and think; visit the art gallery and museum; and browse at the weekend markets.

Manly is a well-established residential suburb on Sydney's Northern Beaches and is a very popular place for local, interstate and international visitors. Our international students appreciate the safe, clean, natural environment. The Northern Beaches area of Sydney is a long stretch of beautiful residential suburbs with stunning beaches and golden sand. Manly itself is surrounded by the sparkling waters of the Pacific Ocean and Sydney Harbour.

To reach the College you can either catch a bus from Manly Wharf or you can take a leisurely walk along the beachside.

Our magnificent local surroundings serve to impress upon students the richness and diversity of Australia's heritage and encourage stewardship of the environment and natural resources.

The main campus spans Eurobin and Iluka Avenues and our second campus, named Benedict Campus in honour of St Benedict, is located on Pittwater Road.

The College reception is located at 2 Iluka Avenue in the beautiful heritage-listed Convent building.



## Important Staff Contacts

Jiani Chen



Alexander Mascarenhas



<b>EMERGENCY 24 hours contact – Jiani Chen</b>		
Ms Jiani Chen <i>International Program Manager</i>	+61 432 492 925	<a href="mailto:jiani_chen@stellamaris.nsw.edu.au">jiani_chen@stellamaris.nsw.edu.au</a>
Mr Alexander Mascarenhas <i>International Student Wellbeing Coordinator</i>	+61 450 925 527	<a href="mailto:alexander_mascarenh@stellamaris.nsw.edu.au">alexander_mascarenh@stellamaris.nsw.edu.au</a>
Ms Amy Smith <i>Assistant Principal Wellbeing</i>	+61 29977 5144	<a href="mailto:amy_smith@stellamaris.nsw.edu.au">amy_smith@stellamaris.nsw.edu.au</a>
Mrs Louise Yeates <i>Assistant Principal Learning and Teaching</i>	+61 29977 5144	<a href="mailto:louise_yeates@stellamaris.nsw.edu.au">louise_yeates@stellamaris.nsw.edu.au</a>



# International Student Welfare

The College is committed to student wellbeing and welfare, including their physical, mental, emotional and spiritual wellbeing. As entrusted carers of international students, the College has established policies and procedures to ensure all students are safe and receiving a quality educational experience.

## Staff Involved in International Program

**The Principal:** Ms Elizabeth Carnegie, has overall responsibility for the delivery of the International Program.

**International Program Manager:** Ms Jiani Chen, is responsible for student enrolment, homestay families and agent management, and ensuring the compliance and documentation of the International Program under ESOS Act and the National Code.

Ms Chen is also responsible for all marketing and promotional activities for the International Program and ensuring the information about its courses, enrolment requirements and processes are clearly explained and understood by intending students, as well as ensuring other information about the College to be accurate.

Additionally, Ms Chen is bilingual in Mandarin and English, and she maintains regular and necessary correspondence with Chinese parents regarding their daughters' welfare and academic progress, which comprises 95% of the international student population.

Ms Chen may be contacted on +61 432 492 925 or by email [jiani\\_chen@stellamaris.nsw.edu.au](mailto:jiani_chen@stellamaris.nsw.edu.au).

**International Student Wellbeing Coordinator:** Mr Alexander Mascarenhas is responsible for the ongoing support, mentoring, orientation, and specific pastoral assistance for all international students. He oversees the staff guardianship program and ensures that international students' needs are met and supported through their assigned guardians. He is also responsible for academic progress, in conjunction with the Assistant Principal (Learning and Teaching). Mr Mascarenhas also has experience in EAL/D support and assists students with their English.

Mr Mascarenhas can be contacted on +61 450 925 527 or by email [alexander\\_mascarenh@stellamaris.nsw.edu.au](mailto:alexander_mascarenh@stellamaris.nsw.edu.au).

**Assistant Principal Wellbeing:** Ms Amy Smith oversees the entire well-being program for international students. She is the appointed Child Safe officer at the College. She ensures the College's vision and values are implemented throughout this program, i.e. each individual international student receives the utmost care from the College. She is also responsible for approving any extra-curricular activities that can enrich the cultural experience for international students. Ms Smith supports Ms Chen during the end of year "Parent teacher interview" with the international families.

If you have any concerns or complaints about your experience studying at Stella Maris College, you are welcome to contact Ms Smith for a discussion.

Ms Smith can be contacted on +612 9977 5144 or by email [amy\\_smith@stellamaris.nsw.edu.au](mailto:amy_smith@stellamaris.nsw.edu.au).

**Assistant Principal Learning and Teaching:** Mrs Louise Yeates is responsible for monitoring the academic progress of students who are not making a serious attempt or demonstrating progress in their learning. She also assesses the suitability of incoming students for their intended course and suggests appropriate academic support or alternative pathways for international students.

If you have any concerns or complaints about your subjects, course assessments or struggles in a particular subject, you are encouraged to email Mrs Yeates and set up a meeting.

Mrs Yeates may be contacted on +612 99775144 or by email [louise\\_yeates@stellamaris.nsw.edu.au](mailto:louise_yeates@stellamaris.nsw.edu.au)

**Head of Year:** Each student has a **Head of Year** who is responsible for the wellbeing of both local and international students in their Year group.

If you have any questions or queries about your camps or retreats, school events or assemblies, rules or privileges or general matter that specifically related to your year group, your Head of Year is the person who has all the knowledge of. Find them at your fortnightly year meeting, or visit the Head of Year which is located in the ground of the Convent building.

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# HEADS OF YEAR

**Year 7:** Laura Manson [laura\\_manson@stellamaris.nsw.edu.au](mailto:laura_manson@stellamaris.nsw.edu.au)

**Year 8:** Margaret Heraghty [margaret\\_heraghty@stellamaris.nsw.edu.au](mailto:margaret_heraghty@stellamaris.nsw.edu.au)

**Year 9 :** Karen Dennison [karen\\_dennison@stellamaris.nsw.edu.au](mailto:karen_dennison@stellamaris.nsw.edu.au)

**Year 10:** Mia Callanan [mia\\_callanan@stellamaris.nsw.edu.au](mailto:mia_callanan@stellamaris.nsw.edu.au)

**Year 11:** Nicole Boyde [nicole\\_boyde@stellamaris.nsw.edu.au](mailto:nicole_boyde@stellamaris.nsw.edu.au)

**Year 12:** Andrea Mezger [andrea\\_mezger@stellamaris.nsw.edu.au](mailto:andrea_mezger@stellamaris.nsw.edu.au)

**Head of Counselling:** Mrs Kylie Andrew is available for support and to assist students with any school related or personal concerns. The wellbeing team may refer students of concern directly to the Counselling team (a second Counsellor; Mrs Jill Roy works three days per week at the College also). Students can arrange to meet with the counsellor via email, [counsellor@stellamaris.nsw.edu.au](mailto:counsellor@stellamaris.nsw.edu.au) or can visit the team in the Convent.

**Staff Guardian:** Each Overseas Student who studies at Stella Maris College will be allocated a female staff member who have been selected and appointed by the College Principal to be your guardian while you live in Australia. This person is your mentor, acts as a parental role and guides you through your study abroad experience. If you need any assistance in all aspects of your life in Australia, your guardian is your go to person for help.

**Homestay Parents:** Homestay Parents are screened, selected and managed by the College. They provide you with a safe and warm home to live while you study at Stella Maris College. They are mostly Australian families who likes to embrace another culture by offering their home to host a younger overseas student. Together, you homestay parents and the College strive to provide you with an authentic and caring Australian living experience.

## Homestay

Stella Maris College assists in the accommodation and welfare arrangements for students as requested by parents, who do not have a relative residing in NSW and who meets the Department of Home Affairs requirements.

As requested by your parents, Stella Maris College will issue the "Confirmation of Appropriate Accommodation and Welfare Arrangements" (CAAW) to DHA for your child's visa. As such your child must live in the homestay accommodation and guardian arranged through Stella Maris College.

You will be placed in accommodation that meets the following standards:

- ▶ The home must be clean and have appropriate furnishings suitable for students up to and including the age of 18 years.
- ▶ "Working with Children Checks" must be provided by homestay families.
- ▶ The homestay hosts must reside at the Homestay Premises.
- ▶ Each student is to have as a minimum their own room, bed, desk and wardrobe.
- ▶ Rooms assigned to students are solely for the student's use and not for storage or for use of other family members requiring regular access.
- ▶ There must be adequate lighting for study purposes.
- ▶ There must be heating in winter and some means of cooling in summer.
- ▶ There must be access to a bathroom, with reasonable time allowed for showers (10 minutes).
- ▶ There must be access to kitchen and laundry facilities and use of shared living areas of home.
- ▶ The homestay host is to provide breakfast and dinner from Monday to Friday and breakfast, lunch and dinner on weekends. The Homestay Host should be aware of and take account of cultural differences and dietary needs.
- ▶ House rules are to be discussed and explained to the student.

Homestay premises are to be visited and inspected by International Program and Marketing Manager as well as your guardian every six months to ensure that standards are being met, and you feel safe and comfortable in the house.

## Staff Guardian

Staff Guardian is appointed by the College Principal to look after your welfare while studying in Australia. They act as a parental role and assist you to achieve a smooth study abroad experience. The guardianship fee is \$60/week in 2023. They will do the following activities:

- Regular contact with you (at least once a week) and your subject teachers once a term. The discussion will include academic reports, homestay family relationship, social activities, and achievements as well as any matters of concern you may have.
- Assisting you in settling and enjoying her initial experience of Manly by sharing local knowledge and expertise.
- Make appropriate visits to your homestay with the initial homestay visit being within a week of your commencement date.
- Being readily available to discuss matters of concern by providing her contact details to your and your homestay family, also informing any changes of your contact details to the College.
- Supporting you with medical emergencies, travel and crisis accommodation arrangements, transfer between homestay and the airport, etc.
- Ensuring you are participating fully in the academic program and making satisfactory progress. An academic progress report needs to be made and handed to the International Program Manager, so that she can communicate to your family on a timely manner.
- Engage in occasional social outings with you, i.e. take you out for dinner or lunch each term or on your birthday, and do some sightseeing around Sydney.
- Notifying the College of your absences, in some cases, the International Program Manager will if the student is absent on a regular basis.
- Ensuring the student is aware of Stella Maris College rules and expectations, and meets their academic and extra-curricular commitments, as well as dress rules and attendance at the College.
- Attending school functions and events that concern the student, such as parent/teacher interviews or information nights. (e.g. where the student studies Music, Dance or Visual Art, the guardian should be able to attend performance and showcase events to support her).
- Act as a signatory for homework, holiday forms, permission forms, excursions etc.

## Maintaining Contact with Families Overseas

The College maintains contact with the parents and guardians of students and provides information to them on a regular basis in the following manner:

- ☐ Providing academic reports concerning the student
- ☐ Visiting the parents overseas
- ☐ Parents coming to Australia to visit their child and the College
- ☐ Emails and Letters
- ☐ Skype calls and WeChat messaging
- ☐ Where a parent is living with their child in Australia, through regular parent activities including
- ☐ Parent-teacher nights and formal and informal parent events and school activities etc

Students are encouraged to maintain regular contact with their families so that families are kept informed of student progress, activities and the welfare and wellbeing of the student. It is essential that students have access to adequate internet facilities at their homestay to enable regular contact with family and friends.

Parents who have questions relating to their children's enrolment, academic or wellbeing concerns are encouraged to contact the College by phoning Jiani on +61 432 492 925 or by email

[jiani\\_chen@stellamaris.nsw.edu.au](mailto:jiani_chen@stellamaris.nsw.edu.au)



# International Student Support Services

## *Pastoral Care*

Stella Maris College has a strong reputation for wellbeing and pastoral care based on Positive Psychology and Benedictine Values. Hospitality, community and inclusivity are core values upheld by the College.

Students are welcomed into a Pastoral Care (PC) class which meets every morning and pastoral programs ensure each student is nurtured and equipped with skills to thrive, develop resilience and learn wellbeing strategies. Students also meet in year groups with their Head of Year (fortnightly) for personal development, study skill training and other relevant age-appropriate education.

Students in Years 7 to 11 also attend either an overnight camp or retreat in order to develop peer relationships and learning opportunities outside the classroom

## *Range of services provided by International Program*

In order to ensure new international students are well informed and welcomed into the College community, our International Program offers the following activities:

- ☐ Orientation
- ☐ Introductions to key staff (Principal, International Program Manager, Head of Year, International Student Wellbeing Coordinator)
- ☐ Introductions to the homestay family
- ☐ Explanations of the College uniform and conduct at school
- ☐ Information regarding available public transport services
- ☐ Assistance to set up bank accounts (if required)
- ☐ Access provided to the International Student Handbook containing the information on all student services and related matters for homestay and enrolment at Stella Maris College
- ☐ Liaison between the College, homestay family, student and parents
- ☐ Information regarding first aid and the use of Overseas Student Health Cover
- ☐ Access provided to legal services in Australia
- ☐ Explanation of the International Student Ombudsman in the event of an unresolved complaint or issue
- ☐ Explanation of attendance and course progress requirements at Stella Maris College in relation to the visa requirements of student visas
- ☐ Regular homestay visits with the student and homestay family to discuss both pastoral and academic matters
- ☐ Where applicable, students who attend English language tuition in Sydney prior to arrival at Stella Maris College are offered integration days before commencement
- ☐ The Police Liaison Officer makes an annual visit to educated students on how to stay safe in Australia
- ☐ Community events are organised in conjunction with our International Prefects (Chinese New Year and International Night)
- ☐ An international food stall is organised and run by international students at Stella Day
- ☐ Harmony Day is celebrated at the College and senior international students share personal stories leaving their families to study abroad which develops empathy and inclusion in the community
- ☐ The International Prefects meet new students and welcome them to the College

### *Academic Support (including ESL Support)*

- Mr Mascarenhas provides EAL/D support. He is located in the Benedict Campus staffroom or can be contacted via email [alexander\\_mascarenh@stellamaris.nsw.edu.au](mailto:alexander_mascarenh@stellamaris.nsw.edu.au).
- EAL/D is offered as an HSC English option
- EAL/D support classes are provided in Years 7 to 12
- Students can email their classroom teachers and/or speak to them during the school day for extra help or support
- A reading/peer tutoring program is also available for students requiring additional support
- The College Library is open until 5.30 pm, Monday to Thursday. There is a teacher on duty who is available to answer questions and high achieving ex-students are employed as tutors and are available in the Library free of charge (Monday to Thursday from 3.30pm to 5.30 pm)



### *Career/University Advice*

- Ms Lisa Walsh is available for advice regarding university courses and applications; post-school opportunities; scholarships; alternate pathways to higher education; university course prerequisites and other non-tertiary opportunities beyond school.
- The Career's Office is located in the College Library (Scholastica Building) or you can contact Ms Walsh via email [lisa\\_walsh@stellamaris.nsw.edu.au](mailto:lisa_walsh@stellamaris.nsw.edu.au)

## *Emergency Contacts*

Students save the following emergency contacts in their phones during the orientation:

- ☐ **24 Hour Emergency Contact: +61 432 492 925 - Ms Jiani Chen (International Program Manager)**
- ☐ International Student Wellbeing Coordinator: +61 450 925 527 – Mr Alexander Mascarenhas
- ☐ Guardian
- ☐ Homestay (prior to commencement)
- ☐ Police/ambulance/fire: 000

## *Living in Australia*

Students are incredibly brave moving to another country to study abroad. The College wants to help students settle in as smoothly as possible and to ensure their personal safety.

Students should familiarise themselves with the local area. This information can be found on the College website: <http://stellamaris.nsw.edu.au/international/living-sydney/>

## *About Sydney*

Sydney is the largest city in Australia and the main financial and commercial centre of the country. Sydney is a friendly and safe city with a population of around five million people.

## *Cost of Living*

Students need to have enough money for accommodation, food, transport, entertainment, books and perhaps other items such as clothing. On average, an international student needs between A\$36,000 to A\$40,000 per year for all living expenses – about A\$700 ~ A\$725 per week.

## *Personal Safety*

In order to mitigate safety risks, students are provided with guidelines and advice in their orientation. Students are instructed to not:

- ☐ disclose personal information to a stranger (e.g. name, address, phone number)
- ☐ enter a stranger's home or car
- ☐ carry around large amounts of money
- ☐ travel by themselves (public transport, taxi or Uber) when it is dark
- ☐ drink alcohol or take prohibited drugs
- ☐ walk in secluded areas
- ☐ travel outside the Sydney metropolitan area without a parent or guardian accompanying them
- ☐ sleep in accommodation other than their approved homestay

Students are instructed to:

- ☐ contact their homestay if they will return home later than expected
- ☐ have the 24 hours emergency contacts saved on their phone
- ☐ contact 000 in emergency or their school/homestay contacts

- ensure their phones are charged
- report if someone takes a photo or films them without consent.
- remove themselves from a situation if they feel unsafe and contact one of their emergency contacts
- sit near other female passengers on public transport
- report an abuse that may have occurred (sexual, physical or other) immediately to the International Program Manager, International Student Wellbeing Coordinator, counsellor, Head of Year, homestay, guardian or to the police.

### *Local Services*

### **Emergency Services Contact**

**Emergencies**  
 Ambulance, Police, Fire  
**Phone 000 immediately**  
 Speak clearly, listen carefully and answer all the operator's questions.

### **Medical Services**

- **Brookvale Medical and Dental Centre (Dr Susan Wong and Dr Lindsey Chen can speak Chinese)**  
 9938 6666  
 10 Dale St, Brookvale  
 Open 7 am to 10 pm daily. Approximately \$90 by card or cash.
- **Manly Clinic Suite (Dr Pearl Chan)**  
 9977 2899  
 2/48-52 Sydney Road, Manly  
 Open 9.30 am to 12.30 pm daily. Approximately \$70 by cash.
- **Northern Beaches Hospital**  
 9105 5000  
 105 Frenchs Forest Rd. Frenchs Forest

Note: Students can claim back a rebate from their private health insurance provider. This can be done at a local branch, online or usually via an app.

### **Legal Advice**

Hamer & Hamer Solicitors  
 Suite 4/ 383 Sydney Rd,  
 Balgowlah 9949 4022

### **Department of Home Affairs**

Telephone: 131 881  
 Ground Floor, 26 Lee Street, Sydney NSW 2000  
 Postal Address  
 GPO Box 9984 Sydney NSW 2001  
 Counter and courier access hours 9am to 4pm Monday to Friday

# Introduction to College Life

## Welcome and Orientation at the College

Following acceptance and enrolment at the College, students will participate in an orientation process to ensure they are prepared for school life in Australia.

Prior to commencement, the International Program Manager meets with the student to complete the following:

- ☐ Subject selection based on personal interests, skills and educational background
- ☐ Homestay and guardian information (contact details, address, family background etc)
- ☐ Organise a school uniform and textbooks
- ☐ Collect legal documentation and contact details
- ☐ Confirm details on application and establish parent contact channels
- ☐ On arrival at the College, the following orientation is arranged for the student:
- ☐ Student introduced to the International Student Wellbeing Coordinator and their Head of Year
- ☐ A timetable and diary are provided
- ☐ A short video package is shown to the students to provide an overview of life at the College
- ☐ The student handbook is explained and students are aware of how to access it in student portal (SEQTA Learn) and the College website
- ☐ Student academic expectations are clearly explained to students including assessment protocols
- ☐ Key personnel are introduced to the students so they know who to see to access support
- ☐ Student code of conduct is clearly explained, including uniform, attendance and behaviour expectations at the College (a contract is signed by the student)
- ☐ Homestay expectations are clearly explained including curfews, communication, engagement with the family and politeness codes in Australia
- ☐ Guidelines about weekend plans and restrictions about staying at another person's house
- ☐ Student safety is discussed with practical strategies for protecting themselves and how to access help in an emergency (including how to seek assistance in reporting any incidents involving sexual, physical or other abuse)
- ☐ Emergency contact numbers (International Program Manager and International Student Wellbeing Coordinator) are saved in the student's phone
- ☐ Provision of information on welfare and support services available to students, their location and how to access these services (in the local area and at the College)
- ☐ Assistance with laptop set up at IT Services, Explanation of the SEQTA Learn and email systems
- ☐ Term dates are provided for the year so students can book holidays home in advance
- ☐ Travel notification and restrictions around holiday plans are explained to ensure students are accounted for during term breaks and adult supervision is guaranteed outside of school hours
- ☐ Assistance in organising a bank account (if required)
- ☐ A student ID card and explanation about how to load money onto the card for photocopying or canteen purchases
- ☐ A locker and lock are provided with safety instructions
- ☐ A buddy from their year group to help them settle into College life and meet other people
- ☐ A tour of the school (College map provided in the handbook) focusing on key areas such as Student Reception, Head of Year Office, Counsellor, bathrooms, Library, IT Services and canteen
- ☐ An explanation of the timetable and expectations around arrival and departure times
- ☐ Introduction to extra-curricular opportunities available at the College and who to contact
- ☐ Providing information on the location and availability of school resources such as Library and information services

## Term Dates

Term dates will be set and updated to the College website every year prior to the beginning of a new school year. Students and parents are encouraged to check the website for accuracy.

<https://stellamaris.nsw.edu.au/term-dates/>

2024 School Year	Start Date	End Date
Term 1	Wednesday 31st January	Friday 12th April
Term 2	Tuesday 30th April	Friday 28th June
Term 3	Tuesday 23rd July	Friday 27th September
Term 4	Tuesday 15th October	Tuesday 3rd December

Note: all students must be at the College during these times unless granted permission from the Principal. To apply for leave, see Student Reception for a Holiday Request Form.

Students must **NOT** book a plane ticket home during term time. It will affect their attendance rate and they may miss assessment tasks or examinations.

## The School Day

### *School Hours*

The roll is marked each day during Pastoral Care (PC) at 8.40am. Students who arrive after 8.50am will need to sign in at Student Reception (main campus). Late arrivals count towards absences.

### *How the Day is Structured*

School starts at 8.40 am

Pastoral Care	8.40 to 8.50am
Period 1	8.50 to 9.55 am
Period 2	9.55 to 11.00 am
<b>Recess</b>	11.00 to 11.20 am
Period 3	11.20 to 12.25 pm
Period 4	12.25 to 1.30 pm
<b>Lunch</b>	1.30 to 2.15 pm
Period 5	2.15 to 3.20 pm

School finishes at 3.20 pm unless students have a senior class timetabled after hours.

## Senior Privileges (Years 11 and 12)

Usually begin in Week 3 of Year 11:

- ☐ Students in Years 11 and 12 can return home after their final class for the day
- ☐ Students in Years 11 and 12 are allowed to go to the corner shop/cafe to buy food during recess, lunch or a study period but must NOT go to Manly, Warringah Mall or the beach etc.

**Students in Years 7 to 10 are not permitted to leave the College during school hours**

## Travel to and from School

- ☐ Before commencing at the College, it is important that students know how they will travel to and from school. If students plan to catch the bus, it is a good idea for students to practise taking the bus a few times to develop confidence.
- ☐ Students can access bus times and numbers through the [www.sydneybuses.info/](http://www.sydneybuses.info/)
- ☐ Students can plan their trip: <https://transportnsw.info/trip#/>

If students have a smartphone, they can also view the location of their school bus in real time using one of four apps:

- ☐ Arrivo
- ☐ NextThere
- ☐ TripGo
- ☐ Triptastic

If students plan to walk to school, they should plan a route that uses light and pedestrian crossings to ensure safety. Students should plan to walk in public places (avoiding short cuts through remote areas) to also ensure their safety.

NOTE: International students under 16 are eligible for a child/youth Opal Card. Students who are 16+ must travel with an adult Opal Card. Students can purchase one from a newsagency, corner store or 7Eleven



Under 16 years of age



16+ years old

If students decide to ride a bike to school, they should wear an approved bicycle helmet securely fitted and fastened on her head. Students should keep to the left of any oncoming bicycle rider or pedestrian on a footpath, shared path, or separated path, and use the bicycle lane where available.

For more information, please visit [Road rules for bicycle riders](http://www.transportnsw.info/roadrules/bicycle-riders) on NSW Government Website.



The College has dedicated bicycle storage shed for you to safely park your bike.



## Student Services

Student Services Desk is located in the Convent and can assist students with:

- ☐ Locating teachers
- ☐ Late arrival
- ☐ Leaving school early for the day (students will need a note from their guardian if they have an appointment)
- ☐ First aid or sickness
- ☐ Sanitary pads and other self-care items such as hair elastics or nail polish remover
- ☐ Holiday forms
- ☐ General enquiries

### *Canteen/Vending Machines*

Students can purchase food and drink from the canteen before school, at recess and at lunch. Senior students can move to the front of the line.

Students are required to have money on their student card to make purchases at the canteen. The Uniform Shop can assist with making deposits onto student ID cards.

Healthy snack vending machines are available at Benedict Campus for senior students.

### *Library*

The Library is open Monday to Friday from 8.00 am to 5.30 pm. Photocopying is available with the use of a student ID card.

### *After School Study*

The Library is open until 5.30 pm for students to undertake independent study, supervised by Library Staff.

From 4 pm to 5.30 pm Monday to Thursday the school provides supervised study for students in the Library. Teachers will actively supervise and assist students.

On arrival, all students are to sign in via the register with their name, PC and expected time of departure. On departure, all students can sign themselves out up until 4.30pm. After 4.30pm:

- ☐ Students from Years 7 to 9 must be collected by a parent/guardian/senior sister who is required to sign them out via the register.
- ☐ Students from Years 10 to 12 can sign themselves out via the register.

## *Computers*

Students are required to bring their own laptop to school each day. Students will receive an email address and SEQTA Learn log in details on their first day. IT service is located in the Scholastica Building (across from the library).

Laptop charging stations are available in the Library.

## *Finance*

Students can access the Finance Department (Level 1 of the Scholastica Building) if they have any questions or concerns around financial matters/fees. If the Uniform Shop is closed, they can also assist students in topping up their Student ID cards.

The Finance Department can be contacted on 9976 1813.

## *Uniform Shop*

The Uniform Shop is open Tuesday to Thursday on Level 1 of the Good Samaritan Block. Students are introduced to the staff prior to commencement at the College to arrange their uniform and textbooks.

The uniform shop can be contacted on 9976 1819.

## *Lockers*

Each student is allocated a locker and a lock. Students are instructed to keep valuables (phone, money/purse) in their pocket, ensure they always use their lock, and not disclose their code.

Students understand that it is not the responsibility of the College if items are removed from their locker.

## *Timetables*

Students will receive their timetable on their first day. Timetables run on a 10-day cycle and can be synced to their phones (students can see IT Services for help). They are also available on their SEQTA Learn.

The timetable will be clearly explained to students during orientation.

## *Toilets*

Toilets are located in the corridor near G109, in the Theatre, next to the entrance of the Scholastica Building, in the Library and on Level 3 of the Scholastica Building.

## *Personal Details*

It is the student's responsibility to inform the College immediately if they have a change in contact details (phone number etc).

Student information will also be formally updated at the start of each semester.

## *Student Learning Conferences*

Although many parents will not be able to attend the Student Learning Conferences (Parent/Teacher Interviews), teachers will report to guardians and Ms Chen will inform parents of their daughter's academic and social progress.

Senior students will attend Student Learning Conferences independently to discuss how they can improve their skills and language to achieve higher results.

## Attendance (see also Appendix 1)

- ❑ Students must be present at school every day of the school year. An explanation from parents/guardians must account for all absences
- ❑ Term dates are published on the College website
- ❑ Truancy could result in an after-school detention and/or a loss of senior privileges
- ❑ Students who are absent for more than two days per term, must produce an official doctor's certificate
- ❑ Three consecutive days of non-attendance without prior consent or without doctor's certificates will result in a letter of warning
- ❑ Students who fall below 80% and are at risk of breaching their visa will be notified in writing and their guardians/parents contacted
- ❑ It is an Immigration Department requirement that student attendance must be maintained
- ❑ Attendance rates are calculated into a percentage at the end of each semester via the College Learning Management System (SEQTA)
- ❑ International Student Wellbeing Coordinator monitors period absences on a daily basis
- ❑ Students are informed in writing if their attendance falls below 90%

Poor attendance or truancy may result in:

1. An official warning and counselling
2. An inability to move to the next level of study
3. Termination of enrolment
4. Reporting to Immigration for breaching Student Visa requirements

NOTE: The College will not report a student who: a) is able produce documentary evidence demonstrating that compassionate or compelling circumstances (e.g. medical certificates) that explain the absence; b) has attended at least 80% of the scheduled course contact hours in each enrolled course and has made a serious attempt of the course requirements.

**Sickness before arriving at school:** If students are genuinely sick, their homestay parent must contact their guardian before school or phone Student Reception directly 9976 1817.

Students are also asked to message **Mr Mascarenhas** directly.

**Sickness at school:** If students become ill at school, students are required to report to Student Reception. Students cannot leave the College grounds without permission.

Note: Period pain is not a valid excuse to miss school. Students are informed about medication that is available and heat packs are available at Student Reception and at Benedict Campus.

**Exam time:** During the senior exam periods students can choose to study at school or at home when there is no exam scheduled. Students only have to attend school for the exam but must ensure they are present and on time.

**Special events:** All students are required to attend every College special event such as the Presentation Night, swimming and athletics carnivals, Stella Day, retreats and/or camps. Attendance at every event is compulsory and failure to attend will impact attendance rates and may also result in after school detention and/or loss of privileges.

Official documentation is necessary for legitimate circumstances.

## Course Progress

Students are required to work hard in all their subjects. Their progress will be monitored by their classroom teacher, Heads of Department, Assistant Principal Learning and Teaching and International Student Wellbeing Coordinator. Students must make a serious attempt at every assessment task and achieve satisfactory results in order to continue studying in a course (See the progress and attendance policies on the College website).

Formal academic reports are published on SEQTA Learn twice a year:

**Years 7 to 10:** *Term 2 (June) and Term 4 (December)*

**Year 11:** *Term 1 (May) and Term 4 (October)*

**Year 12:** *Term 1 (May) and Term 3 (September)*

Academic reports are not posted to families – they can only be viewed as a PDF on the Student's SEQTA page which is accessible to parents, guardians and students. The International Program Manager will contact parents following the release of the academic reports and Student Learning Conferences in order to explain the results and provide meaningful feedback regarding their daughter's progress.

Ongoing reporting (individual assessment task results) are also released on SEQTA and is also accessible to parents, guardians and students throughout the year.

If students are having difficulty with their subjects, their classroom teachers, the EAL/D support teacher and Assistant Principal Learning and Teaching, are able to assist individuals.

Course progress is an expectation of the College and also a Student Visa requirement (ESOS):

- It is a visa requirement to work hard in all subjects – students need to show that they are making an effort to improve their language and skills
- Students must make a serious attempt at every assessment task and achieve satisfactory results in order to continue studying in a course
- Assignments must be handed in on time

This is explained in more detail in the Studying at Stella Maris College section of this document.

## Homework and Assessments

Students should always hand in their homework completed and on time. If students are finding a task challenging, they can speak to their classroom teachers or support teachers for assistance. If a teacher expresses serious concern about a student not completing tasks, they receive notification to attend an Academic Afternoon in the Library and their guardians or parents will be notified.

Plagiarism and cheating are unacceptable for all students. Students are required to complete all their own work and to reference their ideas and quotations. Copying of other students' work or directly from published texts may result in a zero and students may be asked to complete the task again.

### *Years 11 and 12 Assessment Task/Exam Requirements*

1. Year 11 and 12 students must be present at school for the two days before any assessment or exams. If students are absent without official documentation (Doctor's Certificate), they will receive a zero for the task.
2. If a student is absent on the day of an assessment, they must contact the school and also provide a doctor's certificate the next day they return to the College - failure to do so will result in a zero for the task.
3. Non-attempts of exams or assessment tasks in Years 11 and 12 could result in a withdrawal from the Preliminary or HSC Course.
4. Plagiarism of another student's work, a published text or purchased task is completely unacceptable and will result in a student receiving a zero and could result in a withdrawal from the Preliminary or HSC Course.

## Uniform

Students are required to wear correct school uniform at all times:

- ☐ Students are not permitted to wear their own jacket
- ☐ Students cannot wear the sport jacket with their dress
- ☐ Sport uniforms cannot be worn to or from home (students must change at school)
- ☐ The summer dress and winter skirt must be worn to the knee
- ☐ Hair must be natural, cannot be dyed and must be tied back
- ☐ Nails must be clear (no nail-polish)
- ☐ Only 1 pair of small earrings (sleepers or studs) can be worn (no other jewellery)
- ☐ Black leather school shoes must be worn at all times (see the school shoe policy)
- ☐ Students can only wear a school scarf (maroon) in winter
- ☐ Blazers must be worn with the winter uniform (to and from school)



### *Shoe Policy*

The styles of black shoes shown above are the only styles that meet College and Work Health and Safety (WH&S) guidelines. WH&S advice requires strong and sturdy school shoes with a closed heel and toe.

Lightweight ballet flats, courts, pumps, shoes with heels more than 3 cm high, platform soles, shoes with no instep support or slip-on style shoes fall outside the guidelines.

Any queries can be forwarded to the Uniform Shop. Phone: 9976 1819 or email [uniform\\_books@stellamaris.nsw.edu.au](mailto:uniform_books@stellamaris.nsw.edu.au)

## Smoking, Drinking & Prohibited Substances

Drinking alcohol and smoking is NOT permitted in school uniform. These items are prohibited at school. Non-prescription drugs are also prohibited at the College.

Drinking alcohol and smoking is illegal in Australia under the age of 18.

The College has a zero tolerance policy on drugs. This means that no excuse is acceptable for any student consuming or having in her possession a prohibited substance and a student's enrolment will be cancelled.

## Money

Every overseas student has a limited amount of money to live on in Australia. Students should not borrow or lend large amounts of money and credit card numbers and pin numbers must be kept confidential.

Students should not carry a large amount of cash in their wallet. It is unsafe and could expose students to potential risks.

Stealing is unacceptable behaviour at the College. Students in possession of another person's belongings may result in suspension from the College.

## Holidays

All students are required to complete the "[Request to Travel Outside of Sydney](#)" Microsoft Form survey in order to inform the College of their travel plans, whether travelling to their home country or elsewhere in Sydney.

Students travelling to their home country must provide evidence of their return plane tickets. Flights must not be booked on school days (travel must occur in the specified holiday periods) unless compassionate or medical leave is granted by the Principal.

If a student is over 18 and wishes to travel within Australia during the holidays, they must provide transport and accommodation details to be approved by the College. Students under the age of 18 cannot travel outside of Sydney within Australia unless accompanied by a parent or a blood relative.

## Part-time Jobs

Students over 16 years of age can seek part-time employment on the weekends. However, students must know their legal rights and responsibilities to ensure they are safe and treated fairly in the workplace. Students can access through this Student Handbook: <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/international-students>

Students must continue to abide by the curfew times explained at orientation and printed in this handbook. Students must also ensure they have an Australian Tax File Number which is presented to employers. Students can apply for a Tax File Number online: <https://iar.ato.gov.au/IARWeb/default.aspx?pid=4&sid=1&outcome=1>

If students feel like they are not treated fairly or are exploited in any way, they are encouraged to speak to the International Student Wellbeing Coordinator or the International Program Manager.

## Mobile Phone Use

### *After College Hours*

Mobile phones are essential for international students outside of College hours. This is the main form of communication between the student and the adults responsible for their care and wellbeing. Therefore, if a student is not at home after school or on weekends, their mobile phones must be switched on and calls/messages responded to in a timely manner.

If the homestay parents, guardian, International Program Manager or International Student Wellbeing Coordinator cannot make contact with a student who has not returned home at an agreed time, the following will occur:

- Friends of the student will be contacted via WeChat or phone
- Relatives living in Australia (if relevant) will be contacted
- The student's parents will be contacted via WeChat or phone
- The police may be contacted

On school nights, students are encouraged to switch their phone onto silent so they can sleep without disruptions. Mobile phone use should also cease before 10.00 pm to ensure students are maintaining adequate sleep.

### *During School Hours*

Mobile phones are an important and useful tool; however, they can be a distraction in the classroom. For this reason, students are encouraged to use them sparingly whilst they are at school.

Students should have their phones in their locker or on silent in their pockets unless they are being utilised as a dictionary. Students are not permitted to photograph or film another student without their consent.

Students must not write defamatory comments on any public online forum that defames another student, teachers or about the College.

Any serious cyber offence may result in police involvement and may result in the offender receiving a criminal record. The Stella Maris College Executive will involve police where appropriate.

Please see the Mobile Phone and Electronic Device Policy: <http://stellamaris.nsw.edu.au/policies/>

## Responsible Use of Technology

Students are responsible for the content stored on their laptops and information that is shared via the College email. Offensive material that is shared via SEQTA, SharePoint and/or email may result in suspension from the College. This may include images or content of a sexual, threatening or violent nature which may cause psychological or emotional harm to recipients. Any serious cyber offence may also result in police involvement and may result in the offender receiving a criminal record.

Devices are employed in classrooms as a learning tool. Students must not access online messaging, social media, games or shopping sites whilst in class. You must check your emails regularly to ensure you receive any important information from teachers about your schoolwork or important events.

## Bullying and Harassment

Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation and harassment. In any bullying incident there are likely to be three parties involved: the bully, the person being bullied, and the bystanders.

Stella Maris College does not tolerate any forms of bullying (physical, psychological, indirect or cyber).

Students who witness or are victims of bullying must inform a teacher, the College Counsellor, Head of Year, International Student Wellbeing Coordinator, guardian or the International Program Manager.

Please see the *Anti Bullying Policy* for more detail and the strategies and procedures involved in dealing with issues of bullying: <http://stellamaris.nsw.edu.au/policies/>

# Studying at Stella Maris College

All students in NSW study under the supervision and rules for education as determined by NESA (New South Wales Education Standards Authority).

## English Proficiency prior to commencement

Students are required to provide supporting documents showing English proficiency level and attend an interview with an ESL teacher on enrolment. This interview may be face to face or via online. It is important for the College to ensure that the student has an English level that is appropriate for the classes they will be attending. Most students will attend an ELICOS Standard course pathway provided by English language schools located in Sydney. These language schools have articulation agreements with the College. This ensures the ELICOS providers design age-appropriate course content suited for school age students.

## Years 9 and 10

Students in Years 9 and 10 complete the NESA course work as part of their Record of School Achievement (ROSA).

NESA has rules about patterns of study, which are necessary for satisfactory completion of the course. In addition, the College has certain requirements.

The basic rules, which apply are as follows:

- English, Mathematics and Science are compulsory
- Australian History (Year 10), Australian Geography (Year 9) are compulsory
- Two elective subjects must be studied from those offered at the College
- Students will also study Personal Development Health and Physical Education and Religious Education throughout Years 9 and 10
- EAL/D is a compulsory elective subject to support in preparation for senior study.

Some HSC subjects have pre-requisite studies in Years 9 and 10. If students have a particular career path in mind requiring certain HSC subjects, it would be advisable to check with the Assistant Principal – Teaching and Learning about any required prior studies. She will also be pleased to answer questions concerning appropriate patterns of study.

## Years 11 and 12

Students in Years 11 and 12 study for the NSW Higher School Certificate which is an internationally recognised award for entry into university. The Higher School Certificate (HSC) is a two-year course. Students must complete all of Year 11 and Year 12 to graduate.

## School Assessment

Throughout the course in each subject, students will be required to complete a series of Assessment Tasks. Assessment Tasks, properly prepared for, ensure that students are rewarded for consistency of work throughout the course.

There are strict rules which apply regarding Assessment Tasks. These are published in the College publication *Assessment Procedures for Stages 4 and 5*. This publication can be accessed in SEQTA Learn (Documents section under Year Group banner).

1. Year 11 and 12 students must be present at school for the two days before any assessment or exams. If students are absent without official documentation (Doctor's Certificate), they will receive a zero for the task.
2. If a student is absent on the day of an assessment, they must contact the school and also provide a doctor's certificate the next day they return to the College - failure to do so will result in a zero for the task.
3. Non-attempts of exams or assessment tasks in Years 11 and 12 could result in a withdrawal from the Preliminary or HSC Course.
4. Plagiarism of another student's work, a published text or purchased task is completely unacceptable and will result in a student receiving a zero and could result in a withdrawal from the Preliminary or HSC Course

## Courses offered

Subjects offered in Years 11 and 12:

English	Advanced English English Extension 1 English as an Additional Language or Dialect (EAL/D)
Mathematics	Advanced Mathematics Mathematics Standard 1 Mathematics Standard 2 Mathematics Extension 1 Mathematics Extension 2 (Year 12 only)
Science	Biology Chemistry Physics Earth and Environmental Science Investigating Science Science Extension (Year 12 only)
Personal Development, Health and Physical Education	Personal Development, Health and Physical Education Community & Family Studies
History	Ancient History Modern History History Extension 1 (Year 12 only)
Social Sciences	Geography Business Studies Legal Studies Economics Society and Culture Studies of Religion 1 Studies of Religion 2
Languages	Chinese and Literature Japanese Beginners
VET courses	Entertainment Hospitality Tourism

Additional Languages may be studied through the NSW School of Language after approval from the Director of Curriculum.

## Monitoring Student Progress and Course Completion

Student progress is monitored continually to ensure that the student achieves outcomes within the course in which they are enrolled, so that the course is completed within the period set by the student's Confirmation of Enrolment.

The Assistant Principal Learning and Teaching and International Student Wellbeing Coordinator are responsible for monitoring academic progress for international students. A student is considered **at risk** of not progressing in a course if the following applies:

### *Years 7 to 10*

- failure to hand in or make a serious attempt at assessment tasks
- receives an 'E' achievement grade in the subjects of English, Mathematics and Science

### *Year 11*

- achieves an 'E' grade in any one subject
- failure to complete or make a serious attempt in assessment tasks

### *Year 12*

- failure to hand in or make a serious attempt at assessment tasks
- failure to show satisfactory course progress

## Intervention Strategy

If the student falls into the 'at risk' category and/or it appears likely that a student will not complete requirements for a course within the normal course duration, then the College will undertake an intervention strategy which may include the following:

1. Advising the student accordingly of the concerns the College has concerning satisfactory progress or course completion
2. Advising the student's parents and guardians
3. Informing the student in writing via an 'N determination' notification
4. Providing appropriate support and counselling as necessary
5. Meeting with the International Program Manager, International Student Wellbeing Coordinator and Assistant Principal Learning and Teaching as required
6. In some circumstances meet with the Principal
7. Meeting with the student's parents, if possible.

## Deferring, Suspending or Cancelling a Student Enrolment

### *Deferment*

Deferment will be permitted for compassionate or compelling circumstances including difficulties with student visa processing. In such circumstances the College may defer the enrolment date for the student. If you wish to apply a deferment, the Application for Deferment or Transfer can be found on the school website under International Section.

### *Suspending or Cancelling an Enrolment*

International students must follow the College's Code of Conduct for students, which is printed in the Student Handbook and accessible on the College website and on SEQTA.

The circumstances that a student may have their visa cancelled include:

- A serious breach of behaviour expectations as a result of causing serious welfare concerns (either at Stella Maris College, in homestay or at language college prior to commencement)
- A breach of student visa conditions (these include non-payment of fees, failure to meet attendance requirements, failure to make academic progress)
- The student applies to cancel their enrolment

In all such cases the College will notify the Secretary of DHA via PRISMS.

The College will inform the student of its intention to cancel or suspend the enrolment and, if this is not initiated by the student, will notify the student that she has twenty (20) working days to access the College's complaints and appeals process. If the student accesses the College's complaints and appeals process in relation to a decision by the College to cancel or suspend a student, the school will maintain the enrolment of the student whilst the complaints and appeals process is completed.

# Transfer of International Students

If a student seeks to move to another institution, a student must complete the Application to Deferment or Transfer of Studies form which can be downloaded from the College website or obtained from the International Program Manager.

- Students who have not completed six months of study are required to make an application to the International Program Manager for consideration. A transfer request will be granted where:
- the student has completed an *Application to Deferment, Suspension or Transfer of Studies* form
- the circumstance leading to the request to transfer is found to be genuine
- the transfer of the student is with the full knowledge and approval of the student's parents (in writing)
- the other provider is duly registered on CRICOS
- the other provider has given the student a Letter of Offer of a place and in the case of students who are under 18, details of their intention to accept welfare responsibility for the student
- the transfer is deemed to be in the best interests of the student with regard to their future welfare and satisfactory progress in studies

All students in any Year group should be advised that as stated in their written agreement (Refund Policy section), two terms (six months' notice) is required prior to withdrawing from Stella Maris College. If this notice is not possible students are required to pay two term's tuition fee.

## Rights and Responsibilities

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection of overseas students. These laws are known as the ESOS framework and include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code (See Legislative Framework Appendix 1)

It is important for international students to know their rights and responsibilities under Australian law and where to seek help if necessary. This includes knowledge of:

- Australian laws which protect international students
- Agents
- Written contracts between students and an educational institution
- Tuition fees
- Support services
- Welfare for students under 18 years of age
- Visa requirements
- Working in Australia
- Transferring to another institution
- Making complaints

This information is available for students to ensure they are receiving high quality education, appropriate care and to know their consumer rights. It also explains their responsibilities as an international student on a Student Visa.

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

- Satisfy your student visa requirements
- Maintain a copy of CoE, CAAW letter and a signed copy of Formalisation of Enrolment (a copy can be requested from the International Register)
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- Meet the terms and conditions of your signed Formalisation of Enrolment and International student Contract with your provider
- Inform your provider if you change your address
- Maintain satisfactory course progress
- Follow your provider's attendance policy
- Maintain your approved accommodation, support and general welfare arrangements

INFORMATION ABOUT	WHO TO CONTACT	HOW TO MAKE CONTACT
Procedures and policies that affect you	Ms Amy Smith	<p>Ms Smith is our Assistant Principal Wellbeing and can be accessed via email, phone (9977 5144) or in person. Her office is in the Scholastica Building.</p> <p>See the website (International Students) for policies including the:</p> <p>Grievance, Complaints and Appeals Policy</p> <p>Overseas Student Critical Incident Policy</p> <p>Enrolment/Transfer Policy</p> <p><a href="http://stellamaris.nsw.edu.au/related-policies/">http://stellamaris.nsw.edu.au/related-policies/</a></p>
Your ESOS rights and responsibilities	Department of Education, Science and Training (DEEWR)	<p><a href="https://internationaleducation.gov.au/Regulatory-Information/Documents/esosstudentfactsheetv4%20-%20Final%20clean%20copy.pdf">https://internationaleducation.gov.au/Regulatory-Information/Documents/esosstudentfactsheetv4%20-%20Final%20clean%20copy.pdf</a></p> <p>ESOS Helpline: +61 2 6240 5069</p> <p>Email: esosmailbox@dest.gov.au</p>
VISA matters	Department of Home Affairs	<p><a href="http://www.immi.gov.au/">www.immi.gov.au/</a></p> <p>Phone 131 881 in Australia. Contact the DoHA office in your own country.</p>

## College Activities

Below is some very basic information about the many extra-curricular activities offered by Stella Maris College. More detailed information can be found on the College website under the 'Beyond the Classroom' menu.

### *Music Department*

There are many opportunities for students to be involved in Music at the College. We have many bands, ensembles and choirs that students can choose to take part in.

If you need further information, please contact the Head of Creative and Performing Arts, Mrs Jessica Maker on 9976 1865 or email her at [jessica\\_maker@stellamaris.nsw.edu.au](mailto:jessica_maker@stellamaris.nsw.edu.au)

At Stella Maris, you are also able to hire any musical instrument you require. For more information, please contact Mrs Leanne Haines (Music Administrator) [leanne\\_haines@stellamaris.nsw.edu.au](mailto:leanne_haines@stellamaris.nsw.edu.au)

The College also offers private tuition by professional music teachers in our dedicated music practice rooms. We currently offer lessons in: flute, oboe, clarinet, all saxophones, trumpet, trombone, French horn, euphonium, piano, violin, viola, cello, electric guitar, bass guitar, drum kit and singing lessons. For further information please contact Mrs Haines.

### *Dance*

As well as Dance as a formal subject, the College offers dance ensembles in Jazz, Lyrical and Contemporary and is highly successful in various competitions. There is also the Dance Company, which is for highly skilled dancers.

Classes are held before school and lunchtime and a strong commitment is required to participate in these ensembles.

For more information contact Mrs Jessica Maker, [Jessica\\_maker@stellamaris.nsw.edu.au](mailto:Jessica_maker@stellamaris.nsw.edu.au) or speak to Ms Rochelle Jones, [rochelle\\_jones@stellamaris.nsw.edu.au](mailto:rochelle_jones@stellamaris.nsw.edu.au)

### *Sport*

Stella Maris College offers students a wide range of extra-curricular sports. The sports either take place in local competitions after school or as gala days during school time. Some of them require uniforms and/or have registration fees. Sports offered include:

- ☐ Basketball
- ☐ Soccer
- ☐ Water Polo
- ☐ Tennis
- ☐ Cross Country
- ☐ Golf
- ☐ Netball
- ☐ Swimming
- ☐ Touch Football
- ☐ Volleyball
- ☐ Snow sports

If students have any questions regarding extra-curricular sport they can contact Jenny Wickham, the Sport Coordinator, in the Sport Department or by emailing [jenny\\_wickham@stellamaris.nsw.edu.au](mailto:jenny_wickham@stellamaris.nsw.edu.au)

## Other activities

Students are also able to participate in the following activities:

- ☐ Music and Dance ensembles (see Mrs Jessica Maker, [jessica\\_maker@stellamaris.nsw.edu.au](mailto:jessica_maker@stellamaris.nsw.edu.au))
- ☐ Debating and public speaking (see Mr Mascarenhas, [alexander\\_mascarenh@stellamaris.nsw.edu.au](mailto:alexander_mascarenh@stellamaris.nsw.edu.au))
- ☐ The Duke of Edinburgh Award (see Mrs Silburn, [linda\\_silburn@stellamaris.nsw.edu.au](mailto:linda_silburn@stellamaris.nsw.edu.au))
- ☐ Spectra, the Science club (see Mr Andrew Latham, [Andrew\\_latham@stellamaris.nsw.edu.au](mailto:Andrew_latham@stellamaris.nsw.edu.au))

- ❑ Writers' Group (see Mrs Tedman, [Alison\\_tedman@stellamaris.nsw.edu.au](mailto:Alison_tedman@stellamaris.nsw.edu.au))
- ❑ Social Justice Club (see Ms Metcalfe, [sarah\\_metcalfe@stellamaris.nsw.edu.au](mailto:sarah_metcalfe@stellamaris.nsw.edu.au))
- ❑ Book Club (see Mrs Jocelyn Christensen, [Jocelyn\\_christensen@stellamaris.nsw.edu.au](mailto:Jocelyn_christensen@stellamaris.nsw.edu.au))

## Camps and Retreats

Every year, individual year group will have the opportunity to go outside of the College and immerse themselves in a totally different learning environment. The purpose of the camps and retreats are to encourage self-awareness and build meaningful relationships with peers and teachers.

### **Year 7 Camp ---- Building Relationships**

The focus of this camp is on building on new relationships. The girls spend time with their Pastoral Care classes and teachers and challenge themselves to a range of challenging activities. This camp is activity-filled and the girls learn a great deal about themselves and each other as they face the various physical challenges, most popular of which are the giant swing, dual flying fox and sailing.

### **Year 7 Benedictine Day ---- Our Good Samaritan History and Values**

This is a reflective day focussing on our Good Samaritan history and Benedictine values. It introduces the girls to the unique culture and outward focus of a Good Samaritan community through discussion, group work and meditation.

### **Year 8 Retreat ---- Finding Your Groove**

The girls focus on their personal identity and shaping their self worth. This is a time when the girls are framing the values that will take them into their adult life so on this retreat they explore concepts of beauty, kindness, resilience and faith within a Benedictine framework.

### **Year 9 Camp ---- Self-confidence**

It's a refreshing change of scenery for the girls to get out of Sydney and into the great Australian bush – not a beach in sight! At a time when friendship groups are changing and girls are most actively exploring their identity, this camp offers them the chance to discover new friends and boost their self-confidence by meeting the challenges, physical and otherwise, available to them.

### **Year 10 Retreat ---- Choose Your Own Adventure**

This retreat is a time for individual and community development as the girls begin to make decisions for their future and embark on their senior years at the College. They reflect on some of the Benedictine values that can shape the choices they will make: compassion, stewardship, hospitality, peace and humility.

### **Year 11 Retreat ---- Walking the Tightrope**

Term 4 of Year 11 is actually considered the first term of Year 12. This three-day retreat is geared towards preparing the girls for the final stretch of their HSC journey and life beyond the College. It focuses on the balance required to thrive at this difficult time: academically, emotionally and spiritually. We have two visiting facilitators who inspire the girls to translate words and ideas into action:

- ▶ Luke Tobin, Catholic Mission Australia
- ▶ Donna Mulhearn, journalist and peace activist, [Ordinary Courage](#)

Students can visit the College website for more details.

# College Maps (see Appendix 2)

## Education Agents

### *Recruitment of Agents*

Stella Maris College uses education agents to assist with recruitment and support of students.

### *Agency Agreements*

The College has signed written agreements with all agents that represent the College.

### *Promotional Material Provided to Agents*

The College regularly provides accurate and up-to-date written material to agents concerning the College, its programs for international students and information concerning processes for enrolment of international students.

Ongoing monitoring of agents occurs through face-to-face meetings with agents in Australia or overseas and regular email and telephone contact. Where issues of concern arise concerning agents, contact is made with the agent to ensure that corrective action is taken by the agent to ensure that its activities comply with the Agent's Agreement.

### *List of Agents*

An up-to-date list of all agents who have agreements with the College is kept by the International Program Manager and an up-to-date list is available on the College website ([www.stellamaris.nsw.edu.au](http://www.stellamaris.nsw.edu.au))

# Appendix 1: International Student Attendance Policy

It is the policy of Stella Maris College that students are required to attend the College for the full duration of each school term and that punctuality and reliability are to be fostered. The College considers that the development of these habits will contribute to the development of responsibility and self-discipline in each student as well as fulfilling the legal requirements. International students are also required to attend over 80% of lessons to fulfill their visa requirements. This is closely monitored by the International Student Wellbeing Coordinator.

## Requirements and Procedures

- Students in Years 7 to 10 are required to attend between the hours of 8.40 am and 3.20 pm.
- Students in Years 11 and 12 must attend all timetabled classes and must be present at other times as defined by the College.
- Rolls are marked each period and absences recorded using the attendance module in SEQTA.
- During each day, the International Student Wellbeing Coordinator checks the daily absence by viewing the Period Absence Report in SEQTA. If there is any cause for concern, the student and/or guardian is phoned and/or emailed.
- Reasons for absence are entered into SEQTA by the Student Receptionist who will alert the International Student Wellbeing Coordinator when phone calls or notes are questionable. These instances are then checked immediately.
- The International Student Wellbeing Coordinator and Head of Year monitor lateness and unexplained absences and parents/guardians will be informed when a student is consistently late without adequate explanation.
- The College expects homestay parents to contact a student's guardian if a student will be absent from the College. The guardian notifies Student Reception with an explanation of the student's absence. If a student is absent for more than two days per term, they are required to present a doctor's certificate.
- If a student in Years 11 or 12 is absent from an assessment task, she is required to follow the procedures outlined in the Assessment Handbook.
- Where a student is to be absent for an extended period of time, the parent/guardian must seek permission for that leave (in writing) from the Principal before the leave is taken.
- Three consecutive days of non-attendance without prior consent or without doctor's certificates will result in a letter of warning.
- If leave is granted, the student is responsible for completing any missed work.
- Students who fall below 80% and are at risk of breaching their VISA will be notified in writing and their guardians/parents contacted.
- If a student's attendance falls to 80% or below, the student and/or guardian receives an official warning letter. If there is no improvement, the student will receive two more written warnings and is counselled by the International Student Wellbeing Coordinator. Parents are also contacted by phone. Failure to comply results in the student being reported to Immigration. Students have 20 days to appeal (See Grievance, Complaints and Appeals Policy).

NOTE: The College will not report a student who: a) is able produce documentary evidence demonstrating compassionate or compelling circumstances (e.g. medical certificates) that explain the absence; b) Has attended at least 80% of the scheduled course contact hours in each enrolled course and has made a serious attempt at the course requirements.

# Legislative Framework for Overseas Students

The Legislative framework for overseas students includes the following Legislation and Codes

*ESOS Act 2000*

*ESOS Regulations 2001*

*National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018*

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) provides standards for the conduct of the College and the registration of the courses offered by the School to overseas students. The standards set out specifications and procedures to ensure that registered providers of education and training courses can clearly understand and comply with their obligations under the National Code.

Stella Maris College (CRICOS Number 03290E) is approved to provide the following courses to overseas students:

- Junior Secondary studies (Year 7- Year 10) --- 074532D
- Senior Secondary Certificate of Education (Year 11 – Year 12) --- 074533C

The College accepts enrolments from students under the age of 18 years and provides a signed "Education Providers Confirmation of Appropriate Accommodation/Welfare Arrangements" (CAAW) document as required by the Department of Home Affairs. As such, the College assumes the responsibility for the welfare of unaccompanied international students.



## Commonwealth Ombudsman Overseas Students Factsheet

This fact sheet is all about fees and refunds. It includes answers to common questions we receive from international students when they disagree with their education providers about fees and refunds.

### ***If I withdraw from my course will I get a refund?***

This depends on what your written agreement says. Some providers will pay a refund if you withdraw before, or even after your course starts, but other providers will not. Your rights and obligations should be set out in your written agreement.

If you don't have a copy of your written agreement, ask your provider for one. If you accepted your written agreement after 1 January 2018, it is your obligation to keep a copy of the agreement.

### ***My visa was refused, can I get a refund?***

Yes. If your student visa has been refused and this is the reason you have withdrawn from your course, you are entitled to a refund regardless of why your visa was refused.

If your visa is refused before you start your course, you are entitled to a full refund of your course fees less an administrative fee of no more than five per cent or \$500 (whichever is the lesser amount).

If your visa is refused after you start your course, you are entitled to a refund of the fees paid for the part of your course after the date of your withdrawal.

### ***How much money can my education provider ask me to pay before I start my course?***

If your course is more than 25 weeks, your education provider cannot require you to pay more than half the total tuition fees before you start. You can choose to pay more than half of your fees before you start, but you don't have to. Your provider cannot accept any money from you before you accept the written agreement.

If your course is 25 weeks or less your provider can require you to pay the full course fee before you start. Regardless of the length of your course, once you have started the course, your provider can require you to pay all course fees.

#### ***How to avoid a dispute with your provider over fees and refunds***

Make sure you understand what your written agreement says about fees, refunds and withdrawing from a course. Your written agreement must tell you how to apply for a refund. It is important to apply for a refund in the correct way. Usually a refund application must be made in writing and sometimes providers have a special form.

If your provider decides that you are not entitled to a refund and you think that decision is wrong, you can make a complaint through your provider's internal complaints and appeals process. It is important to explain clearly why you think your education provider made the wrong decision and why you think you are entitled to a refund.

You can also use your education provider's complaints and appeals process if you think your provider is wrongly pursuing you for a cancellation fee.

If you are not satisfied with the outcome of that process, and you still think your provider is wrong, you can make a complaint to an external complaints body like the Commonwealth Ombudsman, about what has happened.

#### ***How do I make an external complaint?***

If you are an international student studying with a private education provider, you can complain to the Commonwealth Ombudsman. The Ombudsman investigates complaints about problems that intending, current or former students may have with private schools, colleges or universities (education providers) in Australia. You can fill out our online form or phone us 1300 362 072. For more information about how to complain and how to contact us, visit [ombudsman.gov.au](http://ombudsman.gov.au)

If you are an international student or a domestic student studying with a public (government) education provider you can complain to the appropriate [state or territory ombudsman](#)<sup>1</sup>.

#### ***Contact us***

[ombudsman.gov.au](http://ombudsman.gov.au)

1300 362 072

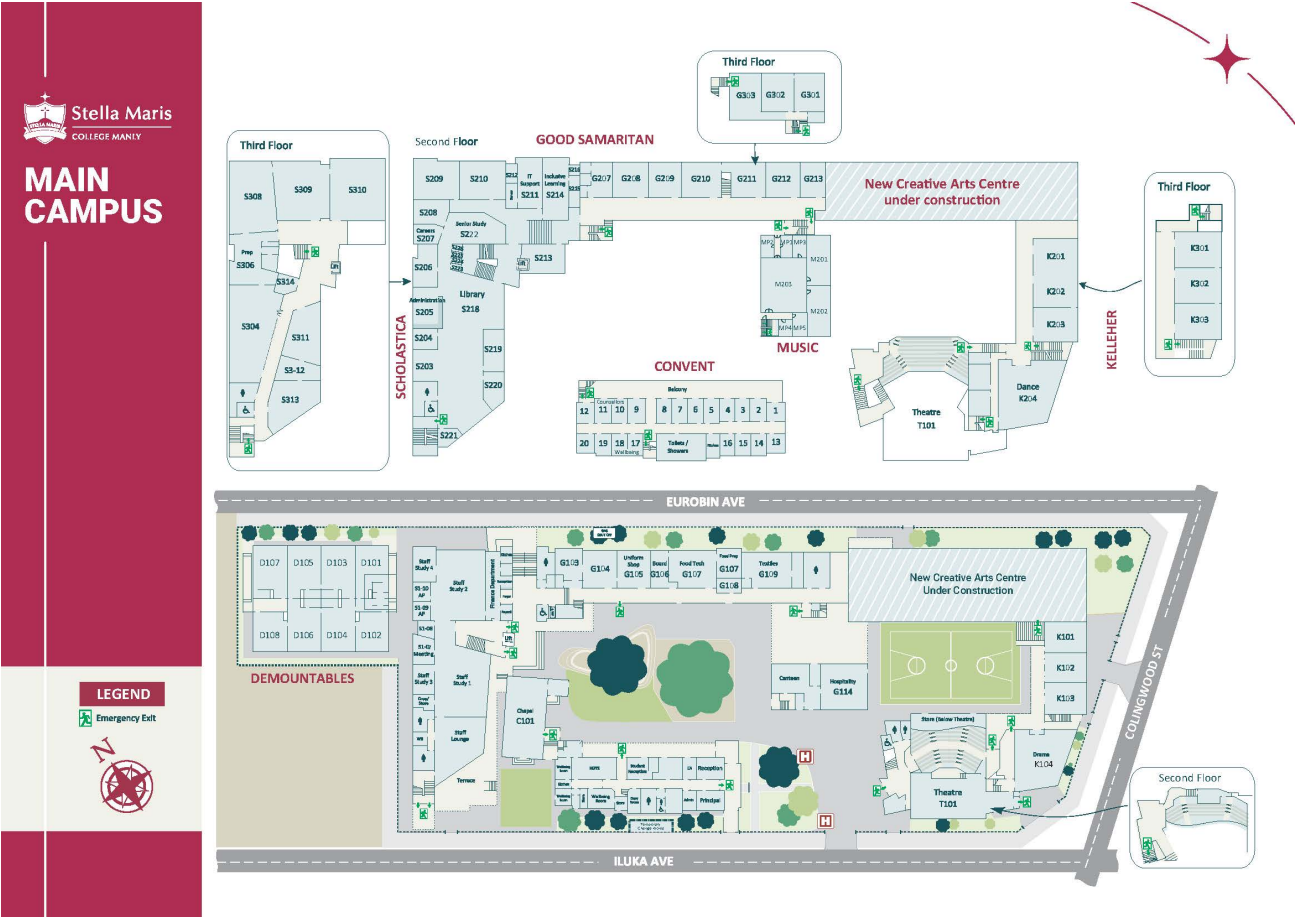
GPO Box 442

Canberra ACT 2601

**The Commonwealth Ombudsman is a free service**

# Appendix 2: College Maps

Main Campus: 52 Eurobin Avenue, Manly



Benedict Campus: 280 Pittwater Road, Manly

Senior Campus for Year 11 and 12

