

Beverly Hills Intensive English Centre International Students Handbook

INTERNATIONAL STUDENTS



Orientation and Information Handbook 2016



Beverly Hills Intensive English Centre

www.beverlyhg-i.schools.nsw.edu.au



Mr Harmey
Deputy Principal

Dear International Student

We would like to welcome you to our school. We are very happy that you have chosen to study English here before you go to high school and we hope you will soon feel very much a part of our school.

To help you to settle into *Beverly Hills Intensive English Centre* we have a teacher acting as your mentor. Her name is Lisa Lum and she is known as the *International Student Coordinator*.

The role of the *International Student Coordinator* is to assist you by:

- Ensuring that your academic needs are being met
- Assisting you to settle in to the school
- Offering information to any questions you may have
- Helping you to feel happy and safe

It is a big challenge to study in a foreign language in a foreign country and we are very proud of you for taking up that challenge. We know that there will be times when you find your new culture quite confusing and you are welcome to talk to us about these matters.

We hope that you have arrived with a positive attitude and high expectations of success.

We wish you well in your studies.

Mr M Harmey

Rosie Sugden and Lisa Lum
International Student
Coordinators



Yen Lieu and Liping Bai
Vietnamese and Chinese
SLSOs



Beverly Hills Intensive English Centre

Address: Melvin St North, Beverly Hills 2209

Phone: 9533 1293

For International calls: 0011 61 2 9533 1293

Fax: 9584 1963

Email: beverlyhg-i.school@det.nsw.edu.au

lisa.lum@det.nsw.edu.au

Website: www.bhiec.com.au

Facebook: Beverly Hills Intensive English Centre

CRICOS Provider Name: NSW Department of Education (Schools)
CRICOS Number 00588M

Teaching Staff

Michael Harmey

Deputy Principal (in charge of IEC)

Lisa Lum

Head Teacher IEC/International Student Coordinator

Office Staff

Claire Lynch

School Administrative Manager

Christine Black

School Administrative Officer

Carma D'Angelo

School Administrative Office (International Students)

Rosemary Mollica

School Administrative Office

Gudrun Meyering

School Counsellor Ph. 9534 5016

School Learning Support

Yen Lieu

Vietnamese

Liping Bai

Mandarin

Karen Wong

Cantonese/Mandarin

Jwan Youkhanis

Arabic

Maryam Gafour

Arabic

Monica Stuart

Spanish

Souhandi Kosasih

Indonesian

Mikhail Kallon

Krio

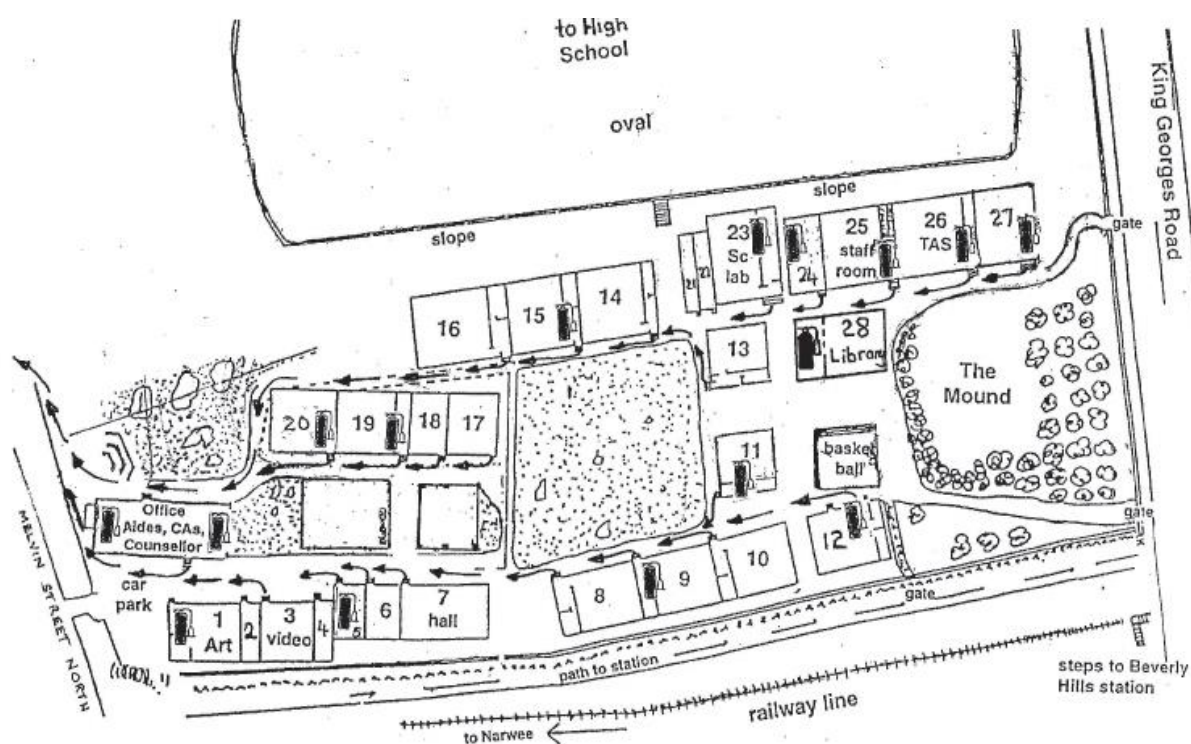


Teaching Staff (Cont.)

Irini Ellis	English
Chris Lawrie	Art
Simone Murphy	PDHPE
Rosie Sugden	English/HSIE/Assistant International Coordinator
Susan McInerney	Art/Computer Studies
Rosa Vargas	English/Science
David White	Science
Suzie Khalil	English/Science
Joan Macquart	HSIE
Francine Harvey	English/Art
Patrick Miranda	English/History
Tanya Oriehova	English/Drama
Ella Linton	English/PDHPE
Rebecca Kirk	Reception/PDHPE
Damian Gooley	English/HSIE
Nicola Jackson	English/Art
Yunting Ren	Maths
Matthew Meagher	Computers
Isobel Crealy	English/Maths
Emmie Sahlan	English/HSIE
Colin Sherwood	Maths



School Map



Bell Timetable

	M/T/Th	W	F
Period 1 & 2	8.35 am - 9.50 am	8.35 am - 9.50 am	8.35 am - 9.50 am
Reading	9.50 am - 10.10 am	9.50 am - 10.10 am	9.50 am - 10.10 am
Recess	10.10 am - 10.25 am	10.10 am - 10.25 am	10.10 am - 10.35 am
Period 3 & 4	10.25 am - 11.40 am	10.25 am - 11.40 am	10.35 am - 11.50 am
Lunch	11.40 am - 12.20 am	11.40 am - 12.20 am	11.50 am - 12.30 am
Period 5 & 6	12.20 pm - 1.35 pm	12.20 pm - 1.35 pm	12.30 pm - 1.40 pm
Recess	1.35 pm - 1.45 pm	1.35 pm - 1.45 pm	1.40 pm - 1.50 pm
Period 7 & 8	1.45 pm - 3.00 pm	1.45 pm - 2.30 pm	1.50 pm - 3.00 pm



School rules

1. Be at school every day. Students must be present for every lesson. Bring a note for any change to routine, eg not participating in school activities such as sport, swimming, excursions, P.E. or leaving school early.
2. Bring a note with the reason for your absence and give it to the office staff.
3. Stay inside the school grounds. Senior students (18 years or over) are permitted to leave the school at lunchtime if they have a card and if they report to the office on leaving and returning to the school.
4. Be on time to all lessons. First lesson begins at 8.35am.
5. If you are late for class, get a note from the office before returning to class.
6. Obey any requests by the teachers, ethnic aides, or ancillary staff.
7. Do not mark or damage any school property in any way. You will be asked to pay for any damage to school property.
8. Wear appropriate and modest clothing. Wear suitable clothing to P.E. and Sport.
9. Do not wear hats inside the classroom.
10. Always treat all other students with respect. Do not fight or be aggressive to each other. Do not swear in any language.
11. Do not remain in classrooms during lunch and recesses (except in wet weather). The library is open to students at recess and lunch times.
12. Do not eat or drink in the classrooms and keep the classrooms clean and tidy.
13. Put your rubbish in the rubbish bins and paper in the recycling bin.
14. Do not bring chewing gum to school or any school excursion.
15. Play ball games only in the game areas.
16. Do not smoke at school.
17. Do not swing from the crossbars on the covered walkways.
18. After you buy food in the BHGHS canteen at morning recess or lunchtime, return immediately to the IEC playground area.
19. Mobile phones are to be switched to silent at school.
20. Do not bring valuables or large amounts of money to school.
21. Sit quietly on buses and trains when travelling to school.

A final word

Students who attend the Centre have the opportunity to improve their English and prepare for high school. We wish you all the best for a rewarding and enjoyable stay here.



School Procedures

LATENESS

All students must report to the office if they arrive after the 8.35 a.m. bell. Where possible, guardians are asked to send a note with the student to explain lateness.

REQUESTS TO LEAVE SCHOOL DURING THE DAY

If you must leave school during the day, bring a note from your guardian to the office before school. This note should include the date, your name and the name of the class teacher.

- Doctor and dental appointments should be made after school hours.
- If you become sick at school and want to go home, you may do so provided your guardian is at home and gives permission. Then you must tell your class teacher and get a "Permission to go home" note from the office. This must be signed by the Deputy Principal. It must be brought back to your class teacher the following day with your guardian's signature.
- The student leaving early must also sign the 'Leaving Early Register' in the office
- If, for any reason, your guardian wishes to take you from school during school hours, your guardian is requested to come to the office so that the office staff can make arrangements to take you out of class.
- Senior students (over 18 years of age) have permission to leave the school grounds at lunch-time. They must sign out at the office before leaving the Centre and sign in on their return.

ACCIDENTS OR ILLNESS

If you feel sick while at school, you can go to the clinic (an area where you can sit down quietly). If a student is seriously ill, guardians are always informed. If a serious accident occurs, students may also be taken to hospital. Guardians will be notified.

BUS AND TRAIN PASSES

International students are not entitled to free bus or train travel. You can travel on a concession fare and need to purchase an Opal Card, which is a reusable ticket that you can top up at train stations and newsagencies. The school office will arrange a concession card but you are responsible for organising your personal Opal Card.

MOBILE PHONES

Mobile phones may be used in class only with teacher permission.

VALUABLE ITEMS

Do not bring valuable items to school. If students need to bring large amounts of money to school (e.g. to pay a bill after school), they should leave the money at the office for safekeeping. No responsibility is taken for loss, theft, or damage to valuable items.



OUR SCHOOL



School swimming program



Excursion to Sydney University



Teachers vs. Students table tennis competition



Boys soccer team



Athletics Carnival 2016



Music lessons

Students' RIGHTS and RESONSPONSIBILITIES

As a student at Beverly Hills Intensive English Centre, you have certain rights. With each right you also have a responsibility. These rights and responsibilities are:

RIGHTS and RESPONSIBILITIES

- **Attend School**
You have the right to attend school and to be involved in all school activities.
- **Obey School Rules**
You have the responsibility to obey School Rules and cooperate with teachers.
- **Learn**
You have the right to an orderly classroom in which you can learn.
- **Try**
You have the responsibility to try to do your work (schoolwork and homework) and cooperate with the teacher to have an orderly classroom.
- **Help**
You have the right to get help with problems you may be having at school as well as with personal problems.
- **Seek Help**
You have the responsibility to ask for help from your teacher or School counsellor.
- **Express Opinions**
You have the right to express your point of view.
- **Listen**
You have the responsibility to listen to the opinions of others. When you express your opinion you have the responsibility not to interfere with the orderly classroom.
- **Respect**
You have the right to respect from other students and teachers, both for yourself and for your property.
- **Respect Others**
You have the responsibility to respect other students and teachers and their belongings.
- **Safety**
You have the right to personal safety at school both inside and outside the classroom.
- **Take Care**
You have the responsibility to be aware of your personal safety and the safety of others.
- **Friends**
You have the right to the security and support of friends
- **Make Friends**
You have the responsibility to make friends with other students to create an enjoyable and friendly learning environment.

PLEASE REMEMBER

If you are responsible at school, you will keep your rights. However, if you are irresponsible at school you will lose your rights, and disciplinary action, including detention or suspension from school, may follow.



International Student Visa Requirements

Overseas Students Health Cover (OSHC)

It is compulsory for student visa holders to have Overseas Student Health Cover (OSHC) usually through Medibank Private. It allows students to access medical services similar to Medicare cover.

If you do not have your Medibank card yet, please see Ms Lum or Ms Sugden.

Attendance and Course Requirements

- You must attend a minimum of 80% of all scheduled classes. If you do not meet attendance requirements you may be reported to Immigration, unless there are compassionate or compelling circumstances (guidelines are provided below).
- You must provide a doctor's certificate for any absences of 3 (three) days or more. The doctor must be a registered medical practitioner. If you are absent for 1 or 2 days, a letter of explanation must be provided by your guardian or if you are over 18 years, you can provide your own written explanation.
- You must meet course progress requirements. See "Class placement, warning letters and appeals process"
- You must adhere to school rules and the terms and conditions of enrolment as stated on the International Student Application Form.
- Your school may cancel or suspend your enrolment on grounds of misbehavior. For further information about student misbehavior and the suspension and expulsion of student, refer to the International Student Coordinator/s at your school.
- If you wish to transfer to a different government school you must provide a written request to your school signed by your parents and your carer.
- If you wish to change to a different education provider, you must provide a written request to your school signed by your parents. For further information concerning visa regulations about change of provider please refer to the DIBP website or the coordinator at your school.

Accommodation and Welfare Arrangements

- If you are under 18 years, you must maintain your approved accommodation, support and welfare arrangements. If these arrangements are approved by the NSW Department of Education, you must not change those arrangements without



prior written approval. Requests to change the arrangements must be made in writing to DE International and signed by your parents.

- If you want to change your homestay, you should contact the International Students Coordinator at your school.
- NSW Department of Education recommends that students over 18 continue to live with relatives or homestay families. Changes to accommodation should be within reasonable travelling distance to your school.
- Your parent or relative (approved guardian) must notify your school of your residential address within 7 (seven) days of arriving in Australia and notify any changes of address and contact details within 7 (seven) days. Students over 18 years who change address must also notify their school within 7 (seven) days.

Travel and Leave

- Travel during school holidays, other than returning to your home country, is only permitted if you are travelling with you carer or relatives or on an approved school excursion. Written permission from your parents is required.
- You cannot take leave during the school term except under compassionate or compelling circumstances (see below). Any leave that does not fall into this category is deemed unapproved, and counts against your attendance rate for the term.
- If you are going to be absent for a week or more during the school term, your parents must request approval from the principal in consultation with DE International. You must not defer your start date or take extended leave without the principal's permission. Approval is only granted on compassion or compelling grounds.

Guidelines for Compassionate or Compelling Circumstances

Leave approved on grounds of compelling or compassionate grounds is not counted in attendance records. Compassionate or compelling circumstances are generally those beyond your control and which have a significant impact on your course progress or wellbeing. These could include, but are not limited to:

- Illness, where a medical certificate states that you are unable to attend school
- Bereavement of close family members, such as parents or grandparents (where possible a death certificate or other evidence should be provided either prior to departure or upon return)
- Major political upheaval or natural disaster in your home country requiring emergency travel or any delay in travel
- Inability to begin studying on the course commencement date due to delay in



receiving a student visa

- A traumatic experience, which has impacted on your ability to study or your mental wellbeing (these cases should be supported by police or psychologist reports). These events may include but are not limited to:
 - Any involvement in, or witnessing of an accident
 - Witnessing or being the victim of a crime

Work

- To work part time DE International requires that you must have been enrolled for at least six months in your current school, have a satisfactory attendance record, and provide your school with a letter of consent from your parents before you begin part-time work
- Any work during school term must not interfere with your school studies. You should not work more than 10 hours a week during school terms as this may affect your learning and your attendance.



Music lessons



Homestay Information

What are the responsibilities of the Guardian?

- **Welcome the student** into their home and include the student in family activities;
- **Familiarise the student with the local area** including the location of shops, banks, medical centres, hospitals and local transport, specifically transport to and from school;
- **Ensure the student is aware of emergency numbers** including 000, location of police stations and Australian laws pertaining to under 18 year olds;
- **Maintain regular contact with the student's school** and attend school meetings including enrolment interviews, parent/teacher interviews, subject selection meetings and other school or college meetings on behalf of the parents;
- **Ensure that the student attends** regularly and punctually;
- **Actively care for the student's health and wellbeing** and assist the student to seek any necessary medical attention.
- **All necessary notes** to the student's school for absences, appointments etc
- **In case of accident/serious illness or medical emergency**, contact the Homestay provider, School and the parents, if possible;
- **Liaise with the School/College Coordinator** concerning the student's behaviour, or issues affecting the student's course progress;
- **Keep parents and/or homestay provider of any issues** regarding student behavior in the home, and to discuss solutions and act promptly on their advice.
- **Ensure there is appropriate insurance policy** to cover students
- **Agree to provide accommodation and care** in accordance with the Required Standards and have no more than 3 overseas students of any age residing in the home.
- **Ensure there are adequate accommodation and welfare arrangements** for



students during vacation periods, if the student is not returning to their home country. Students under 18 years are not to undertake independent travel or holidays without adult supervision. Written approval must be obtained from parents if students are taking holidays with adult relatives or family friends. Such holidays must be within the vacation periods;

- **Notify the Homestay Provider and the School/College immediately** if the student intends to move from their address;

Below are the accommodation standards that must be provided to you by your Guardian:

- **The home must be clean** and have appropriate furnishings.
- **The Homestay Hosts / guardians** must reside at the Homestay Premises;
- **Each student is to have its own room**, bed, desk or if a shared room no more than 2 persons per room (**same sex**) each of whom must have separate bed and desk;
- **Students are not to share rooms** with host family members;
- **Rooms assigned to students are solely for the student's use** and not for the use of other family members;
- **No more than 3 overseas students** can reside in the home;
- **Students are to be given a key to the home** or arrangements made so the student can gain access to the home at any time;
- 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 kitchen and laundry** facilities, and access to shared living areas of the home;



- **The homestay host is to provide two meals a day** and food should be available for students to make themselves a light lunch and an after school snack. In providing meals, the Homestay host must be aware and take account of cultural differences and dietary needs;
- **House rules are to be discussed and explained to the student** by the host parents, including but not limited to: friends visiting, use of home phone and incoming calls, cleaning bedroom and other household tasks; meal times and rules for behavior such as going out and times for arriving home, manners and courtesy;
- **Use of telephone and/or computer facilities is at the student's own expense.** However, charges to the student should only cover the actual cost of phone or Internet usage. Use of homestay internet will be restricted including downloads. Internet access is not permitted between 11pm and 6am;
- **Personal items and their insurance are at the student's own risk;**
- **Students may change homestay premises** if there is a compelling reason to do so, including medical needs, distance from school, or in other circumstances where the current homestay is not providing suitable care. Students should make a request to change through their agent or by discussing the issue with Ms Lum or Ms Sugden. Please be aware that changing homestay may incur an additional fee.
- **Overseas requests for homestay placement require compulsory airport pick-up** to be organized by the Homestay provider arranging the placement. Friends and relatives are not permitted to pick up the students from the airport and deliver to homestay. There is a fee payable to the homestay provider for this service.

Students will be placed at a Homestay within reasonable travelling time to their high school/college. Parents may request 2 separate Homestay placements if the student is also attending an intensive English course located further away from the high school/college. This request must be received with payment of fees and will incur an additional cost. To assist student settle into life and study in NSW, only one placement is recommended.



Your responsibilities at your Homestay:

As an International student, you may live with a host family as part of a Homestay. As you are a guest in someone else's home, you have some responsibilities that you should adhere to in order to make your stay a positive and productive experience:

Respect the Homestay:

Please be polite, respectful and friendly to all members of the Homestay family and respect their privacy. It is customary and polite to say 'please' when asking and 'thank you' when taking.

- Australians generally do not have locks on their internal doors, please do not enter other people's bedrooms without permission, even if the door is open.
- Do not enter the bathroom if the door is shut, knock first to make sure that no-one is using the bathroom.
- Please communicate with your family regarding smoking, playing music, eating etc.
- Please tell the homestay host of any damages or accidents around the house. Students must pay for any damages or breakages caused by them or their visitors.
- Please communicate with your family – this solves many problems. If you have a question, ask the family; they are there to help you settle in to the home as well as into the Australian lifestyle.

Visitors:

Please ask the homestay, in advance, if you wish to have friends to visit you at home. Your visitors must leave the house before 10pm at the latest, or earlier if requested by the homestay family. Visitors of the opposite sex are not permitted in your bedroom unless given permission by the homestay. Friends are only allowed to stay overnight with permission and advance notice.

Internet:

Internet access is expensive in Australia, and most host families will charge you extra to use their connection, \$10 a week on average. However, this does not give you unlimited access. Please do not download large files such as movies or music unless you ask the host first, as this could use all their monthly usage. The weekly Internet fee is to be agreed upon with the homestay and paid to them directly.

General Cleanliness:

Please keep your bedroom clean and tidy at all times. Your bed should be made daily. Please keep your possessions tidy and do not leave them around the house. If you are preparing food in the kitchen, please leave the kitchen clean and tidy afterwards. Clean the bathroom after using it.

- Please do not "squat" on the toilet seat. Sit with feet on the floor. Put your used toilet paper in the waste bin – put in toilet only.
- Dispose of sanitary pads properly – wrap them and put in waste bin provided. **DO NOT PUT THEM IN THE TOILET!!!!** If you are not sure, ask your homestay mother.



- As we have a shortage of water in Sydney, please keep your showers short (10 minutes maximum). When showering, do not allow the water to go onto the floor outside the shower cubicle.
- Be considerate – do not spend too much time in the bathroom, remember other family members are waiting to use the bathroom as well.
- Help with tidying the table after meals and assist with wiping the dishes.
- The homestay family is not your servant and you are not living in a hotel where everything is done for you. You are living as part of a family and are expected to contribute to light duties around the house.

Meals:

Host families are required to provide you with breakfast and dinner every day and also lunches on weekends. Note that breakfast will usually consist of toast or cereal, and you will probably have to "help yourself." Cooked breakfasts are not common in Australia. Please call the homestay family, at least one hour before meal time, if you will not be home for the dinner or you will be late for dinner. It is a good idea to inform them before you leave for school in the morning.

Laundry or Washing of Clothes:

This is to be negotiated with the family. The homestay family will provide a washing machine etc. Some homestay families will offer to include the student's washing as part of the family wash, others prefer the student to do their own washing. Do not use the washing machine to wash only one or two items as this is wasting water. Make sure you have a half or full load, depending on the settings of the machine. Ask the homestay family how to use the machine.

Family Outings:

If your family is going on an outing and invite you, then this is a great opportunity for you to see other places, talk with the family and relax. Try to participate with the family as much as possible, even if it is just supermarket shopping, as this will help you to practice your English and learn about Australian culture.



International Students Excursions



Bondi Beach



Symbio Wildlife park

Cataract Scout Park



Class placement, warning letters and appeals

When an International Student enters the IEC, he/she will complete an entrance test. Based on the results of this test, the student will be placed in the appropriate class level and an initial assessment report will be sent to DE International to the student's parents. Any student placed in a class lower than Level 2 will be advised that an extension of enrolment will be sought from DE International.

Each term the progress of International Students will be monitored and discussed. Students much achieve the required English language outcomes at each level. If an International Student is not achieving a minimum 'A' average at his or her level, this will alert the school that the student is at risk of not being accepted into high school and may be issued with a warning letter of 'Failure to Progress'. This letter will be discussed at a meeting with the carer and will offer strategies to help the student improve, including:

- In class support
- Pronunciation support
- After school tuition
- Welfare support through the school counsellor program
- Reading support during DEAR time

Parents and carers will be notified at all stages of student progress and informed of any required intervention strategy or variation to length of enrolment at the IEC.

Students who accept this support and try their best will have further meetings with the International Student Coordinators. When possible the IEC will liaise with the target high school to discussion further ESL support.

Student who do not accept this additional support, or whose high schools still feel that they do not have sufficient English to progress to high school, will receive written notification of the intention to report to DIBP. The student and guardian will be interviewed by the Deputy Principal and advised of the appeals process. The student will have 20 working days to access the appeals process if desired.

The appeals process means that the student and his/her parents can make an appeal to the deputy Principal of the IEC based on compassionate and compelling circumstances, supported by documentary evidence. The Deputy Principal will make an assessment based on this information.

After 20 days

A : No appeal lodged:

- Deputy Principal will interview student and guardian and advise that the appeal period is over and the report to DIBC will go ahead.
- Notify DEC International to submit the report to DIBC.

B : Appeal lodged:

- Deputy Principal will assess the appeal against guidelines for compassionate and compelling circumstances.



Appeal accepted: The Deputy Principal will inform student that the appeal is successful.

Appeal not accepted: The Deputy Principal will notify the ISC and the student that the appeal is not accepted and advise the student how to access the external appeal process.



Harmony Day 2016



Excursion to Terrigal

ADDITIONAL INFORMATION

Health cover:

All international students should have some form of Overseas Student Health Cover (OSHC), usually from Medibank. You can use this insurance to access bulk-billed medical centers from the list below. If you go to a medical center not on this list, you may be required to pay a consultation fee. For more information, including additional centres, see the website below.

Medical Centres:

Suburb	Direct Billing Centre	Phone number
Bankstown	Chapel Road Medical Centre	9796 4825
Campsie	Healthpac Medical Centre	9787 9388
Lakemba	A2Z Medical Centre	9758 9848
Randwick	Black Dog Institute	9382 2991
Redfern	Redfern Station Medical Centre	8313 2999
Sydney City	City Doctors	8960 3702
Sydney City	Sydney CBD Medical Centre	9268 0133
Sydney City	Sydney City Medical Centre	8964 8677
Ultimo	UTS Health Service	9514 1413

For more information, visit <https://www.medibank.com.au/overseas-health-insurance/oshc/>

Opal Cards:

You will need to purchase an Opal Card to travel on public transport in Sydney. You need a GREEN card as International Students cannot access subsidized transport. The green opal card is for a half price fare, which you are eligible for as a student. Make sure you have a student card or concession card before you buy your opal card. For more information see the website below.



<https://www.opal.com.au/>

You can access this website in Chinese, Vietnamese, Korean and Arabic.

Where to turn to for help:

Police/ Fire/ Ambulance	000
Kids Helpline	1800 55 1800
DE International	1300 300 229
Medibank (Members)	132 331

Homestay companies:

Oz Homestay	9325 6988
-------------	-----------

Emergency only: 0421 556 374

Aussie Families Homestay	9301 0900
--------------------------	-----------

Stay Downunder	8901 4499
----------------	-----------

