



INTERNATIONAL STUDENT HANDBOOK

*Welcome, we are excited that
you are finally here!*

CRICOS PROVIDER NUMBER 00608A
DEPARTMENT OF EDUCATION & TRAINING

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Principal's Welcome



I take great pleasure in welcoming you to Caloundra SHS, located here on the beautiful Sunshine Coast of Queensland. We have been preparing for your arrival and are so glad you are final here!

While you are studying at Caloundra SHS, we will provide you with a broad range of high-quality academic and vocational subjects designed to prepare you for your future pathways. Situated on the doorstep of beautiful, pristine beaches and only minutes away from the local Glasshouse Mountains and scenic hinterland, we encourage you to make the most of your time here and get out and explore our little slice of paradise.

Caloundra has an experienced International Team and dedicated Teaching Staff to offer you a personalised program of instruction. We strive to cater for your individual needs and will aim to provide support and guidance to you to ensure your time at Caloundra State High School is filled with success and happy memories.

Whilst you are here, we will provide you with English as a Second Language lessons to support your language skills and we also offer a range of additional extra-curricular activities via our Coast to Country Aussie Experience program both locally and within the broader state of Queensland. This will help you to develop your confidence and cultural awareness.

Make the most of your time here- take on every opportunity that comes your way. We can guarantee that you will never forget your time at Caloundra SHS.

Natasha Wicks

Principal

School values

Our school community has identified the following three broad school values to teach and promote our high standards of responsible behaviour:



School Contact Details

Street address:	88 Queen Street Caloundra QLD 4551 Australia
Office hours:	Monday – Friday 7:30am – 3:30pm
Telephone:	(07) 5436 8444
School Website:	https://caloundrashs.eq.edu.au/
International email address:	international@caloundrashs.eq.edu.au
Principal email address:	principal@caloundrashs.eq.edu.au
Absence Line:	(07) 5436 8400
Absence Email:	attendance@caloundrashs.eq.edu.au
Facebook page:	https://www.facebook.com/caloundrastatehighschool
Uniform shop contact details:	Contact: Ms Tammy Crowe Telephone: (07) 5492 6224
EQI International contact details:	07 3513 5301 (Brisbane) 07 5352 9225 (Sunshine Coast)
24 hour Translating & Interpreting Service:	131 450

Meet the International Team

The International Team are here to guide you with your studies and support you during your time at Caloundra State High School. The international office is located underneath A Block student entrance on Queen Street.



Karen Canning
International Student Coordinator



Robyn Heinrich
Homestay Coordinator



Allison Heironymus
Homestay Coordinator



Alicia Edwards
Head of Department Student Culture



Nick Hutchinson
Deputy Principal
Senior Secondary



Natasha Wicks
Principal



Bec Brinkley
English as a Second
Language Teacher



Paul Gordon
Guidance Officer



Emily Perkins
Guidance Officer



Ben Tipman
Guidance Officer

Key Staff Contact Details

Role	Name	Email Contact
International Team		
Principal	Natasha Wicks	principal@caloundrashes.eq.edu.au
Deputy Principal	Nick Hutchinson	nhutc19@eq.edu.au
HOD – Student Culture	Alicia Edwards	aspan14@eq.edu.au
International Student Coordinator	Karen Canning	international@caloundrashes.eq.edu.au
Homestay Coordinators	Allison Heironymus Robyn Heinrich	homestay@caloundrashes.eq.edu.au
Guidance Officer	Emily Perkins Paul Gordon	eperk15@eq.edu.au pgord7@eq.edu.au
English as a Second Language teacher	Rebecca Brinkley	rabri2@eq.edu.au
Leadership		
Principal	Natasha Wicks	principal@caloundrashes.eq.edu.au
Deputy Principals	Mrs Nicola Worthington (Junior) Mr Jeff Tennant (Middle) Mr Nick Hutchinson (Senior)	nwort2@eq.edu.au jtenn34@eq.edu.au nhutc19@eq.edu.au
Financial matters		
Business Manager	Mrs Julie Ozolins	jclar881@eq.edu.au
Accounts	Christine Gura Robyn Rawson	accounts@caloundrashes.eq.edu.au
Student attendance		
Attendance officer	Zoe Stephens	attendance@caloundrashes.eq.edu.au
Heads of Department		
HoD Arts	Mrs Anita Hounslow	ahoun6@eq.edu.au
HoD English	Mrs Melissa Porter	mport27@eq.edu.au
HoD HPE/Sport	Mr Toby Poole	tpool26@eq.edu.au
HoD Humanities	Mrs Michelle Irwin	mirwi18@eq.edu.au
HoD IT	Mrs Virginia Schaschke	vscha1@eq.edu.au
HoD Maths	Mr Brett White	bwhit124@eq.edu.au
HoD Science	Ms Emma Ingham	epoin0@eq.edu.au
HoD T&L and EAL/D	Mrs Jesseca Oram	Joram10@eq.edu.au
Vocational Education	Mrs Karen Shaw	kshaw156@eq.edu.au
HoD Inclusive Education	Ms Sandy Williams	swill701@eq.edu.au

HoD Engagement (Senior)	Mrs Michelle Fry	mfry33@eq.edu.au
HoD Engagement (Middle)	Mr Darren Cripps	djcri0@eq.edu.au
HoD Engagement (Junior)	Mrs Carolin Dew	cfost46@eqa.edu.au
Student Support Team		
HoD Student Culture	Mrs Alicia Edwards	aspan14@eq.edu.au
Guidance Officer	Mr Paul Gordon	pgord7@eq.edu.au
Guidance Officer	Ms Emily Perkins	ecurr40@eq.edu.au
School Based Nurse	Mrs Sharon Humphries	shump57@eq.edu.au
Chaplain	Michaela Cody	mcody6@eq.edu.au

Emergency contacts (during school hours)

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

Role	Name	Contact
HoD International	Alicia Edwards	5436 8444
International Student Coordinator	Karen Canning	5436 8469
Homestay Coordinator	Allison Heironymus (Mon, Tues and Thurs) Robyn Heinrich (Mon,Thurs, Fri)	0476 295 710
DP International	Nick Hutchinson	5436 8444

Emergency contacts (after school hours and on the weekends)



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

The 1800QSTUDY service provides support for you, your authorised contacts and Education Queensland International (EQI) homestay hosts, and responds to incidents that involve Overseas students outside school hours.

You can call 1800 QSTUDY before 9.00am and after 3.00pm on school days, and 24 hours a day during weekends, public holidays and school vacations.

For more information read the [1800 QSTUDY brochure for international students](#)

What is the free call 1800 QSTUDY?

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

When should I use the 1800 QSTUDY service?

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

At these times:

- Monday to Friday before 7:30am and after 3:30pm;
- Any time on the weekends (Saturday and Sunday);
- Any time during school holidays and public holidays.

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

A critical or life-threatening situation includes:

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

You can download the Emergency+ application (app) from the Apple, Google and Microsoft app stores. The Emergency+ app helps provide critical location to emergency services.

School emergency and lock down procedure:

Lockdown Information

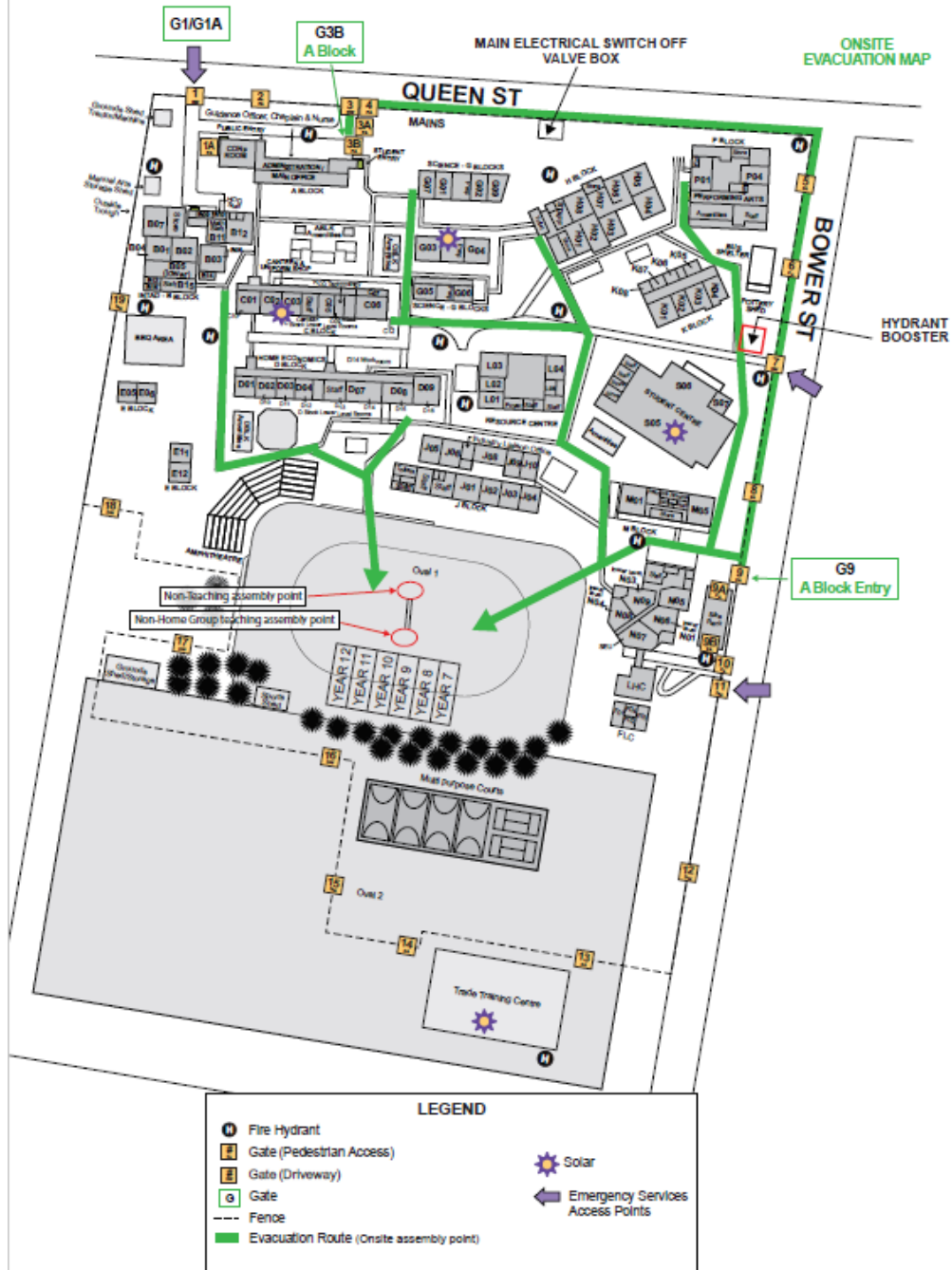
Alarm: Siren with voice over of 'Lockdown'

Ceased: When alarm stops

Onsite Evacuation Procedure and map

Alarm: Alarm sound followed by a robotic voice saying 'Evacuation' on repeat

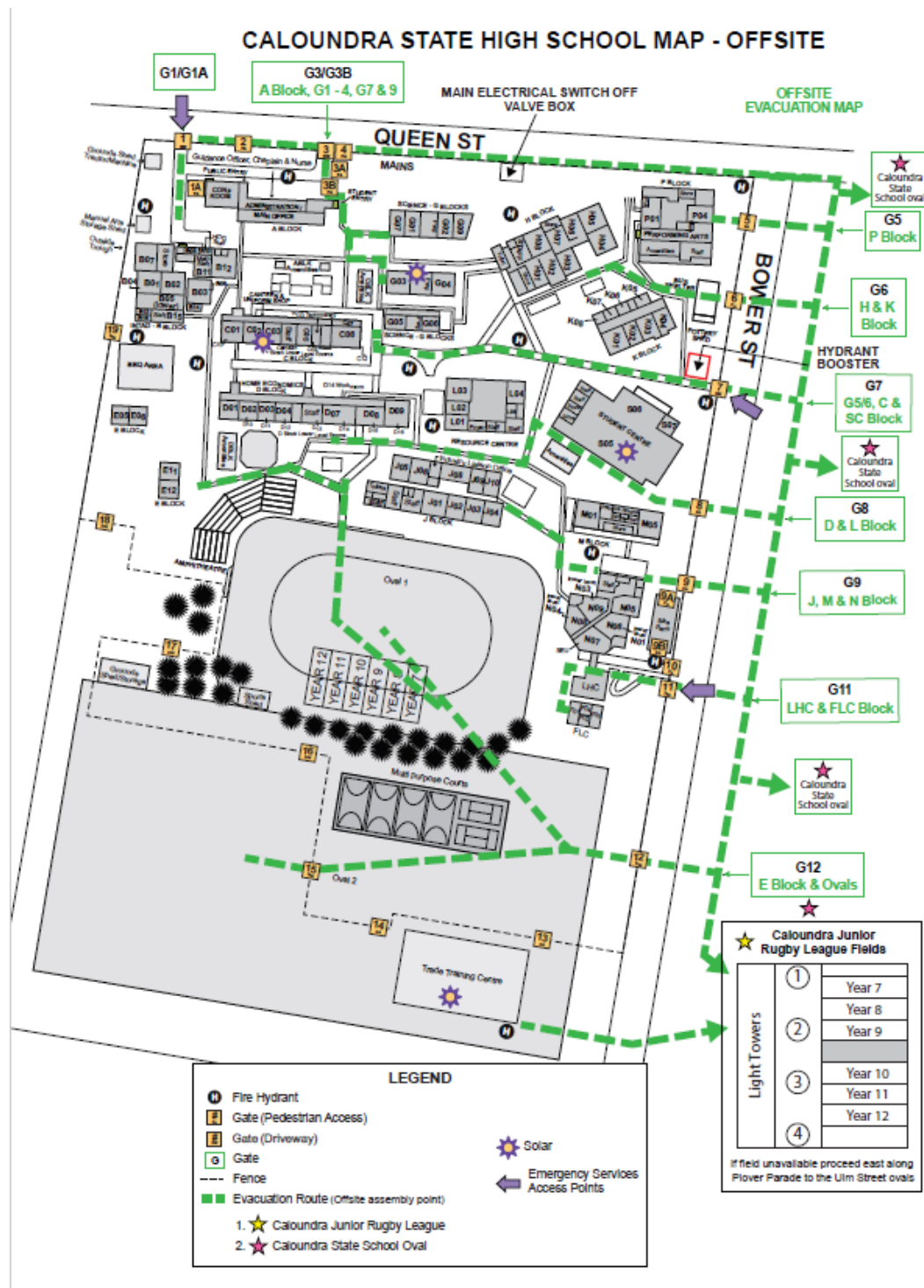
CALOUNDRA STATE HIGH SCHOOL MAP - ONSITE



Offsite Evacuation Procedure and map

Alarm: Admin Announcement – Offsite Evacuation (repeated)

Alarm sound followed by a robotic voice saying ‘Evacuation’ on repeat



School map and facilities



Your passport to QLD App

Before you arrived in Queensland you would have been provided with a pin code to download your Passport to Queensland.

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

Please visit <https://eqi.com.au/student-support/app> to find out more and download the App to your phone. Alternatively, you can email any questions about the app by emailing yourpassport@qed.qld.gov.au.



Orientation


The Caloundra State High School Overseas Student Orientation has been designed to:

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

Daily timetable

After your first two days you will resume a regular class timetable, starting with Home Group / Assembly. This is held each morning and is a time for students to receive important notices, have their uniforms checked and check their laptops are charged and ready to go for the day.

Please note that Year 11 and 12 students are not required to attend school on Wednesdays. This day can be used for catching up on work and extra study.



Daily Schedule

Home Group:	08:40 - 08:50
Period 1:	08:50 - 10:00
Period 2:	10:00 - 11:10
1st Break:	11:10 - 11:50
Period 3:	11:50 - 13:00
2nd Break:	13:00 - 13:30
Period 4:	13:30 - 14:40

Wednesday is a flexible learning day for
 Year 11 & 12 students.
 Students are only required to attend when directed
 by the Senior School Administration.

Respect, Integrity, Kindness

Orientation handouts

- International Student Handbook;
- CSHS Student Orientation PowerPoint Presentation;
- Student timetable;
- Student Absentee Magnet;
- Pocket Guides;
- 1800QSTUDY Business Card;
- Orientation evaluation

International student meeting

Students meet each Tuesday at first break for an International meeting. The purpose of the short meeting is check in with how your studies, homestay and school life are going. At the meeting you can ask questions and share your thoughts and ideas. Your International Student Coordinator will also provide updates on issues relevant to your studies, school events and upcoming items of interest.

What to do when

Please read or click on the links below to access all the policies and procedures on what you should do in certain situations.

[Late for school or class](#)

[Leaving school during the day](#)

[Feeling sick or unwell](#)

Wanting to change subjects

1. Meet with International HOD (Mrs Edwards);
2. Meet with Guidance Officer of your year level or Deputy Principal (Nick Hutchinson);
3. Fill in form you received from GO or DP;
4. Take form to relevant staff to be signed;
5. Submit form to Mrs Edwards.

Changing address or contact details

Change of address or contact details must be made in writing. Please send requests to change contact details via email to principal@caloundrashes.eq.edu.au.

Wanting to see a Guidance Officer

Make appointment with Guidance Officer in person or via email eperk15@eq.edu.au or pgord7@eq.edu.au Or, speak to a member of the International Team and they will make an appointment for you.

Lost property

Check in D14 or in your pigeon hole in the International Room.

Toilet access during class time

Students are encouraged to toilet during break times outside of this you must liaise with classroom teacher.

Accommodation and welfare

Care arrangements

While studying you must live with:

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

You must not change these arrangements unless we give you written approval.

You must report any serious or urgent threat to your welfare to us immediately.

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

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

Living with a homestay family

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

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

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

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

The way of life in Australia may be different from how you live in your country.

Expectations and the degree of independence may differ and your homestay family will try

to understand these differences. You also need to try and understand the differences so that you all have a good homestay experience. If you feel you are being asked to do too much or that rules are unreasonable in your homestay, talk to the International Student Coordinator, who will discuss your concerns with the family.

When living in a homestay you must:

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

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

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

If we are required to move you to a different homestay, we will generally give you at least two weeks' written notice. In exceptional circumstances (for example, if we are concerned about your safety), we may move you immediately.

If your homestay provider is temporarily unable to provide homestay for you, we will arrange for you to be temporarily placed with another homestay provider.

Curfews

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

Culture shock

Culture shock refers to the emotional and psychological reactions to an unfamiliar culture and environment.

For Overseas students, culture shock is often uncomfortable and disorienting. Although culture shock can be positive in some ways, it's important for students to understand what culture shock is, what causes it, and how to manage its effects.

Some of the signs of culture shock include:

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

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

Honeymoon phase

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

Frustration/ Distress phase

After some time (usually around three months, depending on the individual), differences between the old and new culture become apparent and you may feel uneasy. Excitement may eventually give way to unpleasant feelings of frustration as a person continues to experience unfavourable events that may feel strange. Language barriers, traffic safety and food differences may heighten the sense of disconnection from the surroundings.

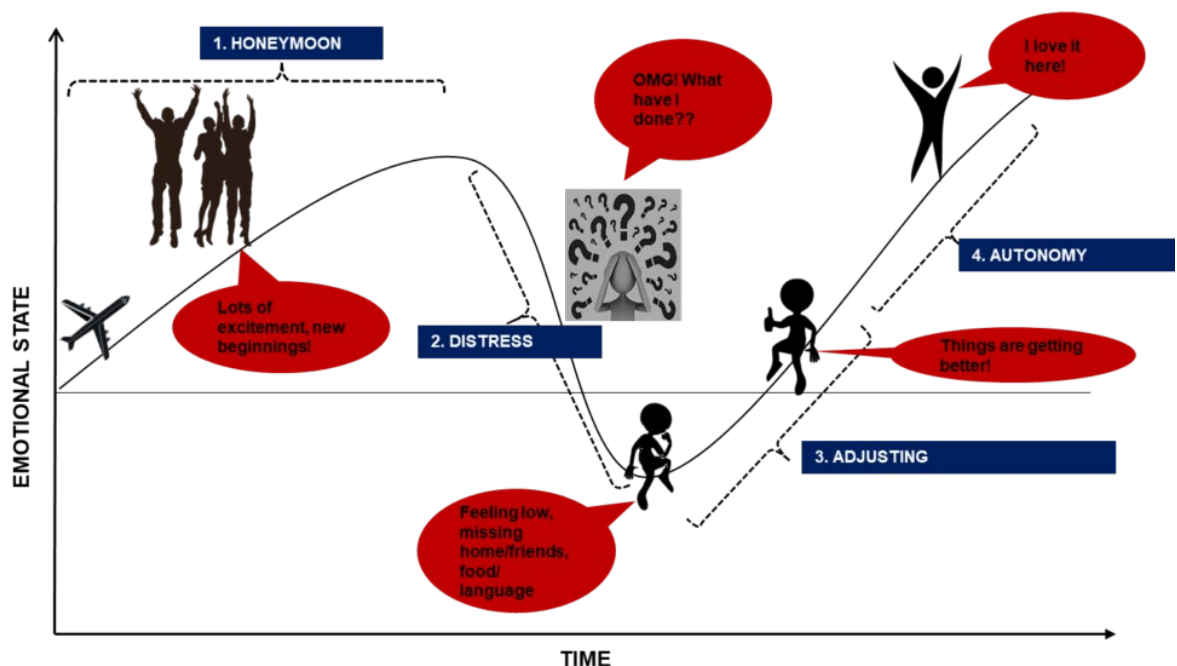
During this phase students adjusting to a new culture may feel lonely and homesick because they are not yet used to the new environment and new people, they are meeting.

Adjusting phase

After some time (usually 6 to 12 months), a person grows accustomed to the new culture and develops routines. During this phase a person knows what to expect in most situations and the host country no longer feels very new. During this phase people develop problem-solving skills for dealing with the culture and begins to accept the culture's ways with a positive attitude. The culture begins to make sense, and negative reactions and responses to the culture are reduced.

Acceptance/ Autonomy phase

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



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

- Be patient with yourself as culture shock is a normal reaction to a changed environment.

- Talk about how you are feeling with your host family, friends or a member of the international team.
- Keep in contact with your loved ones back home.
- Socialise and make new friends.

It is important to remember the following:

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

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

Contact details

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

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

EQI Standard Terms and Conditions

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

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

- [Simplified Chinese](#)
- [German](#)
- [Italian](#)
- [Japanese](#)
- [Vietnamese](#)

Visa Conditions

Attendance

Caloundra State High School's attendance policy [LINK](#)

<https://caloundrashs.eq.edu.au/our-school/rules-and-policies/student-absences-and-attendance> aims to ensure students are actively engaged in school and attend every day to ensure optimal individual outcomes and student engagement. We have high expectations of student attendance. Once you have enrolled at Caloundra State High School it is your

responsibility to ensure that you are at school every day and that you arrive on time, ready to start class at 9:00am.

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

In the event that you are going to be absent from school, ask your homestay parent to notify the school on the day of the absence via the absentee line 5436 8400 stating your name and class, the name of the person reporting the absence, the reason for the absence and the expected return date.

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

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

Important information about attendance

- Start and finish times: 8:40am – 2:40pm
Note: Year 11 and 12s participate in flexible learning on Wednesdays and are only expected to attend campus on Monday, Tuesday, Thursday and Friday.
- School absence telephone number: 5436 8400
- Serious, injury or incident process: Call 000 & call office on 5436 8444

Late arrival process

If a student arrives late to school, a note must be provided or contact made via the Student Absence Line, email or phone from the homestay explaining the reason for the late arrival.

If a student is late without reason a text message will be sent to the homestay alerting them to their student's late arrival and arrival time. A reply text is requested stating student's full name and reason for late arrival.

How attendance is recorded at Caloundra State High School

Full day absences

- Full day absences are recorded on OneSchool via roll marking during each lesson and Home Group.
- If students are absent, the homestay family must call the student absence line (5436 8400)

Part day absences

- If a student is late to school, they must sign in through the office.
- If a student needs to leave school (for appointments only) they must sign out through the office. The office requires prior notification from the homestay parent.

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

Table 1 – Absence codes for full or part day absence

Type of Absence	Code	Explanatory notes
Entire day	A	Student was absent entire day.
Early (No Penalty)	E	Student left early, but within the final two hours of scheduled schooling. This will not count as an afternoon/half day absence. If the student left earlier than two hours prior to the end of the scheduled school day, this will count as an afternoon/half day absence (see “P” code).
Late (No Penalty)	L	Student arrived late, but within two hours of scheduled schooling. This will not count as a morning/half day absence. If the student arrived after the first two hours of the scheduled school day, this will count as a morning/half day absence (see “M” code).
Morning	M	Student was absent for the morning. This will count as a half day absence.
Afternoon	P	Student was absent for the afternoon. This will count as a half day absence.

At risk of failing to meet attendance requirements

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

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

Your International Student Coordinator will require you to meet with them about your attendance record and provide evidence explaining your absences (such as medical certificates) if they are concerned.

If your attendance falls to 85% of your course contact hours in any term, we will give you and your parents/legal custodians and your Department of Home Affairs approved guardian (DHA approved guardian) a written warning.

Unsatisfactory attendance

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

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

If you receive a notice of EQI’s intention to report you to authorities, you have the rights set out under the Appeals Policy section of the [EQI Standard Terms and Conditions](#).

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

- [EQI Standard Terms and Conditions](#)

- [EQI Attendance – Subclass 500 \(schools\) visa procedure](#)
- [Caloundra State High School Attendance Policy](#)

Course progress

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

At Caloundra State High School, we provide written reports to you and your parents or legal custodians every semester as per the [P-12 curriculum assessment and reporting framework](#) available on the Queensland Department of Education website.

You must complete your course within the time set out in the Confirmation of Enrolment that EQI sent you.

EQI may extend the time to complete your course only if:

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

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

Unsatisfactory course progress

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

Formal intervention

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

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

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

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

- [EQI Standard Terms and Conditions](#)
- [Course progress – Subclass 500 \(schools\) visa procedure](#)
- [Caloundra State High School Academic policy](#)

Behaviour

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

The Caloundra State High [School Student Code of Conduct](#) is available on the school website. The Student Code of Conduct for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

EQI Standard Terms and Conditions state that at school you must:

- participate actively at school;
- take responsibility for your own behaviour and learning;
- respect other members of the school community and the school environment and property;
- cooperate with staff and others in authority; and
- comply with your Caloundra State High School's rules – student code of conduct and school policy and procedures.

At all times you must

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

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

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

International students are provided with regular study tutorials with our EAL/D teacher/s. During Wellbeing, students can access EAL/D teacher to receive additional support with assignments and class work.

Additional study support programs

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

Activity	Time and Location
Homework Club	Before school at 7:30-8:55am J Block Hallway
Mathematics and Science Tutorials	Monday and Wednesday 3.30pm K Block
Weekly EAL/D Lesson	Friday session 3

Academic policy

[Academic Integrity Policy](#)

Legal services

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

Legal Aid Queensland can help with free advice about most personal legal problems including civil law problems such as consumer issues. You can contact Legal Aid Queensland at www.legalaid.qld.gov.au or call 1300 651 188 Monday to Friday 8:30am to 5:00pm.

For legal advice you can also contact a private solicitor or a Community Legal Centre.

If you are unsure about your immigration rights and responsibilities, you can contact the Refugee and Immigration Legal Service (RAILS) for advice and assistance relating to immigration matters.

Emergency and health services

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

Overseas student Health Cover (OSHC)

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

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

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

Your OSHC provider can help you with a range of medical advice. You should check with your OSHC provider website as the services and support provided can vary from provider to provider.

Common advice and support OSHC providers may provide include:

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

OSHC providers in Australia include:

Australian Health Management (AHM): www.ahmoshc.com.au

Allianz: www.allianzassistancehealth.com.au

BUPA Australia : www.bupa.com.au/health-insurance/oshc

Medibank Private: www.medibank.com.au/overseas-health-insurance/oshc

NIB Health Funds Limited: www.nib.com.au/overseas-students

Medical matters

Health information

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

Visiting a doctor (Homestay student)

If you need to visit a doctor, ask your homestay family to help you make the arrangements. See the list of Approved Allianz Healthcare Providers given to you in your packs. Your host family also has a copy of this list.

Medication

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

Medical treatment

If you need medical or other health care (other than routine care for minor illness or injury), we will use our best endeavours to contact your parents, legal custodians and homestay provider as soon as reasonably possible.

We may, as we think appropriate and in your best interests:

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

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

You must reimburse us for all costs associated with medical or other treatment that we authorise for you.

For further information please see the EQI Standard Terms and Conditions

Fees

Tuition

There are no extra fees for students to pay. Tuition fees for EQI (CRICOS Provider Code: 00608A) cover:

- all curriculum schooling and teaching costs
- curriculum-related excursions

Non-tuition fees

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

Overseas student Health Cover (OSHC)

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

More information regarding fees can be found at the following [link](#)

Transfer policy

You may apply to transfer between Queensland Government schools, a non-government school or another institution registered under Australian law to provide education to overseas students.

Additional tuition, homestay or other non-tuition fees may apply for the new school, depending on the school and course chosen.

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

For more detailed information please see the following documents.

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

Complaints

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

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

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

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

You can ask for help writing your complaint (for example, from your parents, your homestay provider or a lawyer) and can bring a support person to help you at any meetings we have to discuss your complaint.

More detailed information can be found in the links provided above.

Appeals

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

- to report you to authorities (see the [Attendance Policy and Course Progress Policy](#));
- not to defer or suspend your enrolment, as requested by you (see the [Deferral, Suspension and Cancellation Policy](#));
- to suspend or cancel your enrolment, as initiated by us ([see the Deferral, Suspension and Cancellation Policy](#));
- to refuse your request for a transfer (see the [Transfer Policy](#)); or
- as a result of your complaint to us (see the [Complaints Policy](#)).

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

External appeal

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

EQI will comply with any decision the Ombudsman makes.

Travel and activities

Routine activities for homestay students

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

Non-routine activities for homestay students

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

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

In assessing your request, consideration will be given to all relevant circumstances including the nature of the activity, the arrangements for supervision, your welfare and

your age and maturity. We may also consider the views of your parents, legal custodians and homestay provider but we will not necessarily grant permission even if they consent.

Related documents

- [Non routine travel and activities for homestay students](#)
- [Travel and activities request form](#)

No high-risk activities

You must not undertake high-risk activities, even if you have the permission of your parents, legal custodians or homestay provider, unless the activities are approved by EQI.

“High-risk activities” means any activity which inherently poses an increased risk of harm, illness or injury. Examples of high-risk activities are extreme sports, water activities and recreational activities with dangerous elements.

Refund policy

Your rights

If you do not complete your course, you may apply for a refund of some fees already paid by you (in certain circumstances). Some tuition and non-tuition fees charged by EQI are not refundable.

EQI will also pay any other refunds required by Australian law. If you demonstrate compassionate or compelling circumstances, EQI may agree to refund other unspent fees at their discretion.

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

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

More detail regarding refunds can be accessed at:

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

School policy and procedures- See Student Code of Conduct

[Anti-bullying policy- see page 37 + 38 of Student Code of Conduct](#)

[Bring your own device & Responsible and Respectful online page 22+ 23](#)

[School network and internet policy page 22 + 23](#)

[Use of mobile phones page 17 + 18](#)

[Make up and jewellery policy and uniform requirements](#)

Uniform

[Uniform Costs](#)

Uniform routine

- Formal uniform is to be worn every lesson every day;
- The days when students have parades, they are expected to wear ties;
- Sports uniform is to be worn only on days in which students have HPE on their timetable;
- A hat must be worn at all times when outside the classroom.

Banking

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

If you are experiencing difficulties, please see the International Student Coordinator. To open an Australian bank account, you will need to present your passport and possibly additional information.

The majority of banks and building societies have internet banking, telephone banking, Automatic Teller Machines (ATM's) and branch access.

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

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

For your parents to transfer funds into your account you will need to provide them with the local branch identification number, your account number, bank contact details and swift code. Check with your bank as to their process and requirements).

Things to note;

- Credit cards such as Visa, MasterCard and American Express are widely accepted across Australia.
- Check with your bank as to opening hours during the week and on weekends.
- Do not carry large sums of money at school or when out in public.

Transport

Public Transport

[Caloundra station bus timetables](#)

Traveling to Brisbane- see [TRANSLINK](#)

Driving

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

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

Transport to school

If you live close to school, you may walk to school or ride a bike (please remember you are required by law to wear a helmet whilst riding a bike). Before you ride a bike to school, first ask your homestay parent to show you the designated bikeway to ensure this travel is safe. If you live further away, you can catch a bus or your host parent may drive you. Overseas students are not eligible for a bus pass, so you will have to pay the bus fare to and from school.

Road safety

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

Australian families

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

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

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

Australian teenagers

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

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

Mealtimes

Breakfast

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

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

Ask your homestay family what food is available for breakfast and ask them to show you how to prepare it. Let your homestay know if there are certain foods that you like or dislike so that they know what to buy when shopping. Please wake up early enough to allow yourself time to prepare a nutritious breakfast before leaving for school, and remember to clean up afterwards.

Lunch

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

Dinner

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

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

Expected table manners

Do:

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

Don't:

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

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

Socialising with friends

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

[Please remember to complete a travel form for overnight travel.](#)

Expressing emotions

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

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

Communication

It is normal to feel nervous when you first meet your homestay family. You will begin to feel happier when you get to know the family better. Talking to your homestay family about any worries or questions you have when you first arrive will help you adjust to living in a new country.

If you do not speak English well, you can still communicate by using the following;

- Use Google Translate or an electronic dictionary;
- Draw a picture of what you want to say;
- Use hand gestures or mime;
- Ask another student to interpret for you.

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

Manners

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

Swimming

Before engaging in water sports (for example swimming and surfing) all international students are required to complete a [water skills assessment](#). Please contact your International Student Coordinator to arrange a water skills assessment.

Please also see the EQI [non-routine travel and activities for homestay student's](#) procedure

Surf and Beach safety

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

Surf Life Saving Australia's 10 Surf Safety Hints

1. Always swim or surf at places patrolled by surf lifesavers or lifeguards.

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

Useful links

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

Sun safe

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

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