



COOMERA
ANGLICAN
COLLEGE

Coomera Anglican College
CRICOS Provider Number: 02423E

International Student Orientation/ Induction Handbook

Our Values

iLR – imagine Listen Respect. The language of our values culture.



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WELCOME

Welcome to Coomera Anglican College. This booklet is for you to read now and **keep for reference** when you need information about basic College rules and procedures. You can always ask any College staff if you need help. Included in your Enrolment Package are:

- College Code of Conduct
- Computer Network Agreement
- Text Book Hire Agreement
- Emind Contract
- iLR – Image, Listen, Respect brochure
- Information about online services – Passmarc and Parent Lounge with User Name and Password
- Term Dates
- Student Induction powerpoint print out

Full details about international student enrolment at Coomera Anglican College are contained in the International Student Policies and Procedures Handbook <http://www.cac.qld.edu.au/forms-and-policy> located on the College Website or through Passmarc <http://passmarc.cac.qld.edu.au/course/view.php?id=222> International Students. Information handbooks about Sport and Co-curricular activities are also available from this section of Passmarc Sport Information & Forms and on our website. www.cac.qld.edu.au



Principal, Dr Mark Sly

YOUR FIRST DAY

- On your first day, your Pastoral Care Teacher or the student welfare officer, will meet at the Administration Office before 8.30am and take you through an orientation process. During Orientation you will meet key staff members who are your contact people, you will be explained policies, procedures and school rules, and you will receive a timetable and a list of subjects and teacher names.
- During orientation staff in the office will take your photo for your **Student Identification Card**. You will need this card if you are using public transport and for Student entry to movies and events. You will be advised when your card is ready to be collected at the office.
- You will meet your Pastoral Care Teacher and/or the student welfare officer who will introduce you to your school buddy. We provide you with a student in your year level to look after you when you first arrive and help you to settle in but if you are lost or you don't understand something, please ask any of your teachers or class mates and they will be pleased to help.
- You should always have your **Student Diary** with you and put your timetable in it as well as notes to help you remember things and about homework. It also contains important information about using the College computers, rules about assessments and other helpful information.

COLLEGE HOURS

- You will have a Pastoral Care (PC) Teacher and classroom where you go every morning at 8.30am before your first lesson and at the end of each day after your last lesson (3.00pm) for roll call.
- An electronic beep throughout the College will indicate start and finish times for school each day and for start and finish of break times. You should be at your classroom by 8.30am. You can arrive at the College from 7.30am and go to the Library until 8.00am when the grounds are supervised.
- School finishes at 3.10pm each day except when after school sports training is on. If you are not going home before 4.00pm, you must go to the Library which closes at 4.30pm Monday to Thursday and at 4.00pm on Friday. You must be collected by 4.30pm.

On Sport Training day, school finishes at 4.30pm and you are expected to go straight home. Sports are compulsory and you must attend unless you have a medical certificate.

UNIFORM & GROOMING

- You are expected to appear neat and tidy at all times with clean, neat hair style. Girls' hair below shoulder length must be tied back with ties from our Uniform Shop.
- No makeup or nail colour is to be worn and no hair colours are to be used.
- You must arrive and leave the College in full formal uniform, including your formal hat each day and blazer in Terms 2 and 3. Sports uniform must be worn to and from school on Competition sports days only.
- If you need to buy more uniform items, the Uniform Shop is open Monday 7.30am-11am, Wednesday 7.30am-4.00pm and Friday 7.30am-11am. The shop is located at 2/2 Kohl Street, Upper Coomera QLD 4209 or online.

ENGLISH LANGUAGE SUPPORT

- You will have special classes on your timetable for English language support called ESL each week. You can ask your ESL teacher for help in understanding assignments and instructions or for help for anything you do not understand at College. All staff are willing to help you understand – you must always ask if you do not understand.

HELP WITH SUBJECTS OR CHANGING ELECTIVES

- If you don't understand something, you can ask your class teacher or speak to your ESL teacher during ESL classes. These teachers will help you or tell you who to ask. You can visit teachers at the Secondary Staff Room or send an email to them from Student Cafe.
- You can go to after school Mathematics or English Tutoring. You are advised of this at assembly, check with your Head of Year and / or you can ask your PC teacher for this information. An information brochure has been provided in the Enrolment package. Ask your teacher for help if you have difficulty using it.

- If your question is about your class assignment or exam, you will need to speak to your class teacher or ESL teacher.
- If you think you need to change an elective subject, you will need to come to Student Services Office and ask for a form.

ACADEMIC PERFORMANCE

- To keep your Student Visa, you must maintain satisfactory academic performance, attendance and behaviour. You will be advised in writing if you are not achieving satisfactory results in any of these areas despite our efforts to assist you. Your enrolment can be cancelled as a result.
- Information and rules about using research resources is available on Student Cafe and in your Student Diary
- You will receive extra help at ESL classes, free after school Tutoring available at the Library after school finishes for the day.
- You will receive a written report on line 4 times each year. Information about how to access reports on line will be emailed to your Homestay family, Parents and Agent if applicable.

LIBRARY & COMPUTERS

- The Secondary Library is open from 7.30am to 4.30pm Monday to Thursday and 4.00pm on a Friday. The librarians will help you to learn to use the library.
- You can use the computers in the library to search for books or complete homework assignments. You can also use the printing or photocopying facilities in the Library for your schoolwork. Just ask the Librarians for help.
- Students in Years 7- 12 will be issued with College laptops upon commencing at the College. Specific College software will be loaded on to it and you must bring it to and from school each day. When you graduate or leave the College you must return the laptop to the IT department and pay for any damages that may have occurred.

TRAVEL TO AND FROM THE COLLEGE

- BUS – you can go to www.surfside.com.au to find out if the school bus is near you. Your Pastoral Care teacher or your buddy can show you where to catch the bus from the College
- WALK – you can walk to the College if your home is close enough and you feel safe and confident to do so.
- TRAIN – the Coomera train station is a short bus ride to/from the College. Surfside Bus Lines run this service.
- CAR – your homestay family may drive you to College every day.

DRIVING TO THE COLLEGE

- You must complete a permission form from Student Services Office if you want to drive to school and have a current Australian drivers licence.
- VISA details MUST be provided to the College prior to commencing your studies. If this VISA changes, you must notify the College immediately and provide new details.

STUDENT VISA AND PASSPORT

- You or your Agent need to keep your Passport and Visa up to date. If you get a new passport or Visa, you must bring it to the office so a copy can be kept on your file, within 7 days of any change

HEALTH INSURANCE

- Your Visa conditions state that you must have Health Insurance while you are in Australia. If you have your own insurance, you need to show your card to the office staff so we can keep a copy on your file. Health insurance must be maintained for the entire duration of your study. You must ensure the school is advised of any change to your health cover.

SICKNESS, INJURY OR OTHER ABSENCE FROM SCHOOL

- If you get sick or hurt at class in school and cannot study, please tell your teacher. The teacher will give you a form to take to the office and the staff there can give you First Aid and let you lie down. If you need to go home, the staff will contact your guardian and ask them to take you home. **YOU MUST NOT GO HOME BEFORE SCHOOL FINISHES WITHOUT PERMISSION FROM YOUR GUARDIAN AND THE COLLEGE.**
- If you are hurt at school, you need to tell a teacher all about what happened. You might need to go to hospital or get help from First Aid in administration.
- If you can't come to school, you should ask your guardian to contact College administration to tell us why you are not coming to school. It is not acceptable to take additional leave because you are taking a trip overseas – you need to plan to be here during term time so you don't miss important school work or exams. Any leave **MUST** be approved by the school first or you cannot go.
- If you are sick on a day when you have an exam or you are too sick to submit an assignment on time, you **MUST** go to the doctor to get a certificate, show your teachers and bring it to Student Services Office. You can ask for an extension of time for submission of an assignment or to sit an exam at another time if you have a doctor's certificate. The certificate must say that you were too sick to study.
- You must be very careful about how many days you are absent because your Visa rules say you **must be at school for a minimum of 80% of school days.**

COUNSELLING AND SUPPORT

- If you are unhappy at this school because you miss home or someone is being unkind or need help settling in, please tell a member of staff so we can help you. You can also talk to Dr Prideaux, our Student Counsellor or our Chaplain, your teacher will tell you how to make an appointment. Counselling service is free of charge.

International Student Welfare officer

Rachel Castles / Anthea Ludik

Enrolments Officer – Secondary Administration

Hours available: 8.00am – 4.00pm

Email: enrolments@cac.qld.edu.au

Student Counsellor

Dr Lee-Ann Prideaux

Location on the Junior Secondary Campus

Hours available: 8.00am – 4.00pm

Email: lprideaux@cac.qld.edu.au

College Chaplain

Mary-Anne Rulfs

Location on the Junior Secondary Campus

Hours available: 8.00am – 4.00pm

Email: mrulfs@cac.qld.edu.au

LATE ARRIVAL OR EARLY DEPARTURE

- If you are going to be late, your parent or guardian must telephone the College Administration to explain why
- When you arrive late, you must come straight to the Student Services Office and sign a Late Pass, take this to class with you and give it to your teacher to show that you have signed in. You Must be collected from the College by your Guardian or homestay family.
- You must have permission to leave early from school and your guardian must contact the College to explain why you must leave early. You can only leave early from school if it is very important and there is no option.
- If you think you need to go home because you are sick or hurt, you MUST come to Student services and to ask to see the College Nurse for help. You cannot go home without coming to see the College Nurse first.

CHANGING HOMESTAY

- At this College, you cannot change address or homestay without written permission from your parents EVEN IF YOU ARE 18 YEARS OLD, PRIOR TO ANY CHANGE.

- If you are having trouble in a homestay situation, you need to talk to your Homestay Co-ordinator at Eastern Shores International Homestay, Pastoral Care Teacher, Student Welfare Officer or the Head of Secondary if your parents have appointed your guardian and try to solve the problems. The Head of Secondary or Principal must approve of the change BEFORE you move and your parents need to sign a form to agree to the move.
- If your parents want you to change to a new guardian, they must give permission by signing the form you can get from the office or the College will email it to your agent or to your parents. You need to give this completed form back to the Administration Office.
- Students over the age of 18 ARE NOT permitted to live by themselves in their own accommodation or with friends. Permission MUST be given by the College if you are to change your Homestay and live with a parent appointed guardian.

WORKING

- Students with a Student Visa are allowed to work part time no more than 40 hours per fortnight . This work must not interfere with study or compulsory College activities such as sport training. It is not recommended that International students try to work while studying as it takes time away from important study.

LOCAL AREA INFORMATION

- The closest doctors** are at Coomera City Medical Centre: 5573 0911. If you wish to see a doctor you will need to take your Health Insurance Card with you. Please ask your homestay family to help make an appointment for you and escort you to the doctors surgery if you require medical attention. Medical Centres and doctors can be found in all areas. You can search these on the internet or in the Yellow Pages telephone directory under “Medical Practitioners” or “Medical Centres”.
- **The closest hospital** is at Parkwood (Gold Coast University Hospital) but if it is an emergency and you need an Ambulance, phone 000 and ask for an ambulance. You can also report a fire or a crime in an emergency situation where life is in danger by dialling 000.

- **The closest police station** is at Coomera in Dreamworld Parkway. Telephone number is 5519 5555. For emergency, call 000 and ask for Police.
- In the event of a fire, call 000 and ask for Fire Brigade.
- Bus and train timetables can be found online at www.translink.com.au
- FOR ALL POLICIES, PROCEDURES AND SCHOOL RULES PLEASE REFER TO YOUR FULL INTERNATIONAL STUDENTS POLICIES AND PROCEDURES HANDBOOK.
- Any questions or concerns at any time please ask or contact your homestay family, your Pastoral Care teacher or Student Welfare Officer at the College who will help you to find what you need quickly.

REMINDERS OF GENERAL RULES

- When you enrolled at the College, you signed to agree to follow the College Code of Conduct, Computer Network Agreement and Text Book Hire Agreement and the rules were explained at your interview and again during orientation. If your behaviour is not satisfactory, you can have your enrolment or your Visa cancelled. This information and College rules are in your Student Diary and available on Passmarc.
<http://passmarc.cac.qld.edu.au/course/view.php?id=222>

REMEMBER:

- Neat and correct uniform all the time
- No make-up or jewellery and hair short and neat. Girls hair longer than shoulders must be tied back neatly with CAC ribbon or scrunchie (from Uniform Shop)
- Always show respect for other students and staff
- Always stay on College grounds during school hours unless supervised by a teacher (on excursions, tours or camps)
- Sport is part of your educational programme and you must attend sport and sports training.

- Do not bring mobile phones to College. If you need your phone after school, you should leave it at the Administration Office. If you use your mobile phone at school, it can be taken from you and will be kept at the office for one week.
- Serious offences such as drinking alcohol, using physical violence or bringing any drugs, alcohol or dangerous weapons to school or committing any type of crime will mean the Principal can immediately cancel your enrolment.

For a full list of the College rules visit Pass Marc and refer to the College Handbook

<http://passmarc.cac.qld.edu.au/course/view.php?id=222>



ORIENTATION DAY CHECKLIST



Topics to be covered at Orientation

	Appearance/ dress code / Student Behaviour / Code of Conduct
	Timetables / Books / Classes / Course changes
	Arrival and Departures – Holidays, Booking your flights, Student Leave applications
	Monitoring of Academic Progress, Academic Issues, Tutoring
	Monitoring of Attendance - Absentees / visa requirements
	Australian rules/customs eg: smoking/drinking
	Deferring, Suspending or Cancelling Student's Enrolment
	Explain Complaints and Appeals Policy and procedure
	Transfer Policy and Procedures
	Obligation to advise of change of address, phone and email
	Refunds
	Emergency Evacuation Plans and Procedure for each site
	Tour of Institute - Facilities - Computers and internet / Library /Student Cafe/food outlets etc/ lunch arrangements
	Collect feedback from student about their agent (if used)
	Introduce Student Contact/Welfare officer/s and how to contact them.

The above has been provided to me during Orientation.

Student Name Signed and date:

Staff Member Name signed and date: