

Whitfield State School International Student Parent Handbook

Resilience, Responsibility, Respect



An Education Queensland International School
The Queensland Department of Education
Trading Name: Education Queensland International (EQI)
CRICOS Provider Number 00608A



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Statement of Purpose

Our school is committed to facilitating high quality educational outcomes for all students, in a caring inclusive environment, preparing them through productive partnerships, for and to contribute positively to an ever changing world.

Our Vision

To provide high quality education for all students, in a caring inclusive environment, preparing them through productive partnerships, to contribute positively to an ever changing world.

We have a proud reputation in the community as one of the finest educational institutions in the Cairns region.

We are recognised for:

- ✓ A strong sense of family and community based on an ethos of caring for each child's welfare and safety.
- ✓ An inclusive school culture where every child is supported to be a successful learner.
- ✓ Providing great teachers, ensuring that every student can be an achiever.
- ✓ A commitment to the development of the whole child.
- ✓ Our STEM (Science, Technology, Engineering and Maths) Program.
- ✓ A comprehensive Music and Arts program with Arts and Music performances
- ✓ Highly successful excellence programs in Gifted Education and Sport and Physical Education to extend our students' natural talents.

Our Values and Beliefs

We will continue to value and encourage:

- ✓ Integrity, Honesty and Trustworthiness
- ✓ Respect for oneself and for others
- ✓ Responsibility
- ✓ Resilience
- ✓ Doing Your Best
- ✓ Understanding, Tolerance and Inclusion
- ✓ Lifelong commitment to learning

These "values" have been translated into our 'TRIPLE R' Framework of :
Respect, Resilience, Responsibility.

A Message from the Principal

Our commitment is to create a learning environment in which each child can thrive and become an independent, creative and successful learner.

It is through these solid foundations that unlimited potentials will emerge and students will become high achievers.

Our School's motto is "Each Striving for the Peak". This captures the sentiment that at Whitfield State School there is a diverse curriculum consisting of academic, cultural, artistic, language and excellence programs which provide scope for each student to undertake an individualised learning program to develop their interests and talents.

The spine of our school's learning program is based in English, Maths and Science with an expectation that every student who graduates from our school will do so with extremely high functionality in these areas.

International students are an important and celebrated group in the Whitfield State School community. Their involvement in our school provides local students with an opportunity to learn a deep respect for diversity and to develop a holistic view of the world – its cultures, peoples and places.



We look forward to working in partnership with you during these, the formative years, of your child's life long education.

Matt Thompson
Principal

Support Staff



Matt Thompson
Principal



Prue Ruler
Deputy Principal



Helen Foulger
Deputy Principal



Janine Wicks
Deputy Principal

International Student Coordinator

Prue Ruler
prule1@eq.edu.au

EQI Far North Queensland Contact

Linda Forbes
linda.forbes@qed.qld.gov.au
www.eqi.com.au

Each striving for the peak



Special Programs

What our school has to offer;

Gifted and Talented Program:

Actively identifies students who are gifted regardless of ethnicity, location, (dis)ability, gender or economic status; Improves student learning outcomes through innovative curriculum delivery; Fosters collaborative partnerships;

Excellence in Sports Programs:

Provides expert coaching for identified students to further enhance skill development and knowledge in 4 chosen sports - AFL, Netball, Football (Soccer) and Basketball; Encourages students to participate and represent Whitfield State School at Interschool, District, Regional and State Sporting Events;

Instrumental Music Program:

Provides expert coaching for strings, woodwind, brass and percussion instruments. Students perform on Assembly, school special occasions and at Eisteddfod. There is also a two day music camp annually.

Extracurricular activities:

(Subject to calendar and availability)

- Dance
- Drama
- Technology
- Active Student Leadership Programs
- Choral music program
- Cairns Junior Eisteddfod
- Islander Singing Group
- Biennial Students' Arts Festival
- Biennial School Musical Performance
- Science on the Oval (SOTO) Program
- Annual Athletics Carnival
- International Competitions for Schools (ICAS)
- PEAK Awards Ceremony

School facilities:

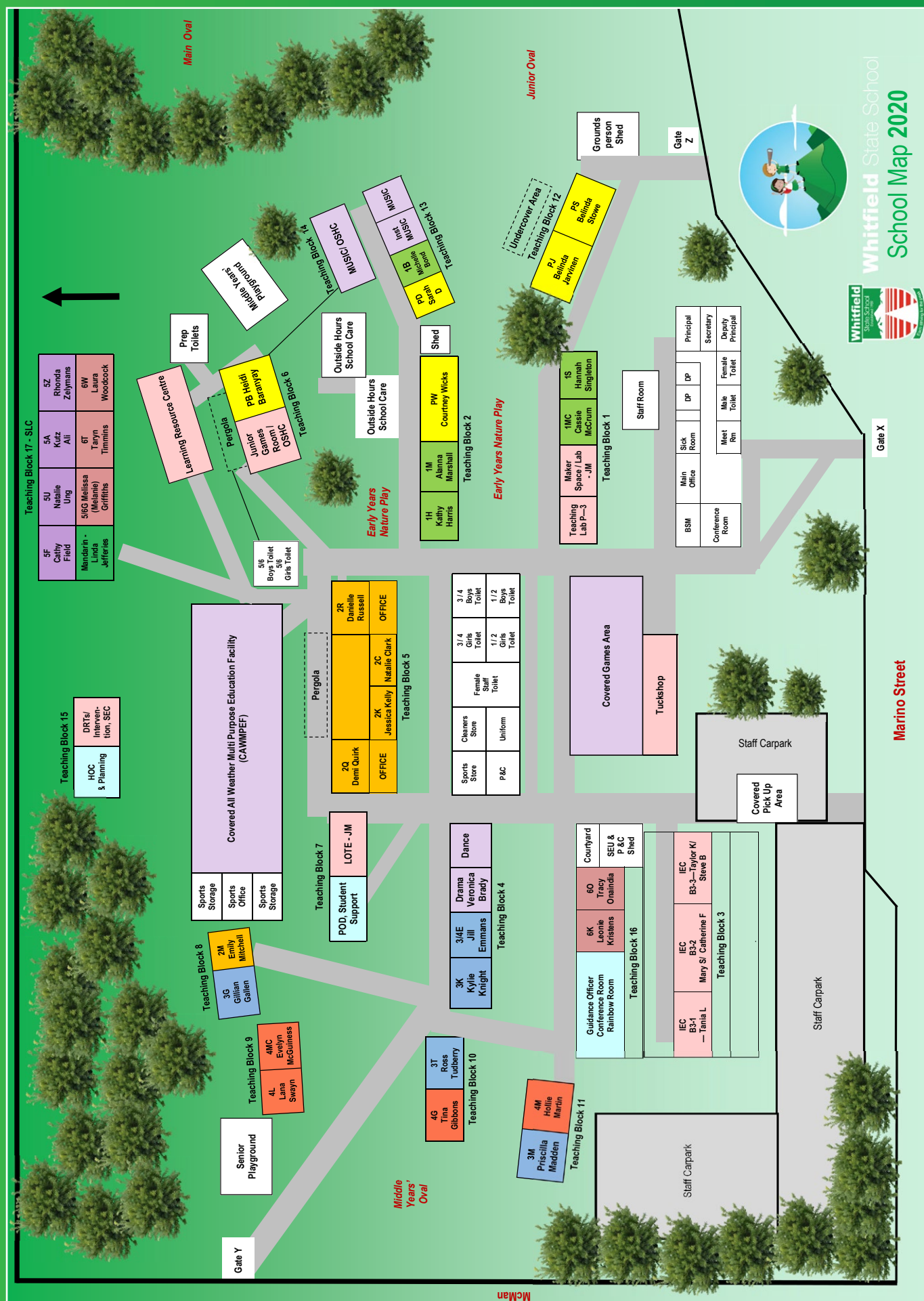
- Large undercover area and smaller undercover shelters
- Library
- Technology Centre
- Two large sports ovals
- Student with Disabilities Centre
- Preparatory classrooms
- Instrumental Music Room
- Tuckshop serving healthy food open every day for morning tea and lunch
- Multi-level Senior Learning Centre

Languages:

- Chinese (Mandarin)
- Japanese
- English as an Additional Language/Dialect (EAL/D)



School Map



Application and Enrolment

International students are an important and celebrated group in the Whitfield State School community. Our International Student program aims to not only maximize the learning outcomes for all international students, but also to promote their involvement in our wider school. We believe this provides a valuable opportunity for all of our community to learn a deep respect for diversity and to develop a global view of the world.

EQI Application

All International Student applications for Whitfield State School are managed through Education Queensland International (EQI).

- EQI recommends the services of its trained and registered education agents to assist with your application. Please contact EQI for agent contacts in your country or visit the EQI website: www.eqi.com.au
- Application forms can be downloaded from the EQI website
- Complete the application form and attach the required documents as listed in the checklist.
- Forward the documents to EQI for processing
- Successful applicants will receive a Confirmation of Enrolment (COE)

Agents

Whitfield State School staff do not work with education agents. All contact with agents should be directed to Education Queensland International.

Visa Requirements

All International students must meet the Australian Department of Immigration and Citizenship's mandatory requirements for student visas, including:

- satisfactory course attendance:
- satisfactory academic progress
- compliance with the school's behaviour policy.

Information regarding student visas can be found at: <https://www.eqi.com.au/useful-information/visa-information.html>

Student's academic progress, attendance rates and behaviour records will be regularly monitored by our International Student Coordinator to ensure compliance with DIBP's requirements.

Any issues will be raised in advanced with parents.

School Enrolment Process

International Students can be enrolled into Whitfield State School once EQI have issued a Confirmation of Enrolment (COE).

- On arrival in Queensland, make an appointment with our International Student Coordinator and a nominated school leader.



Application and Enrolment (continued)

International Student Orientation Program

Whitfield State School offers a specialised orientation program for all international students and their families.

This program includes:

Enrolment Interview:

(Parent, Student, International Student Coordinator and School Leader)

- Formal introduction of International Student Coordinator and a School Leader
- Completion of enrolment paperwork
- Determination of appropriate enrolment – grade level and class
- Discussion of individual student needs – including academic and pastoral care services
- Detailed discussion of International Student Handbook and general school routines and expectations
- During the Enrolment Interview, please provide the following paperwork:
 - Student's COE
 - Dependant Student School Notification Form
 - Parent's passport
 - Student's passport
 - Visas (in passport or eVisa grant documentation from DIBP)
 - Proof of address
- Once all documentation is provided, the student will be enrolled

School Induction:

(Parent, Student and International Student Coordinator)

- Tour of school – including Learning Resource Centre, meeting areas, tuckshop and classrooms
- Provision of Parent Handbook, which includes a map of the school
- Overview of International Student Coordinator
- Provision of after hours contact details

Classroom Induction:

(Parent, Student, Classroom Teacher and International Student Coordinator)

Formal introduction of Classroom teacher

- Tour of classroom
- Detailed discussion of classroom routines, expectations and learning programs
- Introduction to classroom buddy

Every Day Counts

It is a condition of International Student Visa Enrolment at Whitfield State School that a student attends a minimum of 95%.

- If the student is sick, the carers are required to contact the school on the day of the absence.
- If there are other extenuating circumstances that will impact on attendance, the carer must contact the International Student Coordinator at the school as a matter of urgency.
- Whitfield State School **will** contact and counsel students who have been absent for more than two (2) consecutive days without approval or where the student is at risk of not attending for at least 95% of the scheduled course contact hours.
- If a student is absent from school for a period of five (5) consecutive days without notification or justifiable excuse, the student must demonstrate why their enrolment should not be cancelled for failure to meet course requirements.
- For information please see the Code of School Behaviour: <http://education.qld.gov.au/behaviour/codebehaviour.html>

Payment of Fees

All international students pay their fees to Education Queensland International (EQI). The tuition fee that is charged for dependant children varies according to the level of schooling for which they will be enrolled.

These fees cover:

- Access to a Queensland Government school
- All teaching costs
- ESL support (if required)

These fees do not cover:

- Passport and visa application fees
- Travel expenses or personal items
- School Lunches
- School excursions, camps, special events
- School uniforms, textbooks and stationery items
- Musical instruments or costs associated with extra curricula activities

These fees must be paid prior to the beginning of the school year. A copy of your receipt should be brought to the International Student Coordinator.

Emergency and Health Services

**POLICE
FIRE
AMBULANCE
RING 000**



Health Insurance

The Department of Immigration and Border Protection (DIBP) requires that International Students must obtain Overseas Student Health Cover (OSHC) for the proposed duration of their student visa.

For further information see the DIBP website:
<http://www.border.gov.au/Trav/Stud/More/Health-Insurance-for-Students>

Overseas Student Health Cover (OSHC) is compulsory for all International Students in the International Student Program (ISP). Families can pay the approved medical insurer directly, or can request that Education Queensland International arranges the OSHC payment.

Please refer to the Department of Health and Ageing website for further information on Overseas Student Health Cover:
<http://www.health.gov.au/internet/main/publishing.nsf/Content/Overseas+Student+Health+Cover+FAQ-1>

Infectious Diseases

Whitfield State School follows the exclusion guidelines provided by the National Health and Medical Research Council:

Chicken Pox

Exclude until fully recovered or for at least five (5) days after the first eruption.

Conjunctivitis

Exclude until discharge from eyes has ceased.

Head Lice/Scabies

Re-admit the day after appropriate treatment has commenced.

Ring Worm/Hepatitis A

Exclude until medical certificate of recovery is received.

Measles

Exclude for at least four (4) days from the onset of rash.

Mumps

Exclude for nine days or until swelling goes down (whichever is sooner).

Rubella/German Measles

Exclude until fully recovered or for at least four days after the onset of rash.

Impetigo/School Sores

Exclude until sores have fully healed.

Whooping Cough

Exclude the child for five days after starting antibiotic treatment.





Student Safety and Critical Incidents

Critical Incidents

What is a “Critical Incident”?

A critical incident is defined as a traumatic event or threat of such which does, or is likely to cause, extreme fear, physical and/or emotional distress or injury to staff and/or students and may be regarded as outside the normal range of experience of the people affected.

Whitfield State School has;

- A Critical Incident Management Plan that includes additional steps applicable to international students.
- A Critical Incident Management Team to respond to incidents involving international students participating in EQI courses of study.
- A Critical Incident Register that documents the nature of all critical incidents and the follow up actions taken.
- Processes for communicating information about a critical incident to the international student families, homestay and EQI.

Student Safety

Safety First:

- Talk to the International Student Coordinator or Homestay Coordinator any time by using your 24 hour phone contact numbers
- Ask any teacher for help.

Safety in procedures:

- Be aware of general school safety rules.
- Be aware of safety procedures with regard to learning environments.

Safety through groups:

- Walk with friends.
- Belong to a group.
- Stay where there are lots of people.

Safety with possessions:

- Never leave personal possessions unattended.
- Report any lost or stolen items immediately to the International Student Coordinator.

Safety in the school grounds:

- Tell the International Student Coordinator about any people or incidents that may have made you uncomfortable or have hurt you.
- Report broken or dangerous equipment.
- Report strangers or people acting suspiciously immediately

Evacuation

Whitfield State School has an emergency evacuation and lockdown procedure. This procedure is displayed in all locations in the school.

In the event of an emergency evacuation or lockdown please follow the directions of school staff for your personal safety.

Academic Progress and Behaviour

International students enrolled at Whitfield State School will have their academic performance monitored, recorded and assessed at the end of each term as per EQI's policies.

Guide to academic scores –

- A = Very High Achievement
- B = High Achievement
- C = Sound Achievement (**Pass**)
- D = Limited Achievement
- E = Very Limited Achievement

EQI requires students to maintain a satisfactory rate of progress and satisfactory academic results each term.

Whitfield State School has an intervention strategy to support international students at risk of failing multiple subjects.

Failure to meet mandatory course requirements constitutes a default and requires mandatory reporting by EQI.

The Code of School Behaviour outlines a consistent standard of behaviour for all state school communities in Queensland, inclusive of students, staff and parents. *The Code of School Behaviour* recognises the close relationship between learning, achievement and behaviour and has been developed to deliver the best possible outcomes for students.

A copy of this document can be found online at the Department of Education and Training (DET) website:
<http://education.qld.gov.au/publication/production/reports/pdfs/code-schoolbehaviour-a4.pdf>.

Schools provide a safe, supportive and disciplined environment through:

- Quality practices in the areas of curriculum, interpersonal relationships and school organisation.
- Fair, just and safe practices that comply with relevant legislation.
- Modelling and practicing fair, equitable, non-discriminatory language and behaviours.
- Maximising the educational and social outcomes of all students through identification and reduction of barriers to learning.
- The use of suspension and cancellation procedures only when all other options have been considered.

Whitfield State School has a Responsible Behaviour Plan for Students, which outlines expectations of behaviour and procedures utilised by this school. This plan is available on the school website at www.whitfieldss.eq.edu.au

With regard to International Students enrolled in Queensland Government schools, Principals have authority pursuant to the *Education (General Provisions) Act 2006 (EGPA)* to impose an in-school supervised withdrawal, detentions and suspension; or recommend the cancellation of enrolment to the Director, Onshore Programs, EQI, DET International.

Deferral, Suspension or Cancellation of Enrolment

International Students can be withdrawn from studies through Deferral (delaying the commencement of the enrolment), Suspension (temporarily delaying enrolment during a school term) or Cancellation (stopping the enrolment).

School initiated deferral, suspension or cancellation

In very rare circumstances, Whitfield State School must consider suspending or cancelling the enrolment of an International Student.

Should this occur, families will receive a letter of notification from our principal. The family will be given 20 working days to submit an appeal.

No changes to the student's enrolment will be made until the internal appeals process is complete.

Family initiated deferral, suspension or cancellation

Families wishing to defer, suspend or cancel their child's enrolment must meet one of the following conditions:

- Unavailability of enrolment at school;
- Visa delay;
- Compassionate and compelling circumstances – these are generally beyond the control of the student or family, and have an impact on the student's progress or wellbeing. (e.g. Serious illness or injury, death of a close family or major political upheaval or natural disaster in the home country requiring)

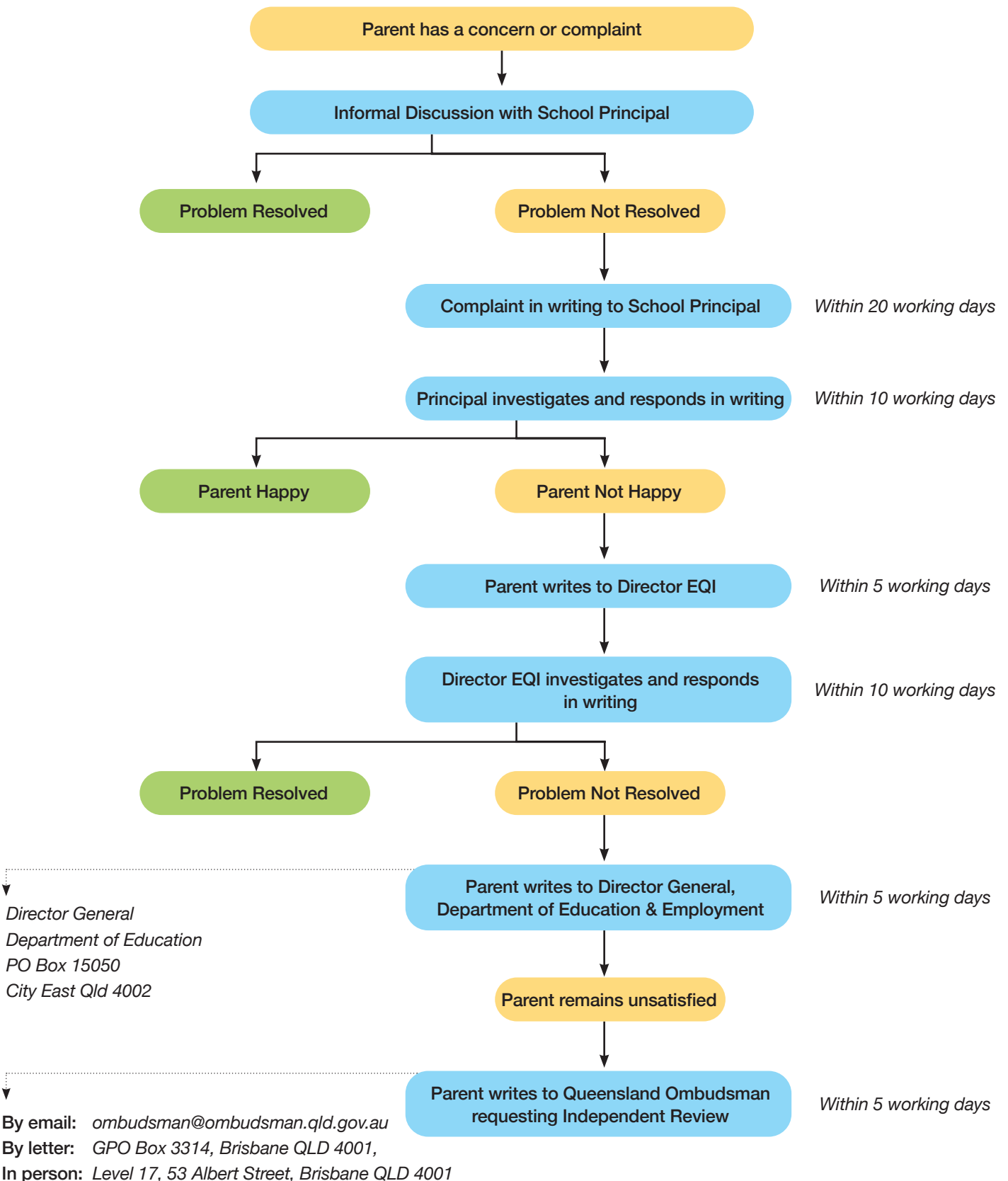
Supporting documents must be provided upon application e.g. Medical certificates; police reports etc. and kept on the student's file.

Please contact our International Student Coordinator or EQI for more information.



Complaints and Appeals

Flowchart - EQI Complaints and Appeals Policy. For more information go to:
<https://www.eqi.com.au/useful-information/complaints-process.html>





Whitfield State School

Contact Information

Phone Numbers

School Administration Office:

(07) 4034 7333

Absence Line:

(07) 4034 7366

PCYC Out of School Hours Care:

(07) 4053 1532

Email Addresses

General Enquiries:

admin@whitfieldss.eq.edu.au

Student Enquiries or Absences:

WSSstudents@whitfieldss.eq.edu.au

Newsletters:

newsletter@whitfieldss.eq.edu.au

School Principal:

Mr Matt Thompson

the.principal@whitfieldss.eq.edu.au

Website

<https://whitfieldss.eq.edu.au>

Facebook

<https://www.facebook.com/WhitfieldStateSchool>

Physical address

42-74 McManus Street
Whitfield Qld 4870

Postal address

PO Box 680
Edge Hill Qld 4870