Sacred Heart College International Student Handbook

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Sacred Heart College
CRICOS Provide Number: 00626K
Sacred Heart College Core Purpose

Sacred Heart College Senior is a Catholic school in the Marist tradition. In a spirit of audacity and hope, each member of our community is challenged to grow and learn in order to be agents of change for a better world.

CHARACTERISTICS OF EDUCATION AT SACRED HEART COLLEGE SENIOR

In order to realise its mission as a Marist school, Sacred Heart College Senior nurtures and promotes distinctive characteristics in the educational program.

As a Marist School

- Theory and practice are based upon the person of Jesus Christ and the gospels. Meaningful opportunities are provided for students to grow in faith, participate in prayer and liturgy, and experience spiritual enrichment
- Social justice is given high priority and students are encouraged to work on behalf of the marginalised
- The tradition associated with St Marcellin Champagnat is made manifest in the structures, procedures and interactions of the community

As a Quality School

- A comprehensive and holistic curriculum is established and delivered
- Students are encouraged to achieve to their full potential
- A disciplined and orderly environment is maintained
- Respect for the independent right of students to learn in quality facilities is apparent at all times

As a Christian Community

- A strong sense of pastoral care for the welfare of staff and students will be evident
- The contributions brought to the community will be acknowledged and celebrated
- Students, parents, teaching, support staff and administrators will educate one another through mutual respect, understanding, compassion, openness and growth in the spirit of service

As an Educational Organisation

- Teachers will be people of faith and zeal who are cognisant of, and responsive to, high professional standards
- Teachers will support parents in the education and formation of children
- Students will be appreciative of and responsive to opportunities provided for scholastic and pastoral growth.
Sacred Heart College Contact Details:

Sacred Heart College
195 – 235 Brighton Road
SOMERTON PARK SA 5044
CRICOS Provider Number: 00626K

Mail Address
195 – 235 Brighton Road
SOMERTON PARK SA 5044

Main Office
(8.00am to 4.30 pm Monday-Friday) T: 08 8294 2988
F: 08 8295 8461
E: international@shcs.sa.edu.au

Student Absentee Notification
T: 08 8276 0250 (Senior School students)

International Student Coordinator and Homestay Coordinator
Mrs Deborah Hearl
T: 08 8350 2562
M: 0419 829 756
E: deborah.hearl@shcs.sa.edu.au

International Student 24 Hour Emergency Contact
Mrs Deborah Hearl
T: 08 8350 2562
M: 0419 829 756
E: deborah.hearl@shcs.sa.edu.au

Emergency Telephone Numbers:

Police, Fire, Ambulance – 000

Department of Immigration and Border Protection (DIBP)
Level 3 55 Currie Street
Adelaide SA 5000
T: 131 881
**Term Dates 2015**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Boarders Exeat Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Thursday 29 January to Thursday 2 April (10 weeks)</td>
<td>14-15 February and 7-8-9 March</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 27 April to Friday 3 July (10 weeks)</td>
<td>16-17 May and 6-7-8 June</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 20 July to Friday 25 September (10 weeks)</td>
<td>8-9 August and 4-5-6 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 12 October to Friday 4 December (8 weeks)</td>
<td>Boarders Exeat Dates: 31 October-1 November</td>
</tr>
</tbody>
</table>

**Class times**

Students must arrive by 8.30 am each morning. Classes are held between 8.45 and 3.30 pm Tuesday to Friday and on Monday classes are held between 8.45 am and 1.25 pm.

<table>
<thead>
<tr>
<th>LESSON</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOMEROOM 8.45 – 8.59 (14 minutes)</td>
<td>HOMEROOM</td>
<td>9.00 – 10.20 (80 minutes)</td>
<td>LINE 6 Yr 12 Off-line 8.45 – 10.05 am</td>
<td>HOMEROOM</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>LINE 2</td>
<td>LINE 1</td>
<td>LINE 3</td>
<td>LINE 6</td>
<td>LINE 4</td>
</tr>
<tr>
<td>Recess</td>
<td>10.20 – 10.35 (20 minutes)</td>
<td>RECESS 10.20 am – 10.35 am (15 mins)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td>LINE 3</td>
<td>LINE 2</td>
<td>LINE 4</td>
<td>LINE 1</td>
<td>LINE 5</td>
</tr>
<tr>
<td>12.05– 1.25 (80 minutes)</td>
<td>LINE 6 Yr 12 Off-line</td>
<td>PASTORAL CARE</td>
<td>LINE 3</td>
<td>LINE 1</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>1.25– 2.05 (40 minutes)</td>
<td>Early Dismissal at 1.25 pm</td>
<td>LUNCH – 1.25 pm – 2.05 pm (40 minutes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2.10 – 3.30 (80 minutes)</td>
<td>STAFF MEETING</td>
<td>LINE 4</td>
<td>LINE 5</td>
<td>LINE 6 Yr 12 Off-line</td>
</tr>
</tbody>
</table>
Attendance
Attendance is mandatory, both for academic progress and to fulfil the requirements of your Australian student visa. Students are required to attend their lessons each day of the School week for the entire School day. International students who breach their attendance rate will be reported to the Department of Immigration and Border Protection (DIBP) and their visa may be cancelled. Please see attendance policy.

If a student is absent from class, a telephone call must be made to the absentee phone number on 08 8350 2594 and a reason given for the absence.

This must be followed by a note from the family, host family or boarding house office and addressed to their form teacher. A Doctor’s Certificate is required if a student is absent for more than one day.

The term dates are set one year in advance and must be adhered to. The School does not expect students to leave before the end of term or to return late from vacation unless there are exceptional circumstances.

The Boarding House
More than 120 boarders live in the Boys’ and Girls’ Boarding Houses. The Director of Boarding is responsible for the overall management of the boarding house. Sacred Heart College accepts Boarding students from Year 7 to Year 12.

Homestay
Students also have the option of living in homestay. Homestay allows students and hosts to share and exchange experiences. By participating in Homestay you have the chance to join in the daily life and customs of Australians.

Students have the opportunity to participate in various activities with their hosts, such as outings, sports, hobbies, dining out, shopping and most importantly, learning English in everyday settings.

Sacred Heart College continually works hard to ensure that international students are placed with families who best match the needs of each student with consideration given to preferred family type, dietary requirements, pets, children and student interests.

Communication with Parents
The School expects all students to work hard at their studies, to take part in school activities, including co-curricular activities, and for parents to have an active interest in the progress made by their son or daughter.

For this reason, the School will regularly communicate with parents via School reports. School Reports are posted to parents at 6 weekly (or so) intervals.

The School will also wish to communicate with parents on other matters from time to time. In some cases, communications will be directly with parents.

Student Conduct
It is important in maximising learning opportunities that:

- all teachers and students be allowed to work without undue interference;
- students be assisted in developing behaviour patterns which lead to self-discipline;
- all members of the school community understand the need to follow rules which define acceptable behaviour.

To ensure safety and security in the school, members of the school community should:

- be able to work and play without undue interference;
- treat each other with respect;
- value and protect personal and school property;
- try to understand and listen to each other and talk out problems;
- help each other develop and strengthen their trust in others.
These expectations will be:

- discussed in class and communicated to the whole school community;
- modelled by students and teachers with the purpose of developing positive self-esteem and emphasising fair and consistent behaviour;
- practised by students and teachers to ensure that all feel happy and safe.

**Wellbeing**

We provide an engaging and stimulating wellbeing experience which encourages students to achieve excellence in a supportive environment. Our wellbeing program extends throughout the School to enhance student development and promote the physical, emotional, social, spiritual and intellectual wellbeing of all students.

As a community, we ensure that:

- learning takes place in a safe and supportive environment;
- personal possessions and School property are treated with care and respect;
- School values are upheld within the wider community;
- Bullying and harassment are not tolerated.

Every staff member has a role in supporting student growth, enhancing productive relationships and fostering a positive school environment.

**Support and Intervention**

Every student is valued as unique with individual gifts, areas for development and learning styles.

We recognise the importance of development across all aspects of personal growth including academic, emotional, social, cultural, spiritual and physical development.

This may take the form of:

- changing timetabling or subjects to allow for greater subject related support;
- creating a time management and study plan;
- 1:1 teacher interviews to discuss assessment requirements etc;
- Library work backs after school until 5:00 pm (Tuesday, Wednesday, Thursday).

Under Standards 10 and 11 of the 2007 National Code of Practice, the School may need to counsel students and prepare individual strategies to improve attendance or course progress.

If the School needs to implement strategies for monitoring attendance and / or improving course progress under these Standards, parents will be kept informed. If a student’s attendance or course progress does not improve to the required levels after intervention, the School is required to report the student to DIBP for failure to meet visa conditions.
BEHAVIOUR MANAGEMENT POLICY (EXTRACT)
Sacred Heart College is a senior secondary Catholic college formed in the tradition of St Marcellin Champagnat. This policy has been developed within the framework of the Policy for the Development of Personal Responsibility developed by SACCS in 2001. It is also mindful of Sacred Heart’s Marist tradition of ‘creating an encouraging and friendly environment of calm and order’ by appealing to the young person’s ‘sense of personal and collective responsibility’.

PRINCIPLES
The policy is based on a number of principles that underpin the educational program:
1. Marist schools are agencies of the church and all members of the community are responsive to Gospel teachings
2. Personal responsibility is a central and desirable aspect of human development and one which is integral to living in community
3. All students have a right to learn and a responsibility to allow others to learn in an environment of safety and mutual support
4. Positive and responsible student behaviour are essential to the smooth running of the school, to the acquisition of optimal learning opportunities, and to the development of a supportive and cooperative school environment
5. Behaviour (and the consequences of behaviour) is the result of personal choice.

PROCEDURES
All members of the Sacred Heart community have a role to play in developing the personal responsibility of students. Students are expected to respond to the following dimensions in the school:

The Learning Environment
- allow teaching and learning to occur and follow instructions
- attend all classes, be on time and be properly prepared for work.

Treatment of Others
- show consideration for all members of the school community and ensure that their words and actions cause no harm or offense
- behave in a manner that is not violent or aggressive
- be respectful of others’ differences.

Personal and School Property
- look after their own property, the property of others and that which is provided by the College for collective use
- use their assigned locker for the storage of personal items.

Safety and Environment
- always conduct themselves in ways that are not disruptive or unsafe for themselves & others.
- refrain from using or possessing alcohol, tobacco, illegal substances or dangerous items
- respect the school environment by not littering, graffitiing, or engaging in reckless driving

These expectations apply at all school activities and at all times when students are identifiable as members of the school community.

Person and School’s Public Image
- comply with the school’s uniform code and the guidelines regarding jewellery and grooming
- accept responsibility for maintaining school standards of behaviour whilst on campus, on public transport or in other public places.

STAFF ROLES & RESPONSIBILITIES IN THE MANAGEMENT OF THE POLICY FOR THE DEVELOPMENT OF PERSONAL RESPONSIBILITY
The policy for the Development of Personal Responsibility outlines the responsibilities for all members of the College community. These are assumed in the College policy and further, more specific duties are set out below.

Homeroom teachers have a responsibility to:
- be a role model for all members of the community by treating others with respect
- implement the College policy in a fair, responsible and consistent manner
- offer advice to students about school expectations, behaviour and relationships with others
- maintain oversight of standards of student dress and grooming
promote efficiency and punctuality in students as they carry out school routines
check that students are using their diaries correctly

**Classroom teachers have a responsibility to:**
- be a role model for all members of the community by treating others with respect
- implement the College policy in a fair, responsible and consistent manner
- develop a classroom management plan for each class they teach (supported by the Levels of Intervention process)
- attend all timetabled lessons punctually and to complete classroom tasks promptly

**Heads of House have a responsibility to:**
- be a role model for all members of the community by treating others with respect
- implement the College policy in a fair, responsible and consistent manner
- support classroom teachers by following up sustained classroom misconduct as described in the College policy and Levels of Intervention document
- maintain records of student misconduct as necessary

**Heads of Learning Area have a responsibility to:**
- be a role model for all members of the community by treating others with respect
- implement the College policy in a fair, responsible and consistent manner
- support classroom teachers by following up on incidents of misconduct regarding matters of curriculum as described in the College policy
- liaise with House Coordinators regarding the maintenance of records of student behaviour

**Members of the Senior School Leadership Team have a responsibility to:**
- be a role model for all members of the community by treating others with respect
- maintain and support the College policy
- implement the College policy in a fair, responsible and consistent manner
- be involved in the management of instances which may involve suspension or expulsion or may require the notification of police
- support Heads of House and Heads of Learning Areas with persistent breaches of the policy by students

**SUPPORT STRUCTURES**
In addition to this document Sacred Heart College has the following policies which also relate to the development of personal responsibility:
- Drug Policy
- Discrimination and Harassment Policy (Bullying Policy)
- Sexual Harassment Policy – Marist Brothers Southern Province 2004
Copies of these policies are available from the College upon request.

The College also has a comprehensive welfare support structure which provides a confidential counselling service and support for students and parents outside the classroom.

No matter how well placed the school is to provide support for young people there may be cases where further support will be needed. The following community agencies may be useful resources in these cases:

**Access Programs**
33 Wakefield Street,
Adelaide SA 5000
☎️ 1800 812 300

**Child and Adolescent Mental Health Services (CAMHS)**
Level 8 The Tower
Marion Shopping Centre
☎️ 8298 7744

**Marion Youth Centre**
☎️ 8377 1055
☎️ 8375 6063
HARASSMENT AND BULLYING (EXTRACT)

EVERYONE HAS THE RIGHT TO
FEEL SAFE AND COMFORTABLE AT ALL TIMES

Sacred Heart College Senior encourages the reporting of complaints of harassment or bullying, either informally or formally.

Sacred Heart College Senior acknowledges that such complaints must be dealt with consistently, fairly, confidently and quickly.

BEING HARASSED OR BULLIED
When we are harassed or bullied we may feel angry, embarrassed, frightened, humiliated or uncomfortable. Any form of harassment is wrong, and must not be allowed to continue.

Harassment or bullying can be:
- student to student
- staff to staff
- student to staff
- staff to student.

KINDS OF HARASSMENT
Harassment is illegal and opposes a cornerstone of Christian behaviour: treat others as you would like to be treated yourself.

Sexual Harassment
Some examples:
- Touching/brushing up against you deliberately, when unwanted.
- Repeatedly calling you rude names, making suggestive comments or spreading rumours.
- Pester ing you to go out with him or her or asking you for sex when you have said “No”.
- Leaving sexual comments and drawings in public places.

Racist Harassment
For example:
- calling you names, laughing at your name, saying unpleasant things about you or your group.
- writing graffiti or making bad comments about people of different cultural background or descent.
- put-downs such as laughing or unpleasant comments when people are using another language.

Some Bullying Behaviours are -
Someone
- getting a gang (or group) together to frighten or threaten you.
- hiding or destroying your property.
- hitting, punching or pushing you.
- writing rude or unpleasant notes about you.
- annoying you (or your parents) by making nasty telephone calls or sending nasty text messages.
- calling you names, teasing or “putting you down”.

THERE ARE MANY WAYS YOU CAN BE HARASSED

FOR MORE DETAILED INFORMATION PLEASE REFER TO THE COMPLETE HARASSMENT DOCUMENT AT THE SCHOOL OFFICE OR ON-LINE

GRIEVANCE/RESOLUTION PROCEDURE
1. If you feel that you or someone you know are being harassed ask the person to stop. Make it clear that their behaviour is making you or someone you know uncomfortable and it is unacceptable.
2. If the behaviour does not stop OR if you feel too uncomfortable to approach the person, then discuss the matter with any of the people listed on this pamphlet. They will help you decide what you want to do next.
Some of your choices are –
• To take the matter no further
• To ask someone to speak for you. (Informal Process)
• To ask that matter be dealt with formally. (Formal Process)

See the flowchart below.

Informal Process
Head of House *
Informs Alleged Harasser
Pursues Conciliation

Decision to lodge complaint

Formal Process
Complaint Officers
Complaint Formally Recorded
Formal Procedure Pursued

WHAT ARE THE POSSIBLE OUTCOMES?

• agreed changes to behaviour
• a written apology
• an official warning
• counselling
• disciplinary action or
• dismissal

* Cases of sexual harassment will always be referred to the Complaint Officers.

STUDENTS WHO ARE HARASSED FIND THAT IT INTERFERES WITH THEIR LEARNING.
Sometimes they skip lessons, stay away from school, leave school or feel they can’t join in.
Alcohol, Drugs and Smoking
1. The possession or use of drugs or drug abuse including smoking and the drinking of alcohol is strictly forbidden at School, travelling to and from School, at any School function, or at any time when a student is wearing School uniform.

2. There are penalties set down for students in breach of this rule.
   - For possession or use of drugs or alcohol, suspension or expulsion will result.
   - For smoking at School, a first offence will be dealt with by a letter to the parents or guardian and a suitable penalty imposed by the Head of House. For further offences suspension from School is prescribed.

3. Students detected smoking outside the School in School uniform or in circumstances where they are creating or likely to create a bad public image of the behaviour of Sacred Heart College students, are liable to suspension. Further offences involving drugs, alcohol or smoking may involve a long suspension or a request for the parents or guardian to remove the student from the School.

4. Students in the company of student’s detected breaking these rules may be liable to the same penalties.

5. The School’s advice to students is:
   - Do not use or abuse drugs, smoke or drink alcohol.
   - If your companions indicate that they are going to indulge, try to dissuade them.
   - If you are unable to dissuade them, leave their presence immediately so that you will not be involved as an accessory.

6. If students wish to smoke or drink at home, that is the responsibility of their parents or guardian. Indeed some students do so with their parent or guardians’ knowledge, permission and approval. Whatever situation pertains at home makes no difference to the rules of the School. The School cannot condone the behaviour of students who by their talk and actions seek to create a climate of acceptance of drugs, alcohol or smoking among their peers.

Dangerous Substances and Items
Pocket knives, offensive weapons or explosives of any kind are strictly forbidden at all times.

Mobile Telephone Policy
- Students may bring mobile phones to school at their own risk. The security of all personal property is the responsibility of the owner. The School accepts no liability in the event of loss or damage to personal property such as mobile phones brought to school by students. **If you must bring your mobile phone to school keep it stored and locked in your locker.**

- Mobile telephones brought to school must not be used to make calls during the school day unless permission has been given by a staff member.

- While on a day excursion outside of school grounds, mobile phones in the possession of students may only be used with the prior permission of the teacher in charge of the activity or in the event of an emergency.

- Mobile phones are not permitted on school camps and outdoor education activities.

- Boarders may have mobile phones by agreement with the Director of Boarding as appropriate. The use of mobile phones in the boarding context will be individually negotiated within the boarding house.

- All students operating mobile phones outside these guidelines will have their mobile phone confiscated and returned at the end of the school day.

Visitors to the School
All visitors to the school are required to report their presence to the appropriate person.

During the school day, parents, old scholars, or friends of students must report to the Front Reception of the school, identify themselves and say who they wish to see. It is not to be assumed that in all cases permission will be given for the visitor to remain on the school premises, but interviews between visitors and students must take place in the main
foyer and should be kept as brief as possible.

Students are not permitted to invite their relations, friends or acquaintances into the school grounds during the school day unless the circumstances are exceptional and have been approved by the Head of Senior School.

All visitors are required to wear a ‘Visitors’ identification (ID) badge.

**CODE OF CONDUCT**

To ensure a safe and supportive learning environment, all students have rights and responsibilities they are expected to uphold. These are outlined in the table below.

<table>
<thead>
<tr>
<th>Everyone has the right...</th>
<th>Therefore, it is each student’s responsibility to:</th>
</tr>
</thead>
</table>
| To be treated with respect understanding, acceptance dignity | Be accepting, caring and respectful of others  
Try to understand other students and teachers, and offer help where appropriate, be fair  
Don’t tease, bully, verbally abuse or belittle other students  
Appreciate each student’s diversity, multiculturalism and individuality Listen to and respect the opinions of others |
| To self-expression, without malice | Has the right to express their opinion in an appropriate and respectful manner |
| To learn | Learn all you can, and don’t disrupt the learning of others  
Work hard in class, complete homework and assignments on time Be prepared for class and arrive on time  
Don’t be ashamed to not understand; ask for help if you need it Listen to others  
Work cooperatively with others Respect learning spaces provided |
| To a safe and healthy environment | Act in a safe and considerate manner Respect other people’s space |
| To a pleasant, well-main school | Look after school buildings, grounds, equipment and furniture  
Put rubbish in the appropriate bins and recycle  
Handle equipment carefully |
| To expect their property safe | Respect the property of others  
Do not interfere with the property of other people  
Be careful with your own belongings  
Hand in any lost property you find  
Ensure your name is on all your property |
| To go to a school of which can be proud | Uphold the good name of the school  
Always behave in a way that will reflect credit on our school  
Wear the School uniform in an appropriate manner |
Punctuality and Attendance

1. All students are expected to be at school ready to go to homeroom at 8.45am every school day and to attend all lessons punctually. Students should plan to be at School by 8.30am.

2. Any lateness must be explained to the Head of House or Homeroom Teacher who will take whatever action necessary. Any senior students who do not arrive in time for the start of the day by 8.45am must report to the Front Office.

3. Notification of absence
   a) Illness or lateness
      The parent or guardian is asked to telephone the school on 8350 2594 giving a brief reason for the absence or late arrival. The telephone call should be made before 9.30am. Messages may be left on the answering service between 4.30pm and 8.30am. Students returning to school after any absence, however brief, should bring with them a diary note or letter from a parent or guardian addressed to the Head of House or Homeroom Teacher. The note or letter should be signed and refer to the reason for absence and the date(s) involved.
   b) Requests to leave early or arrive late
      • Requests to leave early or arrive late for an appointment etc. must be supported by diary note or letter addressed to the Homeroom Teacher who will initial the note and refer it to the Head of House or Head of Senior School if necessary.
      • Before leaving school and upon arrival back at school students must report to the Front Office with their signed note and sign the IN/OUT book.
      • As a matter of courtesy students must advise teachers whose classes they miss and show them the signed note in advance if possible.
   c) Advance notice of absence
      If any student wishes to be absent from school and knows in advance the date of absence, a letter of request from a parent or guardian addressed to the Head of Senior School is required.
      If the request is granted the parent or guardian will be notified by the Head of Senior School. The Head of Senior School’s Secretary will advise the Head of House and Homeroom Teacher.
   d) Any student who wishes to leave the school grounds during the school day under any circumstances not covered above must obtain permission from the Head of Senior School.
   e) Students must be punctual at lessons, sports practices, rehearsals or any other appointment they are expected to keep. The staff member, team captain or other person likely to be significantly affected must be informed of likely absence or lateness.

Consumption of Food and Beverages

1. Students are required to confine their eating and drinking to the appropriate areas outside the School buildings. Should particles of food of any kind be dropped on the floor of classrooms, laboratories, corridors, etc., they should be picked up by the person responsible. It may be necessary to ask the Senior School for cleaning equipment if all traces of the food (or drink) cannot be removed.

2. Students are forbidden to eat in class.

3. No chewing gum is permitted in the School under any circumstances.
Useful information

Canteen
This will be open at morning recess and at lunch time. At all times, students are required to be quiet, orderly and polite whilst waiting to be served and to move away from the area once they have been served.

Careers and Counselling Centre
Open to students during recess and lunch times each day. Counselling in both Careers and personal issues is available, appointments should be made before school or during lunch breaks. If an emergency arises, students may see the counsellor during lesson time but prior permission from the subject teacher must be obtained.

Library
The Library is open between 8.00 am and 5.00 pm daily except for the last day of term when the Library closes at 1.00 pm.

Borrowing Procedures for the Library

Student loans
- The Student Identity Card issued to each student at the beginning of the year is also the student’s Library card. This card can be used to borrow all Library materials and Hire Books from the Library. It is expected that the student will have this card with them at all times.
- Up to ten items can be borrowed from the Library at any time and the loan period is 21 days. DVDs may be borrowed but for overnight loan only. Extensions will be available on most books (except those in high demand). Books may be placed on RESERVE at the circulation desk.
- Notices regarding holds and overdue books are set via email and through the tutor at the end of each term. Students will be billed for lost books in September for semester one and the following February for semester two. Students who persist in returning materials late may lose their borrowing privileges.

Library homepage
- The library homepage is available through http://webopac.shcs.sa.edu.au/. From this page you can access the library catalogue, student help materials and electronic resources. Students are expected to be familiar with these pages.

Lost Property
Students should be aware that lost property is their concern and need to undertake the following steps in seeking the recovery of their belongings.

1. Check at the Front Office
2. Check the gym, locker and change rooms. After all these steps have been followed then approach the Front Office or Student Services Assistant.

A notice will then be placed in the Daily Notices to advertise the loss. It is therefore essential that every item of clothing is named to assist in finding and returning goods to their rightful owners.

Personal Electronic and/or Mobile Equipment
The security of all personal property is the responsibility of the owner. The School accepts no liability in the event of loss or damage to personal property brought to school by students or visitors.
Health Promotion and First Aid Centre

The College employs Registered Nurses, Mrs Sharon Armfield, Mrs Linda Leck and Mrs Chris Townsend, to care for the needs of boarding and day students. One will be on duty each school day from 8.00 am till 5.00 pm.

Please note the following information and arrangements:

1. All new and current students will be asked each year to complete a Student Details Record (Medical Information) which will be filed at the Centre and which will be confidential to the College Nurse. Parents are requested to ensure that this form is accurate and complete because it includes emergency contact numbers, clarifies which prescribed medication (e.g. Ventolin) the Nurse may administer as well as alerting the school to any health concerns which might arise.

2. If your child suffers from a condition which may require treatment at school or could affect his/her ability to cope with school work please supply a statement from your doctor detailing treatment required, especially in emergency situations. The Health Care Centre will provide a medical information form for this purpose, which must be completed. All students with Asthma, Allergies and/or Anaphylaxis or Diabetes please provide a Plan from your Doctor.

3. Medication Procedures:
   • Parents are requested to inform the Health Care Centre of any medications being taken by students.
   • All medications taken during the school day should be stored in the Health Care Centre unless other arrangements are made with nursing staff.
   • All medications administered by the school nurse will be recorded.

Prescription and Restricted Medications
   • Assistance will be given by the school nurse in the administration of prescribed medication, when requested in writing by parents / guardians and as prescribed by the doctor.
   • Assistance will be given by the school nurse in the administration of restricted medication (such as Ritalin, Dexamphetamine) after receiving documentation from the doctor and the parent.

Instructions regarding changes to the original dosage of long term medications must be in writing from the doctor and parent / guardian.
   • The school nurse may only administer or assist with the administration of any medication IF the medication is provided in its original container with label clearly displaying the student’s name and the required dosage.
   • All medications will be stored in a locked cupboard in the Health Care Centre.

Non-Prescription or “Over the Counter” Medications
   No medications may be given to day students unless authorised and supplied as stated above by parents. Panadol tablets, Panadol mixture and Nurofen will be held in the Health Care Centre should it be required by your son / daughter. Any other medications will need to be supplied to the Health Care Centre with your son’s / daughter’s name and instructions for use.

Please sign for Panadol, Disprin and Nurofen if you authorise us to administer this to your son / daughter.

Panadol: ____________________________________________

Panadol Elixir: ________________________________________

Nurofen: ____________________________________________
Antihistamine e.g. Telfast: ________________________________

Please list below any other non-prescription medications that your son / daughter may need and the name of the condition being treated. If your son / daughter requires these medications reasonably often, (e.g., migraine, allergy) please supply a small box of the medication to the Health Care Centre with your son’s / daughter’s name and instructions as to dosage and frequency.

__________________________________________________________________________

__________________________________________________________________________

4. Parents are discouraged from sending students to school if they are ill and will require the use of the Health Care Centre.

5. In general, the students may attend the Centre any time emergencies arise or any bleeding, however minor, occurs. The usual daily program will be as follows:

(a) Day Students may not attend the Centre before 10.00 am to allow the nurse time to care for boarders. Emergencies are obviously outside this rule.

(b) During class time students are required to have a note in their diary from the teacher giving permission to attend the Centre.

(c) There are three periods when the Nurse will close the Centre for breaks:

   (i) 20 minutes before students’ lunch
   (ii) 30 minutes at the completion of students’ lunch.
   (iii) last 20 minutes of the school day

   Emergencies in these times should be referred to the Front Office.

6. The Nurse will contact parents if serious health concerns arise, if the student is unwell and needs to go home, or if accidents occur at school.

7. The College has an Ambulance insurance policy for emergency situations. Every effort will be made by the school to contact parents immediately to inform them of the action being taken.

8. Parents are encouraged to contact the School Nurse about any health related issues on 8350 2509.

**Sports Practices**

Unless otherwise advised by the coach or coordinator of the team, Sports practices will be cancelled when the forecast temperature (as printed in the Advertiser on the morning of training) is predicted to be 35 degrees Celsius or more.
UNIFORM REQUIREMENTS AND REGULATIONS

School Uniform Shop
School uniform requirements are available only at the Uniform Shop.

All items of clothing must be named, preferably with nametags, which may be ordered through the Uniform Shop. It is difficult to find owners of unnamed clothing.

Hours of Trading

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>1.00 pm to 6.00 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8.00 am to 12.00 noon</td>
</tr>
<tr>
<td>Thursday</td>
<td>1.00 pm to 6.00 pm</td>
</tr>
</tbody>
</table>

Telephone orders: Unable get to the School Shop in trading times? We take credit card telephone orders. We can process, ready for student to collect.

Uniform Requirements

**SHC SENIOR GIRLS SCHOOL**

**Girls Summer**
Senior Dress (must touch the knee)
SHC blue pullover/vest
Day socks with double blue trim

**Girls Winter**
Pleated winter skirt (mid knee to mid calf)
Blue blouse and SHC tie with blouse tucked in
SHC blue pullover/vest
SHC blazer - gold buttons included - house braid available from Head of House
Dark blue stockings - may be wool blend

**Girls Accessories**
Black lace up shoes - no Tbars, sneakers, boots, ripple soles
Dark Blue Hair Ribbons
SHC crested backpack
College hats or cap (recommended)
College navy scarf (optional)

**PE Uniform**
SHC crested PE skirt or SHC PE shorts
SHC crested polo sports shirt
SHC track jacket or crested rugby top
SHC track pants
Uniform sports socks
Sports shoes with non-marking soles

**SHC SENIOR GIRLS INDIVIDUAL SPORTS TEAM UNIFORMS**

**Athletics**
SHC running set (College owned)
(navy PE shorts and royal/sky blue crested singlet)

**Basketball**
SHC basketball set
Uniform sports socks

**Hockey**
SHC hockey top
(royal/sky blue hockey shirt)
Navy PE shorts or SHC crested PE skirt
SHC hoop football socks
**Softball**  
SHC softball set - royal/sky blue top  
Royal blue knickerbockers or SHC PE shorts or crested skirt  
Uniform sports socks

**Tennis**  
SHC PE shorts  
SHC crested tennis polo shirt  
Uniform sports socks

**Swimming**  
Navy blue bathers (Such as Speedos)  
SHC team cap

**Netball**  
SHC Netball Dress  
Uniform sports socks

**Volleyball**  
SHC PE shorts or SHC track pants  
Royal/sky blue shirt (Hockey) - short sleeved or long sleeved  
Uniform sports socks

**SHC SENIOR BOYS SCHOOL**

**Boys Summer**  
a) Navy blue shorts worn with Belt  
and open-necked, short sleeved, side split, pin-striped blue shirt  
or long-sleeved, pin-striped blue shirt & SHC tie with shirt tucked in  
and blue marle walk socks  
b) Long grey trousers worn with Belt  
and open-necked, short sleeved, pin-striped blue shirt  
or long-sleeved, pin-striped blue shirt and SHC tie with shirt tucked in  
and grey socks  
SHC blue pullover/vest

**Boys Winter**  
Long grey trousers worn with Belt  
Long sleeved pin-striped blue shirt and SHC tie with shirt tucked in  
SHC blue pullover/vest  
SHC blazer - gold buttons included - house braid available from Head of House  
Grey socks

**Boys Accessories**  
Black leather dress shoes  
SHC crested backpack  
College hats or cap (recommended)  
College navy scarf (optional)

**PE Uniform**  
SHC PE shorts  
SHC crested polo sports shirt  
SHC track jacket or SHC crested rugby top  
SHC track pants  
Uniform sports socks  
Sports shoes with non-marking soles

**SHC SENIOR BOYS INDIVIDUAL SPORTS TEAM UNIFORMS**

**Athletics**  
SHC running set (College owned)  
(navy PE shorts and royal/sky blue crested singlet)

**Basketball**  
SHC basketball set  
Uniform sports socks

**Hockey**  
SHC hockey top  
(royal/sky blue hockey shirt)
Navy PE shorts or silk shorts (soccer)
SHC hoop socks

**Cricket**
SHC crested white polo shirt
White trousers
SHC Cricket Cap or broad brimmed white Hat

**Tennis**
SHC crested tennis polo shirt
Navy PE shorts
Uniform sports socks

**Swimming**
Navy bathers (Such as Speedos)
SHC team cap

**Rugby**
SHC rugby top
Navy PE shorts
SHC football socks

**Soccer**
Royal/sky blue soccer shirt
Royal blue soccer shorts
SHC soccer socks

**Volleyball**
Navy PE shorts or SHC track pants
Royal/sky blue shirt (Hockey) - short sleeved or long sleeved
Uniform sports socks

**Football**
Football Guernsey – sleeveless or long sleeved
(four stripes / 10” white nos. - 1st XV111)
(two stripes / 10” white nos. - 2nd & 3rd XV111, 10A, 10B)
Football shorts
SHC hoop socks
Optional: Sky blue training singlet
Yellow training Guernsey (1st XV111 squad only)
Uniform and Grooming
Sacred Heart College is a Catholic school in the Marist tradition. It boasts a proud tradition which requires all members of the school community to present themselves in a way which reflects the values and standards of the school. Necessarily, uniform places restriction on personal choice and requires consistency in presentation of all students.

PRINCIPLES
Uniform and student presentation at Sacred Heart will:
- be in accord with the rich history of the Marist Order
- reflect those symbols and traditions that are consistent with Marist heritage
- be of a standard that brings pride and credit upon the school
- be congruent with the high regard with which the school is held in the broader community
- avoid extreme trends and fashions, particularly with regard to hair, personal appearance and deportment

At all times, students are ambassadors of the school and are expected to wear the uniform in a way that presents a positive face of Sacred Heart College.

As an over-arching principle, the cost of uniforms will be kept as low as possible to ensure that all families can afford official school attire.

PROCEDURES
- Students are to wear the designated summer, winter and sports uniforms on all occasions when the school is being officially represented.
- The uniform shop will ensure that adequate stocks of uniforms are available for students in advance of the time that they are to be worn.
- Periodic review of uniforms will be undertaken to ensure that they adequately reflect the values and characteristics of the school.
- Changes to uniforms will be undertaken only through recommendation of the School Executive and approval of the School Council.
- Where students are in violation of the uniform policy, appropriate consequences will be incurred.
- Significant restrictions exist with regard to jewellery. These are outlined on page 2 of this policy.

UNIFORM REQUIREMENTS
Wearing the school uniform is a requirement of all students attending Sacred Heart College. The following standards apply:

1. The school uniform is to be worn in its complete and approved form:
   (a) When the students are travelling to and from school
   (b) To each class
   (c) To all official school functions (Presentation Night, Parent Teacher nights etc.)
   (d) As directed by the Principal or Executive staff.

2. The correct wearing of the school uniform is a prerequisite for attending classes.

3. Only the Principal or nominees may sanction any departure from these requirements.

4. The summer uniform is to be worn in Terms 1 and 4; the winter uniform is to be worn in Terms 2 and 3.

5. Hair: Hair styles for both boys and girls should be tidy and neither grown nor groomed in an extreme or exaggerated fashion. Hair should be evenly cut, a natural colour, worn off the face and should not obstruct sight. Hair must be at least a “number 2” cut. Dreadlocks are not permitted.

6. Clean Shaven: It is the expectation of the College that all students will be clean shaven and will have side-burns no longer than the middle of the ear.

7. The only approved bag which students may use is the official Sacred Heart College bag or back pack. This must be maintained free of graffiti and other slogans.
8. Casual Clothes: There will be some occasions when students will be permitted to wear casual clothing. The following guidelines will apply:
   ▪ clothing should be neat, clean and free of graffiti, damage or questionable slogans
   ▪ thongs and bare feet are not permitted
   ▪ tank tops and singlets are not permitted

9. Year 12 Jumper: This is an OPTIONAL item; it does not replace the blazer in Terms 2 and 3. The Uniform Shop will arrange for the jumpers to be embroidered; students may either supply their own jumper or order a monogrammed one through the shop.

10. Jewellery and body piercing is not permitted with school uniform. The only exceptions relate to earrings and watches. Students may wear one plain small pair of sleepers or studs, one in each earlobe or they may wear one sleeper or one stud in the ear lobe only. Earrings are not to be worn during sport.

11. Visible tattoos are not permitted with the school uniform and must not be visible with the PE or sports uniform.

12. New and second-hand uniform items (except shoes) can only be purchased from the Uniform Shop.

13. Only minimum make-up may be worn. No eye-shadow, nail polish, bright lipstick or obvious mascara may be worn. At the discretion of the Executive Staff, students may be sent home if they do not comply with this regulation.

UPDATING YOUR CONTACT DETAILS
It is important that you notify Sacred Heart College of any changes to your address or telephone number in Australia. This is particularly important for students studying on a Student Visa. The School notifies changes of address and telephone numbers to the Department of Immigration and Border Protection (DIBP). If DIBP cannot contact you, they may regard you as being illegal and cancel your student visa. Sacred Heart College will seek contact details including address, phone number, and email address every six months from students via email during the first week of Term 1 and 3.

ORIENTATION
Student orientation at Sacred Heart College is about making friends, having fun, and finding the information and skills you need to enjoy and succeed in a new environment.

The program is designed to help all new international students make a smooth transition to academic life at the Sacred Heart College.
Enrolling at Sacred Heart College
Sacred Heart College is registered in the State of South Australia as Sacred Heart College in accordance with Section 3 of the Education Services for International Students (ESOS) Act of 2000 with the CRICOS Sacred Heart College Code 00626K.

Courses Available

<table>
<thead>
<tr>
<th>Sacred Heart College</th>
<th>Location</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>00626K</td>
<td>Sacred Heart College</td>
<td>006538F</td>
<td>Secondary Junior Year 10 Boys and Girls</td>
<td>Junior Secondary Studies</td>
</tr>
<tr>
<td>00626K</td>
<td>Sacred Heart College</td>
<td>006539E</td>
<td>Secondary Senior - Years 11 to Year 12 Boys and Girls</td>
<td>Senior Secondary Certificate of Education</td>
</tr>
</tbody>
</table>

*Please note that students can enrol in parts of courses as well as more than one course.*

Entry Criteria
International students applying to Sacred Heart College must undertake studies on a full-time basis, be academically qualified for the proposed course, be proficient in English, and have the financial capacity to cover all expenses including return air fares and living costs and they must be of good health.

Academic evidence
International students applying for enrolment at Sacred Heart College are required to provide the following records showing satisfactory levels of academic achievement and English language skills appropriate to the registered courses being offered:

- copies of the student’s two most recent school reports;
- copies of any certificates of public examinations (where applicable);
- copies of AEAS test results (where available) or other English language tests
- a letter of reference from the student’s current or most recent school Principal is also required if the student’s reports do not record student behaviour or commitment to studies;
- written evidence of proficiency in English as a second language;
- details of the student’s extracurricular involvement.

Academic requirements
Student applications are received by email and assessed according to the following steps.

For each application:

**STEP 1:** If a school transcript is received with an Australian Education Assessment Service (AEAS) or other language report, the AEAS report will be assessed first. There will be a specific recommendation in the AEAS report relating to the number of weeks required for ELICOS before mainstream school is undertaken. The report will also indicate the student’s level in English language proficiency, general ability and mathematical reasoning. A below average or possibly even an average student will not be accepted. An above average student will be considered and can move to **STEP 2.**
STEP 2: If the student's AEAS assessment is above average or we just have a school report, the school transcript will now be assessed. The level or band of the student's school will also influence if the student's report is acceptable - for example, at a Band 1 Hong Kong school, an English subject result of at least 65%, an Average Subject result of at least 65% and a class ranking that places the student in the top half of the class will be satisfactory; however, in a lower band school, the student's results may need to be an English subject result of at least 80%, an Average Subject result of at least 80% and a class ranking that places the student in the top third of the year level. If the school report and school band read together are considered to meet the minimum acceptable requirements, then move to STEP 3.

STEP 3: Check the school report for any behavioural issues, negative teacher comments or attendance issues. If any of these are negative, the student may not be accepted. If the student's school report comments are considered acceptable, move to STEP 4.

STEP 4: Check if there are any special circumstances that also need to be considered - for example, a trusted longstanding agent strongly recommends the student or the student is young in a low year level or has a specific interest in a non-core curriculum area like arts, sports, outdoors, agriculture etc. If there are special circumstances that should be considered, a slightly lower level academic performance may be accepted (as determined in STEP 2).

Students are expected to be strong in Maths, English and Science.

Students will be considered for the year level appropriate to their previous learning experience and age.

The minimum English language requirements for students in Year 9 and above are:

- AEAS test result at least Intermediate level English in Year 9 and 10, and with Upper Intermediate level English necessary for Year 11. Sacred Heart College may also conduct a phone/skype interview or
- IELTS 5.0 for year 10 and year 11 or TOEFL equivalent (if applicable)

**Application Process**

Enrolment applications may be lodged at any time and for any Year level, however, the best time for application is midyear for enrolment the following year and students are encouraged to enrol in Year 11 or earlier if wishing to complete secondary school studies.

**Step 1**

To proceed with an application International students are required to forward the following:

- a completed Application Form
- copies of the student’s two most recent school reports;
- copies of any certificates of public examinations (where applicable);
- copies of AEAS test results (where available)
- written evidence of proficiency in English as a second language;
- photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date;
- details of the student’s extracurricular involvement.

An application for enrolment can only be processed when all of the above has been received.

**Step 2**

Sacred Heart College will assess the application and assessment procedures including evaluation of reports from previous schools and of English language proficiency. In cases where reports are not available or are inconclusive for any reason, the School may require relevant testing of the applicant before proceeding with the application.

Prior to offering a place at the School, applicants will be interviewed, either in person or by telephone/skype. We may also contact your son or daughter’s current Principal, but will not do so without your prior consent. Having considered all records and any further information which may be requested, the Principal of the School will make the final decision on the acceptance of any international students into the School.
Step 3
If a place in the School is available, the School will forward a Letter of Offer. It is important at this stage that parents and students understand the following requirements and conditions as set out in this handbook:

- Terms and Conditions of Enrolment
- Course entry requirements
- Course information, qualification and assessment practices
- Fees Schedules and the fact that fees may change
- Refund Policy
- Complaints and Appeals Policy
- Attendance and Course Progress Policy
- Accommodation and Welfare Policy
- Grounds for deferring, suspending or cancelling enrolment
- Behaviour Management Policy
- ESOS Framework
- Other information as required under 2007 National Code Standard 2
- School location, facilities and resource
- Indicative costs of living
- Boarder’s handbook (if applicable)

Step 4
When a place is offered, please ensure the following documents are completed and signed by parents:

- Completed medical information form. Please make sure parents understand it is very important for the school to have full details of any medical or psychological condition that requires medication or medical supervision, and any learning difficulties or special needs a student may have
- Completed data collection and confidential student information forms.

Step 5
Upon receipt of the required documents, signed by both parents, and the associated fees, the School will send you an electronic Confirmation of Enrolment Certificate (eCoE) and (CAAW) which is required for your student’s application for a Student Visa.

Step 6
The Student can now apply for a Student Visa with the appropriate Australian Immigration Office. For further details regarding visa requirements, please refer to the website of the Department of Immigration and Border Protection (DIBP): www.immi.gov.au.

Step 7
Once the student visa has been approved the student can begin to make travel arrangements to travel to Adelaide. Once the flight number and arrival date are know the parents should send the Arrival Notification form to international@shcs.sa.edu.au.

Step 8
Arrive in Adelaide! You will be greeted at the airport by either Sacred Heart College staff or your host family.

Step 9
Day 1 at Sacred Heart College. Sacred Heart College will provide orientation for students on arrival.
About International Student Health Cover
The Department of Immigration and Border Protection (DIBP) requires all visa applicants to provide evidence of Overseas Student Health Cover (OSHC) for the proposed duration of their visa.

Accordingly, the School will then arrange cover for all international students for the entire length of that student’s course of study + three months, as required by Commonwealth Government legislation. This levy must be paid in full prior to the School issuing the electronic Confirmation of Enrolment form required for the visa application.

The OSHC Levy paid prior to commencement is not refunded by the School. The responsibility for seeking any refund from the medical insurance authority lies with the student.

Fees, Charges and Refund
The current Fee Schedule for international students together with conditions relating to payment of fees is included in the offer letter. It sets out the terms and conditions relating to the payment of fees.

Sacred Heart College will not charge more than 50% of the students total tuition fees for a course before the student has begun the course.

Once a student begins a course, Sacred Heart College will also not require any of the remaining tuition fees for the course to be paid more than 2 weeks before the beginning of the students next study period.

Fees are subject to an annual increase of on average 5% depending on economic factors. The School has a policy relating to refunds of fees and this is made available to students in this handbook.

ESOS Framework - Providing Quality Education and Protecting Your Rights
The Australian Government wants international students in Australia to have a safe, enjoyable and rewarding place to study.

Australia’s laws promote quality education and consumer protection for international students.

These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007.

Protection for international students
As an international student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for International Students (CRICOS) at http://cricos.deewr.gov.au

CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for international students.

Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your rights
The ESOS framework protects your rights, including:

• your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if Sacred Heart College is unable to teach your course.

The ESOS framework sets out the standards Australian education providers offering education services to international students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:

• orientation and access to support services to help you study and adjust to life in Australia
• who the contact officer or officers is for international students
• when your enrolment can be deferred, suspended or cancelled
• what Sacred Heart College’s requirements are for satisfactory progress in the courses you
• study and what support is available if you are not progressing well
• if attendance will be monitored for your course, and
• a complaints and appeals process.

Standard 7 does not allow another education provider to enrol a student who wants to transfer to their course, but has not completed six months of the initial course of study you plan to undertake in Australia. If you want to transfer beforehand you need the provider’s permission.

If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.

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

• satisfy your student visa conditions
• maintain your Overseas Student Health Cover (OSHC) for the period of your stay
• meet the terms of the Written Agreement with Sacred Heart College
• inform Sacred Heart College if you change your address and contact details
• maintain satisfactory course progress
• if attendance is recorded for your course, follow your Sacred Heart College’s attendance policy, and
• if you are under 18, maintain your approved accommodation, support and general welfare arrangements.

Department of Immigration and Border Protection (DIBP)
The Australian Government’s Department of Immigration and Border Protection provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application.


Department of Foreign Affairs and Trade
As well as links from the DIBP website the Department of Foreign Affairs and Trade website www.dfat.gov.au/embassies.html has a comprehensive list of Australian embassies, high commissions, consulates and representative offices around the world.
Living in Australia

Australia is one of the best places in the world to live while you learn. The standard of living is amongst the highest in the world, yet costs remain competitive. Australia is a natural wonderland of beautiful beaches, crystal blue waters, amazing ancient rock formations and pristine rainforests. Australia is the sixth largest country in the world and has the lowest population density per square kilometre. It has 16 world heritage listed properties with its historic townships, bustling cities, vivid landscapes and exotic flora and fauna all adding to its unique appeal. Much of Australia’s exotic flora and fauna cannot be found anywhere else in the world and the lifestyle is second to none.

The Australian Government, Department Immigration and Citizenship Living in Australia web pages contain information and publications about life in Australia, and links to government settlement services including help learning English.

Adelaide
Adelaide is a sophisticated, modern and affordable place to live, work and study. Adelaide has all the hallmarks of a major urban centre with modern and classical architecture, a bustling retail hub and a multi-cultural population. Adelaide’s classical architecture spans along North Terrace.

The city has wide streets and central squares ringed by 900 hectares of lush parklands.

In every sense this layout sets the scene for modern-day life in Adelaide. Traffic is rarely congested, people are relaxed and friendly, the air is clean and the public transport system can take you to the city’s white, sandy beaches or the Adelaide Hills within half an hour.

Adelaide is Australia’s learning city – perfect for international students.

Sacred Heart College is only 15 minutes by car from the Adelaide International Airport.

Study Adelaide is also a useful website www.studyadelaide.com for students considering study here.

What to Bring
Students are often surprised by how strict Australian Customs Services and quarantine can be. If you’re in doubt about whether your goods are prohibited or not, declare it anyway on the Incoming Passenger Card which you will receive on the plane. Students have received on the spot fines for not declaring items.

Visit the Australian Quarantine and Inspection Service (AQIS) homepage www.aqis.gov.au.

You must declare for inspection all food, plant material and animal products on arrival in Australia to ensure they are free of pests and diseases. Some products may require treatment to make them safe. Other items that pose pest and disease risks will be seized and destroyed by AQIS. You can dispose of high-risk items in quarantine bins in the airport terminal.

Baggage allowances flying into Australia will vary according to your carrier, flight class and country of origin. Please check with your carrier prior to departure. Economy passengers are generally permitted 1 x checked luggage (25kg) and 1 x carry-on (7kg) for international flights, but only 20kg of checked luggage and 23kg overall on domestic flights within Australia. This will significantly limit the amount of things you can bring.

Therefore, it is essential to think the packing process through very carefully. You will be able to purchase most things upon arrival in Australia but the price may be higher than in your own country.

If you are boarding please refer to the Boarder’s Handbook on what, and want not, to bring.
Adelaide’s Climate

Because of its Mediterranean climate, Adelaide has hot dry summers and wet cold winters. Be aware of the harshness of the sun in summer and always wear a hat, sunscreen and cover up, particularly in the middle of the day.

It doesn’t snow in Adelaide but it does get cold and wet in winter. Umbrellas and waterproof jackets are essential when you are out and about in the winter months.

<table>
<thead>
<tr>
<th>Season</th>
<th>Months</th>
<th>Conditions</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>December-February</td>
<td>Mainly hot &amp; dry</td>
<td>25°C – 35°C</td>
</tr>
<tr>
<td>Autumn</td>
<td>March-May</td>
<td>Mainly dry</td>
<td>20°C – 25°C</td>
</tr>
<tr>
<td>Winter</td>
<td>June-August</td>
<td>Cool &amp; wet</td>
<td>10°C – 15°C</td>
</tr>
<tr>
<td>Spring</td>
<td>September-November</td>
<td>Little rain</td>
<td>20°C – 25°C</td>
</tr>
</tbody>
</table>

Medical Facilities near Sacred Heart College

Adelaide has high medical standards. The major public hospital nearby (15 minutes by car) is Flinders Medical Centre. Private hospitals and 24-hour clinics are also available nearby.

Money

You will need to make sure you have enough funds to support you when you first arrive. It is recommended that you have approximately AU$500 to AU$1000 available for the first two to three weeks to pay any initial purchases you might need. You should bring most of this money as either Traveller’s Cheques or on an international credit card. Traveller’s cheques can be cashed at any bank or currency exchange in Australia. Sacred Heart College will assist you to open a bank account at a local branch.

Please note that it is not safe to bring large sums of money with you! Lost credit cards or traveller’s cheques can be replaced, but very few travel insurance companies will replace lost or stolen cash. Do not ask someone you have just met to handle your cash for you or to take your cash to make payments for you. Not even someone who may indicate they are studying at the same education institution.

ATMs

Automatic Teller Machines are located everywhere (including at the airport) and you can immediately withdraw cash from your overseas bank account at ATMs displaying the Cirrus Logo (if your ATM card has international access). Check this with your financial institution before leaving home.

Credit Cards

All major international credit cards are accepted in Australia but you must remember that repayments to many of these cards can only be made in the country where they were issued. Do not rely on being able to get a credit card once you arrive in Australia because this is very difficult due to credit and identification laws.

Australian Laws

Alcohol

People under the age of 18 are not permitted to consume alcohol in public. If you buy alcohol, or are given it at a licensed premise, both you and the person selling are committing an offence.

Some public areas are designated ‘Dry Zones’. This means drinking is not permitted in these areas other than inside licensed establishments such as pubs or hotels.

There are heavy penalties for people who ‘drink and drive’. The legal alcohol limit in South Australia is 0.05.

Drugs

There are severe penalties for illegal drug use or dealing drugs. Avoid being in any situation where illegal drugs are involved.
Smoking
It is an offence to lend, give or sell cigarettes or tobacco to anyone under 18 years of age. It is also illegal to buy cigarettes or tobacco for anyone under the age of 18. It is illegal to smoke in enclosed public areas.

Gambling
Young people under the age of 18 are not permitted to gamble. If you are under 18 you cannot enter gambling places, such as the casino or gaming areas in Hotels.

Nightclubs and entertainment venues
Anyone under the age of 18 is not allowed in a licensed entertainment venue after 9pm. You may need to provide proof of age to buy alcohol or enter a licensed venue. It is an offence to provide false identification.

Stealing, vandalism
There are severe penalties for anyone involved in stealing, shoplifting or damaging public or private property. Penalties will vary depending on the severity of the crime.

Harassment and discrimination
Adelaide prides itself on being a multicultural and tolerant society. In Australia it is generally illegal to discriminate against anyone based on gender, sexuality, marital status, pregnancy, race, physical or intellectual impairment or age. Most educational institutions and many work places now have anti-discrimination policies in place.
Things to Do: A Preparation Checklist

Before Leaving Home:
• Apply for passport
• Arrange student visa
• Arrange for immunisations and medications from my doctor
• Apply for a credit card and/or arrange sufficient funds
• Confirm international access to your funds with your bank
• Make travel arrangements
• Arrange travel insurance
• Advise Sacred Heart College of travel details
• Confirm accommodation arrangements
• Arrange transport from airport to accommodation [if applicable]
• Pack bags being sure to include the following:
  • Name and contact details of a Sacred Heart College representative
  • Enough currency for taxis, buses, phone calls etc. in the event of an emergency
  • Important documents:
    • Passport
    • Letter of offer
    • eCoE
    • Certified copies of qualifications and certificates
    • Travel insurance policy
    • ID cards, drivers licence, birth certificate (or copy)

  NOTE: Make sure you leave any originals or copies of these documents safely with family in your home country in case of loss.

Upon Arrival in Australia:
• Call home
• Settle into accommodation
• Contact institution (if not in the boarding house)
• Attend international student orientation
• Get student ID card
• Advise health insurance company of address & get card
• Open a bank account
• Get textbooks
• Start classes
• Get involved in student life
  (e.g. co-curricular activities are some of the best ways to get involved with local students.).
Policies and Guidelines for Sacred Heart College

Sacred Heart College has developed a number of policies to address issues such as (but not limited to) management of student behaviour, attendance, refunds, bullying, use of electronic equipment within the School, and health issues such as drug use.

COURSE ATTENDANCE POLICY
International Students

CONTEXT

This policy aims to formalize the procedure used to monitor, record, and report the course attendance of International Students enrolled at Sacred Heart College.

PRINCIPLES

Attendance in each scheduled class and on a daily basis, is the first step to success within a student’s chosen course. Sacred Heart College is proactive in the monitoring of student attendance and monitors students’ compliance with student visa conditions relating to attendance.

International students are required to attend at least 80% of the scheduled course contact time as per Standard 11.3 of the National Code. Students will be informed of this policy and its consequences through the Orientation program conducted on the first day of attendance at Sacred Heart College.

PROCEDURES

Student attendance is checked and recorded on a daily basis by class teachers and the Homeroom Teacher.

Sacred Heart College has instigated the use of an electronic messaging system [SMS Messaging] to assist with student lateness and absences.

Two consecutive days absence is followed up by a phone call to the student and/or student’s carer to ascertain the reason for absence. Late arrival and early leaving time is recorded at the student office and the attendance time is included in attendance calculations.

All absences from school should be accompanied by a medical certificate, an explanatory communication from the student’s carer or evidence that leave has been approved by the Head of House or Head of Senior School.

Student attendance is monitored by the Registrar every calendar month to assess student attendance using the following method:

The Registrar will calculate the number of hours the student would have to be absent to fall below the attendance threshold per semester e.g. Number of study days x contact hours x 20%. (For example, July 08 – 11.5 days x 6.5 hours x 20% = 14.95 hours)

The Registrar analyses fortnightly attendance and sends a letter of concern to the student asking them to attend a counselling meeting to discuss the reasons for absence. Warning letters are sent by the Registrar to the student, the student’s agent and the student’s parents when projected attendance starts to fall to 80%. A copy is placed on the student’s file.
Through the counselling services, the student will be reminded that satisfactory attendance is a student visa requirement and codified in the Sacred Heart College’s Attendance Policy. Counselling processes will inform the student that if attendance falls below the required level the student will be reported and the student visa is at risk of being cancelled.

When a student’s attendance falls below 80%, an Intention to Report letter is sent to the student, the student’s agent and the student’s parents by the Registrar, indicating that they will be reported to Department of Education, Employment and Workplace Relations (DEEWR) for unsatisfactory attendance in 20 working days from the date of the letter. This letter indicates that the student has 20 working days to access the Complaints and Appeals policy. A copy is placed on the student’s file.

If the Appeal is unsuccessful, the student is advised of their right to an external appeal. Students have 5 working days from the date of the outcome of appeal to access the external appeals process if they choose. If a student chooses not to appeal externally or the 5 days have passed then the school will notify DEEWR via PRISM.

If the student chooses not to access the Complaints and Appeals Policy within the 20 working day period, withdraws from the process, or the process is completed and results in a decision which supports Sacred Heart College then the school will notify DEEWR via PRISMS that the student has not achieved satisfactory attendance as soon as practicable.

Sacred Heart College will respond to advice from DEEWR and CRICOS with regard to dealing with ongoing failure to respond to course attendance.
CONTEXT:
This policy aims to formalize the procedure used to monitor, record, assess and report the course progress of International students enrolled at Sacred Heart College.

Monitoring, Recording and Assessing Course Progress
The process for Assessing Satisfactory Course Progress is defined by The National Code 2007 Standard 10.2 b & 10.3. In the first instance, an audit process conducted at the end of a Term (or unit) on term-by-term basis is undertaken for each student in one of the three registered courses above for which the student is currently enrolled. This process identifies students at risk of failing to meet satisfactory course requirements as described above.

PRINCIPLES:
Sacred Heart College recognizes that students are primarily responsible for their own progress in a course. Teachers are also responsible for monitoring the individual progress of students in their classes and mentoring them as necessary.

The purpose of enrolling international students at Sacred Heart College is to provide students from overseas with an opportunity for a quality education in a Marist tradition. This needs to benefit the individual student and strengthen the academic culture of the school.

PROCEDURES:

Intervention Strategy
The National Code Standard 10.2c & 10.4)
This Intervention Strategy is implemented for each student who is 'at risk' of not satisfying the course progress requirements as described above. It is activated where a student has failed or is deemed not yet competent in 50% or more of the units attempted in any one Term. (The National Code Standard 10.5)

A 'settling-in' period applies for the first term of enrolment for Year 10. No 'settling-in' period is extended to students in Years 11-12. Sacred Heart College monitors, records, assess and reports the progress of each student enrolled in a Course of Study (comprising a number of subjects) to parents/agents at the end of each Term. A Term is usually defined as between 10 and 11 weeks of study. There are two terms in a semester, and two semesters equate to one year's study.

Unsatisfactory progress in a subject is defined as not passing or demonstrated competency in the subject and is recorded as a D or E grade. A pass mark for each subject is 50%.

Unsatisfactory progress in a course is defined as not successfully completing or demonstrating competency in at least 50% of the subjects attempted in a term.

The following table can be used to check whether a student has satisfactorily completed the 50% of course requirement.

<table>
<thead>
<tr>
<th>No of subjects attempted</th>
<th>No of subjects that need to be passed to meet the 50% of course requirement</th>
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<tr>
<td>5</td>
<td>3</td>
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<tr>
<td>6</td>
<td>3</td>
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<td>7</td>
<td>4</td>
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</table>
A full-load is defined as a student being enrolled in the following number of subjects:

- Year 12 student – 5 subjects (including Religious Education),
- Year 11 student - 7 subjects (including Religious Education),
- Year 10 student - 8 subjects (including Religious Education).

Following audit, the under-mentioned intervention strategies are available for adoption, dependent upon the nature and severity of the concern identified:

- Class Teachers, Heads of House, Heads of Learning Areas, Head of Senior School, Assistant Principal Curriculum or the Director of Teaching and Learning will each address the concerns with the student, as appropriate.
- An unsatisfactory Progress Report is issued and forwarded to the parents’ via the Agent and also the Homestay parent[s].
- Concerns are recorded on the Student’s file on the student administration system
- Teachers transfer information to staff for specialist assistance.
- Action plans detailing strategies to address the specific concerns identified for each student are prepared by the appropriate personnel as above and the Head of Senior School, discussed with the student, implemented and recorded on the student file.
- Students are to acknowledge and sign these plans. Parents via Agents, are informed in writing of the process.

**Monitoring & Assessment of Progress**

Each student is monitored continuously after intervention and this ongoing review of progress is overseen by the Assistant Principal Curriculum.

- Interim reports at the end of Term 1 & 3 and end of Semester reports for each student provide a further indicator of measurable progress.
- After 12 months of intervention (Years 10) or 6 months of intervention (Years 11-12), if the student still does not meet the required levels of achievement as described above, the student will be identified, at this point, as having failed to satisfy the course progress requirements.

**Point of Failure Process (The National Code Standard 10.2d, 10.2e & 10.6, 10.7)**

- The student is notified in writing as having been assessed as not satisfying the course progress requirements and the School’s intention to report the student for this breach of the visa condition 8202.
- The student is notified of his right to access the School’s complaints and appeals process as per Standard 8 of The National Code 2007 within 20 working days of the notification of the intention to report.
- A copy of this letter is forwarded to parents/guardian.
- Where the complaints and appeals process is not accessed by the student within 20 working days or they withdraw from the process, or the process is completed and finds in favour of the School, a report is made to DEEWR through PRISMS that the student has not achieved satisfactory course progress as soon as is practicable.
COMPLAINTS & APPEALS POLICY
International Students

CONTEXT
The purpose of this policy is to draw attention to the Complaints and Appeals policy available to International students and their parent/guardian. All students have access to the Sacred Heart College Student Grievance Policy for matters relating to academic and behaviour grievances which gives opportunity to access procedures to facilitate the resolution of a dispute or complaint. This Grievance Policy is based on the principles and procedures of Due Process. A support person may accompany the student in the process.

PRINCIPLES
Key principles underpin the Complaints and Appeals process:

- That Complaints and Appeals will be treated respectfully by all parties;
- That there will be a genuine attempt to acknowledge the issues that underpin the Complaints and/or Appeals by all parties;
- That responses to Complaints and Appeals will be cognizant of principles outlined in the National Code 2007;
- That all Complaints and Appeals will be dealt with expediently so as to produce outcomes in the shortest possible time.

PROCESS
The Student Grievance Policy is distributed to all students through the School Diary. Students will be informed of this policy through the Orientation program conducted at Sacred Heart College Senior.

For disputes or complaints not covered by the Student Grievance Policy and related in particular, to Course Progress and Attendance, an International student or their parent/guardian has 10 working days to access this policy.

If the matter cannot be resolved as a result of an error in calculation or mediation, it will be referred to the Principal.

There may be other grounds for appeal against the decision, which are generally related to compassionate or compelling circumstances. This means unusual or exceptional circumstances that are not part of daily life experience.

The following are grounds that must be strictly addressed in an appeals process with supporting evidence provided:

- Serious illness or injury, where a medical certificate states that the student is unable to attend classes for a significant period of time
- Bereavement of close family members such as parents or grandparents
- Major political upheaval or natural disaster in the home country requiring emergency travel
- A traumatic experience which could include involvement in, or witnessing a serious accident; and witnessing or being the victim of a serious crime
PROCESSES

The student or parent/guardian must notify the school in writing of the nature and detail of the complaint.

The student has the opportunity to present their case to the Principal. They may nominate a support person to accompany them at any stage of the dispute resolution process.

Sacred Heart College’s internal formal complaints process will commence within 10 working days of the lodgement of the complaint with the Principal.

Once the Principal has come to a decision regarding the complaint, the student will be informed in writing of the outcome and the reasons for the outcome.

If the complainant is not successful or the student is dissatisfied with the complaints procedure, the Registrar will advise the student of the external complaints process available to them.

A student has the right to take action under Australia’s Consumer Protection Laws in the case of financial disputes or to pursue other legal action.

The purpose of Sacred Heart College Complaints and Appeals Policy is to provide a student or parent(s)/homestay parent with the opportunity to access procedures to facilitate the resolution of a dispute or complaint. These internal procedures are a conciliatory and non-legal process.

In the first instance, Sacred Heart College requests there is an attempt to informally resolve the issue. If this is unsatisfactory or does not result in a resolution of the matter, the internal formal complaints handling procedure will be followed.

The process of this grievance procedure is confidential and any complaints are a matter between the parties concerned and those directly involved in the complaints’ handling process.

If the student or parent(s)/homestay parent remains dissatisfied with the outcome, Sacred Heart College will advise of access to an independent external appeals process.

Grievances brought by a student against another student will be dealt with under the School’s policy.

PROCESS:

a) Students should contact the Homeroom Teacher or the Head of House in the first instance to attempt mediation/informal resolution of the complaint.

b) If the matter cannot be resolved through mediation, the matter will be referred to the Head of Senior School or Principal.

c) At this point, the student should notify the School in writing of the nature and details of the complaint.

d) Each complainant has the opportunity to present his case to the Head of Senior School or Principal. Students may be accompanied by a support person.

e) The formal complaints process will commence within 10 working days of the lodgement of the complaint with the Principal or delegate.

f) Once the Head of Senior School or Principal has come to a decision regarding the complaint, the student will be informed in writing of the outcome and the reasons for the outcome.

g) If the complaints procedure finds in favour of the student, Sacred Heart College will immediately implement the decision and any corrective and preventative action required.

h) If the complaints procedure does not find in favour of the student or the student is dissatisfied with the result of the complaints procedure, he will be informed of the external complaints and appeals process available to them at minimal or no cost.

i) Sacred Heart College undertakes to finalise all grievance procedures within a reasonable time-frame
as per Standard 8 of the Code.

j) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal.

External appeals bodies:
- Institute of Arbitrators and Mediators of Australia (IAMA) at http://www.iama.org.au/
DEFERMENT, SUSPENSION AND CANCELLATION POLICY

International Students

1) Deferment of commencement of study requested by student
   a) Sacred Heart College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
      
i) illness, where a medical certificate states that the student is unable to attend classes
ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists’ reports)

   b) The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.

   c) Deferment will be recorded on PRISMS depending on the students CoE status.

2) Suspension of study requested by student
   a) Once the student has commenced the course, Sacred Heart College will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to;

      i) illness, where a medical certificate states that the student is unable to attend classes
     ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
     iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
     iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists’ reports)

   b) Suspensions will be recorded on PRISMS.

   c) The period of suspension will not be included in attendance calculations.

   d) The final decision for assessing and granting a suspension of studies lies with the Principal.

3) Assessing requests for deferment or suspension of studies
   a) Applications will be assessed on merit by Principal.
   b) All applications for deferment or suspension will be considered within 14 working days.

4) Exclusion from class (1 – 28 days)
   a) Sacred Heart College may exclude a student from class studies on the grounds of
misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in College’s Behaviour Policy/Code of Conduct.

b) Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.

c) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.

d) Exclusions from class will not be recorded on PRISMS.

e) Periods of ‘exclusion from class’ will not be included in attendance calculations as per College’s Course Progress and Attendance Policy.

5) **School initiated suspension of studies (28 days +)**
   a) Sacred Heart College may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in College’s Behaviour Policy/Code of Conduct.

   b) Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.

   c) Students who have been suspended for more than 28 days should contact DIAC to see if their visa is affected by the suspension.

   d) If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.

   e) Suspensions will be recorded on PRISMS.

   f) The period of suspension will not be included in attendance calculations.

6) **Cancellation of enrolment**
   a) Sacred Heart College will cancel the enrolment of a student under the following conditions;

      i) Failure to pay course fees
      ii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
      iii) Any behaviour identified as resulting in cancellation in College’s Behaviour Policy/Code of Conduct.

   b) Sacred Heart College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation.
7) **Complaints and Appeals**
   a) Student requested deferment and suspension are not subject to Sacred Heart College Complaints and Appeals Policy.
   
b) Exclusion from class is subject to College’s Complaints and Appeals Policy.
   
c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to College’s Complaints and Appeals Policy.
   
d) For the duration of the appeals process, the student is required to maintain their enrolment and attendance at all classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
   
e) If students access College’s complaints and appeals process regarding a school initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
   
f) Extenuating circumstances include;
   i) the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
   
   ii) the student is missing
   
   iii) the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student’s wellbeing
   
   iv) the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
   
   v) is at risk of committing a criminal offence, or
   
   vi) the student is the subject of investigation relating to criminal matters
   
   g) The use of extenuating circumstances by Sacred Heart College to suspend or cancel a student’s enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
   
   h) The final decision for evaluating extenuating circumstances lies with the Principal.

8) **Student Advice**
   a) Deferment, suspension and cancellation of enrolment can have an effect on a student’s visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration for advice.

9) **Definitions**
   a) Day – *any day including weekends and public holidays in or out of term time.*
APPLICATION FOR DEFERMENT OF COMMENCEMENT OR SUSPENSION OF STUDIES

Please read the attached Deferment, Suspension and Cancellation Policy before filling out this form to see if you meet the requirements to be granted a deferment of commencement or suspension of studies.

<table>
<thead>
<tr>
<th>Student name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade:</td>
</tr>
<tr>
<td>Current Address in Australia:</td>
</tr>
<tr>
<td>Address in home country:</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>Mobile:</td>
</tr>
<tr>
<td>Email address:</td>
</tr>
</tbody>
</table>

I am applying for

☐ A deferment of commencement of studies
☐ A suspension of studies

Please state why you wish to defer/suspend your studies.

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Attachments:

Attach any relevant supporting documentation.

This form will be assessed once all documentation has been received. The school may ask for more documentation if required. Applications are usually processed in 14 working days.

Deferment and suspension of enrolment can have an effect on a student’s visa as a result of changes to enrolment status. Please contact the Department of Immigration on 131 881 or contact the local DIAC office to see if this will affect you.

Students who have not yet commenced their studies at Sacred Heart College will also need to contact DIAC in case there is any effect on their student visa as a result of changes to enrolment or CoE status.

Student Signature ___________________________ Date ___________________________
TRANSFER REQUEST ASSESSMENT POLICY
International Students

1. Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.

2. Students can apply for a letter of release to enable them to transfer to another education provider.

3. Sacred Heart College will only provide a letter of release to students in the first six months of their principal course in the following circumstances:
   (a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school; or
   (b) It has been agreed by the school the student would be better placed in a course that is not available at Sacred Heart College; or
   (c) Any other reason stated in the policies of Sacred Heart College.

4. Sacred Heart College will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:
   (a) The student’s progress is likely to be academically disadvantaged
   (b) Sacred Heart College is concerned that the student’s application to transfer is a consequence of the adverse influence of another party

5. In order to apply for a letter of release, students must have a letter from the receiving provider that a valid offer of enrolment has been made.

6. Students under 18 years of age MUST also have;
   (a) Written evidence that the student’s parent(s)/legal guardian supports the transfer
   (b) Written confirmation that the new provider will accept responsibility for approving the student’s accommodation, support, and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative
   (c) Evidence that the student is always in DIAC approved welfare and accommodation arrangements

7. All applications for transfer will be considered within 14 working days and the applicant notified of the decision.

8. Students whose request for transfer has been refused may appeal the decision in accordance with Sacred Heart College’s complaints and appeals policy. The complaints and appeals policy is available on our website at www.shc.sa.edu.au.
APPLICATION FOR STUDENT TRANSFER/LETTER OF RELEASE

Please read the attached Student Transfer Request Assessment Policy before filling out this form to see if you meet the requirements to be granted a letter of release for transfer.

<table>
<thead>
<tr>
<th>Student name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade:</td>
</tr>
<tr>
<td>Current Address in Australia:</td>
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<tr>
<td>Address in home country:</td>
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<td>Telephone:</td>
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<tr>
<td>Mobile:</td>
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<tr>
<td>Email address:</td>
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</table>

Reason for transfer:

Please state why you wish to transfer to another school.

__________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________

Attach a letter of offer from the institution to which you wish to transfer. If you are under 18 years of age and not in the care of a parent or suitable nominated relative, the letter of offer must also show that the institution will accept responsibility for approving your accommodation, support and general welfare arrangements.

If there are any gaps between school approved accommodation, support and general welfare arrangements please detail any DIAC approved interim arrangements.

If you are under 18 years of age, please attach a letter from your parents to indicate that you have their permission to transfer.

Attach any relevant supporting documentation.

This application will be assessed once all documentation has been received. The school may ask for more documentation if it requires it. Applications are usually processed in 10 working days.

___________________________________________  ____________________________
Student Signature                             Date
1) **Students studying with Sacred Heart College have 4 accommodation options:**
   a) Live with parent/guardian or DIBP approved relative (no welfare responsibility by the School)
   b) Sacred Heart College Boarding House
   c) Sacred Heart College approved Homestay
   d) Homestay for boarders’ vacation and exeat periods only.

2) **Living with parent / guardian or DIBP approved relative**
   a) At the time of enrolment, all international students are required to provide the School with details of their nominated Parent/Legal Guardian. The appointment of the nominated relative is the responsibility of the student’s parents but must meet the following DIBP criteria:
      i) nominated relative must be one of the following: brother, sister, stepbrother, stepsister, step-parent, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece, step nephew or spouse.
      ii) DIBP requires this guardian to be over 21 years old, an eligible relative and of good character.
   b) In the case of a student living with an approved relative/guardian as defined by DIBP a Confirmation of Appropriate Accommodation and Welfare form (CAAW) is not required as the School is not responsible for the student’s welfare. If the school has any concerns about the welfare of a student it will contact the parents/guardians in the first instance. If the School believes the student is in some kind of danger it will contact DIBP as a matter of urgency.
   c) Where the parent/s of a student has been granted a Guardian Visa (or similar) for the purpose of caring for a student attending the School as a day student, the following visa conditions apply: (http://www.immi.gov.au/students/student_guardians/580/obligations-student-guardians.htm)
      i) It is essential that the parent or nominated guardian:
         • resides with that student at all times.
         • must hold an appropriate visa enabling them to remain in Australia until the student is 18 years of age.
         • provides the School with a copy of the parent’s passport photo and visa page prior to the student commencing.
         • advises the School of the student’s and the parent’s residential details, phone and email prior to the student commencing and thereafter within seven days of any change in these details.
ii) Parents / guardians are not permitted to depart Australia without the student for
who they are the guardian unless they have provided the department evidence
that:
   • There are compassionate or compelling circumstances to leave the country, and
   • Alternative arrangements have been made for the student's accommodation,
     general welfare and support until the parent/guardian's return that fit within
     the rules provided by DIBP. Note that if the student is less than 18 years, the
     alternative arrangements must be approved by the education provider
     subject to DIBP conditions. In this situation the International Students
     Coordinator must be notified.

3) Sacred Heart College Boarding House
   a) The School offers international students who will not be residing with a parent during
      their enrolment at the School to attend the School as full-time boarders. Boarding is
      offered from Year 7 to Year 12.
   b) In this instance, the School will provide a letter confirming approval of appropriate
      accommodation and welfare (CAAW letter) with the Confirmation of Enrolment
      created in PRISMS. Students may not enter the country prior to the starting date of the
      approved welfare arrangements.
   c) Boarding students must return home during each holiday period or alternatively
      stay in homestay accommodation locally approved by the School and provided
      by Happy Homestay.

4) Sacred Heart College Homestay
   a) In accordance with the Sacred Heart Colleges Host Family Application all adults
      residing with an International student (i.e. homestay family members) are required to
      provide the School with a current Police Check.
   b) The International Students Coordinator:
      i) checks suitability of accommodation and support (site visit) and monitors
         families and general welfare arrangements.
      ii) selects families and ensures families can provide a stable environment for the
          duration of the student’s homestay period.
      iii) has agreements with homestay families for arrangements about providing
           accommodation services.
      iv) provides an orientation program for families new to provision of homestay services.
   c) Sacred Heart College accepts responsibility for the welfare of these students,
      even whilst placed in homestay as per the CAAW letter signed.
   d) Any concerns regarding homestay should be first addressed to the International
      Students Coordinator.
      i) Concerns will be immediately investigated by the International Students
         Coordinator and addressed with improvements / action implemented.
   e) The following home stay guidelines and expectations are provided for intending
families:
i) Each student is to have their own room, bed, desk

ii) Students are not to share rooms with host family members and sharing arrangements will only be provided if the parents of the Student(s) so request

iii) The home must be clean and comfortable and the home stay hosts / guardians must reside at the premises at all times

iv) Students are to be given a key to the home or arrangements made so that the student can gain access to the home at reasonable time

v) There must be adequate lighting for study purposes

vi) There must be heating in winter and some means of cooling in summer

vii) There must be access to shared bathroom, with reasonable time allowed for showers

viii) There must be access to kitchen and laundry facilities or must provide all meals and laundry?

ix) There must be use of shared living areas of home

x) In most instances, the Home stay Host is to provide 2 meals a day on weekdays and recess and lunch for the school day. Three meals should be provided on weekends/non-school days and, in providing meals, the Home stay Host must be aware of and take account of cultural differences;

xi) House rules are to be discussed and explained to the Student, (including friends visiting, use of phone and incoming calls, cleaning of room or other household tasks, meal times and rules for behaviour, manners and courtesy).

xii) Use of telephone and/or computer / internet facilities are to be at students own expense

xiii) Personal items and insurance is at the Student's own risk

xiv) There being reasonable insurance cover by the Home stay Host in respect of the Home stay Premises

xv) Students may change Home stay Premises only in certain circumstances. Examples might include:

• if there is a medical reason to do so;
• a request from parents of the Student; or
• the placement in the particular Home stay Premises is not compatible, in the reasonable opinion of the Student or homestay family.

f) If the School has signed a CAAW Letter for responsibility of the student, the School will monitor arrangements and seek feedback from students/parents/guardians. This is to ensure they were happy and that their home stay host provided care and service which meets the expectations of their family and the School.

g) Legislation requires that students notify Sacred Heart College of their address, phone and email prior to commencement and within 7 days of any changes when enrolled. Any changes to homestay arrangements must be approved by the International
5) **Happy Homestay**

   a) Sacred Heart College has appointed Happy Homestay to provide homestay services on behalf of the School for boarders during exchange weekends and vacations.

   b) The School is satisfied Happy Homestay:

      i) checks suitability of accommodation and support (site visit) and monitors families and general welfare arrangements;

      ii) selects families and ensures families can provide a stable environment for the duration of the student's homestay period;

      iii) has agreements with homestay families for arrangements about providing accommodation services;

      iv) provides orientation program for families new to provision of homestay services.

   c) Fees and charges for these services can be discussed with the International Students Coordinator.

   d) Sacred Heart College accepts responsibility for the welfare of these students, even whilst placed in Happy Homestay arranged homestay as per the CAAW letter signed.

   e) Any concerns regarding homestay should be first addressed to the International Students Coordinator.

      i) Concerns will be immediately investigated by the International Students Coordinator and addressed with improvements / action implemented.

   f) Boarding students requiring vacation home stay must ensure a request is be made in writing by the Parent/s or guardian to the Head of Boarding no later than the start of week seven of the term before the service is required.

6) **Termination, Suspension or Cancellation of Enrolment**

   a) In the case of termination, suspension or cancellation of enrolment, the student must reside in the Sacred Heart College Boarding House, an approved homestay or parent/guardian until the enrolment status of the student is finalised.

      i) When a student enrolment is terminated, suspend or cancelled, Sacred Heart College will notify the parent or approved relative, the Homestay and the Welfare Guardian in writing of this revised enrolment status. Sacred Heart College will maintain on going contact with these parties, including visits to the homestay, to ensure that the conditions of standard 5 of the National Code are being met.
ii) If during this revised enrolment status period, a student elects to reside with their parent or approved relative in Australia, the parent or approved relative must collect the student from the Sacred Heart College campus, provide written details of residential address while living in Australia and agree to meet with a Sacred Heart College staff member in the residence at prescribed intervals until the enrolment status of the student is finalised.

Key Contacts
International Student Coordinator and Homestay Coordinator
Mrs Deborah Hearl
T: 08 8350 2562
M: 0419 829 756
E: deborah.hearl@shcs.sa.edu.au

Director of Boarding
Mr Shane Hennessy
M: 0423 049 749
E: shane.hennessy@shcs.sa.edu.au
REFUND POLICY
International Students

1) Scope
   a) These Refund Guidelines apply to all course monies and includes any course monies paid to an
      education agent to be remitted to the School
   b) Fees for services paid to education agents by students (or parents if the student is under 18) are
      not covered by these Refund Guidelines.
   c) The application fee and acceptance fee are non-refundable

2) Payment of Course Fees and Refunds
   a) Fees are payable according to the invoice attached.
   b) All fees must be paid in Australian dollars.
   c) If the student changes visa status (e.g. becomes a temporary or permanent resident), he will be
      refunded, on written application, the pro-rata amount from the time he changes visa status.
   d) Refunds will be reimbursed in Australian dollars and the payment sent to the applicant’s home
      country unless otherwise requested in writing

3) All cancellation of enrolments and requests for refund must be made in writing to the Principal, Sacred
   Heart College. Cancellations will take effect from the date the letter is received.

4) Where the student produces evidence that the application made by the student for a student visa has been
   rejected by the Department of Immigration and Border Protection (DIBP) the School will refund within 28
   days all fees pre-paid, less an AUS$700 enrolment application fee.

5) Withdrawal after accepting a place at Sacred Heart College
   a) If the student does not provide written notice of withdrawal and does not start the course on the
      agreed starting date, one term’s fees will be deducted from the fees pre-paid.
   b) The School will refund within 28 days of the receipt of written notification of cancellation of enrolment by
      the student (or parent(s)/legal guardian if the student is under 18) any fees pre-paid by or on behalf of
      the student less the amounts to be retained as agreed and detailed below.
      i) If written notice is received up to one term prior to commencement of the course, the School will
         be entitled to retain application, enrolment fee.
      ii) If written notice is received less than one term prior to the commencement of the course one
         term of the course tuition fee will be retained.
      iii) If written notice is received after the commencement date one term’s notice in writing to the
         Principal is required. If a term’s notice is not given, a term’s tuition fees will be charged in lieu
         of notice.
      iv) No amount of pre-paid tuition fees will be refunded if written notice is received more than
          six months after the commencement of the student’s course
   c) No refund of tuition fees will be made where a student’s enrolment is cancelled for any of the following
      reasons:
      i) Failure to maintain satisfactory course progress (visa condition 8202)
      ii) Failure to maintain satisfactory attendance (visa condition 8202)
      iii) Failure to maintain approved welfare and accommodation arrangements
          (visa condition 8532)
      iv) Failure to pay course fees
      v) Any behaviour identified as resulting in enrolment cancellation in Sacred Heart College’s Behaviour
         Policy/Code of Conduct.
6) School Default
   a) In the unlikely event that Sacred Heart College is unable to deliver your course in full, you will be offered a refund of all the tuition fees you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.

7) This agreement and the availability of the complaints and appeals processes does not remove the right of the student to take action under Australia’s consumer protection laws.
CHILD PROTECTION POLICY

INTRODUCTION
This document contains the written child protection policy on ‘keeping children safe’ for Sacred Heart College, Adelaide, South Australia (hereinafter referred to as SHC). It outlines the responsibilities and expected behaviours of the college community which we consider necessary for keeping children safe while in our care. The policy adopts the definition of a child or young person in accord with the United Nations’ Convention on the Rights of the Child (CRC) as anyone who is under the age of 18. However, for the purposes of this policy the term ‘young person’ includes all students, including those who are 18 years or older.

We recognize the necessity of having a child protection policy which reflects the values and principles of the Marist Brothers and we are committed to ensuring that a safe and positive environment is provided in which the children under our care may grow and develop in a safe and caring environment.

This policy meets the requirements and expectations of the Marist Brothers’ Province of Australia and those of Catholic Education South Australia (CESA).

Mandated Notifiers: The Children’s Protection Act 1993 (SA) mandates staff in education and care environments to report allegations or suspicions of child abuse and neglect and requires all organisations providing education, child care or residential services wholly or partly for children to comply with principles of child safe environments. A report of suspected abuse must be made to the Child Abuse Report Line (CARL) on 13 14 78 irrespective of who is implicated: a colleague, friend, senior staff member, volunteer, parent, visitor or other child or young person.¹

Any report of abuse or endangerment is handled with compassion, promptness and integrity, in the interests of justice and reconciliation.

DETAILS OF THE COLLEGE
SHC is a Marist Brothers’ owned school, situated on two campuses (Mitchell Park, Years 6-9 for boys and Somerton Park, Years 10-12 for boys and girls) with a boarding house component for boys and girls situated on the Somerton Park Campus. SHC is a member of the South West Region of schools in the Adelaide Archdiocesan Catholic Education System.

POLICY STATEMENT
SHC is committed to nurturing the wellbeing of all children and young people in its care, respects their dignity, ensures their safety as best it can, and protects them from harm, exploitation and abuse.

All members of staff, paid or unpaid, are required to be familiar with this policy and to adhere to the standards outlined within. The College is committed to ensuring that all possible measures are taken to promote the welfare and safety of our students, to uphold their rights, to protect them from harm, exploitation and abuse, and to include their participation in matters that affect them.

COMMITMENTS AND PRINCIPLES
This Child Protection Policy reflects the Gospel values of freedom, justice and respect for all children and young people. They promote our underlying belief that the rights of all children must be promoted and protected, that all children be treated equally with love and respect and that their dignity as a person is never diminished. Children are among the most vulnerable in any society and can be easy targets of victimization, exploitation and abuse. Their safety and protection will always be our highest priority.

The College takes as its guide the Convention on the Rights of the Child (CRC - United Nations, 1989) which stipulates the rights of all children. This Convention has been ratified by virtually every country in the world and so has world-wide recognition and support. We confirm our commitment to upholding these rights for all children and give special attention to those who are most vulnerable in our care. Article 19 of the CRC highlights the responsibilities of governments and organisations working with children, which says that:

“States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.”

Appendix 1 provides a number of articles from the CRC that highlight the right to safety and protection of all children. We confirm our commitment to upholding these rights and cooperate with the proper legal authorities established by the State for the protection of children and to abide by any acts of parliament relating to their protection and welfare.

Marist Principles
What follows is a set of principles that informs our school’s policy on safeguarding children. They are consistent with the gospel values, our mission and with the professional commitment of staff in our school:

a. As a Marist school, our first responsibility is to create safe environments for children and young people and to protect them from any form of harm or abuse. “Saint Marcellin Champagnat, founder of the Marist Brothers, loved children and was fierce in his protection of them. We can do no less.” (Br Sean Sammon, former Superior General of the Marist Brothers, 2001-2009)

b. Duty of Care: everybody has a responsibility to support the care and protection of children.

c. It is essential that each Marist school has a written policy on the protection of children.

d. The safeguarding of children and the prevention of abuse are highly dependent upon appropriate and thorough education of all members of the school staff.

e. All children have equal rights to protection from abuse and exploitation. Culture or other reasons notwithstanding, intervention must be made on behalf of any child suspected of being abused.

f. The complainant must be listened to attentively and offered a compassionate and just response when making any allegation of abuse. SHC has a responsibility of care both to the person who has been abused and to his/her family.

g. The person accused of abuse is treated with compassion and respect.

h. Honesty and transparency should characterize all responses to child abuse.

i. SHC commits itself to adhere to State Government legislation with regard to reporting allegations of abuse and to cooperate fully and promptly with the appropriate civil and church authorities. In particular, the College will work closely and in partnership with the Catholic Education Office in all matters dealing with child protection and reporting.

SETTING STANDARDS
Community standards and expectations are set in many different facets of life. They describe the basic level of expectation, proper courtesies and performance required by those working in an organization so as to provide a service that enables everyone to carry out their role in a proper and appropriate manner.

This policy sets a number of standards so as to provide a safe environment for our students and to minimize possibilities of child abuse. Our standards are as follows:

1. To have a written policy on child protection so that everyone knows what is expected.

2. For staff (paid and unpaid), parents/guardians and students to be aware of the College’s child protection policy.
3. To take all possible measures to minimize any harm to children.
4. To provide appropriate education and training of staff for keeping children safe.
5. To provide a code of conduct for staff on expected behaviours towards children.
6. To stipulate safeguards needed for keeping children safe.
7. To provide access to advice and support on child protection matters.
8. To respond promptly and appropriately to child abuse allegations and suspicions.
9. To implement, monitor and carry out regular evaluation of the College’s child protection policy.

DEFINITION OF ABUSE
There are four main categories of child abuse, namely, physical abuse, sexual abuse, emotional abuse and neglect.
1. Physical Abuse: This includes any actions that cause physical harm to children. It also involves the failure to act to protect children.
2. Sexual Abuse: This involves forcing or enticing a child or young person to take part in sexual activities.
4. Neglect: Any omission where a child suffers significant harm or impairment development.

(See Appendix 2 for a more detailed explanation of forms of abuse and indicators for recognising or suspecting abuse.)

APPLICATION OF THIS POLICY
This policy applies to all staff of SHC, including volunteers. It is a condition of service that all staff and volunteers abide by this policy as they work together in providing a safe environment at the College.

It is the responsibility of the College Principal to ensure that structures are in place to provide appropriate training for all staff and volunteers.

It is a requirement of both State and Catholic Education Authorities not to engage anyone on staff until they have provided an up to date police clearance check and attended the 7-hour “Reporting on Abuse and Neglect” training course that is offered from time to time by the Catholic Education Office. These requirements must be kept current every 3 years.

There should be regular learning opportunities for staff to develop and maintain the necessary skills and understanding to keeping children safe.

Some Expectations:
- All staff are to have training on child protection and have a good understanding of the College’s child protection policy and procedures.
- All members of staff are provided with opportunities to learn about how to recognize and respond to concerns about child abuse.
- All staff are to be aware of their legal responsibility for mandatory reporting on suspicions of child abuse.
- Our students are provided with advice and support on keeping themselves safe.
- Staff with special responsibilities for keeping our students safe are to have adequate training for this.
- Training is provided to those responsible for dealing with complaints and disciplinary procedures in relation to child abuse and inappropriate behaviour towards children.

CODE OF CONDUCT
Having written standards of behaviour for staff and students defines what is acceptable and not acceptable behaviour at the College. This code of conduct helps to minimize opportunities of abuse and to prevent false allegations being made against staff and students.

Those appointed to oversee the College’s code of conduct are responsible for providing guidance on
appropriate/expected standards of behaviour of staff towards children and of acceptable behaviour of children towards other children.

It is noted here that there are alternative, positive ways of managing the behaviour of children that respect the dignity of the child and do not involve physical punishment or any other form of degrading or humiliating treatment. Corporal punishment at SHC is forbidden. The College adopts a ‘restorative justice’ approach to dealing with breaches of its code of conduct.

The College’s leadership team and other senior staff model and promote a culture that ensures children are listened to and respected as individuals.

The code of conduct for the College staff and Others\(^2\) is detailed in Appendix 3. Closely associate with this, too, is the College’s Personal Responsibility Policy for students.

Harassment, including sexual harassment and bullying, is one form of child abuse and the School has a Harassment policy for the protection of children as well as staff. (Refer to Appendix 4)

Other protective measures
It is the College’s duty of care to ensure that projects such as school outings or excursions and other programs are adequately supervised for the protection of children at all times.

The College shall have a computer use policy both for staff and for students to ensure that students are not put in danger or exposed to abuse and exploitation.

MANAGEMENT OF CHILD PROTECTION AT THE SCHOOL LEVEL
The College will have in place a Professional Standards Committee, the responsibilities of which shall be:
- policy development, oversight and review of child protection in the School;
- organisation of appropriate staff training;
- provision of advice to the Principal regarding specific issues and incidents.

The Principal appoints at least one person on each Campus who are trained as the designated Student Safety Officers. The Student Safety Officers shall:
- be well known to everyone associated with the ministry (staff, children, parents, volunteers) as the contact person for child protection matters;
- help to plan, organise and deliver staff training in child protection;
- provide children and young people with advice and support for their safety;
- raise staff awareness on child protection issues, and disseminates information and advice;
- inform the Principal of any reported incident or suspicion of abuse, and provides advice to the Principal on recommended action;
- monitor the implementation of the College’s Child Protection Policy and takes the lead in its review and evaluation.

However, in cases of reportable incidents, the Principal works in close cooperation with his Principal Consultant provided by the Catholic Education Office as a support person to the Principal as well as with the Regional Director of Marist Schools Australia (MSA).

RECRUITMENT AND APPOINTMENT OF STAFF
It is necessary to have proper recruiting procedures in order to have suitable people working with children and to minimize the possibility of children being abused by those in positions of trust.

All College staff must complete a form declaring any previous court convictions and are required to have other checks made on them in accord with Catholic Education SA recruitment and screening procedures. [Refer to the College’s ‘Application for Employment’ form, Section H]

\(^2\) “Others” include the students, contractors, volunteers, members of the School community or people outside the School community.
Procedures for recruiting personnel require that:

- All vacancies (paid or voluntary) should be openly advertised. If they are for a tenure 12 months or more they must be advertised externally.
- A job description is developed.
- Applicants must complete the College’s APPLICATION FOR EMPLOYMENT form which includes a section for providing the names of 3 referees and a section for declaring any criminal offences. If applicants do not have a current Teacher Registration for South Australia, they must also provide a police clearance check. [See Appendix 5 for following up referee checks]

Other measures

Newly appointed staff will be given a copy of the school’s Child Protection Policy and will be asked to sign a document certifying that they have read it and agree to abide by its contents and that there is no reason why they would be considered unsuitable for working with children/young people.

All staff at the College will be expected to participate in relevant training from time to time. Those working directly with children and young people must have completed the 7-hour Reporting Child Abuse training course available through the Catholic Education Office. This is to be renewed every 3 years, along with a police clearance check.

RESPONDING TO CHILD ABUSE ALLEGATIONS AND SUSPICIONS

Clear procedures help to ensure there is a prompt and effective response to concerns about a child’s safety or welfare. They also help the College to meet any pastoral, legal or procedural requirements.

Procedures

In South Australia, the Children’s Act 1993 (SA) mandates staff in education to report allegations or suspicions of child abuse and neglect, irrespective of who is implicated: a colleague, friend, senior staff member, volunteer, parent, visitor or other child or young person. If anyone suspects that a child or young person has been abused then they are obliged to report it to the Child Abuse Report Line – CARL on 13 14 78. It is a matter of courtesy that the College Principal be informed of any such report connected with the School, preferably prior to making the report. A copy of the report is to be given to the Principal where it is stored in a safe and secure place. [Use the form in Appendix 7 for recording a report]

Appendix 6 provides a step by step schema to follow if there are concerns about a child’s safety or welfare.

In the event of a child or young person disclosing an incident of abuse it is essential that it is dealt with sensitively and professionally by the staff member/volunteer involved. The following are guidelines to support the staff member/volunteer in this:

- React calmly;
- Listen carefully and attentively; take the young person seriously;
- Reassure the young person that they have taken the right action in talking to you;
- Do not promise to keep anything secret;
- Ask questions for clarification only. Do not ask leading questions;
- Check back with the child/young person that what you have heard is correct and understood;
- Do not express any opinions about the alleged abuser;
- Record the conversation as soon as possible, in as much detail as possible. Sign and date the record (c.f. Appendix 7);
- Ensure that the child/young person understands the procedures which will follow;
- Pass the information to the Child Protection Officer of the College or directly to the Principal. Do not attempt to deal with the problem on your own;
- Treat the information confidentially but you cannot say that you will not tell anyone since there may be certain people who will need to know.
Action to be taken when an allegation is made against a staff member
In the case of an allegation being made against a member of staff, the Child Protection Officer will follow the normal reporting procedure and brings the matter to the attention of the Principal. The Principal will ensure the safety of children is paramount and action could include the following (dependent on the form and seriousness of the accusation): suspension of duties of the person accused, re-assignment of duties where the accused will not have contact with children/young people, working under increased supervision during the period of investigation or other measures as deemed appropriate. The Principal will work closely with his Principal Consultant in such matters.

PROCEDURES FOR TRAVEL INVOLVING CHILDREN/YOUNG PEOPLE
Where the school organises transport for children/young people, consent from the parent/guardian (when feasible) is to be arranged, which will indicate an agreed pick-up and drop-off point. Male staff must not transport a single child on their own.

In the case where a child/young person travels with a member of staff to a meeting or an event, the school will be responsible for the welfare of the young person while travelling and while at the event. This includes travel abroad. In these instances, parental consent forms must be completed by parents/guardians and a record must be kept of the emergency contact numbers supplied.

ACTIVITIES INVOLVING OVERNIGHT STAYS AWAY FROM HOME
Where activities involve staying away from home overnight a number of additional safeguards need to be taken into account:

General guidelines

• Adequate and safe transport arrangements will be made;
• Parent/guardian consent will be obtained for each participant, prior to the trip, including information on each participant about the following:
  – Contact details of parent/guardian and another person named by the parent/guardian in the event of the parent/guardian not being available in an emergency
  – All relevant medical information for the participant and consent for medical intervention, if necessary
  – Any special needs which the participant may have, including diet, medical needs, support needs, etc;
• All relevant information including contact details, allergies, medicines, dietary needs etc. for the child or young person will be kept with the leader/staff member on the trip.
• Parents/guardians will be fully informed of the programme or timetable for the event and will receive a copy of the programme;
• Parents will be given full contact details of the centre/hotel/accommodation and also of the staff member in charge of the event;
• There will be an appropriate ratio of adults to young people at the event – this may vary depending on the age and ability of the group involved;
• There will be appropriate gender based supervision for the event;
• All staff and leaders of SHC who work on a residential event with young people, will have received a child safety clearance from the school;
• SHC will have a system in place for recording any accidents or incidents of children or young people while in their care;
• One staff person will be designated as the ‘key contact person’ for the event and parents/guardians and participants will be given contact details of this person. All complaints, concerns, etc should be directed to this person;
• Parents/guardians will also be given the contact details of the College’s Child Protection Officer. Complaints in relation to the safety and welfare of the children/young people should be made to this person.
**Code of behaviour for events**

- All staff/leaders will show respect and understanding for the children/young people involved;
- Inappropriate behaviour/language will not go unchallenged;
- A list of ‘ground rules’ will be drawn up for each event, with the participation of the children/young people and these will be distributed to all participants prior to the event;
- The privacy of the participants will be respected at all times and particularly in dormitories, changing rooms, showers and toilets;
- Participants should be encouraged to report to a staff member any cases of bullying and the staff member in charge must be made aware of this;
- Staff/leaders are to avoid showing favouritism towards any one participant and to ensure that the relationship is constructive and aims to build the independence and autonomy of the participants.
- If an accident or incident should happen, the College’s “Incident” Report Form should be used for recording the incident *(See Appendix 9)*

**MONITORING THE CHILD PROTECTION POLICY**

The College shall monitor the effectiveness of its Child Protection Policy on an annual basis. To do this, the following Child Protection Monitoring Form in Appendix 10 can be used among a sample of the school community. The Child Protection Officer chooses the most appropriate time of the year to conduct the monitoring survey.
CRITICAL INCIDENT POLICY

Intervene (* Student Counsellor)
- Liaise with outside agencies (re defusing, debriefing, counselling)
- Defuse affected staff/students (within 8 hours)
- Identify student/staff needing further support
- Provide initial support/defusing for parents (within 8 hours)
- Arrange debriefing where necessary (after 5 – 7 days)
- Communication of sympathy/concern etc. to affected parents

Provide
- Information/letter to affected parents (* Principal)
- Information to Press/Media (* Principal)
- Supportive information handouts for parents (* Head of Senior School)
- Supportive information handouts for staff (* Head of Senior School) re:
  - Personal response
  - Understanding student responses

Faith Response (* REC)
- Liaise re funeral arrangements
  i. Assistance e.g. music, liturgy
  ii. Students and staff attending
- Memorial Service / Ritual

On-going Recovery needs to be considered including:
- Support for Principal
- Support for affected staff, including office staff
- Support for Intervention Team (Daily debriefing)
- Long-term initiatives (Community and Curriculum)
- Long-term monitoring / counselling of those affected

Review
Meeting to evaluate the School’s response (after approximately 1 week) and recovery (after 3 months) in case of serious critical incidents.

(* Delegated Responsibilities)

Rationale
The effective and efficient management of emergency incidents is critical to the safety and wellbeing of students, staff and school visitors. Such events can impact considerably on the psychological wellbeing of all members of the school community causing adverse effects in areas such as learning, occupational performance and family interactions.

Sacred Heart College is concerned to reduce the traumatic effects of crisis situations both in the short and long term. This is best achieved by a coordinated, systematic response that restores stability and creates a sense of safety and security for members of the community.

Definition
A critical incident may be defined as any event which causes disruption to an organization, creates significant danger or risk where staff, students and parents feel unsafe, vulnerable and under stress. Catholic Education

A crisis situation can derive from sudden, unexpected events (or series of events), or chronic or accumulative (perhaps one or more longer term stressful event/s). Critical incidents may impact on a few students and/or staff or they can significantly affect the whole community.

www.crisis.sa.edu/files/links/crisis_and_emergency_manag.doc
Examples of crisis or critical events include:
- The destruction of all or part of the school.
- The accidental death, serious injury or terminal illness of a student or staff member.
- Major vandalism
- A situation that threatens the safety of staff.
- A group of students lost or injured on excursion.
- A tragedy involving a family in the school community.
- Students and/or staff witnessing death or serious injury.
- Student or staff suicide.
- Extremely damaging media attention.
- A sexual assault.
- A natural or other major disaster in the community.
- Any situation that evokes a strong emotional reaction.

Principles
Sacred Heart College is committed to:
- Responding with precision and sensitivity to critical incidents as they affect members of the school community
- Keeping members of the community informed of events and aware of follow-up procedures
- Being inclusive of all who are affected by a critical incident
- Accessing professional support from agencies who are trained to deal with critical incidents

First Response By a Staff Member – See Appendix A
First Response By a Student – See Appendix B
Completing the necessary documentation – See Appendix C

Procedure for Intervention Following a Critical Incident

Crisis Management
The Senior School Leadership Team shall meet as a matter of urgency to formulate a plan of response to the crisis and act on that plan.
Information Gathering

- Inform Principal
- Confirm incident / collect reliable information
- Contact Emergency Services (see attached list)

Plan

* Principal (or delegate) convenes a meeting of the Senior School Leadership Team and appoints relevant staff to:
  a) Co-ordinate the management plan coordinator
  b) Assign tasks (as below) to appropriate personnel
  c) Appoint press/media liaison person (must be done through Principal's office)
  d) Appoint coordinator of counselling / support
  e) Appoint contact person for parents (where necessary)

Inform/Consult

a) Staff: Briefing and Management Plan (* Head of Senior School)
b) Students who need to know – assembly or specified group meeting (*Head of Senior School)
c) Parents who need to know – phone – letter (* Principal)
d) Catholic Education Office (* Principal)
e) Provincial and Trustees of the Marist Order (* Principal)
f) Chairman of College Council (* Principal)
g) Principals' of SHCMS and Marymount College (* Principal)
h) Legal Representation (* Principal)

Allocate Resources

a) Control use of phones – allocate specific lines for incoming and outgoing calls (* Business Manager)
b) Arrange for school security as required (* Business Manager)
c) Designate (*Head of Senior School)
   - Assembly point for parents
   - Media Room
   - Recovery room for staff and/or students

Emergency Evacuation / Lock In Procedures

Staff and students at Sacred Heart College will regularly undertake Emergency Evacuation and Lock In procedures to protect the school community against the unforeseen consequence of critical incidents.

Important Emergency Numbers

- Human Resources Coordinator (CEO) 8301 6600
- Crisis Management (CEO) 8301 6600
- Fire, Police, Ambulance 000
- Catholic Education Office (via Principal's consultant) 8301 6660
- Centacare Catholic Family Services 8210 8200
- Crisis Care 131 611
- Lifeline 131 114
- Legal Aid 8205 0111
- Legal Aid – Telephone Advice 8205 0155
<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Poisons Information Centre</td>
<td>131 126</td>
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<tr>
<td>Rape &amp; Assault Services</td>
<td>1800 817 421 / 8226 8777</td>
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<tr>
<td>SAFEWORK SA</td>
<td>1300 365 255</td>
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<tr>
<td>Victims of Crime</td>
<td>1800 182 368</td>
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<tr>
<td>Youth Call</td>
<td>8277 4400</td>
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