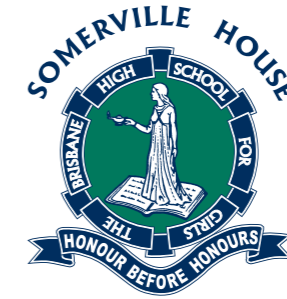




INFORMATION BOOKLET FOR OVERSEAS VISA STUDENTS AND THEIR PARENTS

*A school of the Presbyterian and Methodist Schools Association.
The PMSA is a mission of the Presbyterian and Uniting Churches.*

CRICOS Provider Code: 00522G



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1. SOMERVILLE HOUSE – AN OVERVIEW

Somerville House (the School) is a non-government School for girls from Prep to Year 12 and co-educational for Pre-Prep. The School is owned by the Presbyterian and Methodist Schools' Association (PMSA). Somerville House was founded in 1899 and has a long history of outstanding achievement in girls' education and a fine reputation locally, nationally and internationally for excellence in the academic, sporting, cultural and community service areas.

As the School is a Church school, its philosophy is based on Christian values and ideals and it aims to foster in young women, a sense of integrity, a respect for others and an increasing sense of individual responsibility both to the School community and to society as a whole. Spiritual development and living life following the example of Christ are important goals of the School.

The approach adopted at Somerville House acknowledges the Christian belief that all people are made in the image of God. As a result, traditional Christian values such as respectfulness, honesty, and integrity are taught and encouraged within the School community. Qualities such as fidelity, compassion, and altruism are taught also, as important elements when making moral choices.

The School endeavours to provide a well-balanced education that is academically challenging, varied physically and recreationally, socially stimulating, and rich spiritually. We seek to develop interpersonal skills through constructive interactions in everyday situations. An active, harmonious lifestyle is considered highly desirable for all students.

Somerville House seeks to cultivate and extend student abilities within a disciplined environment, but one in which imagination and creativity are valued and happiness and laughter are fostered. Each learner should be recognised as an individual, and encouraged to produce their best in all circumstances. In this context,

pursuing excellence is acknowledged as a primary goal for all.

It acknowledges that parents hold the primary responsibility for a child's education, with the School playing an active, supportive role. Ideally, the outcome will be a compatible and collaborative venture between home and School through which each student is nurtured towards the fulfilment of their God-given potential.

The School has a current enrolment of 1418 students from Pre-Prep to Year 12 with 110 boarding students from Years 6 to 12.

The School provides a comprehensive offering of academic subjects, a broad, varied range of co-curricular offerings in sport, music, cultural pursuits and community service activities. It is renowned for its outstanding achievement in all areas.

It also provides a strong system of pastoral care and structured programs to support social, personal and interpersonal skill development.

LOCATION AND ENVIRONMENT

Somerville House is located at South Brisbane, close to the CBD and the South Bank precinct, which provides the students with access to additional world-class facilities including the Conservatorium of Music, Queensland Performing Arts Complex, the Gallery of Modern Art, the Queensland Museum, Queensland's State Reference Library, Queensland University of Technology and Griffith University's College of Art. It is easily accessible by train, bus and ferry.

The School is a vibrant, happy place where students are challenged and supported to be the best they can be and encouraged to meet their individual goals honourably. There is a strong sense of community, care and belonging.

The School offers a comprehensive, balanced educational environment and recognises the importance of academic excellence as well as psychological, physical and spiritual well-being.

The School is divided into three Sub-Schools which enables all students to be known and their individual talents and passions to be nurtured. It allows the School to cater for their different developmental, learning, social and emotional needs as they journey from dependent learners in the Junior School through adolescent seekers of self and the world in the Middle School to independent, mature young women in the Senior School.

FACILITIES, STAFFING AND RESOURCES

The School has recently built an Early Learning Centre for the Pre-Prep and is currently building new facilities for boarders. The School engages regularly in Strategic Planning, including the development and implementation of a Master Plan for new facilities and the appropriate maintenance and upgrading of current facilities. The School boasts excellent facilities including:

- Performing Arts Centre
- Two Libraries
- On campus Student Health Centre
- Boarding facilities
- Heritage listed and contemporary architecture designed to enhance pedagogical outcomes
- Sports and Aquatic Centre, including Gymnasium
- Off site rowing facility

The School ensures that it has more than sufficient staff, facilities and resources to meet the needs of its students which includes Overseas Visa Students.

The School has a very strong Learning Enhancement Department which includes staff to support all students with English as a Second Language, including Australian residents, who require ESL support. Sixteen percent of students at the School have a language background other than English. It also provides support for students with special needs, disabilities, and specialised health care needs.

LAPTOP PROGRAM AND TECHNOLOGY RESOURCES

To compete successfully in a global marketplace, schools face the challenge of preparing young citizens with the skills and attitudes required for success in an Information Age. The technology program at Somerville House endeavours to achieve this by:

- Promoting engagement through student-centred learning
- Active participation by students in their construction of knowledge
- Accessing information anywhere, anytime where parents, teachers and students are part of an interconnected learning community; and
- Providing opportunities for higher order thinking through an emphasis on comprehension, analysis and interpretation of information.

Students at Somerville House have been using school provided laptop computers that they take home since 2001. Today all students in Years 6 to 12 are supplied with a school maintained laptop.

The cost of providing and maintaining these laptops is included in the School fees, that is, there is no additional cost or levy to parents for students to be provided with a School laptop. Students in younger years have regular access to school computers.

Teaching and learning in "1:1" contexts, where every student has a computer are very different from contexts that occurred in the past.

2. ESOS FRAMEWORK

EDUCATION SERVICES FOR OVERSEAS STUDENTS ACT AND THE NATIONAL CODE

Somerville House is bound by the provisions of the *Education Services for Overseas Students (ESOS) Act 2000* and the *National Code, 2007*.

The Educational Services for Overseas Students Act (ESOS) 2000 is the primary Australian Government legislation governing international student education in Australia. The Department of Education administers the ESOS Act and provider compliance with the Act.

The National Code of Practice for Providers of Education and Training to Overseas Students 2007 (The National Code) provides nationally consistent standards for the conduct of registered

providers and the registration of their courses. These standards set out specifications and procedures to ensure that providers of education and training courses can clearly understand and comply with their obligations under *The National Code*.

For general information on how to study in Australia, go to the Australian Government Department of Immigration and Border Protection (DIBP) website www.immi.gov.au under "Study in Australia".

THE ESOS FRAMEWORK

The ESOS Framework – ensures the provision of quality education for and the protection of the rights of overseas students. The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding experience. Australia's laws promote

quality education and consumer protection for overseas students. These laws are known as the ESOS framework and include the *Education Services for Overseas (ESOS) Act 2000* and *The National Code*.

Under *The National Code 2007* the School is required to provide students with a description of the ESOS framework prior to enrolment. The Framework is provided at the following website. <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

3. ACCREDITATION

Somerville House is registered in the State of Queensland as a provider in accordance with the conditions of Section 9 of the *Queensland Education (Overseas Students) Act 1996* and is a Commonwealth Registered Institute for Overseas Students.

The Legal Entity Name registered is: The Presbyterian and Methodist Schools' Association trading as Somerville House and the Provider Number is 00522G.

In order to be registered on CRICOS, the School is required to:

- a) have the principal purpose of providing education; and

- b) clearly demonstrate capacity to provide education of a satisfactory standard.

Evidence of the School's ability to meet these requirements is provided in:

- a) the School's Annual Report to Commonwealth and State governments, available on the School website: www.somerville.qld.edu.au; and
- b) accreditation documentation from the Non-State Schools Accreditation Board confirming that the School meets and continues to meet the Queensland accreditation requirements for non-state schools.

The School offers the following CRICOS registered courses to Overseas Visa Students:

- Years 1 to 6 (Primary) Girls only – 082483G
- Years 7 to 10 (Junior Secondary) Girls only – 082484G
- Years 11 to 12 (Secondary Senior) Girls only – 010337C

The School is registered to enrol a maximum of 100 Full Fee Paying Visa Subclass 500 students.

The School is registered until 29/06/2020.

4. KEY PERSONNEL

The Principal Chief Executive Officer (PEO) is the Principal of the School, Mrs Kim Kiepe.

Admissions Manager, Mrs Vanessa Saxby deals with all matters relating to the enrolment of students and PRISMS data entry. Email: enrolments@somerville.qld.edu.au

The Dean of Students, has responsibility for all academic, pastoral and other student support matters. She liaises with the Heads of School, Heads of Year (for pastoral matters) and the Dean of Teaching and Learning and Heads of Department (for academic matters).

The Head of Boarding, is responsible for welfare and wellbeing of boarding students.

5. ACADEMIC COURSES

The courses offered to students are comprehensive with a wide range of subjects in English, Mathematics, Science, Commerce, Social Science, Health and Physical Education, Music, Art, Drama, Languages, Information Communication Technology and Christian Education.

All subjects have identified educational outcomes as specified in the relevant curriculum and work program documents.

a) Junior School (Years 1 to 6)

Courses align with the key learning areas as set down by the Australian Curriculum, Assessment and Reporting Authority (ACARA) and the Queensland Studies Authority (QSA).

In addition, students in Years 2 to 6 learn Chess, in Year 3, a stringed instrument and Year 5 a band instrument. Specialist teachers teach Art, Music, Information Literacy, Christian Education, Languages and Health and Physical Education across all years.

b) Middle School (Years 7 to 9)

The Middle School provides a set course of study taken by all students with some choice in Languages, Visual and Performing Arts. The course is based on Australian Curriculum and QSA syllabi requirements.

c) Senior School (Years 10 to 12)

Curriculum Handbooks outline content to be covered, the specific outcomes to be achieved and the assessment requirements for each. These will be made available to students prior to entry and the Head of the Senior School or her nominee will arrange assistance with subject selection at the interview prior to entry to the School. These can be accessed on the School website.

The Heads of Year, Heads of Department, Dean of Teaching and Learning, Careers Counsellor and Learning Enhancement staff are available for consultation and to assess a student's individual needs and match those needs with appropriate courses.

All students exit with a *Queensland Certificate of Education*. For information about the *Queensland Certificate of Education* go to www.qsa.qld.edu.au/589.html. Eligible students are also awarded an Overall Position (OP) ranking which together with the Certificate are used for entry to Australian universities.

The majority of Somerville House students progress to tertiary institutions after Year 12. (Refer to Section 9.)

Year 10 is a "foundation year" to assist students in determining where their strengths lie, possible career pathways and to prepare them for their senior course requirements.

Somerville House senior courses consist of courses which ensure students will be eligible for an OP ranking.

There is also an alternate pathways course, *Somerlinks*, which provides students with opportunities to mix and match their subjects, taking some matriculation subjects whilst accessing TAFE vocational Certificate Courses or School-based traineeships which may take them into employment or may still allow them to articulate into university depending on results.

Information is available on the website and in the Prospectus. Students will be provided with course information at interview and curriculum handbooks when enrolment is confirmed. Support will be provided when making subject choices to ensure subjects chosen match the student's abilities, interests and possible future directions.

ACADEMIC STANDARDS

Overseas Visa Students are required to maintain satisfactory course progress in accordance with Condition 8202 of the granting of their visa. Students must meet the following standards as outlined in the *Monitoring Course Progress and Attendance Policies*:

a) Junior/Middle Schools

The minimum requirements in course coverage and at least five (5) Sound Achievements or "C" standards in the Keay Learning Areas (KLAs); and

b) Senior School

Sound Achievement in five (5) out of their six (6) subjects.

Students who appear to be "at risk" of not meeting the required standards are counselled, support intervention strategies are put in place to help the student and the students are then monitored regularly every term by the Learning Enhancement Committee. Parents are notified when this happens.

6. POLICY ON ENTRY REQUIREMENTS

6.1 Recruitment of students is conducted at all times in an ethical and responsible manner and in accordance with the requirements of the National Code.

6.2 The School will consider an application for enrolment from an overseas student who wishes to apply for a Student Visa subject to compliance with legislative, regulatory, PMSA and School requirements and provided that she:

- Is sufficiently proficient in English to cope with the School's academic program in mainstream classes and meets the School's required IELTS or NLLIA band scale:
 - o Level 4+ up to Year 5
 - o Level 5 for Year 6
 - o Level 5 for Years 7 to 8 and Level 6 for Year 9 in the Middle School and Level 6+ for Year 10; and
 - o Level 7 for Years 11/12 in Senior School
- Resides in the Boarding House; or
- Resides in Brisbane with her parents or a mature (over twenty-five (25) years) family relative who is the legal guardian appointed by her parents and approved by the School; and
- Provides the necessary additional information to the School that is requested, including but not limited to:
 - o a copy of the applicant's birth certificate
 - o a copy of her current passport
 - o a copy of a current Visa (once it is granted)
 - o a copy of an English Language Test Certificate from an AEAS agency
 - o true copies of School reports for the previous two (2) years including a copy of her latest report

- o a reference from the student's current Principal, if student record cards do not record student behaviour and commitment to study; and
- o a copy of Health Care Cover for the duration of the time she will be in Australia.

Where the above documents are not in English, certified English translations are required, with necessary costs to be met by the applicant.

6.3 Assessment procedures include an evaluation of reports from previous schools in the home country and the standard of English language proficiency. If report cards are not available or are inconclusive for any reason, the School may require relevant testing of the applicant to assess the application.

6.4 Academic requirements are:

a) Junior School

- Evidence of application to school work; and
- Age appropriate achievement in literacy and numeracy areas of the curriculum.

b) Middle and Senior Schools require a pass level or "C" grade or better for the majority of core subjects.

6.5 All applicants (both Australian residents and Overseas Visa students) for enrolment with English as a Second Language are required to demonstrate and meet the required proficiency levels before an offer is made. They are retested on entry to the School to determine the level of support required.

Students should note that if their language proficiency level is not to the required level, they may be required to participate in an ELICOS or other ESL course before beginning mainstream studies. The School will

try to assist in finding a placement at Somerville House's sister school – Clayfield College. Once the student has reached the required level if she still wishes to attend Somerville House and there is a place available, and all other entry conditions are met, then the School will enrol her.

Every effort is made when assessing student suitability to ensure that Overseas Students will achieve successful outcomes in the courses they choose and meet the Visa conditions related to satisfactory progress.

6.6 A further requirement, is that all students, including Australian residents, who are not "water-safe" must participate in a learn to swim class before entering.

6.7 An application for enrolment can only be processed when all of the above are in the hands of the Admissions Office.

6.8 Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.

6.9 Parents and students are required to abide by the conditions set out in the two (2) contractual agreements which are provided for signature when a conditional offer of a place is made – the *Agreement with the School and the Overseas Visa Student Written Agreement*.

These include but are not limited to:

- a) abiding by the School rules, regulations and any conditions relating to maintaining enrolment set by the School; and
- b) abiding by the conditions relating to the granting of a visa. (Refer Section 8 on page 8 and to the policies relevant to these conditions which are included in this booklet).

7. COURSE CREDIT

The School will assess all applications for entry into the School. Course credit may only be offered as outlined below:

7.1 For students transferring from interstate up to Year 10, the School does not offer course credit and entry into any course is subject to the assessment of the School.

7.2 For students transferring from interstate in Year 11 and the beginning of Year 12, the student may receive course credit for units completed, based on evidence provided of studies undertaken under the relevant state or territory curriculum assessment authority. This assessment is open to the rules of the Queensland Studies Authority and an application to this body needs to be made.

8. FURTHER CONDITIONS OF ENROLMENT – SCHOOL POLICIES

All school Policies, including the Refund Policy, should be fully understood by the student and family prior to signing the two (2) contractual documents – the *Overseas Visa Student Written Agreement and the Agreement with the School*.

8.1 School Code of Behaviour

All students are expected to know and abide by the School's Code of Behaviour for students and the School rules and regulations. The Code of Behaviour is given below:

- a) The Code of Behaviour at Somerville House is based on a Christian framework of values which informs all aspects of the School's endeavour. In accordance with a Christian framework of values, students are expected to demonstrate:
 - Respect for themselves
 - Integrity
 - Concern for the well-being of others; and
 - Respect for the reputation of the School.

b) Students' behaviour at school and at all times when wearing the School uniform or representing the School, must reflect these.

c) While the School encourages students' freedom of speech, students must be mindful of the way they publish their thoughts to ensure they are not offensive or hurtful to members of the School community.

d) Student-published communication, in print or in any electronic form, must reflect the Christian values listed.

e) The School seeks to work in partnership with each student's family in developing a Christian basis for social behaviour, and expects families to support the Code of Behaviour. It is the responsibility of each student to behave in accordance with that Code.

8.2 Behaviour management is based on expectations, rights, responsibilities and consequences for behaviour which breaches these. Staff take a positive and proactive approach to behaviour management and an approach to discipline based on the principles of restorative justice.

8.3 Term attendance requirements

- a) Students must attend all lessons, classes, tests and examinations during a course as well as submitting all assignments that are applicable to their chosen subjects.
- b) Students may not leave the School before the end of term or semester and must not make travel arrangements to fly home until the School term is completed. Students must return from holidays in time to start each new term on the first day.

8.4 Conditions related to the granting of visa – maintenance of enrolment

All students must comply with the requirements of the Department of Immigration and Border Protection (DIBP) governing international student entry to Australia.

a) Student Health Insurance

All students must obtain health insurance for the duration of their course(s) in Australia. This must be obtained before the student can be accepted into the School.

For information on Overseas Student Health Cover and how to obtain it go to: www.studyinaustralia.gov.au/global/live-in-australia/insurance

b) Course Progress and Attendance

i) Students must maintain satisfactory progress throughout the duration of the course and meet the competency requirements as set by the School which are as follows:

- In the Junior and Middle Schools, a student must achieve the minimum requirements in course coverage and at least five (5) Sound Achievements or “C” standards in the Key Learning Areas; and
- In the Senior School, a student must achieve a Sound Achievement in 5 out of her 6 subjects.

ii) Students must attend 80% of scheduled course hours. In both cases, where a student is deemed by the School to be “at risk” of not meeting these requirements, the School will put in place intervention strategies, to assist and support her in achieving them and notify her parents/legal guardian that this is the case.

Refer to the *Monitoring Course Progress and Attendance Policy* – on the School website: www.somerville.qld.edu.au/enrolments#overseas-visa-students

c) Duty of Care for students over the Holidays – boarders have been issued with a Welfare Letter (CAAW) stating that they must go home at vacation time. Refer to 8.3 (b) on page 7.

i) Parents must notify the Head of Boarding of arrangements made regarding travel.

ii) A student may stay with a friend’s family or relatives if:

- The parents/legal guardians approve; and
- Have provided a written request to the Principal at least two (2) weeks prior to the beginning of the vacation; and
- The Principal or his/her nominee approves this arrangement.

In the event the Principal does not approve this arrangement, then the student must go home.

d) Change of address and current contact details

i) Where a student is not residing in the School Boarding House, she/her parents/ legal guardian must inform the School within seven (7) days of arrival in Australia of her current residential address and within seven (7) days of any changes of residential address.

ii) Students may not change their welfare and accommodation arrangements without having both their parents and the School’s permission.

iii) The School is required by law to remind students/ parents/ legal guardian to update their current address and or other contact details, including email and telephone contacts, at least every six (6) months.

The School’s preferred method of contact is by email.

e) Refund Policy

The School is required to collect fees in accordance with ESOS requirements. This includes:

i) having a written agreement with a student/ parents/legal guardian or intending student/ parents/legal guardian that sets out the length of each study period and tuition fees for each study period for a student’s course

ii) not receiving more than 50% of the student’s total tuition fees for a course before the student has begun the course, and

iii) once the student begins a course, not requiring any of the remaining tuition fees for the course to be paid more than two (2) weeks before the beginning of the student’s second study period for the course.

A “study period” at Somerville House is a semester.

Please refer to the *Refund Policy* – on the School website: www.somerville.qld.edu.au/enrolments#overseas-visa-students

f) Deferment, Suspension and Cancellation

i) The School is required to have documented procedures relating to deferment, suspension or cancellation of a student enrolment in a course of study.

ii) The School can only defer or temporarily suspend the enrolment of a student on the grounds of:

- Compassionate or compelling circumstances; or
- Misbehaviour by the student.

iii) The School may cancel the enrolment of a student under certain conditions such as:

- Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) or meet other conditions related to the granting of a visa
- Failure to notify the School, either a time of enrolment or at time of diagnosis of a medical or psychological condition which requires a high degree of specialised support or care; or
- Any serious breach of the School’s rules and regulations and/or Code of Conduct which under normal circumstances would result in the termination of enrolment of non-visa students.

iv) In certain circumstances, the student can appeal a School’s decision to suspend or cancel her enrolment.

Please refer to the *Deferment, Suspension and Cancellation Policy* – on the School website: www.somerville.qld.edu.au/enrolments#overseas-visa-students

g) Transfer between providers

i) Students may not transfer from their principal course of study within the first six (6) months. Exceptions to this restriction are:

- If the student’s course or school becomes unregistered

- The School has a government sanction imposed on its registration
- A government sponsor (if applicable) considers a transfer to be in the student’s best interests; and
- If the student is granted a Letter of Release.

ii) Students can apply to the Principal for a Letter of Release at no cost, however if the student has not completed the first six (6) months of her course conditions apply.

iii) The student must also have:

- Her parents/legal guardian provide a written request to the Principal stating that they are in agreement with and give permission for her to apply for transfer
- Written confirmation from the proposed new provider that they will accept responsibility for the student’s accommodation, support and general welfare arrangements; and
- Evidence that the student will always be in DIBP approved welfare and accommodation arrangements.

iv) In Queensland there are additional requirements on the School when providing a Letter of Release which pertain to:

- The student’s commitment to studies
- Her attendance record; and
- Payment of fees for the course.

Refer to the *Transfer between Registered Providers Policy* – on the School website: www.somerville.qld.edu.au/enrolments#overseas-visa-students

h) Complaints and Appeals

In the event of dispute or grievance about decisions made affecting a student, she should first try to resolve the matter through the School’s internal complaint resolution process.

i) If that does not resolve the matter, under the ESOS legislation, the student or her family may access an external, independent complaints and appeals process. The Overseas Visa Students Ombudsman investigates complaints about problems the students have with private education and training institutions in Australia. You can access more information at their website: www.oso.gov.au

ii) Overseas students/parents/ legal guardians have the right to take action under Australia’s consumer protection laws under the case of financial disputes.

iii) Nothing in the School’s Overseas Visa Students Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.

Refer to the *Complaints and Appeals Policy* – on the School website:

www.somerville.qld.edu.au/enrolments#overseas-visa-students

9. TERTIARY (UNIVERSITY) ENTRANCE

Check the website:

www.qcaa.qld.edu.au/senior/tertiary-entrance

9.1 Queensland Certificate of Education (QCE) and Senior Certification

QCE Overview

- a) The QCE is a qualification, usually awarded to eligible students, at the completion of Year 12. Queensland students must be registered with the QSA in the year before their compulsory phase begins. This generally occurs in Year 10.
- b) The QCE offers flexibility in what is learnt, where it is learnt and when it is learnt. There is a wide range of learning options including academic and vocational choices. To be awarded a QCE, students must have at least 20 credits in the required pattern and fulfil literacy and numeracy requirements.
- c) A Senior Education and Training Plan (SET Plan) is used to assist students as they plan their senior studies and ambitions beyond school. Incorporating interests and abilities the SET Plan is finalised while the student completes Year 10. It is a document that is supported by the student, her parents/legal guardian and the School.

Monitoring Progress – Learning Accounts

- a) When a student is registered the QSA opens a “learning account” for them. This account details the Student’s learning and results of any completed courses of study. Students are able to access their account through the Career Information Services portal on the QSA website.

Awarding a QCE

- a) Most students are awarded a QCE at the end of Year 12. Students who do not meet the QCE requirements at the end of Year 12 can continue to work towards their certificate. Their learning account remains open, regardless of their age (however, credits expire after 9 years). The QSA will award a QCE in the following July or December, once a person becomes eligible.
- b) All students who finish Year 12 receive a transcript of their learning account in the form of a Senior Statement, which is issued in December.
- c) After finishing Year 12, students who become eligible for the award of a QCE will receive a Statement of Results. A Statement of Results is a cumulative transcript of their learning account. These will be issued every July and December.

Tertiary entrance and the QCE

- a) The requirements for a QCE are different from those for tertiary entrance. Students should check the Queensland Tertiary Admissions (QTAC) Website for accurate tertiary entrance information.
- b) All Senior School students are counselled and supported throughout their three (3) year course in order to assist them in making subject choices which match with their talents, ability and interests and to optimise their opportunities for life after school.

10. OTHER INFORMATION

- a) Families will receive a Family and, if the student is going to board, a Boarders’ Handbook, before school commences and a Student Diary, Tutor Books and other information when they arrive. These outline in detail the **IMPORTANT THINGS FOR THEM TO KNOW** relating to uniform, expectations about behaviour, daily school routines, co-curricular activities and processes for getting involved plus lots more.
- b) There will also be Orientation sessions to help students settle in, meet their class and boarding peers and generally help them to feel part of the School family.
- c) Information about uniforms is provided with the Prospectus. The Head of Boarding and/or the Dean of Students will be in contact prior to the student’s entry to the School to make arrangements for the purchase of uniforms.

11. PRIVACY STATEMENT

The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act 2001. It is important that all parents, students and staff are familiar with the guidelines

for complying with those principles. Further information can be found by following the link below: www.somerville.qld.edu.au/about-us#school-governance-policies

Further information on your rights can be found on the Office of the Australian Information Commissioner’s website: www.oaic.gov.au

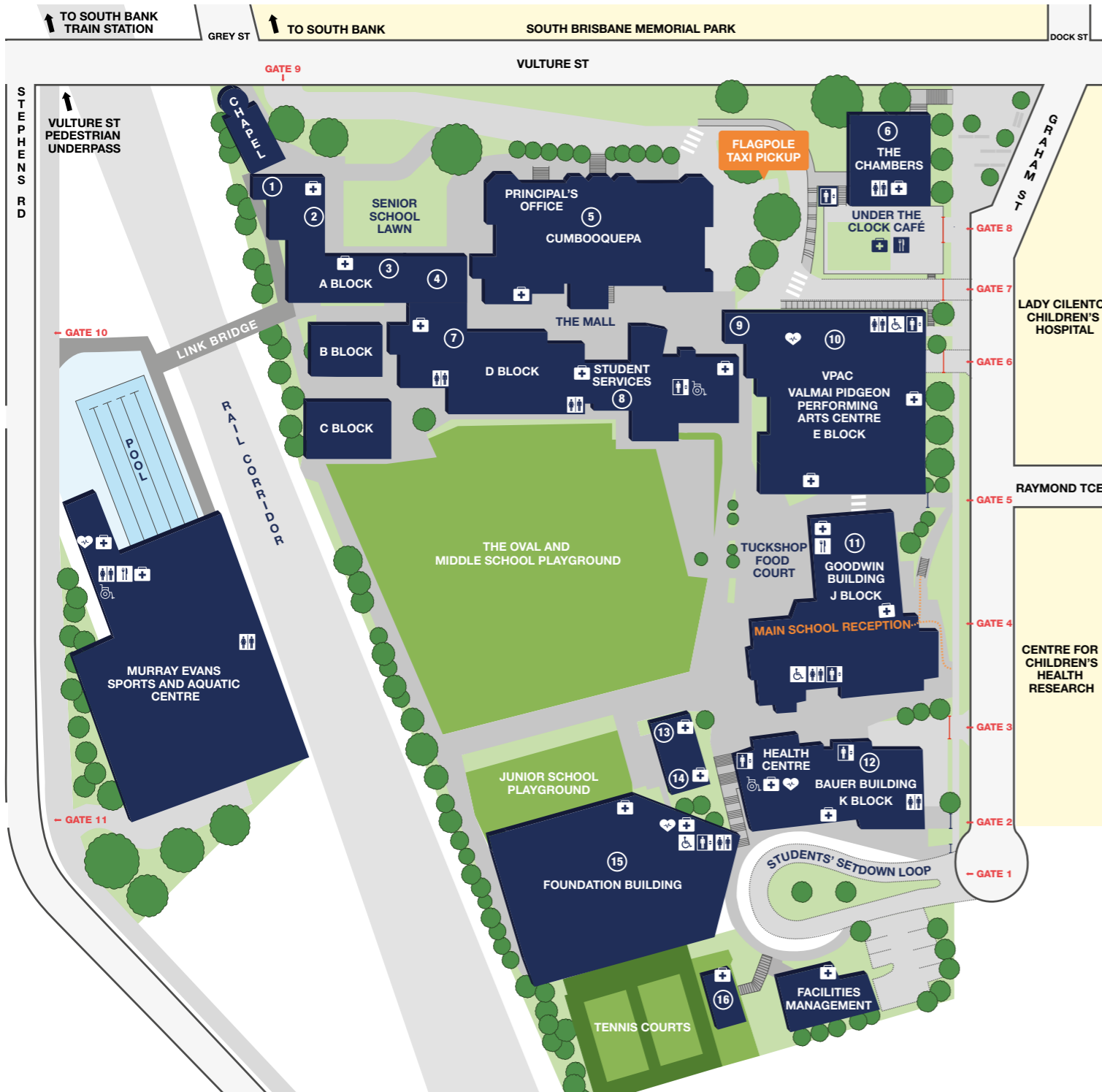
12. POLICIES RELATING TO OVERSEAS VISA STUDENTS

Further information regarding our School policies can be found on the School website: www.somerville.qld.edu.au/enrolments#overseas-visa-students

- a) Overseas Visa Students Policy
- b) Entry Requirements Policy
- c) Monitoring Course Progress and Attendance Policy
- d) Deferment, Suspension and Cancellation Policy
- e) Transfer between Registered Providers Policy
- f) Complaints and Appeals Policy
- g) Refund Policy
- h) Schools Internal Complaints Resolution (for Students and Parents) Policy



SOMERVILLE HOUSE CAMPUS MAP



- ① Chaplain's Office
- ② Senior School and Curriculum Office
- ③ Attendance / Lost Property
- ④ Archives
- ⑤ Cumbooquepa
Principals Office, Fewings, Study, Cumbooquepa Room and Darnell Common Room
- ⑥ The Chambers
Under The Clock Café (B)
Communication and Admissions, Accounts, Finance, Payroll (G)
The Chamber Room, Small Chamber Meeting Room and HR (L1)
- ⑦ Seymour Library (L5)
- ⑧ Student Services (L5)
- ⑨ IT Services (L4)
- ⑩ VPAC – E Block
Middle School Reception (L3)
Band and String Practice Rooms (L3)
Jarrett School of Music (L4)
Harker Auditorium, Theatre 2 and Davenport Theatre (L5)
- ⑪ Goodwin Building – J Block
Somerville Tuckshop (L2)
Junior School (L3 – L5)
Boarding House (L6 – L7)
- ⑫ Bauer Building – K Block
Health Centre (L3)
Cotton Junior School Library (L4)
Junior School (L5 – L6)
Boarding Kitchen / Dining Hall (L7)
Boarding House (L8 – L10)
- ⑬ OSHC (Outside School Hours Care) (G)
- ⑭ Somerwear Uniform Shop (L1)
- ⑮ Foundation Building
Early Learning Centre (L6)
Honour Room (L7)
Tennis Facility (L8)
- ⑯ Tennis Pavilion



13/06/2018



SOMERVILLE HOUSE
HONOUR BEFORE HONOURS

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