

International Students' Program Handbook

 CRICOS 02485B



StudyADELAIDE
SOUTH AUSTRALIA



BLACKFRIARS



Welcome to Blackfriars

Thank-you for considering Blackfriars Priory School for your son.

At Blackfriars we have been welcoming international students from all over the world for more than 15 years. In that time students from overseas have shared a rich and diverse cultural experience with the boys of Blackfriars and have contributed much to our school community.

Our international students have achieved outstanding academic results and have progressed to a wide range of university degrees or other tertiary study.

Blackfriars has modern facilities, a strong academic curriculum and a lively program of sport, music, drama and art. Our class sizes are small, and our teachers are friendly, professional and highly qualified. Our SACE and Pathways Coordinator provides detailed advice about career programs and our teachers and support staff provide timely, personal and effective wellbeing support for all international students.

Our school curriculum is based on the Australian Curriculum and the South Australian Certificate of Education (SACE). South Australian qualifications are accepted worldwide. At senior secondary level, boys choose their subjects to suit a range of career pathways.

Teachers of English as an Additional Language give extra help to international students.

Blackfriars celebrates significant festivals and cultural events with our international students as well as introducing overseas boys to celebrations and rituals of Australian society. We encourage international students to fully participate in the life of our school and gain the greatest benefit from studying in Australia.

I trust that you will enjoy your time at Blackfriars Priory School and take advantage of all that we offer.

Simon Cobiac
Principal





Contents

1. Before You Start

- 1.1 Checklist before arriving at Blackfriars
- 1.2 Step by step enrolment process
- 1.3 English language proficiency
- 1.4 English language bridging course
- 1.5 Overseas Student Health Cover (OSHC)

2. Studying in Australia

- 2.1 Arranging Visas
- 2.2 Visa conditions
- 2.3 Department of Home Affairs (DHA)
- 2.4 Department of Foreign Affairs and Trade (DFAT)
- 2.5 Migration agents
- 2.6 Education agents
- 2.7 Arranging travel
- 2.8 Documents
- 2.9 What to bring
- 2.10 On your flight

3. Entry into Australia

- 3.1 Australian immigration
- 3.2 Baggage claim
- 3.3 Detector dogs
- 3.4 Customs and quarantine
- 3.5 Arrivals hall
- 3.6 Upon arrival in Australia

4. Introduction to Australia

- 4.1 Why Adelaide?
- 4.2 Climate
- 4.3 Seasonal considerations
- 4.4 Clothing
- 4.5 Affordable
- 4.6 Electricity
- 4.7 Computer and Internet access
- 4.8 Bringing your computer, mobile and laptop
- 4.9 Insurance
- 4.10 Keeping in contact
- 4.11 Accessing money
- 4.12 How much to bring
- 4.13 Currency exchange
- 4.14 Electronic transfer
- 4.15 ATMs
- 4.16 Safety when carrying money
- 4.17 Credit cards

5. Lifestyle, Social and Cultural

- 5.1 Timezone
- 5.2 Lifestyle
- 5.3 Adjusting to life in Australia
- 5.4 Australian culture
- 5.5 Greeting people
- 5.6 Clothing customs
- 5.7 Polite behaviour
- 5.8 Sun safety and protection
- 5.9 Making phone calls within Australia
- 5.10 Calling Australia from overseas
- 5.11 Shopping
- 5.12 Purchasing an item
- 5.13 Tipping
- 5.14 Calling emergency services - Dial 000
- 5.15 Police
- 5.16 Fire
- 5.17 Ambulance
- 5.18 Emergency translation
- 5.19 Lifeline

6. Student Health

- 6.1 How do I get OSHC?
- 6.2 What am I covered for?
- 6.3 How do I use my OSHC card?
- 6.4 Attending an Australian Hospital
- 6.5 General practitioners
- 6.6 What do I do if I am sick?
- 6.7 Interpreter services
- 6.8 General health
- 6.9 Mental health
- 6.10 Physical health

7. Personal Safety

- 7.1 If you are going out at night...
- 7.2 Anytime you are out...
- 7.3 Sexual assault

8. Useful Information

- 8.1 Alcohol
- 8.2 Smoking
- 8.3 Drugs
- 8.4 Food
- 8.5 Water usage
- 8.6 Making New Friends

9. Working in Australia

- 9.1 Permission to work
- 9.2 Working while studying
- 9.3 Finding work
- 9.4 Getting a Tax File Number (TFN)
- 9.5 Taxes



Contents

10. Transport

- 10.1 Roads and traffic
- 10.2 Bicycles
- 10.3 Public transport
- 10.4 Buses

11. Studying at Blackfriars

- 11.1 About Blackfriars
- 11.2 Arrive early
- 11.3 Specialist in boy's education
- 11.4 Academic record
- 11.5 Your initial contact with Blackfriars
- 11.6 Student orientation program
- 11.7 Student responsibilities
- 11.8 A school that values learning
- 11.9 Respectful relationships
- 11.10 Student facilities
- 11.11 Prescription drugs
- 11.12 Privacy and sharing information
- 11.13 Compliance information statement (FFPOS)
- 11.14 Wellbeing
- 11.15 Welfare, support and pastoral care
- 11.16 Communication with parents
- 11.17 Avenues of communication include...
- 11.18 Problem-solving
- 11.19 Uniform
- 11.20 Complaints and grievances
- 11.21 Pathways counselling
- 11.22 Learning support
- 11.23 What to do in an emergency
- 11.24 South Australian Certificate of Education (SACE)
- 11.25 Student ID cards
- 11.26 Senior library
- 11.27 Key personnel
- 11.28 Subject selection
- 11.29 Reports
- 11.30 Information Technology
- 11.31 Campus map

12. Daily Organisation

- 12.1 Term dates
- 12.2 Daily timetable
- 12.3 Attendance
- 12.4 Academic policies and procedure
- 12.5 Academic
- 12.6 Student progress
- 12.7 Reporting procedure
- 12.8 Student assessment and reporting
- 12.9 Academic progress and attendance

13. Subjects and learning opportunities

- 13.1 STEM
- 13.2 Learning extension and enrichment
- 13.3 The Arts
- 13.4 Vocational Education and Training (VET)
- 13.5 Co-curricular activities
- 13.6 Sports
- 13.7 Camps, global learning and co-education opportunities
- 13.8 Clubs and activities
- 13.9 Learning Area Overview (Years 7 to 9)
- 13.10 Learning Area Overview (Years 10 to 12)

14. Living Arrangements

- 14.1 Welfare and accommodation
- 14.2 Homestay
- 14.3 Homestay arrangements
- 14.4 Insurance
- 14.5 Student spending money
- 14.6 Water
- 14.7 Transport costs
- 14.8 Change of address or contact details
- 14.9 Notification of change of accommodation arrangements

15. Student Administration Information

- 15.1 Accounts and administration
- 15.2 Payment of accounts
- 15.3 Terms and condition of enrolment
- 15.4 Absences during term
- 15.5 Cancellation of enrolment
- 15.6 Notification of withdrawal
- 15.7 Student ID cards
- 15.8 Refund and cancellation policy
- 15.9 Transfer
- 15.10 Deferring, suspending or cancelling enrolment

16. Contacts

- 16.1 Education provider
- 16.2 Emergency telephone numbers
- 16.3 What to do in an emergency
- 16.4 Other telephone numbers / contacts

17. List of Documents, Forms and Policies

- 17.1 FFPOS Documents, Forms and Policies
- 17.2 General School Policies

Notes



1. Before You Start

1.1 Checklist before arriving at Blackfriars

Before Leaving Home:

- Apply for passport
- Arrange student visa
- Contact institution
- Arrange for immunisations and medications from my doctor
- Apply for a credit card and/or arrange sufficient funds
- Confirm overseas access to your funds with your bank
- Make travel arrangements
- Arrange travel insurance
- Advise institution of travel details
- Confirm accommodation
- Arrange transport from airport to accommodation

Pack bags being sure to include the following:

- Name and contact person at Blackfriars Priory School
- Name and contact details of your approved homestay host or guardian
- This Handbook as an Important Resource
- Enough Australian currency for taxis, buses, phone calls etc. in the event of an emergency
- Overseas Student Health cover – BUPA – if you have it
- Passport/Visa
- Letter of Offer from English Bridging Course Provider and Blackfriars Priory School
- eCoE
- Travel insurance policy

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

1.2 Step-by-step enrolment process

STEP 1: Student enquiry and application

Application form is e-mailed to registrar@bps.sa.edu.au. This must be accompanied by a copy of the transcript of the last school report translated into English and certified.

STEP 2: Blackfriars Registrar issues

An e-mail will be sent from Blackfriars advising whether there is a place for the student. A formal Letter of Acceptance / invoice is then sent to the Agent / student. It is a Student Visa, Subclass 500 requirement that full fee paying international students are required to have Overseas Student Health Cover for the duration of their visa grant period. Blackfriars will organise this on behalf of the student and include the cost in the Letter of Acceptance / invoice.

STEP 3: Student acceptance

Agent / student to transfer funds as set out in Letter of Acceptance / invoice. A copy of the remittance advice is sent to registrar@bps.sa.edu.au

STEP 4: Blackfriars Registrar issues

Once payment is received Blackfriars sends Agent / student the Confirmation of Enrolment and Welfare Letter (if applicable) and the AHN (Australian Homestay Network) homestay application form (if applicable). Students should access the International Student Handbook on the Blackfriars website at international.blackfriars.sa.edu.au

STEP 5: Student finalises Visa conditions

Visa documents required by the Department of Home Affairs (DHA) are completed by the Agent/student and application sent to DHA. The latest checklist of the documents required is available from the DHA website at immi.homeaffairs.gov.au/visas/web-evidentiary-tool

Please note: In the event that the student visa is not granted, Blackfriars Priory School will immediately refund the full amount of tuition and other fees paid.

STEP 6: Student makes travel arrangements

Agent / student sends confirmation of visa grant and flight details to Blackfriars who will then confirm homestay accommodation (if applicable) and arrangements for airport meet and greet and pickup.

STEP 7: Student arrives in Australia

Greeted at the airport pickup service and/or a Blackfriars representative

STEP 8: International student orientation

Led by Blackfriars International Students Program Officer

STEP 9: Student receives Overseas Student Health Card and sets up bank account, mobile phone, etc



1. Before You Start

1.3 English language proficiency

For students who do not have demonstrated basic English proficiency, and it is preferable that they sit the Australian Education Assessment Services (AEAS) test in their home country before they apply to Blackfriars – please be prepared to sit the English Proficiency Evaluation Test (EPET) at your own cost, developed and administered by Adelaide International School – our preferred English Bridging Course Provider.

Test	Minimum result required
IELTS	Years 8 and 9 – minimum of 3.5 – 4.0 IELTS for direct entry into mainstream course. Years 10 – 12 – minimum of 5.0 – 5.5 IELTS for direct entry into mainstream course.
AEAS The AEAS Assessment includes: English Language Proficiency Mathematical reasoning ability Non verbal general ability	Years 8 and 9 – score of 46 – 60 for direct entry into mainstream course. Year 10 – 12 – score of 80+ for direct entry into mainstream course

1.4 English bridging course

Unless students have undertaken IELTS or AEAS tests with satisfactory results for direct entry, all students are required to undertake a 20-week course of Intensive English at the Adelaide International School (AIS) – our preferred English Bridging Course Provider. Students are required to receive a satisfactory level of English proficiency prior to commencement of the mainstream course. In those cases where there is some doubt regarding English proficiency, additional English bridging course will be recommended. The School will rely on the expert opinion of the English Course Provider before allowing the student to attend mainstream schooling.

As Blackfriars Priory School does not offer an English Bridging Course, we work very closely with Adelaide International School (AIS) whose teachers understand and teach the academic language required for successful completion of the school curriculum.

Learning English at Adelaide International School (AIS) involves more than simply learning English words and completing worksheets. The development of proficient speaking, listening, reading and writing skills is central to the courses they offer. Most importantly it is about making sure students are confident to communicate in English at an academic and social level, so they can easily access the next step in their education pathway. The program focuses on four key areas of English language development: 1. Oral language 2. Writing 3. Reading 4. Basic mathematics vocabulary

Students' Progress Reports are issued to BPS every term and, together with the staff at AIS, and in consultation with the students' parents (often through their agent), we monitor the boys progress and follow the recommendation from AIS of when the student is ready to commence mainstream schooling at Blackfriars Priory School.

An Orientation morning is organized through the International Student Program Officer about 1 month before the student is due to commence at Blackfriars. This includes counselling for subject choices, an opportunity to purchase the uniform, meeting your Head of House and buddy, IT requirements, relevant school dates and other valuable information to make the transition seamless.

1.5 Overseas Student Health Cover (OSHC)

Students applying to study in Australia must meet the health requirements outlined in the Migration Regulations. Family members included in the Visa application must also meet the health requirements. As a condition of the Student Visa (500) to study in Australia, international students are required to take out medical and hospital insurance through Overseas Student Health Cover (OSHC) operated by OSHC World Care. The School will arrange OSHC through BUPA and a printed acknowledgement of the cover will be sent to you. For future information on additional health insurance please refer to the link www.bupaosch.com.au



2. Studying in Australia



2.1 Arranging Visas

Most international students wishing to study in Australia require a **Student Visa**. (Some other Visa holders are also eligible to study as international students in Australia). Students/or their agent apply for a Visa on-line or via the Australian Diplomatic Mission in their country. The Visa application process can be complicated and for students, from some countries, it may better to apply with the assistance of an accredited agent due to their familiarity and experience in the field. You should check with the education provider in Australia for their accredited agents in your country.

In order to apply for a Visa you will need a **valid passport**, an **electronic Confirmation of Enrolment (eCoE)** and any other documentation required by the Australian diplomatic post with which you lodge your application. If you are under 18 you must have a completed **CAAW (Welfare) form** to ensure your accommodation and welfare is approved by your education provider.

You must ensure to allow enough time for processing between lodging your application and the start of your academic program, as it can be a lengthy process depending on your country of origin.

Information about Student Visa can be found at www.border.gov.au

2.2 Visa conditions

If you are granted a Visa, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa. These conditions include (but are not limited to):

- Complete the course within the duration specific in the CoE
- Maintain satisfactory academic progress
- Maintain approved Overseas Student Health Cover (OSHC) while in Australia
- Remain with the principal education provider for 6 calendar months, unless issued a Letter of Release from the provider to attend another institution
- Notify your training provider of your Australian address and any subsequent changes of address within 7 days.
- Attendance – students must attend at least 80% of their scheduled classes

2.3 Department of Home Affairs (DHA)

The Australian Government Department of Home Affairs provides comprehensive information about Student Visa requirements and the application process, as well as application document checklists to assist you with your application. Visit immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500 for the latest information.

2.4 Department of Foreign Affairs and Trade (DFAT)

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

2.5 Migration agents

A migration agent can assist you in submitting your Visa Application and communicate with DHA on your behalf, but please note that you do not need to use a migration agent to lodge any kind of Visa Application.

2.6 Education agents

Education agents promote various Australian education programs and institutions internationally and are a good way for students to apply to study in Australia. Agents are experienced in making international student applications and applying for Visas. Most speak both English and the local language, so this makes the application process a lot simpler and generally hassle free for students and parents. Most do not charge for their service as they collect a commission from the institution you choose to attend. However, some agents do charge small amounts or offer additional services for which they charge. You can check with your Australian education provider for contact details of agents they recommend.

Note: Although able to assist in completing education and Visa Applications, Education Agents are NOT licensed to provide migration advice

2.7 Arranging travel

Your family will make travel arrangements to Australia. Please try to arrive at least 1-2 days before the start of your course to allow enough time for settling-in, adjusting to the climate and overcoming jet-lag.



2. Studying in Australia

2.8 Documents

You should prepare a folder of official documents to bring with you to Australia, including:

- Valid passport with Student Visa
- Offer of a place / admission letter
- Confirmation of Enrolment (eCoE) issued by Blackfriars Priory School
- Other personal identification documents, e.g. birth certificate, ID card
- Medical records and/or prescriptions
- CAAW (Welfare) document if you are under 18 years of age

2.9 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 Border Force homepage abf.gov.au for further information.

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 (35kg) and 1 x carry-on (7kg) for international flights, but only 20kg of checked luggage on domestic flights within Australia. This will significantly limit the number of things you can bring, especially if you will fly within Australia to get to your final destination. 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.

2.10 On your flight

Wear comfortable, layered clothing so that you can make adjustments according to the local weather. Remember – if you are flying from a northern hemisphere winter into the Australian summer it will be **very HOT** so wear light weight clothing underneath. Alternatively, extra clothing may be required on-hand if flying into the Australian winter season.

Before landing in Australia passengers are given an **Incoming Passenger Card** to fill in. This is a legal document. **You must tick YES if you are carrying any food, plant material including wooden souvenirs, or animal products.** This includes fruit given to you during your flight. If you have items you don't wish to declare, you can dispose of them in quarantine bins in the airport terminal. Don't be afraid to ask airline staff if you have any questions.

If you are carrying more than **AU\$10,000** in cash, you must also declare this on your Incoming Passenger Card. It is **strongly recommended** however, that you do not carry large sums of cash but arrange for an electronic transfer of funds into your Australian bank account once it has been opened.





3. Entry into Australia



3.1 Australian immigration

When you first arrive in Australia you will be required to make your way through Australian Immigration (follow the signs for Arriving Passengers as you leave the plane). An Immigration Officer will ask to see your completed Incoming Passenger Card (given to you on the plane) along with your passport and Student Visa evidence. The Immigration Officer will check your documents and may ask you a few questions about your plans for your stay in Australia.

3.2 Baggage claim

Once you have passed through the immigration checks you will move to baggage claim (follow the signs) and collect your luggage. Check that nothing is missing or damaged. If something is missing or damaged go to the **Baggage Counter** and advise them of your problem. Staff at the Baggage Counter will help you to find your belongings or lodge a claim for damage.

3.3 Detector dogs

You may see a **Quarantine Detector Dog** at the baggage carousel or while waiting in line to pass through immigration, screening luggage for food, plant material or animal products. If you see a detector dog working close to you, please place your bags on the floor for inspection. These dogs are not dangerous to humans and are trained to detect odours. Sometimes a dog will sit next to your bag if it sniffs a target odour. Sometimes dogs will detect odours left from food you have had in the bag previously. A quarantine officer may ask about the contents of your bag and check you are not carrying items that present a quarantine risk to Australia.

3.4 Customs and quarantine

Australia has strict customs and quarantine rules. Strict rules prohibiting or restricting the entry of drugs, weapons, firearms, protected wildlife and associated products apply. Please refer to the Australian Home Affairs website for further information: homeaffairs.gov.au

Australia prides itself in being free from many pests and diseases found in other parts of the world. Your hand and other luggage may be inspected when you arrive in Australia. It is important that you declare items of quarantine concern to avoid being fined or prosecuted for bringing forbidden items into the country.

Visit the Australian Border Force homepage abf.gov.au for further information.

3.5 Arrivals hall

You will be able to leave the restricted area and enter the Arrivals Hall once you have cleared Customs. You will need to look out for your name on a sign by the airport pickup service who is there to welcome you to Adelaide and take you to your host family.

3.6 Upon arrival in Australia

- Call home
- Settle into accommodation
- Open a bank account



4. Introduction to Australia

Australia is a modern and vibrant multicultural country. On your breaks from study you will have a wide choice of activities to enrich your experience - from cultural festivals, concerts and museums, to major sporting events.

Australian education has a strong international reputation for excellence. Whether you study at a university, school, vocational or English language institute, you will receive a quality education that will form a strong foundation for your future success.

Useful links:

- About Australia - info.australia.gov.au/about-australia
- Tourism Australia - tourism.australia.com/en
- Study Adelaide - studyadelaide.com/why-study-in-adelaide

4.1 Why Adelaide?

Adelaide is the capital city of South Australia and the fifth largest Australian capital city. South Australia has population of over 1.7 million (7.14% of Australia's population). Over 75% of the population (over 1.3 million) live within the metropolitan capital of Adelaide, which is also 5.5% of national population.

Set on the banks of the River Torrens, Adelaide offers all the benefits of a major cosmopolitan center with a relaxed and friendly vibe.

In addition to being rated one of the worlds 'most friendly cities', Adelaide was also recently listed in the top 10 'most livable cities'. It is safe and vibrant and offers an outstanding lifestyle for students. That's why tens of thousands of students from over 130 countries have come to Adelaide to study, live and work.

We look forward to welcoming you into Adelaide's friendly, dynamic and multicultural community

Adelaide is one of the world's most beautiful and well-planned cities surrounded by parklands with rolling hills to the east, and white sandy beaches to the west.

It is renowned as a safe and cultural city, with beautiful beaches, famous wineries and restaurants and is internationally known as the gateway to 'the outback'

4.2 Climate

With cold wet winters and warm dry summers, Adelaide's climate, similar to Italy and Spain, is suitable for outdoor living most of the year. Adelaide enjoys four distinct seasons, with an average maximum of 29C in summer and 15-16C in winter.

The sun in Australia can be very harsh and it is highly recommended that students wear sunscreen and a hat particularly in the Summer months between 11.00am and 3.00pm to protect themselves from sunburn. In the Winter months it is advisable to have a good quality waterproof jacket and umbrella available.

4.3 Seasonal considerations

Summer in Australia is from December to February, autumn from March to May, winter from June to August, and spring from September to November. For most of the country the hottest months are January and February.

If you arrive in June or July, the coldest months of the year, you will need to bring or buy winter clothing

4.4 Clothing

During the school day students will be wearing the school uniform which you will receive during orientation.

Outside school hours students usually dress informally. Jeans or shorts with t-shirts, sneakers (running shoes) are almost standard dress. It is acceptable for both men and women to wear shorts and sleeveless t-shirts. This is common during the hotter months

4.5 Affordable

Adelaide has one of the lowest costs of living of any city in Australia, is very multicultural and features international activities and festivals. It costs about 16% more to live in Sydney, and 13% more to live in Melbourne. If you are on a budget, Adelaide offers lower food and public transport costs than many other mainland capital cities.





4. Introduction to Australia

4.6 Electricity

The standard voltage for electrical items in Australia is 240V AC 50 Hz. Electric plugs have three flat pins one of which is an earth pin. You may need to buy an adapter or have the plugs changed when you arrive. You may also need a voltage converter for 110 volt appliances.

Note: In the picture, the red dot indicates that the switch is on and power is flowing through that socket.



4.7 Computer and Internet access

It is a requirement that all student bring a laptop/tablet to Blackfriars for their studies. You can access the Internet and email via your student login code and password which is given to you at orientation.

4.8 Bringing your computer, mobile phone and laptop

If you are considering bringing a mobile phone, laptop, or any communication devices to Australia, we suggest that first you visit the Australian Communications and Media Authority (acma.gov.au) before making any purchases – to ensure the one you have can operate here.

Alternatively, you can buy your mobile phone in Australia - telecommunications providers offer a wide range of services which provide a mobile phone within the cost of using that service. There are many differences to the services provided. You should understand what deal you are accepting before signing a contract with a provider.

4.9 Insurance

It is the student's responsibility to have private insurance against accidental loss or damage to personal electronic devices (e.g. iPads, computers and mobile phones).

4.10 Keeping in contact

Before you leave home, you should provide your family and friends, and your education provider in Australia, with details of your flights to Australia and where you will be staying when you arrive. (Do not change these details without informing them). Once you arrive in Australia, you should then let your family and friends know that you have **arrived safely**. It is important to **ALWAYS** let someone know where you are and how to contact you by phone or by post.

4.11 Accessing money

You should read this section carefully, and discuss the issues raised in this section with the bank or financial institution in your home country before you leave. All banks operate differently and you should be aware of all fees, charges, ease of access to your funds, and safety of the way in which you will access those funds.

4.12 How much to bring

You will need to make sure you have enough funds to support you when you first arrive. You should bring most of this money on an international credit card. (Traveller's cheques can be cashed at any bank or currency exchange in Australia).

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.

4.13 Currency exchange

Only Australian currency can be used in Australia. If you have not brought some with you, you will need to do so as soon as possible after arrival. You can do this at the airport. Once you have arrived in Adelaide you can also change money at any bank.

4.14 Electronic transfer

You can transfer money into Australia by **electronic telegraph or telegraphic transfer** at any time. This is a fast option and will take approximately **48 hours** and the bank will charge a fee on every transaction.

4.15 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.





4. Introduction to Australia

4.16 Safety when carrying money

The first and fundamental rule of safety when carrying money is:

“Don’t carry large amounts of cash!”

The second is:

“Don’t advertise the fact that you are carrying money!”

Divide your cash into different locations on your person (front pocket, coat pocket, shoes, etc.).

- Keep your wallet in one of your front pockets at all times.
- Do not carry cash in a backpack or back pocket.
- Sew a small money pocket into the cuff of a trouser, or sleeve of a shirt.
- Divide your bank/credit cards and keep them in separate locations.
- Do not place money or valuables in lockers
- You should keep copies of all your documentation, in case of loss.

Be very careful how you carry your handbag, and never leave it open for someone to slip their hand inside

4.17 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.





5. Lifestyle, Social and Cultural

5.1 Timezone

Adelaide is GMT+8 hr 30 minutes

This is a useful link to set up a time to talk to your family if you are unsure of the time difference:

timeanddate.com/worldclock/meeting.html

5.2 Lifestyle

Adelaide has a generally relaxed lifestyle, with many weekend activities to participate in. There are many eating out places in Adelaide. Gouger Street is very popular due to the very large range of international foods available.

5.3 Adjusting to life in Australia

While living and studying in another country may be an exciting adventure, it can also present a range of challenges. Having decided to study and live in Australia you will be undertaking adjustments in many areas of your life including cultural, social and academic. It is also important to remember that while these changes are occurring you will be embarking upon a new semester of study (for many of you in a different language) and be away from your usual supports, networks and resources. Adjustment to a new country and culture is a process that occurs gradually and takes time. The values, beliefs, traditions and customs of your home country may vary greatly from those in Australia and adapting to the Australian way of life may take some time. This advice may help:

Listen, observe and ask questions

Adjustment to a new culture and way of life takes time. Allow yourself time to observe those around you and patterns of both verbal and non-verbal communication. Don't be afraid to ask questions if there are things you do not understand as this will reduce the chance of confusion or misunderstandings:

Become involved

Try to meet people and become involved in groups both on campus and in the wider community. Maintain an attitude of openness to new situations and experiences. Establishing friendships and joining groups is the best way to experience and learn about Australian culture and will certainly mean you have a richer and more enjoyable time here.

Try to maintain a sense of perspective

When confronted with difficulties remind yourself that living and studying abroad is a challenge and it is normal to feel stressed, overwhelmed and out of your depth at times. Try to recall or make a list of the reasons you initially wanted to study away from home in the first place. Also, listing positive events or changes within yourself that have occurred since you arrived, may also assist with getting things in perspective.

Maintain some of the routines and rituals you may have had in your home country.

This can include small things such as continuing to drink a certain type of coffee or tea or eating specific foods. It may also include

maintaining involvement in bigger events such as celebrating a national day in your country of origin with a group of friends.

Keep lines of communication open with those at home.

Communicating with those at home regularly about your experiences of study and life in Australia, through emails and telephones is vital. Not only does it help to keep you connected with important social supports, it also assists your friends and family to understand your experiences which will smooth the transition when you return home.

Sense of humour

Importantly, remember that living in a different culture means you will inevitably find yourself in a range of unusual and often confusing situations. Being able to laugh in these situations will remind you that it takes time to understand different cultures and that it is OK to make mistakes.

Ask for help

Don't be afraid to ask for assistance or support if you need it. In addition to the Counselling Service there are many organisations set up on campus to ensure you have a successful and enjoyable time in Australia.

Finally, relax and enjoy the journey!

5.4 Australian culture

Culture shock

Culture shock is the feeling of being out of place in an unfamiliar environment. The initial excitement of moving to a new country often subsides when different cultural expectations challenge you to attend to daily responses and behaviours previously taken for granted. The potential stress of dealing with these persistent challenges can result in feelings of hostility and frustration with your host country as well as a profound longing for home.

Overcoming culture shock

Once you realise you have culture shock, getting over it and moving on to better adjustment with the host culture will depend on you. It is you who must take some positive steps to feel better, and the sooner you take them, the better!

- 1. Recognition:** First, you should remember that culture shock is a normal part of your adjustment and that you may have some of the symptoms. Some of your reactions may not be normal for you; you may be more emotional or more sensitive or lose your sense of humour. Recognising your culture shock symptoms will help you learn about yourself as you work your way through it.
- 2. Be objective:** Second, try to analyse objectively the differences you are finding between your home and your host country. Look for the reasons your host country does things differently. Remember that host customs and 'norms' are (mostly) logical to them, just as your customs and 'norms' at home are logical to you!
- 3. Set goals:** Third, set some goals for yourself to redevelop your feeling of control in your life. These should be small tasks that you can accomplish each day. For example, if you do not feel like



5. Lifestyle, Social and Cultural

leaving your room, plan a short activity each day that will get you out. Go to a post office or shop to buy something, ride a bus or go to a sports event. If you feel that language is your problem, set daily goals to learn more: study fifteen minutes a day; learn five new words a day; learn one new expression each day; watch a TV programme in your new language for 30 minutes. Each goal that you achieve will give you more and more self-confidence that you can cope.

4. **Share your feelings:** Fourth, find local friends who are sympathetic and understanding. Talk to them about your feelings and specific situations. They can help you understand ideas from their cultural point of view.

Source: Rotary International Youth Exchange

5.5 Greeting people

When meeting someone for the first time, it is usual to shake the person's right hand with your right hand. People who do not know each other generally do not kiss or hug when meeting. When you first meet someone, it is polite not to talk about personal matters.

Many Australians look at the eyes of the people they are talking with. They consider this a sign of respect, and an indication that they are listening. Do not stare at the person for a long time.

You can address a new acquaintance using the name you have been introduced to them. You may use their first name when they ask you to, or use it in the introduction. In the workplace and among friends, most Australians tend to be informal and call each other by their first names.

5.6 Clothing customs

The types of clothing that people wear reflect the diversity in our society just as much as the variation in climate. There are no laws or rules on clothing, but you must wear certain clothing for work situations. Most workplaces have dress standards.

Outside of the work situation, clothing is an individual choice; many people dress for comfort, for the social situation or the weather. Clubs, movie theatres and other places require patrons to be in neat, clean clothes and appropriate footwear.

Many Australians live close to the beach and the sea. On hot days, they may wear little clothing on the beach and surrounds. This does not mean that people who dress to go to the beach or swimming have low moral standards. It means that this is what we accept on and near our beaches.

Some people from other countries choose to wear their national dress. They may be religious or customary items and include monks' robe, a burqa, a hijab or a turban. As a tolerant society with people from many different cultures, clothing is a part of cultural beliefs and practices that is encouraged.

5.7 Polite behaviour

'Please' and 'thank you' are words that are very helpful when dealing with other people and buying goods or services. When asked if you

would like something, like a cup of tea, it is polite to say, 'Yes please', or just 'please' if you would like it, or 'no, thank you' if you do not. When you receive something, it is polite to thank the person by saying 'thank you'. Australians tend to think that people who do not say 'please' or 'thank you' are being rude. Using these words will help in building a good relationship.

Sometimes a sensitive issue may come up in conversation. Not to talk may seem rude. It is more polite to say 'sorry, it is too hard to explain' than to ignore a question.

Australians often say, 'Excuse me' to get a person's attention and 'sorry' if we bump into them. We also say, 'Excuse me' or 'pardon me' if we burp or belch in public or at a person's home.

You should always try to **be on time** for meetings and other visits. If you realise you are going to be late, try to contact the person by mobile to let them know. This is very important for visits to professionals as you may be charged money for being late or if you miss the appointment without notifying them before the appointment time.

Most Australians blow their noses into a handkerchief or tissue, not onto the footpath. This is also true for spitting. Many people will also say, 'Bless you' when you sneeze. This phrase has no religious intent.

5.8 Sun safety and protection

Skin cancer and skin damage are caused by being exposed to the sun's harmful ultraviolet radiation (UVR). Australia has the highest rate of skin cancer in the world. The key to preventing skin cancer is to protect your skin from the sun by practising sun safe behaviours. There are six simple steps you can follow to reduce your risk of skin cancer and protect your skin:

- Minimise your time in the sun between 10.00 am and 3.00pm
- Seek shade
- Wear suitable clothing that provides good sun protection
- Choose a broad brim, legionnaire-style or bucket-style hat that will protect your face, neck and ears
- Wear UV protective sunglasses

Apply SPF 30+ broad spectrum, water-resistant sunscreen 20 minutes before you go out into the sun.

5.9 Making phone calls within Australia

To make international phone calls:

Dial the international access code (0011) + the country code + the area code (if required) + phone number

Note: When adding a country code to a number, any leading 0 (zero) on the area code following it is NOT dialled.

5.10 Calling Australia from overseas

To contact Australia, first dial the international access code from that country (this will vary in each country), then Australia's country code prefix (61) followed by the area code without the first zero (for instance Adelaide would be 8 instead of 08), and then dial the required number.

Example: International access number +61 8 9999 3662



5. Lifestyle, Social and Cultural

5.11 Shopping

When shopping in Australia, you generally don't bargain or barter (also called haggling) for the price of an item. The displayed price for items is fixed and if Australian GST (Goods & Services Tax) is applicable it will already be included in the displayed price. However, there are exceptions to this rule. There are places and circumstances in which it is perfectly acceptable to barter for the best price possible. These may include at garage sales, community markets, second hand dealerships, or at electrical good stores, furniture shops, or when purchasing a motor vehicle, if you are offering to pay in cash, or have seen the item at a competitor store for a better price.

If you are paying by **CASH** and, if you are buying more than one item, you may have more **bargaining power** – meaning to get the seller to provide and lower price

5.12 Purchasing an item

The most common methods of purchasing items are by cash or EFTPOS. EFTPOS (Electronic Funds Transfer at Point of Sale) allows you to use the card attached to your Australian bank account to make purchases and withdraw cash at the same time (at the retailer's discretion) from more than 103,000 merchants across Australia. Just swipe your keycard through the EFTPOS card reader, select your account type and enter your PIN number. EFTPOS is available at most supermarkets, petrol stations and retail outlets. Just look for the EFTPOS sign. You can choose to make the EFTPOS transaction from your savings account, cheque account or credit card. You receive a printed receipt after each purchase and the transaction appears on your statement.

5.13 Tipping

Tipping is not generally expected or practiced in Australia. This is because throughout Australia, service industry staff are covered by minimum wage laws and therefore do not rely on tips for their income. However, it is acceptable to leave a small amount (perhaps 10%) should you feel you have received exceptional service.

5.14 Calling emergency services - Dial 000

In Australia dial **000** from any phone (fixed or mobile) for **fire, police or ambulance** services. 112 may also be dialled from mobile phones. Dialling **112** will override key locks on mobile phones and therefore save time. Emergency Services operators answer this number quickly and to save time will say, "Police, Fire, or Ambulance". If you are unsure of what emergency service you need tell the operator what the emergency is. You will then be connected to the appropriate service to assist. It is wise to think ahead with the most important information which will help them to respond. Where you are; (note street names and the closest intersection), what has happened and to whom; what their condition is. The operator may then ask you to stay on the phone until the emergency services arrive. In life threatening situations the operator may also give you some instructions to assist until the emergency unit arrives. If you are concerned about your English, remain calm and work with the operators who are very experienced with all cultures.

5.15 Police

In Australia Police protect people and properties, detect and prevent crime, and preserve peace for everyone. They are not connected to the military or politics. The police can/will help you feel safe.



5.16 Fire

The fire brigade extinguishes fires, rescues people from fires in cars and buildings, and helps in situations where gas or chemicals become a danger. As soon as a fire starts call 000 no matter how small or large the fire may be.

5.17 Ambulance

Ambulances provide immediate medical attention and **emergency transportation** to hospital. Dial **000** State Emergency Service.

5.18 Emergency translation

For translation service in an emergency dial **1300 655 010**.

5.19 Lifeline

Lifeline's 13 11 14 service is staffed by trained volunteer telephone counsellors who are ready to take calls 24-hour a day, any day of the week from anywhere in Australia. These volunteers operate from Lifeline Centres in every State and Territory around Australia.

Anyone can call Lifeline. The service offers a counselling service that respects everyone's right to be heard, understood and cared for. They also provide information about other support services that are available in communities around Australia. Lifeline telephone counsellors are ready to talk and listen no matter how big or how small the problem might seem. They are trained to offer emotional support in times of crisis or when callers may be feeling low or in need of advice.



6. Student Health

Students applying to study in Australia must meet the health requirements outlined in the Migration Regulations. Family members included in the Visa Application must also meet the health requirements. As a condition of the Student Visa (500) to study in Australia, international students are required to take out medical and hospital insurance through Overseas Student Health Cover (OSHC).

Families can make their own arrangements or Blackfriars is able to arrange OSHC through BUPA and a printed acknowledgment of the cover will be sent to you. For future information on additional health insurance please refer to the link bupa.com.au/health-insurance/oshc

Overseas student health cover (OSHC) is insurance that provides cover for the costs of medical and hospital care which international students may need while in Australia and is mandatory for international Student Visa holders. OSHC will also cover the cost of emergency ambulance transport and most prescription drugs.

6.1 How do I get OSHC?

You have been asked for an OSHC payment in the education offer package you receive from Blackfriars. Your local education adviser can lodge your OSHC form and payment at time of processing your enrolment to study in Australia. This cover will then extend for the length of your approved visa period.

Only Australian health funds that have signed an agreement with the Australian Government can provide OSHC. Most Australian education institutions have a preferred OSHC provider. You may choose to change your health fund at any time but will need to abide by the conditions of change of the health fund provider you are leaving.

Further information on OSHC can be found at: privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm

If you come to Australia on a Visa other than a Student Visa and undertake a short course of study of three months duration or less, you will not be eligible for OSHC. It is wise to purchase travel or private medical insurance in this case.

6.2 What am I covered for?

OSHC provides a safety net for medical expenses for international students, like that provided to Australians through Medicare. Additionally, OSHC includes access to some private hospitals and day surgeries, ambulance cover and benefits for pharmaceuticals.

Please visit the website for further information:

- BUPA Health – bupa.com.au/health-insurance/oshc

6.3 How do I use my OSHC card?

If you need to visit a doctor or medical centre, show your card at the end of the visit. You will be charged the doctor's fee, and the government fee component of that may be processed by the medical centre. If the medical centre is not able to process the government fee, pay the total amount, keep the receipt and you can claim the government fee back from your OSHC provider.

6.4 Attending an Australian hospital

Few private hospitals have emergency departments, so, in an emergency, most Australians rely on the public hospital system. If you attend an Emergency Department in a hospital you will be attended to immediately by a triage nurse for information about you, your cover, and your current health condition. The triage nurse will determine the urgency of your condition in comparison to others in need in the emergency room and it is likely that you will remain at the emergency room for several hours. Whether you are seen immediately by a Doctor, or must wait, it is customary to keep you in the emergency room for several hours to monitor your condition before releasing you to go home or admitting you to hospital in more severe cases.

There are **extensive waiting times for elective surgeries at public hospitals** (e.g. for orthopedic surgery). One of the attractions of health insurance is the ability to bypass public hospital waiting lists and go through the private system.





6. Student Health

Private hospitals are very expensive for treatment and hospitalisation. Your OSHC will cover some of the cost of some private hospitals but you will have to pay the difference.

Your health insurance (OSHC) covers the total cost of accommodation in a shared ward of a public hospital. It also pays for the 'schedule fee' for the doctor but you will have to pay the difference if the doctor's fee is higher than the 'schedule fee'.

6.5 General practitioners

In Australia you do not have to go to a hospital to see a doctor. You can see a doctor (also known as a **GP (General Practitioner)** in their private practice or medical centre, with part or the entire doctor's fee being covered by Medicare or OSHC. **You generally must make an appointment to see a GP.** It is important to note that some GP surgeries will request full payment from you at the time of consultation and you will need to present the receipt to claim the rebate back from your health cover provider.

6.6 What do I do if I'm sick?

If you have woken in the morning feeling unwell and would like to see a doctor that day, you will need to phone the doctor's surgery early in the morning (8:00am – 8:30am) for an appointment. Please note however, that it may not be possible to get an appointment on the same day - you may have to wait one or two days before you can see a doctor.

If you are under 18, the International Students Program Officer or homestay parent can help you find a doctor and accompany you to the appointment.

6.7 Interpreter services

We are lucky in Australia to have a variety of healthcare professionals from many different cultural backgrounds, so you may be able to see a doctor who speaks your first language. However, if you are having difficulties communicating with your doctor, the **Translation and Interpreter Service (TIS)** can be used.

For more information phone **131 450** or visit: immi.homeaffairs.gov.au/help-support/who-can-help-with-your-application/translating-and-interpreting-service

6.8 General health

Maintaining good health is of vital importance when studying abroad.

Going abroad is not a "geographic cure" for concerns and problems at home (that is, thinking that you can solve your personal dilemmas (relationship, health, emotional, etc) by moving from one place to another). Sometimes students feel that a change of venue will help them to move past their current problems. However, living and studying in a foreign environment frequently creates **unexpected physical and emotional stress, which can exacerbate otherwise mild disorders.**

6.9 Mental health

Many students experience homesickness, anxiety and stress, especially when they are far from home. In these cases feel free to talk openly and honestly about your feelings with your teacher, a school counsellor, Homestay parents, your Year Level Coordinator, the International Student Coordinator, or any other adult or teacher in the School with whom you feel comfortable.

6.10 Physical health

A big part of staying healthy involves eating healthy foods, and getting enough exercise for fitness and relaxation. Nutrition Australia provides some great information about healthy eating, exercise and lifestyle on its website: nutritionaustralia.org

- **Exercise** – do at least 30mins of moderate exercise a day
- **Sleep** – get at least 8-9 hours of sleep a night
- **Nutrition** – keep a balanced diet remembering to eat lots of vegetables and fruit everyday



7. Personal Safety

When you are out and about it is important to be alert and aware of your personal safety.

7.1 If you are going out at night...

- Think ahead - consider how you are going to get home - what about pre-booking a taxi or arranging transport with a friend or family member?
- Never hitch-hike.
- Make sure that you stay with your group and that someone knows where you are at all times.
- Make sure you have enough money to get home and your phone is charged.
- Keep away from trouble - if you see any trouble or suspect that it might be about to start - move away from the scene if you can. The best thing you can do is to alert the police and keep away.
- Walk purposely and try to appear confident. Be wary of casual requests from strangers, like someone asking for a cigarette or money (loose change) - they could have ulterior motives.
- Try not to carry your wallet in your back trouser pocket where it is vulnerable and in clear view

7.2 Anytime you are out...

- Be alert to your surroundings and the people around you, especially if you are alone or it is dark
- Whenever possible, travel with a friend or as part of a group
- Stay in well-lit areas as much as possible
- Walk confidently and at a steady pace
- Make eye contact with people when walking - let them know that you have noticed their presence
- Do not respond to conversation from strangers on the street or in a car - continue walking
- Be aware of your surroundings, and avoid using personal earphones or radios as you might not hear trouble approaching
- Always keep your bag or briefcase in view and close to your body
- Be discrete with your cash or mobile phones
- When going to your car or home, have your keys in your hand and easily accessible
- Consider carrying a personal attack alarm
- If you do not have a mobile phone, make sure that you have a phone card or change to make a phone call, but remember - emergency calls 000 are free of charge and can be made from any phone

7.3 Sexual assault

Sexual assault is a **criminal offence**. It includes sexual harassment, unwanted touching, indecent assault and penetration of any kind. It is important to remember that it can happen to anyone and at any time but certain **precautions** may make it more difficult for a possible perpetrator:

- When socialising, be smart.
- Walk with confidence and purpose.
- Avoid lonely or dark places.
- Be wary of strangers, whether they are on foot, in cars or at parties.
- Be aware of the people around you.
- Respect your intuition.
- If placed in a situation where you feel uncomfortable say "No!" loudly and with conviction.

What do I do if I am assaulted?

It is very difficult to tell someone that you have been sexually assaulted. It is important to remember that sexual assault is a serious crime and can happen to people regardless of their gender or sexuality. Your first point of contact, should be the Police or your closest Sexual Assault Service. At Blackfriars Priory School we have a Student Counsellor, or you may find it easier to speak with your Year Level Coordinator, the International Student Program Officer or anyone with whom you feel comfortable.

- From a public phone or mobile phone, ring the police on 000.
- Do not wash, shower, change clothes or clean up in any way until after talking to the police and going to the hospital. You could destroy vital evidence.
- Don't drink alcohol or take tranquillisers or other drugs as you will have to give a clear account of what has happened.
- Try to remember everything you can about your attacker.
- Remember, you are the victim. You have nothing to feel guilty or ashamed about.



8. Useful Information

8.1 Alcohol

It is illegal in Australia for persons under 18 years of age to be sold alcohol, cigarettes or other tobacco products. Smoking is prohibited in Australian airports, on buses, trains, ferries and in most public places. Blackfriars Priory School is a non-smoking campus and you can be expelled from Blackfriars Priory School for being in possession of, or under the influence of alcohol or illegal drugs at school, or on any school related activity.

This will have immediate and long-term impact on your right to study in Australia and means you could be asked to leave the country immediately. We therefore strongly advise that you do not consume drugs or alcohol during your stay in Australia

DANGER: DRINK SPIKING *Whether you are drinking alcohol or not, always keep your drink close to you and watch it. Drink spiking (putting extra alcohol or other drugs into a person's drink without their knowledge) is an unfortunate risk to people who are out trying to have a good time. Drink spiking can happen to anyone: male or female, young or old whether they are drinking alcohol or not. Never accept an open container of drink if you did not see it being poured and if you suspect you or your friends have had a drink spiked, call 000 (zero zero zero) immediately to report it and get help.*

8.2 Smoking

Australian law makes it an offence to sell or supply tobacco products to a person under the aged of 18 years. It is illegal for anyone under 18 to purchase tobacco products.

8.3 Drugs

Each State and Territory has laws governing the manufacture, possession, distribution and use of drugs, both legal and illegal. Drug laws in Australia distinguish between those who use drugs and those who supply or traffic drugs. The Federal Customs Act covers the importing of drugs, while each State has laws governing the manufacture, possession, distribution and use of drugs, both legal and illegal.

8.4 Food

Australians enjoy a diverse range of foods from many different cultures. However, our 'Australian' food is based on our British heritage and food is normally served on individual plates. The traditional evening meal may consist of one meat dish accompanied by at least three serves of vegetables.

8.5 Water usage

The quality of water in Adelaide and Australia is greater than the standard for safe drinking water set by WHO. You can drink water straight from the tap.

Australia is the driest continent in the world and many areas experience drought on a regular basis. Therefore, water must be used in moderation at all times – most especially when showering.

8.6 Making new friends

There is no magic trick to making friends. If you are in a foreign culture it can seem more difficult than usual to find people who you really 'get along' with. Be kind to yourself – remember that making friends takes time. If you make the most of social opportunities during your life in Australia, just as you would back home, it will be quicker and easier for you to fit in, make friends and feel at home.

However you meet people, remember to be careful. When you meet someone new, be cautious until you get to know the person better and feel you can trust him or her. If a stranger starts talking to you, they are probably just being friendly. But be safe, and don't give them any of your personal details like your full name, your phone number or your address. With people you don't know well; always arrange to meet them in a public place, like a café or a park, instead of inviting them to your home or going to theirs, until you feel you have built a relationship with them, know more about them and feel comfortable with them.

Many international students spend time socialising with other students and people from their own country and culture while they're in Australia. These people can make you feel accepted and you may be able to communicate much more easily with them than you can with the locals, particularly when you have just arrived. When everything around you is new and different, it can feel like a big relief to find people from your own country and cultural background. But remember, you need to be careful at first, until you get to know them better, just as you should with anyone else. Even though you may feel like you have a lot in common, remain cautious until you feel you know them reasonably well and can trust them. Crimes against international students are sometimes committed by people from their own culture.

If you have any concerns or questions about someone you have met, or want to talk to someone about Australian mannerisms and communication 'norms' (widely acceptable behaviour), make an appointment to talk it over with your International Student Program Officer.



9. Working in Australia

9.1 Permission to work

From 26 April 2008, people granted Student Visas will automatically receive permission to work with their visa grant. Most Student Visa holders will no longer need to apply separately in Australia for permission to work. Please note that you will NOT be able to work in Australia until the first official day of classes when the education provider will confirm your study commencement. Your education provider may do this automatically on the first official day of classes, or you may need to request that they do.

9.2 Working while studying

Students are not permitted to start work until they have commenced their course of study. Before accepting a position, the student needs to have permission from the school. Students with permission can work a maximum of 40 hours per fortnight during the term and unlimited hours when your course is not in session.

The Department of Home Affairs (DHA) considers your course to be 'in session':

for the duration of the advertised semesters (including periods when exams are being held) if you have completed your studies and your Confirmation of Enrolment (CoE) is still in effect if you are undertaking another course, during a break from your main course and the points will be credited to your main course.

For a full list of student visa conditions please visit:
immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions

9.3 Finding work

Your priority whilst you are at Blackfriars is to make the most of your study opportunities. We do not encourage students to look for part time work, and even then only to take short shifts – say about 3 to 4 hours per week.

If you wish to look for a part-time job you should discuss this with your Homestay family before doing so, as they will need to let you know whether these arrangements would fit in with their usual routines.

9.4 Getting a Tax File Number (TFN)

You must obtain a Tax File Number to be able to work in Australia. A Tax File Number (TFN) is your unique reference number to our tax system. When you start work, your employer will ask you to complete a tax file number declaration form. If you do not provide a TFN your employment will be taxed at the highest personal income tax rate, which will mean less money in your wages each week.

You can apply for your TFN online at ato.gov.au or phone 13 28 61, 8am to 6pm Monday to Friday. For the ATO translating and interpreter service phone: 13 14 50

9.5 Taxes

Taxes are managed through the Australian Taxation Office (ATO).

The tax you pay depends on how much you earn.



10. Transport

10.1 Roads and traffic

In Australia we drive on the left-hand side of the road. If you come from a country where this is different, you must be very careful when crossing the road during your stay in Australia.

10.2 Bicycles

If ever riding a bicycle in Australia, you must wear an approved helmet whilst doing so.

10.3 Public transport

Travelling on public transport should be a safe and comfortable experience. Numerous security measures have been adopted to maximise the safety of travellers including security officers, police, guards, help points, good lighting and security cameras. Most drivers also have two-way radios and can call for assistance.

MetroCARD is an electronic smart card and ticketing system and is used for frequent public transport users (bus, train and tram) in the Adelaide city and suburbs of South Australia as it offers cheap and fast boarding – meaning quicker journey times travel than Singletrip or Daytrip tickets.

It is safe and convenient, offering handy features when you register your metroCARD such as:

- balance and transaction details
- protection if your card is lost or stolen
- Auto recharge option so you never run out of balance

Your metroCARD will automatically calculate the best fare when you travel peak or off-peak.

10.4 Buses

Waiting for a bus:

- Avoid isolated bus stops
- Stand away from the curb until the bus arrives
- Don't open your purse or wallet while boarding the bus - have your money/pass already in hand
- At night, wait in well-lit areas and near other people
- Check timetables to avoid long waits.

Travelling on the bus:

- Sit as close to the bus driver as possible
- Stay alert and be aware of the people around you
- If someone bothers you, change seats and/or tell the driver
- Keep your purse/packages close by your side. Keep your wallet inside a front coat pocket
- Check your purse/wallet if someone is jostling, crowding or pushing you
- If you see any suspicious activity, inform the driver



11. Studying at Blackfriars

11.1 About Blackfriars

Located 6.7 kilometers directly north of the center of Adelaide, Blackfriars Priory School, in leafy Prospect, is an independent Catholic school delivering excellence in the education of boys from Early Learning to Year 12.

The school is located on 4.5ha at 17 Prospect Road, Prospect. The telephone number is +61 8 8169 3900.

Our Reception to Year 12 all boys Catholic School has a long tradition of excellence in both academic and creative pursuits and our students achieve high success for tertiary entrance.

Blackfriars Priory School is renowned for fostering confident and compassionate boys who are equipped to take on the challenges of today's world.

History

Since 2005 International Students from across the globe have been welcomed and nurtured whilst they have studied at Blackfriars Priory School (CRICOS Provider No: 02485B).

You are invited to discover more about how our world-class curriculum focuses on:

- the education of the whole person in the Dominican tradition, and
- the care for the wellbeing of every student providing your son with every opportunity for success.

We have modern facilities, a strong academic curriculum, including a lively program of sport, music, drama and art. Our class sizes are limited, and our teachers are friendly, professional and highly qualified to teach our boys a holistic education to prepare them for leadership roles, service and life anywhere in the world.

The learning and teaching delivery model at Blackfriars is personalised for the benefit of each student, enabling authentic growth and success regardless of academic or social ability.

11.2 Arrive early

Australian education providers will provide an International Student Orientation before the commencement of classes - a requirement of the ESOS (Education Services for Overseas Students) Act 2000. Staff who run the orientation work hard to ensure that you as a student will be well equipped to achieve the best possible success in your studies. If you read through the pre-departure, arrival, and orientation manuals which the institution provides for you, you will see that there is a lot of information for you to understand and consider as you move through your studies. Once you are concentrating on your studies, you will feel less stressed if you are already comfortable with the institution, its staff and its services.

11.3 Specialists in boys' education

Our teachers combine years of experience with contemporary teaching methodologies, up-to-date research and recent technologies to make learning enjoyable and purposeful. Our students explore and excel in their natural strengths, build confidence to apply themselves to more challenging subject areas, co-construct learning and lay the foundations for lifelong learning and achievement.

By observing and assessing each students' interest or excellence, our teachers develop individual learning plans incorporating kinesthetic (or hands on) and visual learning experiences appropriate to their needs, helping them to achieve personally determined goals. These skills enable a well-rounded education, enduring friendships, happy memories and the confidence to participate.

Our classrooms are contemporary learning spaces and our grounds, both on campus and in the nearby parklands, provide plenty of room for the boys to play, interact and engage in a vast range of sports and activities.

Blackfriars has a diverse and multicultural learning environment that encourages students to understand, experience and engage in a variety of cultures both in the classroom and within the community. Our International Student Program provides a further richness and authenticity to this dimension of Blackfriars.

11.4 Academic record

Local and international students achieve excellent results at Blackfriars, in an environment of academic success and personal growth. Blackfriars prides itself on its high academic profile with more than 90% of students achieving Tertiary University entrance in a discipline of their choice.

In 2019 – our Dux of the school was International student Youngmo Koo with an ATAR of 99.6.

11.5 Your initial contact with Blackfriars

Blackfriars Priory School has appointed Ms Angela Honner as International Student Program Officer - as the first point of call if International student's parents and/or students or agent have a query or question. Angela's office is in the International Room (F2 Fitzgerald Building) – where students can spend their recess and lunch time and can raise any matter with her concerning home, school, subjects and friends etc.

She is responsible for:

- Monitoring the student in their homestay
- Have a relationship with the homestay family
- Visit the family and students twice a year
- Be the contact person for the boys whilst at school for any reason

Angela will maintain regular contact with the parents either directly, via the email given on the application form, or through their nominated agent with updates on their son's progress.

She can be contacted anytime on +61 417 818 927, via email ahonner@bps.sa.edu.au or in an emergency on +61 432 827 202.

Once the boy is at Blackfriars – with the Parent Portal, SEQTA, parents can use any internet browsing device to check their sons timetable, class attendance, contact their teachers, view subject course information, assignments and homework. The SEQTA Engage link is engage.bps.sa.edu.au. Login details are issued on the students first day of school. Parents can access their sons school report at the end of Term 1 and at the end of each Semester (in July and December).



11. Studying at Blackfriars

11.6 Student orientation program

The International Student Program Officer will meet each of the incoming students at the airport (if advised of their time of arrival) and if requested, will take him to his homestay family.

Orientation happens when the English Bridging Course Provider has determined that the boy's level of English is sufficient to understand mainstream schooling or if documentation has been received during the application process, that no English bridging course is required.

Below is an outline of the process.

- Contact the student to organise a time to meet – (to coincide with when the uniform shop is open – Tuesday and Thursday)
- Tour of the school
- Introduce him to relevant staff
- Issue the student with welcome pack which includes
- Booklist
- Map of the school
- Cocurricular choices
- Tuckshop details including price list
- Term dates
- Daily organisation – Bell times
- Tell us about yourself form
- ENewsletter details – SMS communication
- SEQTA parent portal - login
- Digital Technical requirement
- Uniform shop requirements and purchase
- Road safety and Car Parking
- Mobile Phone policy
- International Room Hub
- Absentee line
- Confirm a 24-hour emergency contact
- Discussion with Administration coordinator about subject choices – timetable received and placed in house/homegroup.
- Meeting their Head of House – expectations of the first day

During orientation, students will be directed to all relevant policies located on the school's Learner Management System (SEQTA) and/or website blackfriars.sa.edu.au

11.7 Student responsibilities

- All students are expected to achieve satisfactory academic performance, which means passing your subjects. It is a Government requirement that unsatisfactory progress be reported to DIAC – Department of Immigration and Citizenship.
- Students must remain with their education provider – Blackfriars Priory School – for the duration of the school year, unless a transfer has been requested.
- It is an ESOS – Education Services for Overseas Students Act 2000- requirement that students must advise Blackfriars of any change of address and contact details within 7 days of any change. Failure to do so, could jeopardise the Student's Visa.
- It is also a Visa requirement that Satisfactory student attendance is 80% of scheduled course contact hours.

11.8 A school that values learning

Students are responsible for their own behaviour and are expected to

1. Be punctual to lessons
2. Enter and leave the classroom appropriately dressed and in an orderly manner
3. Bring the equipment required for each lesson
4. Be self-disciplined and work quietly when directed
5. Be honest and courteous when dealing with staff and peers
6. Respect the rights of others to learn
7. Be safety conscious

Breaches of the above expectations will result in one or a combination of the following:

- A warning/reminder about the accepted standards
- Relocations/isolation in the classroom to complete a Reflection Sheet
- A Notification* to be signed by parents, which forms part of an official school record
- Detention, depending on the severity of the breach

In extreme circumstances, student may be excluded from the room. If so, they are required to report to the Student Office for follow-up by a senior school administrator.

11.9 Respectful relationships

Rights and responsibilities

Each member of the school community has the right to:

- learn and work to the best of his ability
- practice and promote a positive learning environment and
- exercise the values of compassion, courtesy and cooperation
- care for others
- feel safe, secure and supported
- be recognised and acknowledged for doing his best
- be treated with compassion, courtesy and respect.
- expect their property to be safe
- have concerns dealt with in accordance the School's Wellbeing Policy in a timely, clear and courteous manner
- receive relevant information and appropriate and reasonable support. Processes to deal with bullying/harassment
- tell a bully to stop
- not retaliate aggressively, either physically or verbally
- discuss the situation as soon as possible with someone you are comfortable with including parents, Mentor, Head of House, International Student Program Officer, Head of Student Wellbeing, or the School Psychologist.



11. Studying at Blackfriars

11.10 Student facilities

Blackfriars boasts many specialist facilities and learning spaces including:

- Access to wi-fi
- Modern library and information Resource Centre
- Art, design and multimedia suites
- Fr James O’Doherty Performing Arts Theatre – including green room and audio tech
- New State of the art fully equipped Science laboratories
- Sporting facilities including 2 inside playing areas, playing fields and tennis courts
- International Student Hub- equipped with microwaves and kettle
- Canteen that provides a wide selection of food and drink for purchase
- Year 12 area housing computers, printers and photocopies and direct access to Year 12 teachers
- Uniform shop including second-hand uniforms – open Tuesdays and Thursdays
- The Student Office administers a variety of services and information to students including First Aid needs, MetroTicket sales, attendance records and stationery requirements.
- Counselling Suite

11.11 Prescription drugs

If you have been prescribed any prescription drugs you must provide a letter from your doctor with details of your medical condition and the drugs and dosage you will be taking. This information must be given to the Student Office as soon as possible and no later than 7 days within being diagnosed and prescribed the necessary treatment. Prescription drugs are available at the local chemist and are only available when you present a prescription from your doctor.

11.12 Privacy and sharing information

Information is collected on the Application for Enrolment document and during a student’s enrolment at Blackfriars Priory School in order to meet the School’s obligations under the Education Services for Overseas Students Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2017 as well as ensuring student compliance with the conditions of their Student Visa (500) and obligations under Australian Immigration laws.

Blackfriars Priory School from time to time, discloses personal and sensitive information to third parties for administrative and educational purposes. This includes to other schools, government departments, government agencies and statutory boards (including the Catholic Education Commission, Catholic Education South Australia (CESA) the Australian Curriculum, Assessment and Reporting Authority(ACARA), medical practitioners, and people providing services to Blackfriars Priory School, including specialist visiting teachers, (sports) coaches, counsellors and volunteers. Blackfriars Priory School Privacy Policy is available on the school website - blackfriars.sa.edu.au, and provides additional information on how the school handles personal information.

11.13 Compliance information statement (FFPOS)

The Education Services for Overseas Students Act 2000 (ESOS Act) and related legislation is designed to protect the interests of students coming to Australia on Student Visas. The legislation aims to protect and enhance Australia’s reputation for quality education, to provide tuition protection and support the integrity of the Student Visa Program.

Information for students

The Australian Government is committed to ensuring you have a great education experience in Australia. The ESOS Act and related laws protect international students through:

- The ESOS legislation and recent reforms
- The National Code 2018
- The Overseas Students Ombudsman
- The Tuition Protection Service

Further information about students’ rights and obligations under the ESOS Framework can be found in ESOS Framework Student Fact Sheet:

internationaleducation.gov.au/Regulatory-Information/Documents/esosstudentfactsheetv4%20-%20Final%20clean%20copy.pdf

The reference in the ESOS Regulations to Overseas Students Health Cover (OSHC) information has been removed as this is a requirement under the Migration Regulations. More information on changes to the way OSHC is verified by the Department of Immigration and Border Protection is available from their website:

border.gov.au/Trav/Stud/More/Health-Insurance-for-Students

Blackfriars is committed to full compliance with the International Student Compliance legislation (ESOS). Our staff observe this commitment and support the school in complying fully in providing consistent advice and reporting to the school community in meeting our obligations. It is important that it is understood that the ESOS Act places responsibility on the school at all times for its own actions as well as the actions of third parties, including agents. The school selects and works closely with Agents representing Blackfriars. We provide updated information as required through visits and other means of contact.





11. Studying at Blackfriars

11.14 Wellbeing

The wellbeing of our students is actively promoted and developed through our House System and wellbeing curriculum framework to ensure our students flourish. All students are encouraged to participate in the rich and diverse co-curricular program as we strongly value learning both in and beyond the classroom. We recognise the importance of development across all aspects of personal growth including academic, emotional, social, cultural, spiritual and physical development. Our graduates are learners for life. The School caters for students of all abilities; elite and gifted students needing extension in their learning, and those who require additional support in a nurturing and discrete manner.

Support for our students includes a dedicated team of academic and specialist support staff including Counsellors, Heads of House, Specialist Support Teachers, School Psychologist, Director of Student Wellbeing and the International Student Program Officer. All staff are actively involved in the wellbeing of students.

11.15 Welfare, support and pastoral care

The personal safety and wellbeing of students at Blackfriars Priory School is taken very seriously. The School will contact parents in a timely manner if the welfare of a student is of concern or will contact the approved guardian if the parents cannot be reached or do not speak /understand English. Parents are also welcome to contact the School at any time through the SEQTA portal if they are concerned about their son's welfare or any other matters.

11.16 Communication with parents

Our School recognises the academic and social support provided for a student by developing positive and purposeful partnerships with parents through your agent. An important part of this philosophy is effective communication links and processes. Parental understanding of the School communication practices is vital for the smooth running of the school system.

Our aim is:

- to develop positive working relationships with parents to support students' academic and social development.
- to improve parents' understanding of the communication channels available to them.
- to improve parent understanding of the Schools processes in relationship to enquiries, concerns, suggestions and complaints.
- to ensure the School effectively communicates information to parents through a variety of mediums.

Staff, including the Principal of Blackfriars Priory School, regularly visit the home countries of international students, providing personal information and details of the students' academic progress directly to their parents and family – and when necessary, through their agents.

At the beginning of a student's time at Blackfriars, he is assigned a Home Group Teacher who has daily contact with the student and can be contacted at any time through the Parent portal - SEQTA.

11.17 Avenues of communication include...

- Emails and letters home regarding behaviour and progress through the House System and our online learning management system SEQTA
- Information on the website: blackfriars.sa.edu.au
- Student / Parent teacher interviews twice yearly, with bookings made online.
- MS Teams / Skype / Zoom interviews are welcome for offshore/ interstate families.
- Continuous reporting for academic progress through our online learning management system SEQTA.
- Student wellbeing reports and statements of Academic results at the end of each semester through our online learning management system SEQTA.
- Regular emails relating to specific campus events
- The International Student Program Office will provide ongoing reports to the boys' parents via their agents regarding progress at school or any matter.

11.18 Problem-solving

Blackfriars does not tolerate bullying and other unsociable behaviour. Formal policies are in place to develop positive relationships between all members of the School community.

If you have a problem at the school you may approach your Key teacher or Home Group Teacher. If your problem cannot be resolved at that level then the International Student Program Officer or Head of House may be approached. In some instances, it may be necessary to involve the Principal or Deputy Principal to assist in helping sort the problem. The School Counsellor is also available to assist.

If your problem cannot be resolved within the school, then there are external sources you may contact. Every effort is made to problem-solve within the school. You may ask a friend to come with you when you are speaking to a staff member. Blackfriars has an internal and external complaints handling process (see Complaints & Appeals Policy).



11. Studying at Blackfriars

11.19 Uniform

While wearing the compulsory school uniform, students are representing Blackfriars in the community. The uniform should be worn with a sense of pride which also necessitates attention to personal grooming.

The Summer uniform is worn in Term 1 and 4 and the Winter Uniform is worn in Term 2 and 3. As part of your Orientation at Blackfriars, you will be given information about what is required. In colder weather, the school blazer or the school pullover may be worn and, in those instances, the tie is to be worn to and from school. The tie is not worn if only wearing the white shirt with the school crest on the pocket.

It is the school's policy that the school hat must be worn during recess and lunch time and for all curriculum related activities in Terms 1 and 4. Appropriate sports shoes are required for tennis, cricket and athletics and these should also be worn for PE lessons.

The Uniform shop is open on Tuesdays from 8.00am – 4.30pm and Thursdays from 9.00am to 5.30pm during the school term. Other times will be published in the school newsletter or website.

11.20 Complaints and grievances

Blackfriars Priory School has a Complaints and Appeals Process which complies with Commonwealth and State requirements. Access to this process is available to International students at any time, but it has prescribed conditions under Standards 10, 11 and 13. If the schools Complains and Appeals Process is invoked under any of these standards, provisions under Standard 5 will also be applicable if the student is under 18 years of age and the school has approved accommodation, support and welfare arrangements.

You will receive information about where to access any of the schools policies at the time of Orientation and at the beginning of each school year.

11.21 Pathways counselling

Career and tertiary course counselling and assessment services at the school, assist students in making study and career choices appropriate to their talents and areas of interest.

A team that includes a qualified Learning Enrichment teacher works with individuals or small groups to help them achieve their potential at their own pace in a caring supported environment.

11.22 Learning support

International students generally enter at some level in the Secondary school, after completing an English Bridging course and then elect to complete the South Australian Certificate of Education (SACE) in Year 11 and 12.

11.23 What to do in an emergency

If you are feeling uncomfortable about anything 7 days a week – homestay, school life, harassment from another student, or in an emergency, please contact:

Ms Angela Honner – International Student Program Officer on 0417 818 927

If you need to report any incident or allegation, please contact Ms Angela Honner.

Whilst at school – if you have a question, query or need to speak to someone about anything at all, and you are comfortable speaking with your homegroup teacher, your head of house, or any other adult you feel comfortable with, please do so. Alternatively, please speak with Ms Angela Honner – F1 in the Fitzgerald Building.

11.24 South Australian Certificate of Education (SACE)

The South Australian Certificate of Education (SACE) is awarded to students who successfully complete their Senior Secondary Education. The SACE qualifies students for admission to Australian and International Universities. Students study a broad range of subjects enabling them to undertake further studies and employment.

Adelaide has three excellent universities: University of Adelaide, University of South Australia and Flinders University.

11.25 Student ID cards

Every student will be issued a student Identification Card with photo identification which should be kept in a safe place. This card is used to photocopy material and is needed when borrowing literature from the school library. For printing, these cards can be recharged at the Student office.

Students can log in to re-charge their ID card to make purchases in the Canteen.

11.26 Senior library

Our Hallinan Library contains a range of fiction, non-fiction, magazines, graphic novels, vertical files, reference material and databases available for student use. The Library is open from 8.00am to 5.00pm, Monday to Thursday, 8.00am to 4.00pm, Friday.

Students can also access the library for quiet study or research at recess and lunchtimes. Board games supplied can be played in the library at break times.

After school on Tuesday, Wednesday and Thursday, we have a homework club for students who want help with homework or assignments. Various Teachers and recent old scholars are available to assist in any way required at no cost to the student.



11. Studying at Blackfriars

11.27 Key personnel

Principal

Responsible to the School Board for the quality of education service provided to all students.

Director of Development

Responsible for student recruitment and assessing applications. He may conduct interviews with student and their family and is also responsible for members of staff who provide support to students. This includes oversight of international students and CRICOS.

Registrar

Responsible for enrolment documentation and procedures as they relate to international students and manages the PRISMS management system.

Deputy Principal (Secondary, 7 to 12)

Responsible for curriculum and course progress.

Pathways Coordinator

Responsible for curriculum advice, subject selection and university / further education pathway counseling.

International Student Program Officer

Responsible for communication between parents, student, approved guardians and the School's key personnel: where relevant approved guardians and the attendance and welfare of students.

Head of House

Responsible for the academic welfare and pastoral care of students in each house group.

Home Group Teachers

Responsible for pastoral care to small pastoral groups of students.

Curriculum Leaders

Responsible for issues associated with student progress in each curriculum area.

Key Teachers

Responsible for the welfare and progress of students in Years 7 to 9.

Student Services Officer

Responsible for the health care of all students and will attend to the student and make the necessary arrangements should further medical attention be required and inform the parents and/or approved guardian of the situation.

School Psychologist and Counsellors

Provide a confidential service that supports and promotes the growth and well-being of all students

11.28 Subject selection

At the time of the student Orientation, students will make their subject choices, in conjunction with the subject information available in the relevant Subject Selection Handbook, and in consultation with the Pathways Coordinator or Administration Coordinator.

11.29 Reports

Formal Reports are available at the end of each semester for Year 6 to 12 students. Parents can view these reports on the Parent Portal of SEQTA.

Informal Reporting is an on-going process and parents are encouraged to make use of this format. The School has a clear commitment to sustained academic monitoring of student performance and is constantly comparing this to student potential. If parents are concerned about their son's progress they can make contact with their son's Home Group Teacher via SEQTA. Parents should approach the International Students Program Officer when requiring an informal report on their child.

Parent-Teacher Interviews are held in Term 2 and Term 3 and booking arrangements will be communicated to parents prior to scheduled evenings. The International Student Program Officer will attend an interview on your behalf and report to you the outcome in a timely manner.

11.30 Information technology

Students must abide by the Communications Technology Policy, a copy of which is on the schools Learner Management System (SEQTA).

Each student is issued with a login name which allows them to use the network software applications and printers. Students also have space on the network where they may store their work. It is important that a backup is kept either at home on other media such as a USB flash drive. If passwords are forgotten students may request a new one from the Information Technology staff – located in the Senior Library.



11. Studying at Blackfriars

11.31 Campus map

- 1 Early Learning Centre
- 2 Chapel of St Albert the Great
- 3 Neill Gymnasium
PE Office, N1, N2, Changerooms
- 4 Student Services Office
First Aid
- 5 Fr James O'Doherty
Performing Arts Theatre
- 6 Creative Arts,
Design & Technology
ACO, Studio 1, Studio 2,
Technology Workshop
- 7 Frassati Hall
- 8 O'Hearn Block
Heads of House, ADP Wellbeing,
Middle School Classrooms
- 9 St Martin de Porres Place
- 10 Primary School Administration
Head of Primary, APRIM, Chaplain
- 11 Primary School
Reception to Year 6
Classrooms 1 to 9
- 12 Primary Library
- 13 Hallinan Library
ICT Office, Learning Enrichment,
EdNA Room
- 14 Fitzgerald Building
International Students,
F1 to F5, FCR
- 15 Fr Thomas Cassidy Music Centre
- 16 St Catharine's
Administration, Finance,
Enrolments, Development,
- 17 The Masters' Building
MS1L to MS4L, MS1U to MS4U
- 18 Aquinas Centre
Due for completion late 2020
- 19 Canteen
- 20 Maher Building
JLab, BLab, MA1 to MA4
- 21 Automotive Technology Workshop
- 22 Studio 3
Visual Arts
- 23 Peneforte House
Counselling Suite
- 24 Uniform Shop





12. Daily Organisation

12.1 Term dates

The academic year consists of 4 terms, beginning in late January and ending in December. Students are provided a three week break mid-year, and two shorter, two week breaks around April and October. The term dates for each year can be found on the school's website.

12.2 Daily timetable

Home Group.....	8.40am – 8.55am
Lesson 1.....	8.55am – 9.40am
Lesson 2.....	9.40am – 10.25am
Lesson 3.....	10.25am – 11.10am
Recess Break.....	11.10am – 11.30am
Lesson 4.....	11.30am – 12.15pm
Lesson 5.....	12.15pm – 1.00pm
Lunch Break.....	1.00pm – 1.40pm
Whole school Reflection.....	1.40pm – 1.45pm
Lesson 6.....	1.45pm – 2.30pm
Lesson 7.....	2.30pm – 3.15pm

Daily dismissal times

Primary.....	Reception students are dismissed at 3.00pm Years 1 to 6 are dismissed at 3.05pm
Secondary.....	Students are dismissed at 3.15pm

12.3 Attendance

The school hours are between the hours of 8.40am and 3.15pm. Strict and prompt attendance is required, including for sport training and other compulsory events that may occur before or after normal school hours or on the weekend.

Australian Visa regulations state that students must have satisfactory attendance to continue studying in Australia. At Blackfriars we consider satisfactory attendance to be 80% or higher of scheduled course contact hours.

Attendance is compulsory, both for academic progress and to fulfil the requirements of the Australian Student Visa which states that students are required to attend their lessons each day of the school week, for the entire school day. Failure to meet this requirement can be reported to the Department of Home Affairs (DHA) under Student Visa regulations.

Student attendance less than the required Visa regulation of 90% or higher, will receive a First Warning About Student Attendance letter outlining the stipulation in their Visa, and if attendance does not improve, a second letter is issued outlining that if their attendance rate still does not improve, they will be reported to DIBP and Department of Home Affairs - DHA under section 19 of the ESOS Act and their Visa may be at risk. (This could mean that a Student's Visa will be cancelled and students will need to return home – and not return for a number of years).

Punctuality: It is very important to be on time for all your classes. Students who arrive more than 10 minutes late to any class, will be marked absent.

If you are unable to attend school due to illness, either ask your homestay family, or you are to contact the school on 0438 483 997 (SMS only) or absentees@bps.sa.edu.au or you can send a message to the International Student Program Officer, Angela Honner on 0417 818 927.

If you are unwell and away from school 2 days or more, you must go to see a Doctor to get a medical certificate to cover your absence, and then when you return to school, pass that certificate to either your homegroup teacher or Angela Honner. Whilst you are away from school, you must leave your mobile phone switched on so that Ms Honner can make contact with you if necessary.



12. Daily Organisation

12.4 Academic policies and procedures

A detailed set of Academic Policies and Procedures is available on the Blackfriars website. You will receive information about the School Policies and where to find them at the time of your Orientation.

12.5 Academic

At Blackfriars we believe that teaching and learning is our core purpose. We believe that the achievement of enhanced academic outcomes and personal best performance is a product of shared values, practices and commitment to excellence. Students develop academically, physically, emotionally, socially and spiritually.

We believe that:

- Excellence is a product of personal best effort.
- Academic honesty and integrity are not negotiable.
- Students must accept responsibility for their own performance.
- Teachers play a pivotal role in the management of optimal student learning experiences.
- Engaging and authentic teaching and learning practices will integrate learning technologies to enable our students to be more fully prepared for life beyond school.
- Host families play a key role in enhancing student learning outcomes.
- The school accepts responsibility for reporting to parents in a manner that is both timely and meaningful.
- The school accepts responsibility for promoting an academic culture where learning and scholastic achievement are highly valued.
- We provide students challenging and intellectually rigorous learning opportunities

12.6 Student progress

Satisfactory Academic Progress – it is a condition of your Student Visa that you show satisfactory academic progress. This means that you must complete all class and homework to the best of your ability. You must achieve a satisfactory result in your Assessment task for each subject each term. Students who fail to show progress, will be issued with warning letters by the Principal. Copies will be sent to your parents via your Agents, warning them that you are in danger of not satisfactorily completing the course.

12.7 Reporting procedure

Blackfriars is obliged to report to DHA student non-compliance with course requirements.

To ensure reporting is consistent and accurate Blackfriars adapts the following procedure:

- Attendance is calculated monthly and a report is issued each term in order to enable students to check their attendance and academic progress

Promotion between classes is not automatic. Student must prove themselves to be academically capable and to have the level of self-discipline and motivation appropriate to their age group.

12.8 Student assessment and reporting

All students are expected to attend all classes and complete and submit all homework tasks on time and as required. Assessment will include classroom tests, assignments and formal exams which are conducted on a continual basis throughout the academic year. Blackfriars can assist in finding EAL private tutoring and may make this a condition of study for some students.

As a student at Blackfriars you are required to work at an acceptable level and achieve to your ability. As an international student, if your performance falls below the required level even though all steps have been put in place to assist you, including advising your parent/s, the school is obliged to inform the Department of Home Affairs.

In Years 10,11, and 12 students must commence at the start of the new school year in order to be able to meet SACE requirements for satisfactory completion of a course.

12.9 Academic progress and attendance

At the time of orientation, all students will receive a copy of the school's policy on this matter and other Blackfriars policies and where to find them on the website: blackfriars.sa.edu.au



13. Subjects and Learning Opportunities

13.1 STEM

With studies showing 75% of future jobs in Australia being in Science, Technology, Engineering and Mathematics (STEM), Blackfriars has a STEM program to help students gain the skills needed for the future of employment. The project-based program offers boys across all years, the chance to undertake broad, open-ended learning experiences with real world relevance both within the curriculum and as co-curricular activities.

13.2 Learning extension and enrichment

Boys with academic strengths are encouraged to challenge and accelerate their academic progress. Extension learning is offered in Science, Maths, Numeracy and Literacy. Boys who excel in other areas such as Music, Sport or Art can participate in a wide range of co-curricular activities that motivate and encourage further achievement in their areas of strength.

13.3 The Arts

The Arts provide opportunities for boys to learn how to create, design, communicate and share their ideas, emotions observations and experience. Blackfriars students can express their creativity, excite their imagination and express themselves through Visual Arts, Media Arts, Drama and Music. Achievements and talents are celebrated through performance (national and local), concerts (school and community) and exhibitions.

13.4 Vocational Education and Training (VET)

Blackfriars recognizes the wide-ranging career aspirations of boys and provides a wealth of learning enrichment opportunities to match. VET programs are available to students in Year 9 – 12 and include such diverse courses as automotive servicing, fitness, business, photography, hospitality and construction.

VET students can incorporate a nationally accredited apprenticeship or traineeship in several areas into their school program supporting their ability to complete the SACE.

13.5 Co-curricular activities

We challenge boys to achieve their personal best whether in an academic, artistic, athletic or vocational pursuit. Our diverse range of co-curricular activities includes sporting teams, music ensembles, visual and performing arts groups, social justice and environmental groups as well as a variety of volunteer and student leadership opportunities.

For students who enjoy academic competitions, Blackfriars is involved in the annual Tournament of Minds and National English, Mathematics and Science Competitions including the Oliphant Science Awards for students in all year levels.

13.6 Sports

As a member of the Independent Schools Sports Association, Blackfriars competes against other schools in organized competitions in athletics, badminton, cricket, swimming, water polo, tennis, basketball, football, soccer, squash, table tennis and volleyball.

Blackfriars offers a specialist Soccer Program for boys in Years 5 to 10 featuring a fully qualified specialist coaching panel. As well as acquiring advanced skills and the opportunity for advanced representation at local, national and international level, boys involved in the program can achieve coaching and referee qualifications contributing to their SACE.

13.7 Camps, global learning and co-education opportunities

Students across various year levels can participate in curriculum based or personal development camps at locations across South Australia, as well as overseas language and cultural immersion trips to destinations including Japan and Italy. Pilgrimages to Dominican missions are conducted on a regular basis as are sporting exchanges to the USA and UK.

At various stages throughout a student's time at Blackfriars, co-educational social and leadership activities are undertaken with our sister schools.

13.8 Clubs and activities

- Art
- Chess
- Debating
- Media Group
- Music Groups (Rock and classical)
- Instrumental Ensembles
- Robotics
- United Nationals
- Social Justice
- Student Representative Council
- St Vincent de Paul Society
- Choirs and vocal groups
- Orchestra
- YCS

Sports

- Athletics
- Badminton
- Basketball
- Cricket
- Football
- Lacrosse
- Soccer
- Squash
- Swimming
- Table Tennis
- Tennis
- Volleyball
- Water Polo



13. Subjects and Learning Opportunities

13.9 Learning Area Overview (Years 7 to 9)

Learning Area	Year 7	Year 8	Year 9
Religion Studies	Religion Studies (Integrated Studies)	Religion Studies (Integrated Studies)	Religion Studies (Integrated Studies)
English	English (Integrated Studies)	English (Integrated Studies)	English (Integrated Studies)
Health & Physical Education (PE)	Health & Physical Education Soccer	Health & Physical Education Soccer	Health & Physical Education Soccer
Humanities & Social Sciences (HASS)	HASS - Integrated Studies <ul style="list-style-type: none"> • Civics & Citizenship • Economics & Business • Geography • History 	HASS - Integrated Studies <ul style="list-style-type: none"> • Civics & Citizenship • Economics & Business • Geography • History 	HASS - Integrated Studies <ul style="list-style-type: none"> • Geography • History
Languages	Italian Japanese	Italian Japanese	Japanese
Mathematics	Mathematics	Accelerated Mathematics Mathematics	Accelerated Mathematics Mathematical Methods General Mathematics
Sciences	Science	Science	Science
Technologies	Design Technology Digital Technology	Design Technology Digital Technology	Coding & Game Programming Design Tech - Automotive Design Tech - Digital Photography Design Tech - Material Solutions
The Arts	Visual & Media Arts Drama Specialist Music General Music	Visual & Media Arts Drama Specialist Music General Music	Visual Arts - Art Visual Arts - Design Media Arts Drama - Comedy Skills Drama - Acting Techniques for Film & Stage Drama - Lighting, Sound, Vision & Staging DJ'ing & Sound Systems Specialist Music



13. Subjects and Learning Opportunities

13.10 Learning Area Overview (Years 10 to 12)

Learning Area	Year 10	Year 11	Year 12
Religion Studies	Religion Studies	Religion Studies Philosophy	Religion Studies Integrated Learning – Religion Studies Philosophy
Cross Disciplinary	Personal Learning Plan	Community Studies Research Project VET Workplace Practices	Community Studies VET Workplace Practices
English	English Essential English	English Literary Studies English Essential English English as an Additional Language	English Literary Studies English Essential English English as an Additional Language
Health & Physical Education (PE)	Outdoor Education Health Physical Education Soccer	Integrated Learning (Health & PE) Outdoor Education Physical Education Certificate III in Fitness (SIS30315)	Health Integrated Learning (Health & PE) Outdoor Education Physical Education Certificate III in Fitness (SIS30315)
Humanities & Social Sciences (HASS)	History: The Modern World & Australia Stage 1 Accelerated: <ul style="list-style-type: none"> • Business Innovation • Economics • Geography • Legal Studies 	Accounting Business Innovation Certificate III in Business Economics Geography History Legal Studies Stage 2 Accelerated: <ul style="list-style-type: none"> • Business Innovation • Economics • Geography • Legal Studies 	Accounting Business Innovation Certificate III in Business Economics Geography Legal Studies Modern History
Languages	Japanese (Continuers)	Japanese (Continuers)	Japanese (Continuers)
Mathematics	Accelerated Mathematics Mathematical Methods General Mathematics Essential Mathematics	Accelerated Mathematics Specialist Mathematics Mathematical Methods General Mathematics Essential Mathematics	Specialist Mathematics Mathematical Methods General Mathematics Essential Mathematics
Sciences	Science A* Science (Accelerated)	Biology Chemistry Nutrition Physics Psychology	Biology Chemistry Nutrition Physics Psychology
Technologies	Design Technology - Automotive Design Technology - Materials Digital Photography Digital Technology	Design Technology - Automotive (VET) Furniture Design (Material Solutions) Digital Photography (Communication Solutions) Digital Technology	Design Technology - Automotive (VET) Furniture Design (Material Solutions) Digital Photography (Communication Solutions) Digital Technology
The Arts	Architectural Studies Drama Media Arts Music Visual – Arts Visual Arts – Design	Drama Media Studies Music Visual Arts – Art Visual Arts – Design	Drama Media Studies Music – Ensemble Performance Music – Explorations Music – Solo Performance Music – Studies Visual Arts – Art Visual Arts – Design



14. Living Arrangements

14.1 Welfare and accommodation

As Blackfriars does not have a Boarding House, we rely on Homestay families to offer a 'home away from home' experience for our International Boys. We provide families who are interested in cultural engagement and exchange, and who are prepared to help a young visitor to navigate Australian language, culture and lifestyle. Students can also stay with a member of their family or close relative, over the age of 21 years, supported by a signed Letter of Authorisation from their parents/agents.

14.2 Homestay

If the prospective student does not have family with whom to live, 'Homestay' may be considered an option for international students studying at Blackfriars Priory School (necessary whilst attending an English Bridging Course provider prior to entry at Blackfriars Priory School). Homestay is a term used to describe full board accommodation offered by a carefully selected family, couple or single person for which a set weekly fee is charged. Living in Homestay accommodation within the community, can help the International student become independent and learn valuable life skills, as well as offering a safe environment whilst studying, and enabling the students to achieve good academic results.

The School will assess and approve the Homestay and will continue to monitor and care for the student's accommodation through continuous liaison with the International Student Program Officer. Students are not permitted to live independently or without adult supervision at any time while they are a student at the School. This includes any holiday period as specified and agreed upon in the Application for Enrolment Form.

In the interests of the student, it is important that approved guardians accept a parental role and maintain open communication with the school at all times to ensure that any situations can be identified early, and problems dealt with and resolved in a timely manner. Communication with the School on the student's behalf can be made through the International Student Program Officer initially. If the problem cannot be resolved at that level, then the Homegroup Teacher or Key teacher can be involved through contact on SEQTA.

A Homestay experience offers an International Student the chance to become fully immersed in the Australian culture, through living within a caring family environment. Students are actively encouraged to involve themselves in family life, which will further assist their English language development.

All approved Homestay families are located close to the school with many transportation options available. Students are provided with a private area to sleep and study, three meals per day, company and care, with the added support of a 24 hour/7 day a week phone number to support students with homestay issues. The International Student Program Officer is available to support students in Homestay with academic advice and support and can be contacted 24 hours a day if needed.

By having a variety of Homestay families registered to care for international students, either short term or long term, Blackfriars can be flexible to meet the needs of individual students to a certain

degree – which in turn will offer the students' family (in their country of origin) peace of mind that their son will be safe and well supported throughout his schooling in Australia.

If for any reason the student is not happy with the homestay family allocated to them, they are encouraged to contact the International Student Program Officer in the first instance.

The School prefers the approved nominated guardian to:

- Live within 10km of Blackfriars Priory School, be at least 25 years of age, have proficiency in spoken and written English
- Attend parent/teacher scheduled interviews and other interviews where requested by the School
- Monitor welfare, discipline, academic progress and accommodation
- Maintain regular contact with the School through the International Student Program Officer regarding the student's welfare and progress
- Be the point of contact always for the School
- Always remain in Australia during the student's enrolment at the School unless by prior notification to the International Student Program Officer within 10 days of any proposed departure from Adelaide
- Arrange the student's approved accommodation, activities and travel during school holidays
- Ensure the student receives proper medical attention if needed in consultation with parents and the School where appropriate
- Ensure the student's whereabouts are known at all times
- Advise the school of any change of contact details.

14.3 Homestay arrangements

Meals

Please discuss with your homestay family any food allergies, likes and/or dislikes. Please advise in advance if you do not need a meal at any time.

Breakfast – is a help yourself arrangement (e.g. toast, cereal, juice, etc.)

Lunch on weekdays – will be provided for you. Food will be left for you on the weekend.

Dinner – A fully cooked meal is available in the evening every day with the family.

On weekends there is some degree of flexibility whereby students can prepare their own lunch if agreed.

Snacks – Food is generally left for you to eat in between meals – ie fruit, noodles, cake, chips or anything left in the refrigerator. In most homes you are welcome to make yourself a snack and are asked to clean up after yourself. Please discuss this with your homestay family. Students often choose to purchase a few of their favorite snacks and confectionery – and are responsible for the purchase of these.

Bedroom

You are asked to keep your room tidy and make your bed daily. Your dirty clothes and bed linen will be washed on a weekly basis and your room will be cleaned weekly.



14. Living Arrangements

Bathroom

In most instances students will be sharing the bathroom with other members of the family, so please keep showers short in length (less than 10 minutes), remove your dirty clothing and clean up spilled water on the floor to avoid slippage. No showers after 9.30pm.

Laundry

Your dirty clothes, bedding and towels are washed for you. Your homestay host will advise you of this. Dry cleaning is your responsibility.

Overnight Visits

Students are not permitted to stay overnight elsewhere during the week – unless there are special circumstance, which should be discussed with the homestay family before they happen.

Telephone and Internet

Students are required to always carry a charged mobile phone with credit and their homestay parents address and contact details.

Accommodation includes home Internet access required for studying and communication.

Please note: Water and electricity are valuable resources and students are asked to turn off lights, heaters and taps when not in use. Students who use excessive amounts of water and power, may be charged for the excess.

Cost of Homestay

Homestay accommodation is AUD \$290 per week (an internet charge may be an added amount). This includes all meals, laundry and use of common facilities of the household. The student is to pay AUD \$90 per week should the student go away during the holidays: This covers the storage of the students' possession in the room and holds the room for the student for continued accommodation upon their return.

14.4 Insurance

It is your responsibility to take out private insurance against accidental loss or damage to your personal items, such as mobile phones, cameras, iPad, etc.

14.5 Student spending money

The international student will need to have access to a credit card that can be used in Australia for any spending their parents authorise. This money may also be used for any additional resources the student may need to purchase to complete school projects.

14.6 Water

The quality of water in Adelaide is safe drinking water. You can drink the water straight from the tap in Adelaide. Australia is considered the driest continent in the world and consequently showers are to be kept to less than 10 minutes in duration. Water must always be managed carefully.

14.7 Transport costs

Students are responsible for the cost of all their travel – their homestay family will advise where and when public transport can be taken. When travelling in a car, all passengers are required to wear seat-belts.

There is a reliable and regular bus to the city at the front of the school on Prospect Road – Bus Stop 8.

14.8 Change of address or contact details

If you, your parents or approved guardian, change home address, mailing address, telephone or email contact at any time you must inform the International Student Program Officer Ms Angela Honner as soon as possible and no later than 7 days after the change of details.

This is particularly important for students on a Student Visa, as the School is duty bound to notify the Department of Home Affairs (DHA) of changes in student's details.

It is an Immigration requirement that twice a year you will be asked to provide your personal contact details – to ensure the school has accurate information. This is checked in the International Room – 'your son' will be asked to update his personal details at the beginning of Semesters 1 and 2.

14.9 Notification of change of accommodation arrangements

Full fee paying students cannot change their accommodation arrangements without written approval from the International Student Program Office. (see Welfare & Accommodation Policy on the School website – blackfriars.sa.edu.au)

The Registrar will notify the Department of Home Affairs (DHA) using the proforma letters available in PRISMS in the event that a full fee paying student under 18 changes approved living arrangements or if Blackfriars Priory School no longer approves the arrangement.



15. Student Administration Information

15.1 Accounts and administration

Fees are paid one semester in advance. There are 2 semesters per year. Fees are set annually. Families are issued a statement of account. Fees are sent out in March and September of each year. A due date appears on all statements.

15.2 Payment of accounts

The following methods of payment are available:

- Over the counter at the School office, by cash, cheque, credit or debit card
- By mail or facsimile using a completed statement of account remittance advice for card payments or by enclosure of cheque or money order
- By telephone for card payments
- By BPay and Internet banking.

15.3 Terms and conditions of enrolment

Outstanding fees constitute a debt payable to the school. Overdue fees may be placed in the hands of a collection agency. If necessary, the school may take legal action to recover debts to preserve the viability of the School.

15.4 Absences during term

No allowances against fees will be made for late returns to school or absence during the term, including those due to disciplinary suspensions, or for the early completion of Year 12.

15.5 Cancellation of enrolment

Blackfriars reserves the right to cancel a student's enrolment for non-payment of school fees.

Enrolment will be cancelled at the end of a term if fees for that term or prior terms have not been paid, unless an approved payment arrangement has been made.

15.6 Notification of withdrawal

One semester's notice in writing is required in the event of a student's withdrawal, otherwise one semester's fees will be payable.

15.7 Student ID cards

After the annual school photo sessions, students will receive a Student ID card as mentioned at 11.25. A replacement fee is charged if the ID card is lost.

15.8 Refund and cancellation policy

This policy outlines refunds applicable to course fees paid to the school. Please see details on the International Student Application Form.

Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.

The enrolment application fee is non-refundable.

15.9 Transfer

Students wishing to transfer to or from Blackfriars Priory School should consult the International Program Liaison Officer and be aware of the school's Transfer Policy.

A full copy of the Transfer Policy is available on orientation.

15.10 Deferring, suspending or cancelling enrolment

Once a student has been accepted into a course at Blackfriars Priory School they can defer their course, or it is possible that they will be suspended or have their enrolment cancelled for a number of different reasons.

A list of Blackfriars Priory School's policies – among them one for Deferring, Suspending or Cancelling enrolment – is available on Orientation.



16. Contacts

16.1 Education provider

Blackfriars Priory School

17 Prospect Road, Prospect, South Australia 5082
PO Box 86, Prospect, South Australia 5082
Telephone: +61 8 8169 3900
CRICOS Registration Number: 02485B
Principal: Mr Simon Cobiac
Email: principal@bps.sa.edu.au

Registrar

Mrs Linda Gavranic
Telephone: + 61 8 8169 3954
Email: registrar@bps.sa.edu.au

International Student Program Officer

Ms Angela Honner
Telephone: + 61 417 818 927
Email: ahonner@bps.sa.edu.au

Director of Development & Community Relations

Mr Patrick Kelly
Telephone: + 61 8169 3966
Email: pkelly@bps.sa.edu.au

16.2 Emergency telephone numbers

Police. Fire. Ambulance - Dial **000**

16.3 What to do in an emergency

If you are feeling uncomfortable about anything – homestay, school life, bullying or harassment from another student, or in an emergency, please contact:

Ms Angela Honner
International Student Program Officer
Telephone: + 61 417 818 927
Email: ahonner@bps.sa.edu.au

If you need to report any incident or allegation involving actual or alleged sexual, physical or other abuse please contact Ms Angela Honner on the number above. All students have been given her business card with these details.

16.4 Other telephone numbers / contacts

School Absence Line

SMS (Only): + 61 438 483 997
Email: absentees@bps.sa.edu.au



17. List of Documents, Forms & Policies

17.1 FFPOS Documents, Forms and Policies

CESA Procedures for resolving complaints

DOC-001..... International Students Handbook

DOC-002..... International Brochure

FM-000..... Short Stay Application

FM-029..... International Student Profile

FM-030..... Credit Card Authority

FM-034..... International Fees Schedule

FM-070..... Agent Application Form

FM-071..... Agent Reference Check

FM-076..... Application for Enrolment Overseas Students

FM-078..... Intervention Strategy Student Agreement

FM-084..... Student Enrolment Checklist

FM-085..... Letter of Offer TEMPLATE

FM-091..... Decline to Offer Enrolment

FM-092..... Defer Commencement

FM-096..... Attendance First Warning

FM-097..... Attendance Second Warning

FM-098..... Attendance Final Warning

FM-099..... Homestay Authorisation Letter

FM-106..... Refund Request Form

POL-009 Refund Policy

POL-010 Academic Progress Monitoring

POL-013 Intervention Strategy

POL-015 Deferment, Suspension or Cancellation

POL-016 Attendance Monitoring

POL-017 Disciplinary Process (Students)

POL-018 Appeal Process

POL-025 ESOS Student Transfer

POL-032 Staff Induction

POL-035 QA and Continuous Improvement

POL-040 Fit and Proper Persons

POL-043 Interactions with Registration Bodies

POL-049 Risk Management

POL-051 Access Equity Fairness

POL-056 Legislative Compliance

POL-058 Marketing and Advertising

POL-060 Conflict of Interest

POL-062 Policy Framework and Dissemination

POL-063 Electrical Equipment

POL-067 Academic Progress Intervention

POL-069 ESOS Education Migrant Agents

POL-078 Younger Students

POL-079 Guardianship and Homestay

POL-080 ESOS Compliance Framework

POL-083 Anti-corruption and Fraud

These policies are available to view online at:
international.blackfriars.sa.edu.au/international-enrolments/international-policies/

17.2 General School Policies

- Allergy and Anaphylaxis Procedures
- Assessment and Reporting
- Co-Curricular
- Code of Conduct
- Critical Incident
- Data Breach Response Plan
- Digital Technologies
- Dispute Resolution Grievance
- Enrolment
- Fundraising Sponsorship
- Inclement Weather
- International and Overseas Travel Policy and Procedures
- Leave Policy and Procedures
- Library
- Privacy
- Professional Learning and Development
- Recruitment and Employment
- Safety and Wellbeing

These policies are available to view online at:
blackfriars.sa.edu.au/policies/



Notes




BLACKFRIARS




BLACKFRIARS PRIORY SCHOOL

17 Prospect Road | PO Box 86
Prospect 5082 South Australia

 +61 8 8169 3900

 info@blackfriars.sa.edu.au

 blackfriars.sa.edu.au

 /BlackfriarsSchool

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