<table>
<thead>
<tr>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message from the Principal ..................................................................</td>
</tr>
<tr>
<td>International Student Support Staff ..................................................</td>
</tr>
<tr>
<td>Year Advisers .......................................................................................</td>
</tr>
<tr>
<td>Other Important Staff ...........................................................................</td>
</tr>
<tr>
<td>External Contacts ..................................................................................</td>
</tr>
<tr>
<td>Information for International Students (English) ..................................</td>
</tr>
<tr>
<td>Information for International Students (Mandarin) ................................</td>
</tr>
<tr>
<td>Information for International Students (Korean) .....................................</td>
</tr>
<tr>
<td>Information for International Students (Vietnamese) ..............................</td>
</tr>
<tr>
<td>Applying for Leave .................................................................................</td>
</tr>
<tr>
<td>BGHS Expectations and School Rules .....................................................</td>
</tr>
<tr>
<td>Payments and Blue Forms .......................................................................</td>
</tr>
<tr>
<td>First Aid/Sick Bay and Canteen ............................................................</td>
</tr>
<tr>
<td>Bring Your Own Device ...........................................................................</td>
</tr>
<tr>
<td>Sport .......................................................................................................</td>
</tr>
<tr>
<td>Field Study Days, Excursions and Camps ..............................................</td>
</tr>
<tr>
<td>Public Transport .....................................................................................</td>
</tr>
<tr>
<td>Special Religious Education ....................................................................</td>
</tr>
<tr>
<td>Bell Times ................................................................................................</td>
</tr>
<tr>
<td>Uniform ...................................................................................................</td>
</tr>
<tr>
<td>International Students and Work ............................................................</td>
</tr>
<tr>
<td>School Map ............................................................................................</td>
</tr>
</tbody>
</table>
Welcome to Burwood Girls High School.

Burwood Girls High School is a Centre of Excellence with a proud tradition of educating young women. We have high expectations for all students and staff and achieve outstanding results.

As an International Student, we hope that you enjoy all that Burwood Girls High School has to offer. You are joining a wonderful school where you can participate in a wide variety of learning experiences.

We believe in striving for excellence in everything you do and learning to the best of your ability.

It is hoped that all students will develop and expand a love of learning and a thirst for knowledge. Being a part of any community calls for cooperation, understanding and tolerance of others. Therefore, all of you should embrace the school motto, ‘Not for ourselves alone,’ and continue the wonderful work within our school and the wider community.

Burwood Girls is a school community of diverse cultures that encourages all students to draw on their rich personal and cultural resources and enhance the long tradition of this school and its reputation. Our International Students are integral to enhancing this culture and we encourage you to share your traditions, knowledge and experiences where the opportunity arises.

Although many of you are studying in Australia away from your families, our connection with your parents is still very important to us. We believe a strong partnership between the home and the school assists in achieving excellent outcomes for all our students – including those who are a long way from home.

We hope that your educational experience at Burwood Girls is all that you have hoped for and thank you for enriching the Burwood Girls community.

Mia Kumar
Principal
International Student Support Staff

**International Student Adviser**
Janice Raynor
janice.raynor@det.nsw.edu.au
Located in English Faculty

**International Student Coordinator (Executive)**
Julia Alvarado
Julia.alvarado@det.nsw.edu.au
Located in Learning and Technology Faculty

**Chinese Community Liaison Officer**
Anita Chan (Mandarin and Cantonese)
Located in Learning and Technology Faculty
(Tuesday, Wednesday, Thursday)

**Chinese Community Liaison Officer**
Sandy Zhao (Mandarin)
Located in Learning and Technology Faculty
(Monday)

**Korean Community Liaison Officer**
Maria Hong
Located in Wellbeing Office
(Thursday)
Year Advisers

Middle School

Year 7
Ms Zoe Smith
Ms Paula Papas

Year 8
Ms Erin Dib
Mr Matthew Chalmers

Year 9
Ms Heather Oh
Ms Francine Thanos

Senior School

Year 10
Ms Jan Gianotti
Ms Lauren Dwyer

Year 11
Ms Olga Dalageorgos
Ms Jenny Konstan

Year 12
Ms Rosemary Sandow
Ms Kathy Lazos
Other Staff

PRINCIPAL
Ms Mia Kumar

DEPUTY PRINCIPAL
Senior School 10-11
Ms Janina Longman

DEPUTY PRINCIPAL
Middle School 7-9
Ms Karyn O’Brien

SCHOOL COUNSELLOR
Ms Marja Boddeus

CAREERS ADVISER
Mr John Hegedus

LIBRARIAN
Mr Jack Brand

HT WELLBEING
Ms Voulla Kalogeropoulos

HT TEACHING & LEARNING
Ms Kathy Lye

HT TECHNOLOGY INNOVATIONS
Ms Fiona Diakos
External Contacts

NSW Department of Education Contacts

Email: isc@dec.nsw.edu.au
Website: www.internationalschool.edu.au
Phone: +60 2 8293 6928

Homestay Providers

Auzzie Families Homestay Care
Ms Christine Amelia Rose
Suite 4, rear 795 New South Head Road
Rose Bay NSW 2029
Postal/Mailing Address
PO Box 112
Rose Bay NSW 2029
Phone: (+612) 9301 0900
Fax: (+612) 9301 0999
Mobile: 0419 628 168
Email: christine@auzziefamilies.com
Website: www.auzziefamilies.com

Oz Homestay
Ms Elizabeth Walmsley
PO Box 416
Sydney Markets NSW 2129
Phone: (+612) 9325 6988
Fax: (+612) 9325 6960
Mobile: 0421 556 374
Email: lizwalmsley@ozhomestay.com.au
Website: www.ozhomestay.com.au

Stay DownUnder
Mr Gerard and Mrs Rachel Whyte
PO Box 423
Killara NSW 2071
Phone: (+612) 8901 4499
Fax: (+612) 8901 4599
Mobile: 0410 761 499
Email: info@staydownunder.com.au
Website: www.staydownunder.com.au
Information for International Students

Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code.

For a summary of the ESOS framework, go to: https://internationaleducation.gov.au/Regulatory-Information/Pages/RegulatoryInformation.aspx

For information about student visa requirements refer to the Department of Immigration and Border Protection (DIBP) website: http://www.border.gov.au/Trav/Visa-1/571-

Contact the International Student Coordinator at your school if you have any concerns or questions about your school, personal issues or other problems. The Coordinator will assist you or refer you to the appropriate staff member.

The following regulations apply to your studies at a NSW government school:

Attendance and course requirements

- You must attend a minimum of 80% of all scheduled classes. If you do not meet attendance requirements you may be reported to DIBP, unless there are compassionate or compelling circumstances (guidelines are provided below).
- You must provide a doctor's certificate for any absences of 3 (three) days or more. The doctor must be a registered medical practitioner. If you are absent for 1 or 2 days, a letter of explanation must be provided by your carer or if you are over 18 years, you can provide your own written explanation.
- You must meet course progress requirements. Your school will provide you with information about course requirements as outlined by the Board of Studies. Further information about course requirements is available at www.boardofstudies.nsw.edu.au

Accommodation and welfare arrangements

- All students must be accompanied to their approved accommodation upon arrival in Australia.
  - If you have requested a homestay family be arranged for you then a compulsory airport transfer will be arranged for you.
  - If a relative or close family friend has been approved as your carer then arrangements must be made for them to meet you at Sydney International Airport.
- If you are under 18 years, you must maintain your approved accommodation, support and welfare arrangements. If these arrangements are approved by the NSW Department of Education, you must not change those arrangements without prior written approval. Requests to change the arrangements must be made in writing to DE International and signed by your parents.
- If you want to change your homestay, you should contact the International Student Coordinator at your school.
- NSW Department of Education recommends that students over 18 continue to live with relatives or homestay families. Changes to accommodation should be within reasonable travelling distance to your school.
- Your parent or relative (approved carer) must notify your school of your residential address within 7 (seven) days of arriving in Australia and notify any changes of address and contact details within 7 (seven) days. Students over 18 years who change address must also notify their school within 7 (seven) days.

Conditions of enrolment

- You must commence school enrolment on the date stated on the Confirmation of Enrolment and if this is not possible notify DE International in writing within 24 hours of the start date on the Confirmation of Enrolment.
- You must adhere to school rules and the terms and conditions of enrolment as stated on the international student application form. You will receive information about school rules and expected behaviour at orientation.
- Your school may suspend or cancel your enrolment on grounds of misbehaviour. For further information about student behaviour and suspension and expulsion of students, refer to the International Student Coordinator at your school.
- Travel during school holidays, other than returning to your home country, is only permitted if you are travelling with your carer or relatives or on an approved school excursion. Written permission from your parents is required.
- If you want to transfer to another government school you must provide a written request to your school signed by your parents or carer.
- If you want to change provider you must provide a written request to your school signed by your parents. For further information concerning visa regulations about change of provider refer to the DIBP website and the coordinator at your school.
Taking leave

- If you are going to be absent for a week or more during school term, your parents must request approval from the principal. You must not defer your start date or take extended leave without the principal’s permission. Approval is only granted on compelling or compassionate grounds (guidelines below).

Complaints and Appeals

- NSW Department of Education has a complaints and appeals process which is available on the website. If you wish to make a complaint or appeal a decision made concerning your enrolment, course progress or other decision, you should contact the International Student Coordinator at your school. Your carer (if you are under 18) or support person (if you are over 18) must be present with you in any appeal interviews.
- If you are not satisfied with the outcome of internal complaint and appeal process, you will be given access to the external appeals process through the NSW Ombudsman.

Work

- To work part-time DE International requires that you must have been enrolled for at least six months in your current school, have a satisfactory attendance record and provide your school with a letter of consent from your parents before beginning part-time work.
- Any part-time work during school term must not interfere with your school studies and must not exceed 40 hours per fortnight. You should not work more than 10 hours per week in school terms as any more hours may impact on your learning.

Guidelines for compassionate or compelling circumstances

Leave approved on grounds of compelling or compassionate circumstances is not counted in attendance records. Compelling or compassionate circumstances are generally those beyond your control and which have an impact upon your course progress or wellbeing. These could include, but not limited to:
- Illness, where a medical certificate states that you are unable to attend classes or
- Bereavement of close family members such as parents or grandparents (where possible a death certificate or other evidence should be provided either prior to departure or on return) or
- Major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on your studies or
- A traumatic experience which could include, but is not limited to:
  - Involvement in, or witnessing of an accident
  - Witnessing or being the victim of crime
- And this has impacted on you (these cases should be supported by police or psychologists’ reports or advice)
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.

Deferment of course commencement date

Any request for a deferment must be submitted in writing and signed by your parents to DE International. A request for deferment after your student visa has been issued will only be approved where evidence of compelling and compassionate circumstances can be provided. A deferment may affect your visa so please consult DIBP before submitting a request.

Suspension of studies

If you are required to take leave from attending school due to compelling and compassionate circumstances a suspension of your studies may be possible, whereby your absence is not counted towards your attendance rate.

Prior to taking leave, a signed request from your parents must be submitted to DE International along with evidence of compelling and compassionate circumstances.

A suspension of studies may affect your visa so please consult DIBP before submitting a request.
国际学生信息单

澳大利亚的法律旨在为海外学生推进优质教育、促进消费者保护。这些法律称为海外学生教育服务（ESOS）框架。它们包括《2000年海外学生教育服务法》和《国家法则》。
欲了解海外学生教育服务框架的概要，请访问
欲了解学生签证要求方面的信息，请参照移民与公民事务部（DIA）网站：
www.immi.gov.au/students

如果你对就读的学校、个人问题或其它问题有任何担忧或疑问，请联系学校的国际学生协调员，协调员会帮助你或将你转介给相关工作人员。

以下规定适用于在新南威尔士州政府学校学习的学生：

出勤率和课程要求

- 你必须出席至少 80% 的规定课程。如果你不能满足出勤率这一要求，除非有病丧或迫不得已的情况（以下提供了一些指引），你可能会被报告到移民局。
- 如果缺席 3 天或以上你必须提供医生证明，且医生必须是经注册的医疗从业者。如果缺席 1 天或 2 天，必须由你的监护人提供解释信，或者，如果你年满 18 岁你可以提供自己的书面解释。
- 你必须满足课程进度要求，学校会向你提供教育委员会拟订的课程要求信息。
在 www.boardofstudies.nsw.edu.au 可以获得有关课程要求的进一步信息。

住宿和生活安排

- 新生抵达澳大利亚时必须由陪同人送到指定的住宿家庭。
  - 如果你申请教育部帮助你安排住宿家庭，你必须同意机场接送服务。
  - 如果你的亲戚或者家里好友获得批准成为你的家庭护理员，你必须安排他们到机场接你。
- 如果你未满 18 岁，那你必须保持经过批准的住宿、支持和福利安排。如果你住在新州教育部批准的住处，未经书面批准，你不可以搬家。如果你打算更换住处，你的父母必须向教育部国际处递交由他们亲笔签名的书面申请。
- 如果你想改变住宿家庭，你应联系学校的国际学生协调员。
- 新南威尔士州教育和社区部建议 18 岁以上的学生继续与亲属或寄宿家庭生活在一起。更改的住处应在距离学校合理的路程内。
- 你的父母或亲属（批准的监护人）必须在你到达澳大利亚的 7 天内通知学校你的住址，并在任何地址和联系方式变更的 7 天内通知学校。年满 18 岁的学生也必须在变更地址的 7 天内通知学校。

入学条件

- 您必须按照“入学确认表”上的日期开始办理入学手续，如果因故不能办理，请务必于“入学确认表”上规定的开始日期的 24 小时内以书面形式通知“新南威尔士州教育和社区部”的国际学生中心。
- 你必须遵守学校的学分及国际学生申请表中规定的入学条件和条款。在入学介绍时你会得到有关学校规定的所要求的行为方面的信息。
- 学校可能会因行为不当让你停学或取消你的注册入学。欲了解更多有关学生行为、停学和开除方面的信息，请询问学校的国际学生协调员。
- 学校假期期间，除回国以外到其它地方旅行，只有在与监护人或亲属同行或参加经批准的学校远足旅行时才可获准。要求父母提供书面同意。
• 卷入或目击一场事故
• 目击犯罪行为或是犯罪行为的受害人

而且这影响到了你（这些个案应有警方或心理医生的报告或建议加以证明）。

• 由于获得学生签证延迟，未能在开课日期开始学习。

如未在学期初上学或延迟到学期后一段不长的时间，有时父母必须填写延误批准。不延误批准，你将得推迟开课日期或延长请假时间。只有疾病或迫不得已的理由才可获得批准（见以下指引）。

投诉和上诉

• 新南威尔士州教育和社区部设有投诉和上诉程序。如果你想提出投诉或想对注册入学和学习进度决定或其它决定提出上诉，你应联系学校的国际学生协调员。

工作

• 如果你打算找一份兼职工作，新南威尔士州教育和社区部国际学生中心规定你要在校就读至少半年并且有良好的考勤记录，在开始工作之前，你的家长必须递交给学校一份同意书。

• 任何学期内的兼职工作都不能影响你在校的学习，而且每周不能超过四十小时。在上课期间你打工时间必需限制在十小时以内，因为过多的工作会影响你的学习成绩。

病假或迫不得已的情况指引
因病假或迫不得已的理由批准的假期不计入出勤记录。病假或迫不得已的情况一般讲是指你不能控制并对你完成课程进度或生活造成影响的情况。这些情况可能包含但不限于：

• 生病，有医疗证明说学生无法上课，或者
• 父母或祖父母等家庭近亲属去世（在可能的情况下，在离开或返回时应提供死亡证明或其他证明），或者
• 发生在自己国家的重大政治剧变或自然灾害，要求紧急回国，并影响到学业，或者
• 可能包括但不限于以下情况的创伤经历：

如果你想转到另外一所政府学校，你必须向学校提供由父母或监护人签字的书面申请。

如果你想转到私立学校或大学，你必须向学校提供由父母签字的书面申请。欲了解更多有关变更学校的签证规定信息，请参照移民局网站及询问学校协调员。
외국 유학생을 위한 정보지


ESOS 제도에 관한 요약 내용은 웹사이트


학교에 관한 우리의 사항이나 긴급한 집, 또는 개인적인 문제나 기타 문제가 있으면, 귀하가 다니는 학교의 외국 유학생 코디네이터(International Students Coordinator)에게 연락하십시오. 코디네이터는 귀하를 듣거나 적절한 답답 직원을 소개해줄 것입니다.

NSW 정부 학교에 다니는 학생에게는 다음 규정이 적용됩니다.

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- 3일 이상 결석하는 경우, 귀하는 의사 진단서를 제출해야 합니다. 의사의 정식등본의 의료인인 것으로 합니다. 휴유 또는 이를 간 결석할 경우, 보호자가 사유서를 제출하거나, 18세 이상인 경우에는 본인이 직접 사유서를 제출할 수 있습니다.
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- 모든 학생들은 호주에 도착한 후 본소가 반드시 준비되어야 합니다.
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  - 귀하의 보호자가 브라이나 가족이 입학일 경우, 보호자는 반드시 귀하를 시드니 국제 공항에서 직접 안내해야 합니다.
- 귀하가 18세 미만인 경우, 귀하는 학교의 이름과 복지를 반드시 유지하여야 합니다. 텐실 속소, 지원과 복지를 교육부에서 허가된 경우, 사전에 서면 허가없이 변경해서는 안되며, 반드시 교육부 DE International 팀에 부서만이 서명한 속소와 보호자 복지를 제공해야 합니다.
- 귀하의 홈스테이를 변경하고 싶으시다면, 귀하가 다니는 학교의 국제 유학생 코디네이터에게 연락해야 합니다.
- NSW 교육부에서는 나이가 18세 이상인 학생이라도 친척이나 콘테이너 가정에 지속적으로 거주하기가 강향합니다. 변경된 속소는 귀하의 학문에 지장이 없는거리를 있어야 합니다.
- 귀하의 부모님이 전직(귀하 받은)은 귀하가 호주에 도착한 후 10일 이내에 귀하의 거주 주소를 귀하의 학교에 통지해야 하며, 주소 및 연락정보의 변경이 있을 경우, 5일 이내에 통지해야 합니다.
- 18세 이상인 학생 또한 주소변경되었을 때는 7일 이내에 자신이 다니는 학교에 통지해야 합니다.

입학 등록 조건

- 입학허가서(COE)에 적힌 날짜에 학교를 시작해야 합니다. 이것이 가능하지 않을 경우 DEC 유학생 센터에 서면으로 24시간 전입학허가서에 연락된 개학일을 통보하십시오.
• 귀하는 학교 규칙 및 외국 유학생 입학 신청서에 나와있는 입학 등록 조건을 준수해야 합니다. 귀하는 오리엔테이션에서 학교 규칙 및 기대되는 행동 양식에 관한 정보를 받을 것입니다.
• 귀하의 학교는 다른 학생을 근로자 귀하를 정해 및 퇴학시킬 수 있습니다. 평행기준과 정책 및 퇴학 기준에 관한 더 자세한 정보는 학교의 외국 유학생코디네이터에게 문의하십시오.
• 본국으로 돌아가는 것 이외에 학교 방학 기간 동안 여행을 가는 것은 보호자 혹은 전창이 동행하는 경우, 또는 승인된 학교 단체 여행에 한해 허가됩니다. 부모님의사에 동의 의사가 요구됩니다.
• 만약 다른 정부 학교로 전학을 가고 싶을 경우, 부모님이나 보호자가 서명을 한 서면 요청서를 귀하가 다니는 학교에 제출해야 합니다.
• 교육 기관을 변경하고자 할 때에는, 부모님이 서명을 한 서면 요청서를 학교에 제출해야 합니다. 교육 기관 변경에 관한 비자 규정에 대한 자세한 정보는 미사인권부 (DIAC) 웹사이트 및 귀하가 다니는 학교의 코디네이터에게 문의하십시오.

장기 결석
• 귀하가 학기 도중 일주일 이상의 장기 결석을 해야한다면, 귀하의 부모님은학교장에게 허가를 요청해야 합니다. 귀하는 학교장의 허가 없이 수업 시작일을 연기하거나, 결석 기간을 연장할 수 없습니다. 허가가 되는 경우는 어쩔 수 없거나 특별히 난득이 가능한 경우에 한합니다. (아래 지침 참조).

불안 및 향의
• NSW 교육 지역사회에서는 불안 제거 및 향의 상담이 마련되어 있습니다. 귀하의 학교등록에 관하여 내려진 결정, 수업 진도 초segments 기타 결정사항에 대해 불안을 제거하거나 향의하고자 하면, 귀하가 다니는 학교의 유학생 코디네이터에게 연락하셔야 합니다.

취업
• 귀하의 비자에 취업 허가 (Work Rights)를 취득하시면, 방학 기간 동안 일할 수 있습니다. 학기 중에 하는 파트 타임 일은 학교 학습에 방해가 되어서는 안되며, 주당 20 시간을 초과해서는 안됩니다.

특별히 난득이 가지거나 어쩔 수 없는 상황에 대한 지침
• 특별히 난득이 가지거나 어쩔 수 없는 상황을 근로자 허용된 결석은 출결 기록에 포함되지 않습니다. 특별히 난득이 가지거나 어쩔 수 없는 상황은 일반적으로 귀하의 허가 담당관으로 어쩔 수 없으며, 이것이 귀하의 학습 진도나 안녕에 지장을 초래하는 경우입니다. 여기에는 다음과 같은 경우가 해당되지만, 그 외 다른 경우도 있을 수 있습니다.
  • 병에 걸린 경우, 학교를 다닐 수 없다는 내용의 의사 진단서가 필요
  • 부모님 혹은 조부모님과 같은 근친의 사망 (출국 전이나 귀국 후 사망증명서 혹은 다른 증거를 제출해야 함)
  • 본국에서 중대한 정치적 동란 및 천재 지반이 일어나서 급급하게 떠나야하는 경우 및 이러한 상황이 학습에 지장을 초래한 경우
  • 다음과 같은 정신적 충격이 큰 경험 (이 외 다른 경우도 있을 수 있습니다).
    • 사고 연루 및 복지
    • 범죄 피해 및 복지
    • 이러한 상황이 귀하에게 영향을 끼친 경우 (이러한 경우에는 경찰이나 심리학자의 보고서 혹은 소견이 첨부되어야 합니다).
  • 학생 비자 발급이 지연되어 수업 시작일에 학습을 시작할 수 없는 경우
Thông báo dành cho Đu Học Sinh Quốc tế

Luật pháp nước Úc để cao chất lượng giáo dục và việc bảo vệ người tiêu dùng dành cho du học sinh quốc tế. Luật lệ này được biết đến như khuôn khổ ESOS và bao gồm luật Education Services for Overseas Students (Dịch Vụ Giáo Dục Du Học Sinh Quốc Tế -ESOS) năm 2000 và National Code (Điều luật của Quốc Gia).

Muốn có bản tóm lược về khuôn khổ ESOS, xin xem trang mạng:

Muốn biết thêm chi tiết về các đối tác với chiều khán đi du học sinh, xin vào xem trang mạng của Bộ Di Truyền Quốc Tịch (DIAC) ở: www.immi.gov.au/students

Hãy liên hệ với International Students Coordinator (Diệu Họp Viên Du Học Sinh Quốc Tế) tại trường của quý vị nếu quý vị có điều gì thắc mắc muốn hỏi về trường quý vị học, về các vấn đề riêng tư hoặc bất cứ vấn đề nào khác. Điều Họp Viên sẽ giúp đỡ quý vị hoặc giới thiệu quý vị đến nhận viên thích hợp.

Các qui định đối với các khóa học

- Quy vị phải đến lớp nhất tối thiểu là 80% các giờ học theo khóa biểu án định. Nếu quý vị không thoả mãn điều đòi hỏi về việc đến lớp theo qui định thì có thể nhận trường sẽ báo cáo lên Bộ Di Truyền Quốc Tịch, trừ khi quý vị đã hoàn thành các bài thi hoặc bỏ việc (xin xem bản hướng dẫn về việc này ở biên độ).
- Nếu vắng mặt 3 ngày hoặc hơn, quý vị phải cung cấp giấy chứng nhận của bác sĩ. Ví quý vị là bác sĩ đã đăng ký. Nếu quý vị vắng mặt chỉ 1 hoặc 2 ngày, thì ngay hôm phải viết thư giải thích hoặc nếu quý vị trên 18 tuổi thì quý vị có thể tự mình viết thư giải thích.
- Quy vị phải thông báo đến các đối tác với tiến trình học tập. Nhà trường của quý vị sẽ cung cấp thông tin cho quý vị biết về các đối tác với khóa học do Hội Đồng Học Đường để ra. Muốn biết thêm chi tiết về đối tác này, hiển cua sần thông tin trên trang mạng www.boardofstudies.nsw.edu.au

Các thu xếp về nơi trú ẩn và phúc lợi

Tất cả học sinh khi đến Australia đều phải được đưa đến chỗ ở đã được chấp thuận trước khi đi.

- Nếu ban đã yêu cầu thu xếp về nơi trú ẩn, việc đó tại phí trường bất bước sẽ được sắp xếp cho bạn.
- Nếu người thân trong gia đình hay người quen với gia đình đã được phê duyệt là người chăm sóc ban, họ phải sắp xếp và đồng bạn tại Sân bay Quốc tế Sydney.
- Nếu quý vị dưới 18 tuổi, quý vị phải duy trì các thu xếp về nơi trú ẩn, hỗ trợ và phúc lợi. Nếu các thu xếp này được Bộ Giáo Dục và Công Đồng tiệp bang NSW phê chuẩn, quý vị không được thay đổi các sắp xếp này mà không có sự phê chuẩn trước đó trên giấy tờ. Muốn thay đổi thu xếp, phải làm đơn yêu cầu viết trên giấy và gửi đến Trung Tâm Du Học Sinh Quốc Tế (DEC International) có chủ ký của phụ huynh của quý vị.
- Nếu quý vị muốn thay đổi nơi ở (homestay), quý vị nên liên hệ với Điều Họp Viên Du Học Sinh Quốc Tế tại trường của quý vị.
- Bộ Giáo Dục và Công Đồng tiệp bang NSW đa nghi là các du học sinh trên 18 tuổi tiếp tục sống với người thân hoặc gia đình tại nơi mình ở. Mỗi thay đổi chỗ ở nên được thực hiện trong khoảng cách hợp lý từ nơi quý vị ở đến trường của quý vị.
- Phụ huynh hoặc người thân của quý vị (người giám hộ đa được chấp thuận) phải thông báo cho trường của quý vị biết địa chỉ cụ thể của quý vị trong vòng 7 ngày tính từ khi quý vị đến Úc và phải thông báo nếu có thay đổi địa chỉ cùng như chi tiết liên hệ trong vòng 7 ngày. Các du học sinh trên 18 tuổi mà tối đa chỉ cùng phải báo cho trường mình biết trong vòng 7 ngày.
Điều kiện ghi danh học

- Quy vị phải tôn trọng nội quy của nhà trường cũng như các điều khoản và điều kiện của trường qui định về việc đăng ký ghi danh có nội trong đơn đăng ký ghi danh du học sinh quốc tế. Quý vị sẽ nhận được thông tin về nội quy của trường và hành kiểm mà nhà trường đổi hỏi ở nơi Quý vị tại buổi định hướng.
- Nhà trường có thể đình chỉ hoặc hủy bỏ việc đăng ký ghi danh của quý vị vì lý do là quý vị có hành vi không tốt. Muốn biết thêm thông tin về các hành vi của du học sinh và việc đình chỉ cũng như tổng xuất học sinh, Xin tham khảo với điều hợp viên du học sinh tại trường.
- Việc đi du lịch trong các kỳ nghỉ, mà không phải là về quê, chỉ được chấp thuận nếu quý vị đi với người giám hộ hoặc người thân của quý vị hoặc theo trường tham quan du ngoạn đã được phê duyệt. Việc này phải được phụ huynh của quý vị viết giấy cho phép.
- Nếu quý vị muốn chuyển trường qua trường công lập nào khác, quý vị phải viết đơn yêu cầu gửi đến nhà trường. Đơn này phải có chữ ký của phụ huynh hoặc người giám hộ của quý vị.
- Nếu quý vị muốn thay đổi cơ quan cung cấp hồ trớ, quý vị cũng phải viết đơn yêu cầu gửi đến nhà trường. Đơn này phải có chữ ký của phụ huynh hoặc người giám hộ của quý vị.

Ngày nghi phép

- Nếu quý vị sắp vắng mặt một tuần trở lên trong học kỳ, thì phụ huynh của quý vị phải xin chữ nhiệm nhà trường chấp thuận. Quý vị không thể tri hoảng ngày đặt đầu nghỉ hoặc nghỉ mà không có sự chấp thuận của chủ nhiệm nhà trường. Chủ nhiệm chỉ chấp thuận cho các lý do đưa ra trên cơ sở cảm thông và bất khả kháng thời (xin xem hướng dẫn chính biên dưới).

Thanh phien và kháng kiện

- Bộ Giáo Dục và Công Đồng tiểu bang NSW có thủ tục than phien và kháng kiện. Nếu quý vị muốn đưa ra lời than phien hoặc kháng kiện về các quyết định có liên quan đến việc đăng ký ghi danh của quý vị hoặc, tiến trình pháp tố về yêu cầu nào khác, quý vị nên liên hệ với điều hợp viên du học sinh tại trường.

Làm việc

- Để làm việc ban thời gian DEC International yêu cầu bạn phải học ít nhất sáu tháng trong trường học hiện tại của bạn, và có một bảng hành kiêm tốt cung cấp bỗ trợ học và có thông y của cha mẹ. Bạn phải có đầy đủ những yếu câu trên trước khi được bất đầu làm việc ban thời gian.
- Bắt kỳ học việc ban thời gian nào cũng không được ăn hưởng tới việc học của bạn và bạn không được làm hơn 40 giờ mỗi tuần. Bạn không nên làm việc nhiều hơn 10 giờ mỗi tuần nếu có sự ảnh hưởng tới việc học của bạn.
Applying for Leave

International Students are required to have a minimum attendance of 80% to ensure they meet their visa requirements. Furthermore, the Department of Education requires attendance of all students to be over 85%.

International Students who wish to return home for a period of time must apply for leave. The Department of Education will only approve leave if it is for compelling and compassionate reasons. If you wish to return home for any other reason, this will be considered ‘unapproved leave’ for the purposes of your visa requirements.

The following process must be followed:

1. Inform the International Student Coordinator of your desire to take leave and the possible dates (do this BEFORE booking your flights)
2. Complete a green Request for Leave form - 填写绿色的表格
3. Have a signed letter from parents outlining why leave is required and the date you will be leaving Australia and the date you will be arriving back in Australia (this can be written in your parent’s own language) - 来自家长的申请信- 可以是家长擅长的语言。申请信必须有家长的签字（家长的签字必须与你最初报名申请时的签字一致
4. Hand in a copy of flight details - 你的机票详细信息复印件 -- 可以是其它的语言
5. Hand in all paperwork to the International Student Coordinator or a Community Liaison Officer. You may email your letter and flight details to Ms Alvarado
6. The application will then be handed to the Principal for approval

Leave may NOT be approved if:

- Your overall attendance is unsatisfactory
- The number of days will lead to a significant drop in your rate of attendance
- You do not have all of the necessary documentation

Example of Note from Parents

I give permission for my daughter (insert your name) to return to (country) in the school holidays to visit family. She will be flying out on the (date) and shall be returning on the (date).

我允许我的女儿（你的名字）在假期回（国家）探望家人。她将于（日期）启程，于（日期）返回。

OR

I ask for permission for my daughter (insert your name) to return home for (enter reason here). She will be flying out on the (date) and shall be returning on the (date).

我请求学校允许我的女儿 (女儿的名字) 于(回国日期) 回国, (返校日期) 回校。因为(回国理由)。
BGHS Expectations

In 2008 our school community decided on the following values as being highly important to our school. Since their adoption, they have been publicised on posters around the school, been highlighted on the front cover of our student diaries and have also been embedded in our award and recognition scheme.

- Democracy
- Respect
- Integrity
- Participation
- Excellence
- Responsibility
- Fairness
- Courtesy
- Care
- Cooperation
- Fairness
- Care

As a student at Burwood Girls High School you are expected to:

- respect the rights of others and individual differences
- take responsibility for your learning
- maximise your learning by:
  - recognising your potential to learn
  - embracing different ways of learning
  - thinking, questioning, reflecting and evaluating
  - working cooperatively and giving support to others
  - developing effective communication and decision making skills.
  - striving for personal excellence

School Rules

- Attend every school day; be in class on time and be prepared to learn to the best of your ability.
- Maintain a neat appearance, including adhering to the requirements of the school’s uniform policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for yourself, your peers, your teachers and other school staff, including following class rules, cooperating with instructions and learning activities and resolving problems peacefully and fairly.
- Treat one another with dignity and respect and display good citizenship at school and in the community.
- Take pride in your achievements and your school and care for the school environment and property belonging to you, the school and others.
- Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.
Payments

MAIN OFFICE

Contact Details
Address for correspondence: Burwood Girls High School
Queen Street
Croydon NSW 2132

Telephone number: 9747 3355
Fax number: 9744 2797
E-mail: burwoodg-h.school@det.nsw.edu.au
Website: http://web3.burwoodg-h.schools.nsw.edu.au

Office Hours

Students: the office hours are:
• Before school: 8:00 am to 8:45 am (payments from 8:30 am to 8:45 am)
• Recess and lunch.

No payments will be taken during class time. The office is closed on Fridays at recess for a staff meeting and once a fortnight for bank reconciliations. No payments are taken on the last day of each term.

Parents: Payments can be made any time between 8:15 am and 2:00 pm. Payments can be made by cash, cheque, credit (Visa or Mastercard only) and EFTPOS. Credit card payments can also be made over the phone or online via the school’s website for your convenience. No payments are taken on the last day of each term.

Main Entrance - Reception, transport passes
Window 1 - Late notes, absentee notes, early leavers passes, uniform passes, student swipe out, concession cards, school ID cards
- Enrolment enquiries, first aid
Window 2 - Payments

Please don’t hesitate to contact the Office if you have any queries.

Using Blue Forms for Payments (International Students)

All International Students have access to funds to assist in their payment of excursions and other school equipment that may be purchased at school. The total funding available for each student is $300. If you wish to use your $300 to assist in the payment of excursions, equipment or sport, you must complete a ‘Blue form’. These can be accessed from your roll call teacher or the International Student Coordinator. You must hand in this blue form when you pay for the excursion.
First Aid / Sick Bay

This is located near the Front Office and is supervised by the First Aid Officer and the Head Teacher Welfare. This facility is available for emergency illness and accident. Only temporary assistance can be offered. In cases of serious illness or accident, medical attention will be sought at the direction of parents or the emergency contact person.

Where students are too ill to attend regular classes, parents will be contacted to collect the student. This contact must be made by the office staff, not the students themselves. Junior students who are ill will not be allowed to travel home alone. Senior students may only travel home alone after parental permission has been obtained. All students must sign out at the Front Office before leaving.

In cases of recurring illness, please notify the Head Teacher Welfare of the particular circumstances and ensure that you provide the school with current emergency contact numbers.

If the student is ill or injured at school she should report the matter immediately to her class teacher, if it is lesson time, or to the nearest teacher on playground duty during recess or lunch breaks. All students with minor injuries should then report to the First Aid Officer in the Front Office for assessment. During class time students must have a note from the teacher to leave class before going to the front office.

* STUDENTS MUST NOT GO TO SICK BAY WITHOUT THE KNOWLEDGE AND CONSENT OF THE FRONT OFFICE OR THE HEAD TEACHER WELFARE.
* SICK BAY HAS VIDEO SURVEILLANCE.

Parents: please ensure that you have given the office current home, work and mobile telephone numbers and the current number of a responsible friend or relative so that we can make contact if the student becomes ill at school.

* WE ASK FOR CO-OPERATION OF PARENTS IN NOT SENDING STUDENTS TO SCHOOL IF THEY ARE ILL, BECAUSE OUR FACILITIES ARE STRICTLY LIMITED TO EMERGENCIES.

The Canteen

The canteen is well stocked with a variety of foods suitable for both summer and winter: sandwiches, yoghurt, milk, rolls, fruit juices, ice blocks, seasonal fruit, sausage rolls, pasta, croissants, soup, tea, coffee, salads and hot meals.

All students are encouraged to pre-order lunches before school or at recess. This ensures that they have their lunches ready without the need to wait for it to be made up at lunch time.
Bring Your Own Device (BYOD)

At Burwood Girls High School, the BYOD Program will allow all students in Years 7-12 to bring their own computing device to school each day. Students’ personal computing devices must meet the minimum device requirements for both connection to the school Wi-Fi network, and for the device to be functional as an aid to learning.

Students in Year 9 will be expected to bring their own personal device to school every day. The school has embedded significant emphasis on the integration of technology into learning programs in Years 9 – 12, and the use of a personal computing device will allow these initiatives to continue.

All students will be strongly encouraged to bring their computing device to school every day.

Minimum Requirements for BYOD devices

**BYOD Checklist**

**Wireless Connectivity**

*Wireless connectivity is key to BYOD devices in schools!*

Devices must support 5GHz dual band wireless or 802.11 a/b/g/n. (Make sure it supports both ‘a’ and ‘n’.)

This is the most important feature for connection to the DEC network, otherwise you will need to buy a Wi-Fi adapter.

**Battery Life**

**Minimum 5hrs**

Devices need to last the school day. We recommend a minimum of 5hrs battery life.

**Memory and RAM**

**16GB Memory 4GB RAM**

To be able to store and process data effectively these minimum specifications are essential.

**Hardware Features**

**Camera & microphone**

These are necessary to ensure students can participate in 21st century learning activities, a stylus may be useful and a keyboard is strongly recommended.

**Screen Size**

**7 inch screen**

Whilst all laptops should be compatible, tablets need a minimum 7 inch screen to ensure ease of use throughout an entire school day.

**Other Essential Considerations**

- **Casing:** Needs to be tough and sturdy. Can it be dropped without breaking?
- **Weight:** Is the laptop light enough for student to carry each day?
- **Durability:** Consider the overall durability of the device. Are the keys and inputs sturdy?

**Important Notes:**

- Devices based on the Android operating system are **not recommended**.
- iPads have limited use and are **not recommended**.
- Visit [http://burwoodgirlsbyod.weebly.com](http://burwoodgirlsbyod.weebly.com) for further information.
Sport

Sport Coordinators

Grade Sport and Carnivals  
Ms Gianotti

Recreational Sport  
Ms Dalageorgos

Students in Years 8-11 have sport on Tuesday afternoons. Year 7 students have sport in their class groups at various times in the week.

Each term, students in Years 8-11 participate in grade or recreational sport:

- **REC sports include:** Badminton, bocce, ball games, cardio boxing, circuit, dance ensemble, futsal development, hip hop ensemble, hunger games, pilates, power walking, rec basketball, rec netball, RPM/cycle, run club, self-defence, table tennis, tennis.
- **GRADE sports include:** netball, basketball, European handball, soccer, volleyball, touch football, ultimate Frisbee.

**Information for Sport Selection**

- Sport choices occur once per term (in Week 8)
- Sport choices are done through Edval
- You will be emailed a personal code to enter your choices
- If you do not select your sport by the closing date, you will be placed into a sport by the Sport Coordinators
- Once you have been allocated your sport, you must pay the full cost of the sport and return a permission note

**On Sport Day:**

- You must wear full sport uniform
- You must arrive at your meeting place on time
- You must bring a note if you are injured or unwell and unable to participate
- You will be dismissed at 2:30pm
Sports Houses for 2016

Houses are based on the first letter of your family name.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>CUMBORA (Yellow)</th>
<th>KAYEROO (Red)</th>
<th>KURRAJONG (Green)</th>
<th>YORELL (Blue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>L - R</td>
<td>S - Z</td>
<td>A - D</td>
<td>E - K</td>
</tr>
<tr>
<td>8</td>
<td>E - K</td>
<td>L - R</td>
<td>S - Z</td>
<td>A - D</td>
</tr>
<tr>
<td>9</td>
<td>A - E</td>
<td>F - K</td>
<td>L - R</td>
<td>S - Z</td>
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<tr>
<td>10</td>
<td>G - L</td>
<td>M - R</td>
<td>S - Z</td>
<td>A - F</td>
</tr>
<tr>
<td>11</td>
<td>A - F</td>
<td>G - K</td>
<td>L - Q</td>
<td>R - Z</td>
</tr>
<tr>
<td>12</td>
<td>V - Z</td>
<td>A - L</td>
<td>M - Q</td>
<td>R - T</td>
</tr>
</tbody>
</table>

Sport Carnivals

The school holds two whole school carnivals:

- A swimming carnival - held early Term 1 at Ashfield Aquatic Centre
- An athletics carnival - held early Term 2 at Homebush Athletics Centre

Attendance at these carnivals is compulsory for all students.

Students are encouraged to dress up for the swimming and athletics carnivals to show ‘house spirit’. House Captains are elected each year from Year 11 and lead their house members to encourage competitors.

Below are examples from a previous swimming carnival.
Field Study Days, Excursions and Camps

Field Study Days
- There are three Field Study days held every year – one in each of terms 1, 2 and 3.
- They are compulsory for all students to attend
- You may use a “Blue Form” to pay for the excursion

Excursions
- Different subjects may organise excursions throughout the year to assist in your understanding of the curriculum.
- You may use a “Blue Form” to pay for these.

Camps
- Most year groups have a camp throughout the year
- You may use a “Blue Form” to pay for part of your camp
- International Students are STRONGLY encouraged to attend their Year group’s camp.

Public Transport
International Students are NOT entitled to free public transport to and from school. Students who travel to and from school via trains and buses must purchase an Opal Card. Students under the age of 16 should purchase a ‘child’ ticket while those 16 and over should buy a Concession ticket. You will require a Concession card to purchase the Concession ticket and you must carry your Concession card with you at all times while using public transport. Concession card applications are available from the front office.

Special Religious Education
Students will have the opportunity to attend Special Religious Education classes on Tuesdays. SRE, previously known as “Scripture”, is an integral part of the curriculum in government schools. Representatives of approved religious persuasions have an opportunity to provide SRE in every government school in NSW.

The content of SRE classes is specific to each religion or denomination. It is not the same as General Religious Education, which is a component mainly of the Human Society and its Environment key learning area. General religious education involves learning about religions, the place of religion in society and the importance of religious beliefs for particular individuals and communities.

Religion is an important element in the development of cultures and plays a significant role in the community. We trust that your child will benefit from the religious education opportunities provided.
## Bell Times

<table>
<thead>
<tr>
<th>MONDAY + ASSEMBLY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROLL CALL 8:45-8:55</td>
<td>ROLL CALL 8:45-8:55</td>
<td>PERIOD 1 8:55-10:10</td>
<td>ROLL CALL 8:45-8:55</td>
<td>ROLL CALL 8:45-8:55</td>
<td>ROLL CALL 8:45-8:55</td>
</tr>
<tr>
<td>PERIOD 1 8:55-10:10</td>
<td>PERIOD 1 8:55-10:10</td>
<td>SCRIPTURE 1 OR STUDY GROUP YEARS 10-12 10:10-10:40</td>
<td>PERIOD 1 8:55-10:10</td>
<td>PERIOD 1 8:55-10:10</td>
<td>PERIOD 1 8:55-10:10</td>
</tr>
<tr>
<td>ASSEMBLY 10:10-10:40</td>
<td>RECESS 10:40-11:00</td>
<td>SCRIPTURE 2 OR STUDY GROUP YEARS 7-9 10:40-11:10</td>
<td>RECESS 10:40-10:40</td>
<td>RECESS 10:40-10:40</td>
<td>RECESS 10:40-10:40</td>
</tr>
<tr>
<td>PERIOD 2 11:00-12:10</td>
<td>PERIOD 2 10:30-11:50</td>
<td>PERIOD 2 11:10-12:30</td>
<td>PERIOD 2 10:30-11:50</td>
<td>PERIOD 2 10:30-11:50</td>
<td>PERIOD 2 10:40-11:55</td>
</tr>
<tr>
<td>PERIOD 3 12:10-1:20</td>
<td>PERIOD 3 11:50-1:10</td>
<td>LUNCH 12:30-1:00</td>
<td>PERIOD 3 11:50-1:10</td>
<td>PERIOD 3 11:50-1:10</td>
<td>PERIOD 3 11:55-1:10</td>
</tr>
<tr>
<td>LUNCH 1:20-2:00</td>
<td>LUNCH 1:10-2:00</td>
<td>SPORT YEARS 8-11 1:00-2:30</td>
<td>LUNCH 1:10-2:00</td>
<td>LUNCH 1:10-2:00</td>
<td>LUNCH 1:10-2:00</td>
</tr>
<tr>
<td>PERIOD 4 2:00-3:15</td>
<td>PERIOD 4 2:00-3:15</td>
<td>PERIOD 4 YEAR 7 1:40-3:00</td>
<td>PERIOD 4 2:00-3:15</td>
<td>PERIOD 4 2:00-3:15</td>
<td>PERIOD 4 2:00-3:15</td>
</tr>
</tbody>
</table>

**Please note:**
- 10 minute roll call at start of each day.
- Year 7 have two lessons on Tuesday afternoon instead of Sport for Year 8 – 11 students.

### Medical Insurance

It is compulsory for student visa holders to have Overseas Student Health Cover (OSHC) usually through Medibank Private. This allows students to access medical services similar to Medicare cover. For the cost of OSHC, refer to the Application Form or the Medibank website [www.medibank.com.au](http://www.medibank.com.au).

You must supply the school with a copy of each student’s Medibank OSHC card, in case of accident or injury.
Uniform

Burwood Girls High School is a ‘uniform school’ where students are expected to be in full school uniform every day. Our uniform is functional and distinctive and helps students to dress neatly and to identify with the school. In the interests of maintaining a positive school image as well as ensuring the safety and security of our students, we ask for the support of parents in enforcement of our uniform policy.

If there are welfare issues concerning school uniform, the Head Teacher Wellbeing may make the necessary arrangements.

In other uniform matters, students in Years 10-12 report to Ms Janina Longman, Years 7-9 to Ms Karyn O’Brien.

Our school strongly enforces the school’s uniform policy.
In emergencies the school makes provision for students to be out of uniform. The student must bring a note before school and obtain a uniform pass for that day.

Parents will be contacted immediately to address the issue of a student out of uniform if the items of clothing are considered unsafe (eg thongs) or inappropriate for a student at school. In these circumstances, students over 16 years of age may be sent home to change.

Disciplinary action will be taken for persistent offenders. Consequences will include student counselling, parent interviews and detentions.

Shoes
The greatest number of injuries to students occurs due to “slips, trips and falls”, therefore, we insist upon the wearing of safe, sturdy, fully enclosed, hard leather shoes which meet WHS requirements in specialist rooms including kitchens, science labs and workshops. Additionally for the safety of students in the playground and at sport the following footwear requirements will apply to ALL students.

Acceptable School Shoes:
• School shoes must be made of a sturdy material (hard leather), flat heeled and offer adequate support to the foot. (No canvas type, ballet type or boat shoes).
• The shoe must cover the entire upper section of the foot to protect against falling objects or spilt liquids.
• The shoe must be completely black (including the sole and laces) with no brandings or logos.

Acceptable Sport Shoes
• On sport days, students will be permitted to continue to wear appropriate, closed, supportive sport shoes/runners, however these must be proper exercise shoes, not canvas gym boots or slip-on shoes.

Parents purchasing new shoes for their daughter are advised to refer to the table below to ensure that an acceptable shoe is purchased to meet requirements in 2015.
Acceptable Shoes

<table>
<thead>
<tr>
<th>CORRECT SHOES ARE COVERED, HARD LEATHER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVERED</td>
</tr>
<tr>
<td>+ HARD LEATHER</td>
</tr>
<tr>
<td>+ SUPPORTIVE</td>
</tr>
<tr>
<td>+ PROTECTIVE</td>
</tr>
</tbody>
</table>

Unacceptable Shoes
Permission to Work

To be eligible to work part-time, you must:

- hold a valid student visa class 571,
- be in Australia,
- have commenced your course with NSW Department of Education and Communities and had at least two terms of satisfactory attendance (above 80%),
- have complied with the conditions of your existing visa,
- apply for a tax file number with the Australian Taxation Office (ATO). The contact number for the ATO is 13 28 61.

As an international student, you can work a maximum of 40 hours per fortnight during the school terms and you can work unlimited hours during the school holidays.

Please note: During school terms it is advisable to limit your working hours to a maximum of ten hours per week.

The NSW Government Industrial Relations (IR) section provides a facts sheet for international students working in NSW which includes basic workplace rights and responsibilities:


**NSW IR Publications – International Students Factsheet** (see the next two pages).

**Department of Immigration and Citizenship (DIAC)**

If you still have questions regarding work visa issues, you need to contact DIAC directly.

DIAC Sydney CBD office is located at:

**26 Lee Street, Sydney NSW 2000** (near Central Railway Station)

**Office hours:**
Monday, Tuesday, Thursday and Friday 9:00 am – 4:00 pm and
Wednesday 9:00 am – 1:30 pm.
**Phone:** 131 881
As an international student, you have the same rights and responsibilities as any other worker in NSW. However, the work you do must meet your visa conditions. This fact sheet outlines some of the key things you must be aware of when starting work.

Starting work on trial

When offered a job, you may be asked to work for a trial or probation period to see if you can do the job. Your employer must tell you how long the probation or trial period will be (maximum three months) and you must be paid for any work you do.

Unpaid work trials are against the law in Australia – you should not be asked to work for free. You should be paid for all the hours you work, including meetings and training, as well as for the time spent opening and closing the business.

The only instance you may be asked to do work experience for no pay is when it is organised as part of your course of study. This placement must be through a registered educational training organisation like a school, TAFE or university.

Get the job offer in writing

When you are offered a job, it is a good idea to ask your employer to explain in writing the conditions you will be working under and what you will be expected to do.

The letter should include:
- the name of your employer
- what the job involves and a list of your duties
- how much you will be paid each hour, week or fortnight
- your hours of work
- whether you are casual, part-time or full-time
- the employment conditions and arrangements you will be working under, such as an award or agreement.

Before you agree to the job offer

You may be employed under an award or an agreement. To find out how the award or agreement covers you in the job you are doing (i.e., the minimum wage you must be paid, when you can take breaks during your shift and what duties your employer can expect you to do) call the Fair Work Infoline on 13 13 94.

If you are asked to sign a document agreeing to certain working conditions, read it very carefully. Don’t feel pressured to sign it straight away, especially if it doesn’t suit you.

Ask your employer for time to consider the document. Feel free to take the agreement home and get other people you trust to read it over with you. You may want to seek legal advice before you make your decision.

If you are unsure about the conditions of the agreement you have been asked to sign, contact the Fair Work Infoline on 13 13 94.

Your pay

Your employer must pay you at least the minimum rate set out in the award that applies to your job. This rate will depend on the type of work you do and the times you work. Your employer can pay you more than this amount, but not less.

You may also be paid allowances for doing certain tasks, overtime pay for working outside your regular hours or penalty rates for working nights, weekends or public holidays.

Your employer must pay you at least once a month.

You must be paid in cash, by cheque or have the money deposited into your bank account. It is not acceptable to receive goods or services instead of pay.

Your employer must give you a payslip when you receive your pay, which explains exactly how much you are being paid.
Your employer can't deduct any money from your pay unless you have agreed to it in writing or it is required under the law. For example, if you accidentally break something, your employer must not deduct money from your wages. No deductions can be made from your annual holiday pay.

You should also be receiving superannuation. Check your pay slip each time to make sure this is being done.

If you are worried about deductions from your wages or concerned that you are being underpaid, contact the Fair Work Infoline on 13 13 94 for free information and advice. You can also lodge a complaint online by visiting www.fwo.gov.au.

National Employment Standards
All workers in the private sector are covered by the ten National Employment Standards. These are the minimum standards of employment for anyone working in Australia. Only some of these entitlements apply to casual workers. For a complete list of the National Employment Standards, visit www.fairwork.gov.au

Casual workers
Casual workers receive an additional payment called a loading to compensate for not receiving paid leave, such as sick leave and other leave, no notice period for termination and no guarantee of employment.

Useful tip: Work Diary
It is a good idea to keep a work diary. Write down your start and finish times, any breaks, who you worked with, the type of work you did and the amount you got paid. You may need to rely on this information in the future if you are having problems at work.

Your workplace responsibilities
As an employee, you must obey any lawful and reasonable instructions given by your employer and work with them to maintain a safe and healthy workplace.

Ending your employment
Your employment can be terminated by either you or your employer giving the appropriate notice, preferably in writing. Check your award or agreement for notice periods.

If you think you have been unfairly dismissed, it is important to act quickly.

For more information about what to do, contact the Fair Work Infoline on 13 13 94.

Useful websites and contacts
NSW Industrial Relations
www.industrialrelations.nsw.gov.au

Fair Work Online
www.fairwork.gov.au
☎️ 13 13 94

Department of Immigration and Citizenship
www.immi.gov.au
☎️ 13 18 81

WorkCover NSW - for information on health and safety in the workplace
www.workcover.nsw.gov.au
☎️ 13 10 50

Maria’s story
Maria saw a sign in the window of a local café asking for experienced waiters and waitresses. Maria took in her resume and explained that she had worked in a café to earn some money when she was a student and she had more than six months of experience working as a waitress.

Alex, the owner, said he would give her a week’s trial starting the following Monday. She would need to be there from 6:00 pm until 10:00 pm each night. Alex explained that the trial work would give him a chance to see how well she worked as a waitress.

Maria did the work trial and was happy with how things went. Alex called Maria over at the end of the Friday shift and said he was sorry but he couldn’t offer her any more work as she was too slow serving the customers.

Maria said that she was disappointed by his decision but she was happy to have earned some money. Alex told her that as this had been a work trial she wouldn’t be paid.

This is illegal! Alex can ask Maria to do a work trial but she must get paid for all the hours that she worked during the trial period.