Welcome

to
Kelvin Grove State College

Please read through this information carefully.
Keep this book in a safe place so that you can refer to it when you need to.

CONTENTS:

Section 1: Your First Week 3
Section 2: Introducing KGSC 6
Section 3: Studying In Australia 8
Section 4: Code of Behaviour for students at KGSC 10
Section 5: General Information 15
Section 6: School Uniform 25
Section 7: EQI/ KGSC Policies and Procedures. 26
Section 8: Staff and Contacts at KGSC 28
Section 9: School Holidays and Calendar 31
Section 10: Travel Policy and forms 32
Section 11: School Map 40
**Section 1: Your First Week**

**Term 3, 2012**

**FIRST WEEK PROCEDURES FOR NEW INTERNATIONAL STUDENTS**

**Day 1 – Monday 9 July 2012**

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Time</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL NEW STUDENTS</td>
<td>8:45am – 10:15</td>
<td>ALL NEW STUDENTS in Years 6-12 Assemble in LIBRARY. ALL NEW STUDENTS in Prep to Year 5 go to Junior School. • ISP Orientation to begin in Library o Welcome by ISP Staff o Enrolment forms – start and complete o Workshop 1: Getting to know you</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:16 – 10:45 Morning Tea</td>
</tr>
<tr>
<td></td>
<td>10:45 am – 1:00 pm</td>
<td>• Overview of subjects by Guidance Officer • Subject Selection with Guidance Officer in year level groups • Tour of the school • Distribution of ISP Handbook on USB</td>
</tr>
<tr>
<td>Years 10-12</td>
<td>1:00</td>
<td>Dismissed – be sure to know how to get home. • **Please bring your USB tomorrow.</td>
</tr>
<tr>
<td></td>
<td>1:05pm - 1:50 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>Years 6-9</td>
<td>1:50pm – 3:00pm</td>
<td>Normal classes</td>
</tr>
<tr>
<td></td>
<td>3:00 pm</td>
<td>Dismissed – be sure to know how to get home. • **Please bring your USB tomorrow.</td>
</tr>
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</table>

**Day 2 – Tuesday 10 July 2012**

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Time</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>ALL NEW STUDENTS</td>
<td>8:45am</td>
<td>Assemble in LIBRARY – Roll call</td>
</tr>
<tr>
<td>Years 10-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle school 6,7,8,9</td>
<td>9.00am - 3.00pm</td>
<td>• Normal classes - School finishes at 3.00pm</td>
</tr>
<tr>
<td>Senior School 10,11,12</td>
<td>9.00 am-9:40 am</td>
<td>• Distribution of student diaries • Timetables issued and explained</td>
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### Day 3 – Wednesday 11 July 2012

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Time</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL NEW STUDENTS Years 6-12</td>
<td>8:45am</td>
<td><strong>ALL NEW STUDENTS</strong> Assemble in LIBRARY.</td>
</tr>
<tr>
<td></td>
<td>Period 1</td>
<td>• LIBRARY Orientation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• English language testing / Homework checking</td>
</tr>
<tr>
<td></td>
<td>10:15-10:45 am</td>
<td>Morning Tea</td>
</tr>
<tr>
<td>Years 6-10</td>
<td>Period 2 &amp; 3</td>
<td>• Regular classes</td>
</tr>
<tr>
<td>Years 11-12</td>
<td></td>
<td>• Regular classes</td>
</tr>
<tr>
<td></td>
<td>1:05 – 1:50 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>Years 6-10</td>
<td>Period 4</td>
<td>• Regular classes finishing at 3.00pm</td>
</tr>
<tr>
<td>Years 11-12</td>
<td></td>
<td>• Access - you may be dismissed from school if you do not have classes</td>
</tr>
</tbody>
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### Day 4 – Thursday 12 July 2012

**Normal Classes**

*Be at E06 by 8:45 with your homework Booklet completed.*
Check these things –
Do I know how to get home after school?
Do I know what to do if I get lost?
Do I know who to see if I have a problem at school?
Do I have all of the books and stationery that I need to begin my course?

Do I know what my teacher expects of me?
Do I understand the school rules?
Do I know how long I will be studying here and what my future goal is?

After one week –
Am I happy with my homestay? If the answer is no, please talk to the Homestay Coordinator.

Is my class too difficult or too easy? Talk to your teacher.

I want to change classes. Talk to the HOD International or to the Guidance Officer.
Section 2: Introducing KGSC

A welcome from our Principal:
Dr. Regan Neumann

Kelvin Grove is a state school that has a firm set of values (please see the next page). These values shape our unique culture of trusting relationships allowing all members of KGSC to build a productive community where happiness is central to our values.

All our other values are interconnected and lead to the fulfillment of this goal: respect, responsibility, valuing diversity, critical and creative thinking, courage and resilience, integrity and honesty.

The presence of international students at KGSC has encouraged the exchange of ideas; fostered lifelong international friendships and has created a more tolerant and multi-racial society in the College.

Many students come to KGSC to prepare for entry to an Australian University. Some students come for short periods of time just to enjoy a different cultural and language experience.

Whatever your goal, you are very welcome at Kelvin Grove State College. We make a promise to help you in as many ways as we can in order for you to achieve your goals.

For assistance or information regarding your timetable, subjects or study please see Head of Department: ISP and ESL Students, Ms Joh Walsh.

I wish you luck in your studies at Kelvin Grove State College

Dr Regan Neumann
College Executive Principal
KGSC VALUES

RESPECT
Believe in the inherent worth of each person.
Respect yourself and others and act with compassion.
Show empathy by wanting to understand the viewpoint of others and how they are feeling.

RESPONSIBILITY
Recognise the connections among personal, social and environmental wellbeing.
Act responsibly, ethically and in a disciplined way to make the world a better place. Understand that our choices and actions affect the rights of others, including future generations.

INTEGRITY AND HONESTY
Think and act ethically.
Do what you know to be right rather than what is easy or convenient. Be accountable for your own actions. Ensure consistency between what you say and what you do. Be honest.

COURAGE AND RESILIENCE
Refuse to give in to doubt and fear.
Draw on mental and physical courage in times of adversity. Believe that no matter what happens, you can cope with dignity and strength.

HAPPINESS
These values shape our unique culture of TRUSTING RELATIONSHIPS, allowing all members of Kelvin Grove State College to build a productive community where happiness is valued.

VALUING DIVERSITY
Recognise the common humanity of all peoples.
Advocate for fairness and support the rights of others. Challenge injustice and promote understanding.

CREATIVE AND CRITICAL THINKING
Engage in life-long learning.
Seek empowerment through problem-solving, analysis and creativity. Enjoy the pursuit of excellence through learning.
Section 3: Studying In Australia

Studying in Australia may be different to studying in your own country. The Australian Education System encourages independent study and you will be responsible for completing your homework tasks and assignments. Formal school study is usually for 5 hours per day but in addition, students are expected to study independently.

As a guide, homework & study for secondary school are

Year 8   Approximately 1 ½ hours per day
Year 9   2 hours
Year 10  Between 2 and 2 ½ hours per day
Year 11  3 hours
Year 12  Between 3 and 3 ½ hours per day

If you are not doing this amount of independent study, you may not pass well enough to go to university. If you have problems disciplining yourself and completing work, please see the ISP staff for help.

Some Hints for Effective study:
- Organise your work in different subject areas and study every day.
- If the work is too difficult, speak to your teacher. You MUST do your homework.
- Try to watch the news every night with your homestay family.
- Ask your homestay parents to help you with your work.
- Speak English as much as possible – make a contract with your friends to speak English only at school
- Be prepared to work hard.
- Do your homework each night when it is set.
- If you are having difficulties with your homework then ask your homestay host or teachers for assistance.
o When you are doing your homework, make sure you are working in a quiet, comfortable, well-lit place.
o Each night, you should do more than the homework set by teachers that day. It is important that you look over the work you have done, check that you understand the difficult words and the basic ideas.
o You should try to start your homework at the same time each night, having a couple of short breaks to relax. You will not work effectively if you can’t concentrate or if you are falling asleep.
o Go to bed at a reasonable time, as you do need to get enough rest
o Be well organised.
o Plan a timetable for the term, making sure you start each assignment well before it is due.
o Plan to start revising well ahead when you know your exams are on, doing a little bit each week.
o Each week you should plan your work.
o Bring your diary with you every day and write your homework in it.
o Use a small book to write the difficult words and terms used in each subject each week. Then you will remember them more easily and you can look them up if you forget. You can write the meanings and the different forms (noun, verb, adjective) to help you.
o Bring any equipment you need to lessons.
o If you need help making up a timetable, see the staff in the ESL Department in E Block Staffroom.
o **If you don’t understand something, get help quickly so it doesn’t become a big problem**
o **Have some fun.** You need time to relax, exercise and go out with friends etc. There will be a number of social activities organised during the year. Try and go to some.
o Exchange e-mail addresses with other International and local students and organise some things for yourself.
o Come to school events and be part of the school community. You will get to know teacher and other students better and they will get to know you.
ASSESSMENT POLICY

In the event of a student being absent on the day of an examination or an assignment is due, every effort should be made to contact the school.

Any student who is absent for a piece of assessment or examination, must provide written proof of absence (e.g. Medical Certificate) on the day they return. The Medical Certificate must identify the dates the student was absent. The student may then receive an “absent” mark, or an alternative may be arranged with the HOD or Admin member. Failure to provide a certificate for absence means the student will not be awarded final marks adding towards the students exit level of achievement.

BEHAVIOUR MANAGEMENT POLICY FOR KGSC INTERNATIONAL STUDENTS

All school rules apply to fee-paying International Students. However, it is necessary to include school rules and the consequences of non-compliance specific to fee-paying International Students. These are:

1. All international students are bound by the conditions of Department of Immigration and Citizenship (DIAC): regular attendance at school, commitment to academic achievement, and current address notification.

2. All international students must observe and comply with the International Code of Conduct rules sent out by EQI with your offer of enrolment.
   NB: All International Students regardless of age must reside in school approved homestay for the length of the course.

3. All international students must observe and comply with the rules set out in the Student Diary, Behaviour Management Policy and the KGSC ISP/Homestay Handbook.

4. All level two and three travel must be approved by the HoD International Student Program and / or The Principal. Parents must also give permission.
Consequences of breaking the rules:

If you break the school rules, the following may happen to you:

1. You will be given a verbal warning and possibly detention. If the problem continues or is of a more serious nature then

2. You will then be given a written warning. A copy of this letter is given to you, to EQI and your parents are notified.

3. If another rule is broken, a second written warning is given to you and your parents. This is accompanied by suspension for 3 days. (This means that you must attend school but cannot attend classes: You will work in isolation and have different break times to all other students)

4. After that, if the problem continues EQI will notify the Department of Immigration and Citizenship and they may recommend that your visa is cancelled.

Obviously, if the behavior is very bad, you can be expelled immediately.

Please note that any cancellation of enrolment at KGSC will be reported to DIAC and as a consequence, cancellation of the student visa may occur.

If you do not understand these rules or you would like to talk about the rules, please make an appointment to talk to the ISP Coordinator

SCHOOL RULES

1. You MUST attend school. If you are sick, ask your homestay family to telephone the school. The telephone number is 35527320.

   If you miss too many classes, your parents and agent will be contacted.

2. You MUST come to class at the right time.

3. Participation in class is very important and poor attitude will not be accepted. Sleeping in class is unacceptable. Speak English only in class and follow the teacher’s directions.

4. You cannot smoke or drink alcohol at school or in school uniform. The legal drinking age in Australia is 18.

5. Respect other students and teachers. Fighting and disrespect is unacceptable.

6. All mobile phones and other digital devices are not permitted at school.

7. Homework and assignment tasks must be completed on a daily, weekly and term basis.

8. Skateboards are not allowed at school.

9. You cannot leave the school-grounds during school time. If you need to leave school early, ask the HOD ISP/ESL for permission.

10. You cannot leave the school to go home during the day. If you are sick, tell Student Services and they will contact the HOD ISP/ESL.
11. **Follow the homestay rules** – this includes being home before 6pm from Sunday to Thursday and no sleepovers without permission from the HOD ISP/ESL.

If you do not follow these rules, the HOD ISP/ESL will talk to you about the problem and refer you to the Principal of the School.

**HOMESTAY RULES**

Included in this handbook is a booklet called *Homestay Guide for Students* regarding homestay. Please read it carefully. You will also be asked to sign a contract in which you agree that you understand the rules and will abide by them.

Some important things to remember are -

- Every house has rules.
- Homestay Rules are also School rules and the consequences of breaking homestay rules are the same as those detailed in the section headed ‘Code of Behaviour for KGSC International Students’ on Page 10.
- You MUST be home by 6pm Sunday to Thursday and by 10pm on Friday and Saturday unless you have negotiated with your HOMESTAY family.

- Always tell your homestay where you are going and what time you will be home.

- You are a part of that homestay family – this means that you should join activities with the family, help around the house and respect your homestay family.

**INTERNATIONAL STUDENT CODE OF CONDUCT**

You and your parents signed this before you were given your COE

**Academic Performance**

1. Students will obtain satisfactory results in all subjects in order to continue in the program.

2. Students will abide by the School Code of Behaviour and the School Policy on Information Technology and Internet Use.

3. Students who are offered High School Preparation (HSP) Program are required to successfully complete HSP before continuing to Secondary School.

4. EQI will monitor the student’s performance, and inform the Department of Immigration and Citizenship (DIAC) if the student’s results are not satisfactory.

5. The school will provide written school reports to students and parents every term.
**Overseas Student Health Cover (OSHC)**

Students will maintain OSHC coverage which enables students to seek basic medical advice and assistance. Parents give permission for EQI and School staff to obtain any medical assistance required in the event of an accident or illness and guarantee to meet all costs.

**Attendance**

- Students will strive to attend school on every school day of each term. Students who are sick and absent from school will obtain a valid medical certificate.
- Students who miss more than five consecutive days of schooling without a valid reason will have their enrolment cancelled.
- EQI will inform DIAC if the student’s attendance falls below 80%.
- Independent travel is not permitted unless accompanied by an adult over 21 years of age and permission is given by the school.
- Students will obtain and wear the correct school uniform at school.

**Contact Details**

- Students will advise the HOD International of current contact details within seven days of any change.
- Students will obtain permission from the HOD International or the School Principal before changing accommodation.
- Requests to travel in school holidays will be made using the correct form and travel will only be permitted if it has been approved by the HOD International and the School Principal.

**Homestay**

Students will:

- live with an EQI arranged Homestay Family for the duration of their studies.
- advise the Homestay Family of their emergency contact details.
- follow and respect Homestay Family household rules and property. These include showing consideration and courtesy, agreeing to a suitable home time and bed time, and advising the Homestay Family of outings and visits.
- negotiate the use of telephone, computer and internet facilities with the Homestay Family and abide by the Homestay Family decision in relation to this usage. Students should not download movies at the homestay family’s internet expense.
- not visit pornographic websites or download pornographic material.
- be treated as a respected member of the family, and will be expected to be an active member of the household. There is a minimum stay requirement of four weeks before a student can be moved to a new Homestay Family. EQI reserves the right to move a student in exceptional circumstances.
- give at least 2 weeks advance notice if leaving the program prior to contract dates.

Homestay Family members over the age of 18 permanently residing in the home have obtained a Blue Card (criminal history check).
**Australian Law**

Students MUST obey Australian laws and regulations at all times.

Students under the age of 18 years **are not permitted** to consume alcohol.

It is illegal to possess and/or use non-prescribed drugs in Australia.

Students will not engage in inappropriate sexually explicit behaviour at any time.

Students may apply to work (maximum of 16 hours per week for students under 17 years and maximum of 20 hours per week for students over 17 years) if they have been given permission by HOD International.

Students enrolled in an EQI program may only drive a vehicle in Australia if they have obtained an **Australian driving licence**. Driving lessons to obtain an Australian driving licence must be undertaken with a professional driving school an instructor. (Fees will apply to these lessons.)
Section 5: General Information

ACADEMIC PROGRESS
Your study will be monitored and you will receive guidance from your teachers, the HOD ISP/ESL and ESL teachers and other Heads of Departments. Your academic progress will be reported in the form of Mid Semester and End of Semester reports to yourself, parents and agents. Under their visa regulations you are required to continue to make satisfactory progress and if you are having difficulty in this area you will receive the opportunity to receive extra tutoring and counselling as appropriate.

Always remember your GOAL – think about your future and the opportunity that your parents have given you to study abroad.
DO YOUR BEST!

ASSEMBLY
Assembly means that all of the school students meet together for important school announcements and performances (usually Wednesday in Period 3b). It is compulsory to attend assembly. If you do not attend then you will be regarded as having truanted and the Behaviour Management Policy applies.

ATTENDANCE
The government has strict rules regarding your attendance if you are on a student visa. If your attendance falls below 80% we must notify the Department of Immigration and Multicultural Affairs (DIAC). Your teacher will mark the roll at the beginning of each period. If you are late for class this will be recorded as a half-day absence. If you are absent from school you must give Student services a note from your homestay explaining why you were absent plus you must have a medical certificate.

If your attendance begins to fall, you will be given a warning and a letter will be sent to your parents and/or your education agent. If your attendance falls under 80%, we must inform the Department of Immigration and you might have to show reasons why you should stay in the country. You should keep all of your medical certificates to show DIAC if you are questioned.

BOOKS
Most of your text books are provided by the school. It is recommended that you purchase a bilingual dictionary to use in exams as electronic dictionaries are not permitted. You are responsible for supplying your own stationery.

Please note: You must pay the deposit on the Graphics Calculator if you require one for your Maths class. Some subjects come with extra charges which all students at KGSC pay for eg. Art charge students for canvases and Catering charge for cooking ingredients. If you choose to study this type of subject you are responsible for the extra costs.
CHANGES OF SUBJECT

- It is not recommenced once you choose a subject then you change it, because you need time to get used to it, and if you want to change in a few weeks time after the term starts, you may be even more left behind for the new subject you are going to choose.

- Even if you have decided to change the subject, it is advisable that you talk to the students who have chosen the subject and have a look at their text book, to make sure what is all about the new subject.

Make an appointment to see the Guidance Officer regarding the course change.

DRIVING IN QUEENSLAND

ISP and Study Abroad students are not permitted to drive in Australia without a current Australian licence. To obtain a Queensland driver licence, you need to

- Pass a written test on the Queensland road rules, to get a learner's permit
- Book driving lessons with driving instructor
- Pass a practical driving test

If you hold a learner's permit, you need someone who has held the same type of driving licence for over 12 months sitting with you before you can drive.

If you are found driving without a valid driver license you may be charged with an offence which could incur a fine and be taken to court. You may also be disqualified from obtaining a Queensland driver licence for a period of time.

In addition any insurance policy that you may have taken out is void as you are not a legal driver. This means that if there was a serious accident you could be sued for millions of dollars.

ESL SUPPORT

Kelvin Grove State College has a duty of care to ensure that all students from non-English speaking backgrounds (NESB) are provided with maximum opportunity to achieve successful educational outcomes.
Upon arrival at Kelvin Grove State College, all NESB students without an appropriate English language test score will be assessed to determine his/her English language level according to the national ESL Band scales. Staff will be duly informed of the student’s language capabilities to enable them to modify appropriate learning programs.

Kelvin Grove State College will provide the student with specialized ESL support in the form of one on one conference sessions and in class support. Assistance will also be available (at the discretion of subject teachers) to the student in the form of extra-tutorials which may occur outside normal school hours. In addition, ESL support staff will aid students in the preparation, drafting and presentation of assignments.

Kelvin Grove State College recognizes that assessment work is very challenging for international / NESB students therefore special consideration will be provided in the following forms:

- Extra time will be given to NESB students in exam situations: 10 mins/1 hour (i.e.: 1 hour 30 min exam = 15 mins extra time) however, in exams that are particularly text-heavy (i.e. wordy) additional time may be further added-on at the discretion of Heads of Department (HOD).
- NESB students will be permitted the use of bilingual dictionaries during exams: these include school dictionary sets and personal dictionaries but exclude the use of electronic dictionaries. (For students wishing to use personal dictionaries these dictionaries must be presented to the HOD International two days prior to the commencement of exams for inspection and must be kept in a secure location throughout the exam period.)
- Individual subject teachers and/or HODs may choose to provide NESB students with vocabulary lists or stimulus material for preparation prior to the commencement of exams.

FOOD
Homestay students should bring lunch to school every day.
If you want to buy some more food you can use the School Canteen. Please refer to Homestay Guide for Students for more information.

FURTHER STUDY
The Guidance Officer will assist you with counselling regarding further study at a Tertiary Institution. She can also help you with personal issues (see Guidance).

HOLIDAYS
Holidays must only be taken at scheduled holiday times. The only time leave or late returns for a holiday can be granted is on the grounds of illness, evidenced by a doctor’s certificate, or other exceptional compassionate circumstances beyond the control of the students. Students seeking grounds for early leave or late departure on exceptional circumstances are asked to report to the HOD ISP. Please remember that you will still have to pay homestay fees during the holidays - Please refer to Homestay Guide for Students for more information.
HOMESTAY
Living in Australia will be different to living in your own country with your own family. However, you need to be happy in your homestay! Sometimes you need to wait for a couple of weeks to get to know your new family but after that, you should feel comfortable.

You will receive orientation to the Homestay program during orientation. A full-time Homestay Coordinator is available at all times to provide you with support and guidance.

If you answer no to more than one or two of these questions, please talk to the Homestay Coordinator–

- Does your homestay family talk to you regularly?
- Does your homestay take you to different places and invite you to join in their activities?
- Do you feel like you are part of their family?
- Are you given breakfast, lunch and dinner every day?
- Do you have your own room with a bed, a desk and good lighting?
- Do you feel safe and comfortable in your homestay?
- Do you treat your homestay family with respect and courtesy?
- Do you follow the homestay rules?

For more information regarding homestay, please read KGSC Homestay Guide for Students.

If you have a homestay problem please talk to the Homestay Coordinator. You can also talk to your teacher or the ISP Coordinator.

GUIDANCE
The main job of the Guidance Officer is counselling, whether it be individual students, groups of students or families. The Guidance Officer assists students reach their academic and personal potential during their secondary school years.

The areas in which we work involve

**Education counselling** – subject selection, assessment procedures at each year level, university options

**Career counselling** - assisting students to determine career options

**Personal counselling** – conflict resolution, stress and time management, family issues, grief and trauma anxiety disorders, behavioural concerns, referral and liaison with specialist agency personnel.

Students and parents are welcome to access the Guidance Department for an appointment by contacting the Student Services.

LOST PROPERTY
Australian students are no more or less honest than any others. All personal property should be marked clearly with the owner’s name. Students are held responsible for their own personal possessions. Do not leave valuable items such as electronic dictionaries, cameras etc in you bag. Your wallet or purse should always be on your person, never in
your bag. Students who for a particular reason may have a large sum of money in their possession are requested to hand the money into the office for safekeeping.

**MEDICAL INSURANCE**

**OVERSEAS STUDENT HEALTH COVER (OSHC)**

Health cover is provided to you by Medibank Private (or other providers) who have offices throughout Brisbane. Before arrival you are required to take out OSHC and it is your responsibility to ensure that your cover is renewed throughout the duration of your student visa.

On arrival, you will be issued with a card, which will allow you to make medical claims immediately if necessary. You will be required to keep this card until you finish your education in Australia.

It is possible to pay your entire medical insurance in advance, for the whole time you will be studying in Australia, and this has clear advantages in both cost and convenience.

OSHC provides the following cover:

- OSHC will pay 100% of your costs for services performed in a public or private hospital. If the doctor charges more than the scheduled fee you will be required to pay the difference.

- OSHC will generally pay 85% of the Government scheduled fee for services performed out of a hospital, eg a visit to the doctor.

OSHC does not provide cover for the following:

- Treatment in the first 18 months after your arrival in Australia for a medical condition or disability in existence before you came to Australia.

- Dental work, chiropractor, physiotherapy, ambulance, glasses, medicine.

ADDITIONAL HEALTH COVER for the above services may be purchased. The Yellow Pages telephone directory contains a list of private health insurers or you can obtain cover from most Chemist shops.

**HOW TO CLAIM**

Some doctors will send the account directly to Medibank and you will pay nothing if the scheduled fee is charged. Otherwise pay the account and then take your receipt to a Medibank office. Ask your homestay provider where the closest offices to the School are.

You can also complete a claim form and send it to Medibank.

**PLAGIARISM**

Referencing is considered to be so important in Western culture that not to do so is regarded as a form of cheating, known as **plagiarism**. Plagiarism occurs when you intentionally or unintentionally pass off as your own the work of anyone else, including your tutor, your parent/s or another student. This work might include ideas, research and the way you organise material or the wording.
What forms can plagiarism take?
Plagiarism can take the form of
- direct copying words or phrases
- paraphrasing
- copying of visual materials (eg graphs, photographs, images, or tables) and/or
- passing off someone else’s ideas as your own.

If you are unsure how to reference other people’s work, ASK your teacher.

OUT OF BOUNDS
This means that you cannot go into that area of the school. Out of bounds areas include classrooms during lunch-time and break time unless there is a teacher present.
Certain areas of the school grounds are reserved for different year levels. The HOD ISP/ESL will tell you which areas you are allowed to sit in.
You cannot leave the school-grounds during school time.

PERSONAL DETAILS
Your personal details are kept on file at KGSC. If the Department of Immigration And Multicultural Affairs (DIAC) request information, we are obliged to give it to them. You should always keep us updated with your parents’ latest address or any change in details.

PRIVACY DECLARATION
Kelvin Grove State College collects information about and from students.
- The information is collected for the primary purpose of for the academic welfare needs of the student at the College.
- Personal information may be made available to Commonwealth and State agencies
  - The information will be shared only with other professionals and those directly involved with the welfare of the student at the College
  - You may seek access to information by written request to the HOD ISP/ESL or College Principal

REPORTS
Detailed reports will be issued at the end of each semester, based on tests, assignments, attitude, etc. Interim Reports are also issued at the end of first term to enable parents to gauge their student’s progress.

In order to qualify for a semester report, a student must have fewer than 10 absences in that semester. Due to the fact that the only explained absences will be medical certificates or prior approval given by the Principal, it is in the student’s interest to ensure records are accurate.

Ten or more absences (in a semester) could also place in jeopardy credit of subjects studied toward the QSA certificate.