



INTERNATIONAL STUDENTS ORIENTATION HANDBOOK



School Contacts

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INTERNATIONAL STUDENTS ORIENTATION HANDBOOK

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About the School

1. Principal's Message

Sydney Secondary College provides excellent public education based on quality, opportunity and diversity. As the senior campus of the college, Blackwattle Bay provides for students in Years 11 and 12.

Blackwattle Bay Campus is a vibrant, culturally diverse school. All students are encouraged to achieve their personal best in an environment that provides academic challenges and exciting artistic, cultural and sporting opportunities. High expectations of students are held by staff, parents and students themselves. To assist students in achieving their personal best, a strongly supportive culture exists.

Features of this culture include:

- Mature relationships based on mutual respect
- Clearly communicated and modelled expectations
- Effective transition and induction programs
- A structured mentor program providing each student with a teacher mentor
- Strong formal and informal feedback systems for learners
- Genuine student input into campus governance
- Three Year Advisers per cohort
- Male and Female Adviser
- Senior Study Centre
- Access to a counselling team
- Opportunities to participate in enrichment, service and social justice initiatives.

Since the formation of the college in 2002 Sydney Secondary College students have excelled in Year 12 examinations in a wide variety of curriculum areas. Blackwattle Bay Campus provides students with the widest possible curriculum choice, including a range of academically challenging Year 12 subjects, specialist VET subjects and access to TAFE and EVET courses. Students may choose from a wide range of traditional academic subjects, six Vocation Education frameworks, NESAs Endorsed subjects or TAFE courses.

DE International students form a very important part of our campus. We have a MOU with Hebei No1 High school. We welcome students from many countries of the world. Sydney Secondary College Blackwattle Bay also welcomes DE Study Abroad students each year. The enrolment of all DE International students adds to the diversity of our campus.

I am very proud of our school's achievements. We are committed to providing our International students with the best possible educational experiences to prepare them for a successful and fulfilling future.

Sharon Roberts
Principal



2. School Profile

Sydney Secondary College provides excellent public education based on quality, opportunity and diversity.

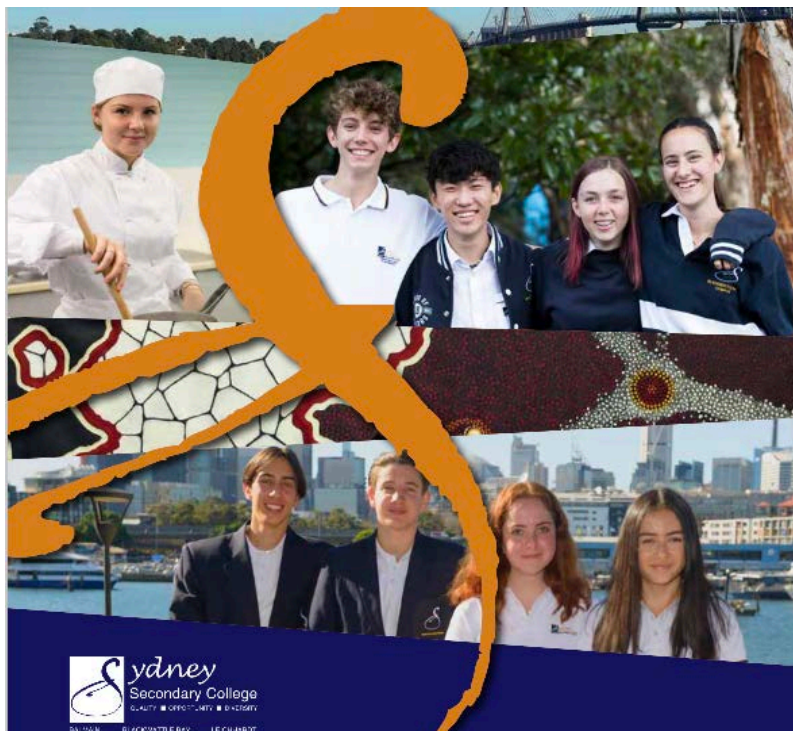
Sydney Secondary College is a multi-campus structure, where students receive their Year 7 to 10 education at the Balmain or Leichhardt campuses then move to Blackwattle Bay for Years 11 and 12. International students enrolled in our Balmain and Leichhardt campuses have priority placement in year 11 at Blackwattle Bay campus.

Students of Sydney Secondary College will:

- Respect yourselves, others and the community
- Act responsibly
- Participate productively in learning.

At the end of their secondary education our goal is for students from Sydney Secondary College to be:

- Successful lifelong learners
- Positive participants in a changing society
- Resilient, responsible and independent people
- Respectful of diversity and advocates of social justice
- Good communicators, creative thinkers



3. School Directory

3.1 International Student Support Team

International Student Coordinator/ Deputy Principal: Ms Jan Cuke

Ms Cuke can be found in the Deputy Principal's office. See her with any of your concerns. Her mobile number for all out of school communication is 0419697462.

The name of our International Student Coordinator is Ms Chang Liu

Ms Liu can be found in the teachers' staffroom. You can reach her by dialing 135 using the wall phone. Ms Liu can speak to you regarding any concerns you may have about your school, health, homestay issues or if you require a leave request or change of address form.

The contact in the school office for International Students is Ms Lynn Gilmour



If you need help with a problem or feel unsafe at school at any time, go and see one of the staff on the International student support team listed above 😊



3.2 School Staff

Get to know our school staff. We're all here to help!

Our professional, university-educated teachers encourage students to develop a love of learning and a desire to succeed. They maintain the highest integrity and concern for your child's wellbeing.

Executive staff

Principal: Ms Sharon Roberts

Deputy Principals: Ms Janice Cuke (Year 11) and Ms Chantelle Phair (Year 12)

Head teachers

- Creative and Performing Arts: Ms Denise Nicola
- English: Ms Kerry Foulkes
- Human Society and Its Environment: Mr Rob Bury
- Language Other Than English: Ms Rachael Alonso
- Mathematics: Mr Mark Corbett
- Personal Development, Health, Physical Education: Ms Denise Nicola
- Science: Ms Traci Lewis
- Secondary Studies: Ms Rachael Alonso
- Special Education: Ms Barbara Calder
- Technology and Applied Studies: Ms Julie McBride
- VET: Ms Denise Haire

Other important contacts

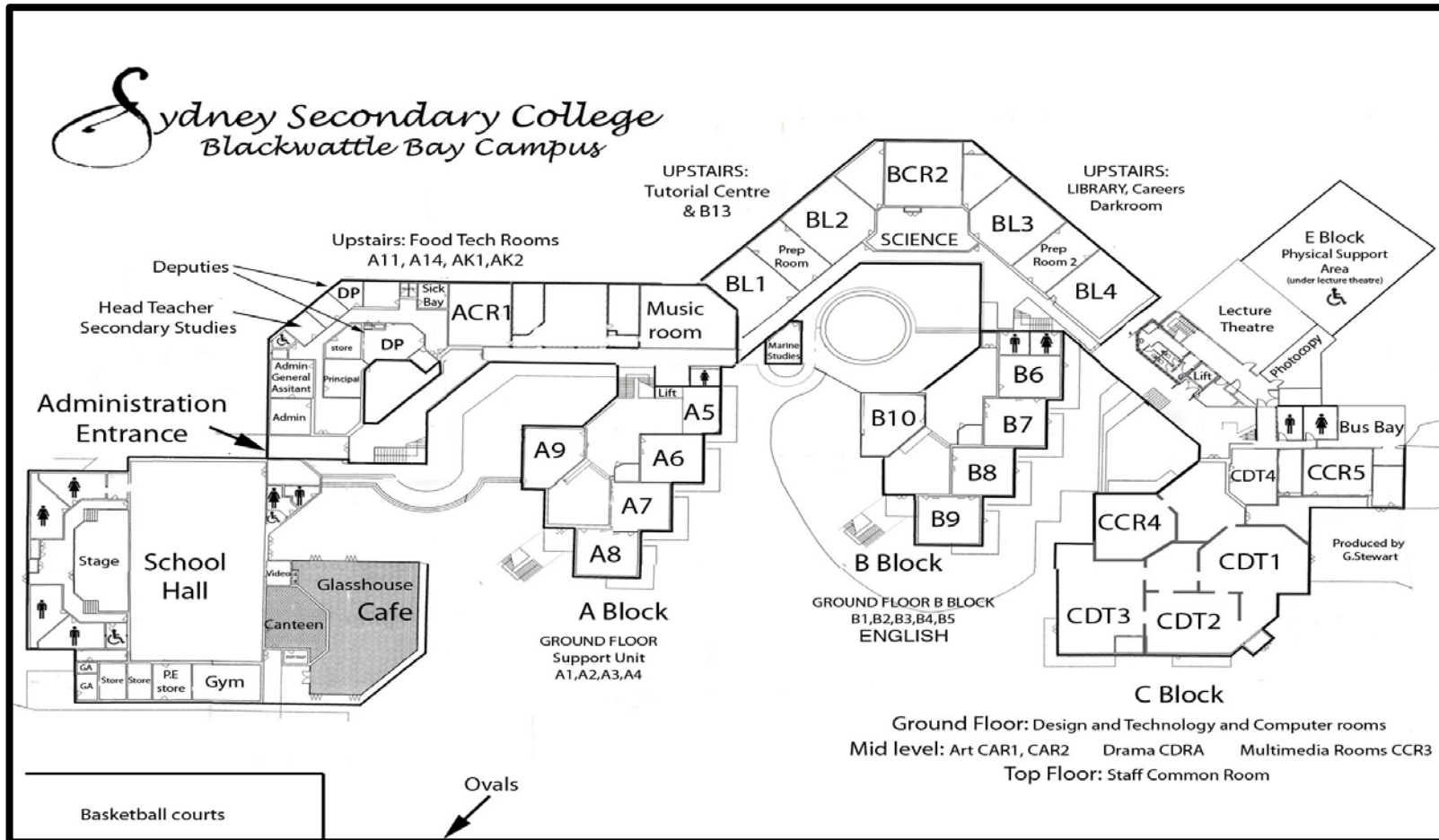
- School Administration Manager: Susanne Love
- Enrolment Officer: Ms Lyn Gilmour
- Careers Adviser: Ms Bridget Clever
- School Counsellor: Ms Kathy Hooper
- Head Teacher Well Being: Ms Rachael Hill
- Sports Coordinator : Mr Peter George
- Male Student Adviser: Mr Peter George
- Female Student Adviser: Ms Jodie Young

Year Advisers

Your Year Adviser can speak to you if you have any concerns about your school work.

Year 11	Ms Rachael Alonso, Mr Matthew Condon, Ms Jessica Hawken
Year 12	Mr Shane Pascoe, Ms Narelle Daniels

4. School Map and facilities



5. Support Services

Counselling

Ms Hooper is the School Counsellor and she is located in an office located near Room A11. If you need to see her you can contact her through MS Cuke or by completing a form at the Front Office

What is a School Counsellor?

In all New South Wales government schools, there is a School Counsellor who is a qualified teacher and Educational Psychologist with special training to help students with any problems they are having, or to help them get information they may need.

This service is free and confidential.

Why do students see the School Counsellor?

Academic problems

- Worries about progress
- Indecision about staying at school
- No quiet place to study at home

Personal problems

- Sadness in missing your country/friends
- Feeling lonely at school
- Home problems such as not getting along with family members
- Feeling anxious about making friends

If you have concerns related to your well-being. Leave a message at the school Front Office to her or speak to a member on the International student support team to book an appointment with her.

ESL Support

You can see teachers below for EAL/D support outside their classes

Mr Hafil Santoro Ext.147

Ms Chang Liu Ext.135

Library

Mr Shane Pascoe provides assistance and support with writing scaffold, research skills and Assessment Tasks.

Mr Lloyd Warwick-Sharke provides assistance on technology and computers.

6. Rules and Policies

6.1 Bell times

Blackwattle Bay Campus has a two week timetable. Each school term starts with **Week A**. Bell times are consistent between week A and week B.

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8.55-10.10	8.55-10.05	8.55-10.10	8.55-10.10	8.55-10.10
Recess	10.10-10.30	10.05-10.25	10.10-10.30	10.10-10.30	10.10-10.30
Period 2	10.30-11.45	10.25-11.40	10.30-11.40	10.30-11.40	10.30-11.45
Break					11.45-11.50
Mentoring					11:50-12:10
Break	11.45-11.55	11.40-11.50	11.40-11.50	11.40-11.50	12.10-12.15
Period 3	11.55-1.10	11.50-1.00	11.50-1.05	11.50-1.05	12.15-1.30
Lunch	1.10-1.50	1.00-1.40	1.05-1.45	1.05-1.35	1.30-2.10
Period 4	1.50-3.05	1.40-3.00	1.45-3.00	SP 1.35-3.00	2.10-3.25
Break	3.05-3.10		3.00-3.05		
Period 5	3.10-4.20		3.05-4.20		

6.2 YEAR 11 ORIENTATION WEEK 2018

International students who enrol prior to Week 6 in Term 4 the previous year will have the opportunity to attend The Taste of Blackwattle Bay Week, where they will have the opportunity to attend taster lessons, meet the Mentor Teacher for 2018 and participate in a variety of orientation programs.

In the first week of 2018, International students will participate in the Year 11 Mentoring and will receive important information in regards to:

- ✓ Expectations of Students
- ✓ Procedures for absences, lateness or early leavers
- ✓ School facilities
- ✓ Transport
- ✓ Assessment Procedures
- ✓ Assessment Calendar

Other important information regarding the school can be found on the school's website at <http://www.sscbwattle-h.schools.nsw.edu.au/>

In Term 1 Week 5 a special meeting for ALL new International Students will be held in A10 at Recess on Wednesday 28 February. It is most important you attend this meeting as it will be an opportunity to review all procedures and policies. You should record any questions you would like to ask at this meeting.

In week 5 of each term a lunch for all International Students is held in A10. This is an opportunity to meet the International Team and review accommodation, travel, address and mobile numbers. You will be sent a reminder of this luncheon each term.

All International Students will be in an Edmodo group so the International Student Team can keep you informed of all school extra curricula activities and academic information. This account will be set up in the first meeting in Term 1. **YOU MUST LOOK AT YOUR @ EDUCATION EMAIL ADDRESSES ON A DAILY BASIS.**

The weekly Student Newsletter is sent out each Friday via @ education email address.



EXCURSIONS AND SPORTING ACTIVITIES

As an International student, **you do not have to pay for excursions.** You must identify your status to your class teacher when the organisation and permission sheets are distributed. You also do **not have to pay for sport.** However, if you go on the Year 11 Ski trip or other overseas educational trips you must pay the full amount.

6.3 ACADEMIC SUPPORT AND STUDENT WELLBEING SUPPORT

At Blackwattle Bay students and their parents receive feedback and counselling if necessary in regards to your academic progress.

At the end of Term 1 Year 11 students will receive the Yr 11 Commitment to Learning Profile. Based on these, students and their carer may be asked to attend an interview

- ✓ Commendation
- ✓ Satisfactory
- ✓ At Risk and requiring an Interview with Homestay Parents

In Term 2 and Term 4 students will receive Course Reports. These are available on the Sentral Parent Portal. Your Carer can have access to the portal. Your parents/agent will receive an email copy of your reports. Parent teacher interviews are organized in Term 2 and Term 4 (Year 11) and Term 2 (Year 12).

Parent Teacher Interviews and will be sent to your agent and your parents. You will receive a copy either at the time of interview or in the days following the interviews.

Course teachers and mentor teachers will send **NESA N warning letters to parents, agents and the International Students Centre** in the case of missed assessment tasks or academic warning letters where students are not completing course work.

The Careers Centre is also located within the Information Services Centre and Ms Bridget Cleaver is the Career Adviser. She is available to provide International Students with specific information in regard to post school study and options. She will attend the first of the meetings to ensure you know her role.

The School Counsellor Ms Hooper is available for all students, particular in regard to welfare and homestay arrangements. You can make an appointment to see her by leaving a message under her door with your name clearly written. She will contact you in regard to date and times available.

Your Mentor Teacher is the most important person on a day to day basis. They will be one of your course teachers as well. Mentoring is the school's wellbeing program. It is most important you form a very good relationship with your mentor. They are like your personal Year Adviser. In most cases your mentor teacher will be **Ms LIU**.

6.4 Uniform Policy

The Sydney Secondary College and Blackwattle Bay Campus communities, which include students, parents and staff members, have agreed that Blackwattle Bay Campus will have a school uniform.

Pickles School Wear is our school uniform provider. On Enrolment Night they will be available for sizing and ordering. After this event ordering can either be done at their outlet in Marrickville or online at www.picklesschoolwear.com. Students who need to try on sizes can visit the Marrickville outlet at the Cnr Fitzroy and Saywell Street Marrickville.

Store hours:

Mondays and Thursday: 12pm - 5pm

Saturdays: 9am - 1pm

Students are expected to wear full school uniform to school each day.

There are a number of components to cater for both summer and winter seasons:

Female students

- White cotton shirt, short sleeved or white polo shirt
- navy tailored shorts, or pleated skirt
- navy woollen V neck jumper, navy fleece V neck jumper
- school blazer, school tie (optional)
- long navy tracksuit pants (winter only)
- microfibre zip jacket with polar fleece lining
- navy school scarf
- white socks or black stockings
- black leather lace-up school shoes. No other style is acceptable.



Male students

- White cotton shirt, short sleeved or white polo shirt
- navy tailored shorts, or long pants
- navy woollen V neck jumper, navy fleece V neck jumper
- school blazer, school tie (optional)
- long navy tracksuit pants (winter only)
- microfibre zip jacket with polar fleece lining
- navy school scarf



6.5 Attendance Policy



Plan of Action to Improve Overall Attendance /Fractional Truancy

Each week the HT Wellbeing analyses attendance data to rank students in order of partial attendance. The list also identifies the reason for students' leave. Using the rank and the reason, HT Wellbeing subdivides the students into **Red** (worst, less than 75%), **Amber** (next worst, less than 85%) and **Green** (the remainder, 85% or above).

The following actions will be implemented to improve attendance rates across the school:

	<p>Each Lesson:</p> <p>Classroom Teacher commences the lesson by calling the roll and recording uniform infractions. In period 1 the roll MUST BE CALLED IN THE FIRST 10 MINUTES OF THE LESSON</p> <p>Students who arrive after the roll has been marked are to hand teachers their roll slips. Teachers write the time students arrive on the late slip. At the end of the lesson the teacher modifies the class roll with the time student arrived to class.</p> <p>Daily: no later than 11am</p> <p>Rolls Administration sends SMS messages to parents to inform them of student absence.</p> <p>Weekly:</p> <p>Front Office sends home a letter (or email) outlining student absences, both partial and whole day in line with DoE policy.</p>
<p>Green Zone Students</p>	<p>The attendance of green zone students will be managed by the classroom teachers. For any truancy, the following will occur:</p> <p>Step 1: Classroom Teacher makes a SENTRAL notification if a student has truanted their class. Teacher has a conversation with the student about attendance expectations. If truancy continues the student is referred to the Faculty Head Teacher.</p> <p>Step 2: Head Teacher interviews student may <u>call</u> home, commenting to parents on attendance and sends a Letter of Concern. All actions are recorded on SENTRAL (DATA RECORDS).</p> <p>Step 3: If student continues with fractional truancy or whole day absence, the classroom teacher completes the academic-warning letter process for failure to complete class work in lessons missed.</p>
<p>Amber Zone Attenders</p>	<p>HT/Wellbeing & Deputy Principals monitor the next under 85% of worst attenders in their year.</p> <p>Step 1: Head Teacher Wellbeing will identify and provide a list of the students to the DP each week. Monitoring Cards will be issued and the process explained to student. Parents may be called and informed their student is on</p>

	<p>a monitoring card.</p> <p>Step 2: The student is to be monitored by DPs/HT Wellbeing for 10 consecutive days by issuing a daily attendance monitoring card. The students pick up an Amber Attendance Monitoring card every morning and drop it off the next day. This is to be logged into SENTRAL. Classroom teachers must mark card every lesson.</p> <p>Step 3: H/T Wellbeing/DP to review attendance after 10 days and parent contact is to be made.</p> <p>If the fractional truancy stops the student becomes a Green Zone Attender and receives recognition in year assembly.</p> <p>If the fractional truancy happens once, the student remains an Amber Zone Attender for another 2 weeks</p> <p>If the fractional truancy happens more than once, the student becomes a Red Zone Attender.</p>
<p>Red Zone Attenders</p>	<p>Step 1: DP to case-manage the attendance of the worst attending students in each year (less than 75%) the Red Zone Attenders.</p> <p>Step 2: DP's interview these students before placing them on Red Attendance Monitoring. The students will be monitored for 10 consecutive days. This is to be logged into SENTRAL.</p> <p>Step 3: Parent contact is made to inform the parent that the student's attendance is causing concern. This is to be logged into SENTRAL.</p> <p>Step 4: Relevant Deputy meets with these students at the end of each day and monitors attendance by issuing a daily attendance monitoring card. The students pick up a red attendance monitoring card every morning and drop it off the next day. Appropriate interventions and strategies to be used by Head Teacher Wellbeing/Deputy during the 10-day period to address the truancy or fractional truancy.</p> <p>Step 5: If the truancy and fractional truancy stops the student becomes a Green Zone Attender.</p> <p>If the truancy or fractional truancy happens once, the student remains a Red Zone Attender.</p> <p>Step 6: If the unjustified truancy or fractional truancy continues in the second week, parent contact is to be made. This is to be logged on SENTRAL.</p> <p>Step 7: If the attendance continues to be poor after the third week, the relevant Deputy will organise a parent meeting. The student will remain on the Head Teacher Wellbeing/DP caseload and be managed appropriately.</p> <p>Step 8: If the attendance improves then student is to be moved to Amber Zone or Green Zone, accordingly. If fractional truancy/whole day truancy continues the student's case is referred to the Principal.</p> <p>Step 9. Principal reviews case. Parent and student interview, consideration of possible discipline procedures such as suspension and/or additional wellbeing interventions such as counselling, school to work transition, involvement of outside agencies. Outcomes of meetings, interventions logged on SENTRAL.</p> <p><u>NOTE: Students are to be informed about the attendance coding process at Year Meetings, Mentoring and reminded of the importance of attendance in classes.</u></p> <p>-Amber and Red Zone Attenders will be flagged on the Week Ahead.</p> <p>-Teachers will be required to sign attendance monitoring cards each lesson, in addition to marking them on the roll. The comment section on the Attendance Monitoring can be used to provide additional feedback on a student's progress or can be used by teachers to explain if they have kept a student with them beyond the lesson.</p>

Attendance procedures for International Students

- ✓ International students must maintain a minimum attendance of 80% of scheduled classes. Blackwattle Bay believes that students can only achieve their best if their attendance is 95% or above.
- ✓ You must have your ID card on you at all times.
- ✓ Rolls are marked electronically at the beginning of each lesson. In the case of a student being late at the start of the day, they must swipe in at the Rolls Administration Desk before going to class. Your uniform will also be checked at this point.
- ✓ In week 5 and week 10 each term, attendance reviews are conducted for all International students. If your attendance is unsatisfied, you will be interviewed and issued with First Warning, which will be forwarded to the DE International and your agent/parents. You will be provided support to assist you to improve your attendance. If your attendance does not improve you could be issued with an **Intention to report to DIAC- nonattendance**.
- ✓ You must also meet course requirements for the Year 11 or Higher School Certificate. If you do not meet these requirements you may be issued with **N warnings** which will give you an opportunity to correct the situation.

6.6 Positive Behaviour Policy

All students of Sydney Secondary College Blackwattle Bay will:

- Respect yourselves, others and the community
- Act responsibly
- Participate productively in learning

Students who do not meet these expectations may be placed on a campus card, monitored by the Deputy Principals for a two-week period. Students misbehaviour can result in suspensions or expulsions.

Merit system

Letter of Commendation:

An important part of the school's well-being system is the issue of commendation letters. Students are encouraged to use these letters in their personal portfolio as they document many aspects of student progress towards graduation. Commendation letters are issued to students for:

- Academic achievement
- Exemplary participation in school activities
- Consistent application to senior studies
- Citizenship.

Golden Tickets:

Positive Behaviours for Learning (PBL) is embedded into the school's well-being structures. Students can gain Golden Cards for improvements in their attitude and response to learning. Teachers award these cards on a regular basis and students go into a weekly draw for rewards.

Policy on anti-bullying

Bullying of any kind is not acceptable in NSW schools.

The **NSW anti-bullying** website brings together information and resources for teachers, students, parents and carers. It provides information related to online safety and what you can do if your child has been bullied, witnessed bullying or been involved in bullying.

For more information on anti-bullying strategies for NSW public schools, see the department's **Bullying: Preventing and Responding to Student Bullying in Schools Policy**.

For information on racial bullying and anti-racism education for NSW public schools, see:

- **Anti-Racism Policy**
- **Anti-racism education**
- **Racism. No way.**

If you need help with a problem or feel unsafe at school at any time, go and see one of the staff on the International student support team ASAP.

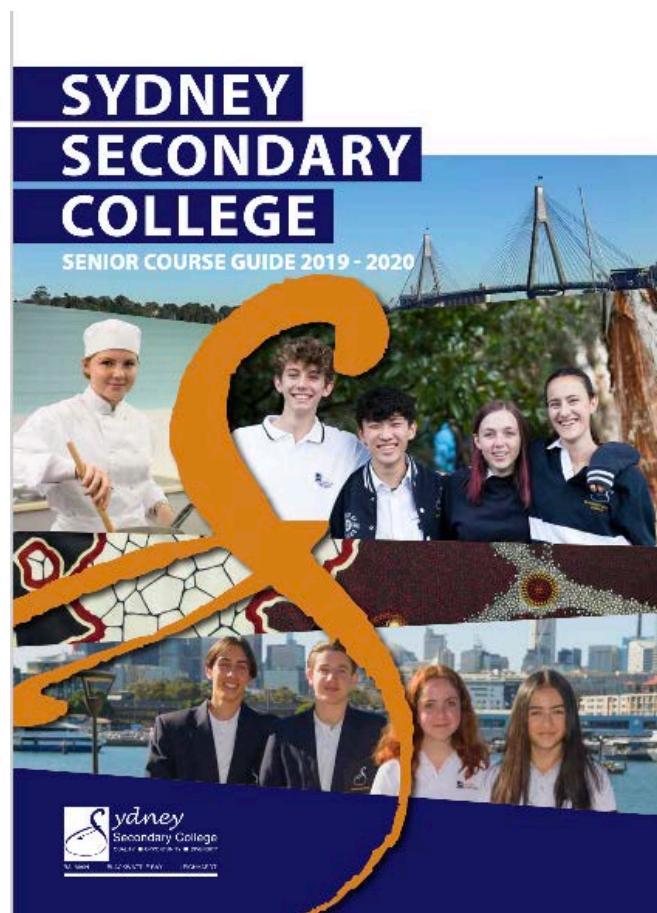
7. School Curriculum

Detailed information on Courses of study for Year 11 and Year 12 are on NESA website and the Sydney Secondary College Senior Course Guide.

Course progress requirements for student visa holders

There are additional course progress requirements for international students.

- If you fail to meet the NSW Education Standards Authority's (NESA) course progress requirements for at least 6 units (50%) of your all your subjects, an **Intention to Report** letter will be sent to you, your parents and your carer in Australia. This letter tells you the school's intention to report your unsatisfactory course progress to Immigration because you have breached your student visa condition.
- You will be given 20 school days to **appeal** to the Principal and explain why the school should not report you to Immigration.
- If your appeal is unsuccessful, you will be contacted by Department of Education International to let you know about your further appeal rights.
- If all your appeals are not successful, you will be reported to Immigration and they may decide to cancel your visa.



8. School Activities

The Sydney Secondary College and Blackwattle Bay Campus offers all students the opportunities to participate in a wide range of activities and whole school programs.

Ambassador program

SRC Program

Social Justice Club

Environment Team

Sport activities

Diversity Day

Wear It Purple Day

Splendour @ the Bay



DE International students are invited to attend the two cultural days arranged in Term 1 and Term 4 each year.



9. Staying Safe

9.1 Emergency Services

Ambulance, Police or Fire Brigade



In case of an emergency or if you are in danger, call **000** and tell them:

- Type of emergency (ambulance/police/fire brigade)
- Your location or location of the emergency
- Your full name and contact number (if possible)



The local police station is **Glebe Police Station**

Address: 1-3 Talfourd Street GLEBE (corner of Talfourd Street and St. Johns Road)

Phone: 9552 8099



The nearest medical centre is **Broadway General Practice**

Address: Level 1, Broadway Shopping Centre, Bay Street, Broadway

Phone: 9281 5085



The nearest hospitals to the school are:

Royal Prince Alfred located at Missenden Road, Camperdown
Phone: 9515 9600

Sydney Hospital located at Macquarie Street, Sydney
Phone: 9382 7111

9.2 Homestay 24 Hour Hotline

If you are living in homestays, you can contact your homestay host and/or parent nominated carer when you need help.

Your homestay company will also have a 24 hour hotline that you can call. Contact your International Student Coordinator if you do not know which company is your homestay provider.

Auzzie Families Homestay Care

Contact: Ms Christine Amelia Rose
Phone: (+61 2) 9301 0900
Mobile: 0419 628 168 (24 hours)
Email: christine@auzziefamilies.com

Website: www.auzziefamilies.com

Oz Homestay

Contact: Ms Elizabeth Walmsley
Phone: (+61 2) 9325 6988
Mobile: 0421 556 374 (24 hours)
Email: lizwalmsley@ozhomestay.com.au
Website: www.ozhomestay.com.au

Global Experience

Contact: Agnes Ong and Chelsea Li
Phone: (+612) 9264 4022
Mobile: 0420 530 112 (24 hours)
Email: agnes@globalexperience.com.au;
chelsea@globalexperience.com.au
Website: www.globalexperience.com.au

StayDownUnder

Contact: Mr Gerard and Mrs Rachel Whyte
Phone: (+61 2) 8901 4499
Mobile: 0410 761 499 (24 hours)
Email: info@staydownunder.com.au
Website: www.staydownunder.com.au



9.3 Important Safety Tips

When you are out with friends or by yourself, here are some simple things to remember:

- Always **plan your trip** home, especially at night. You may want to pre-book a taxi or arrange transport with a friend. Always make sure you have enough money to get home.
- **Avoid staying out past 8pm.**
- If you have a part-time job, **do not work during school nights** Monday – Thursday and return home by 9pm on weekends.
- Try to **travel with a friend** or in a group at night.
- **Keep your bag** and belongings **close to your body** and where you can always see them.
- **Leave valuables at home** if you don't need to take them with you. This includes jewellery, electronic equipment such as your laptop and your passport.
- **Do not carry large amounts of money** with you. You can take money out at ATMs found in shops, supermarkets, petrol stations, shopping malls, bars, shop fronts and many other public places.
- **Do not accept parcels** that do not directly belong to you. You will be held legally responsible for the contents of the parcels.
- **Do not pay for school fees through people who offer discounts.** This is a SCAM.
- **Call 000 in the event of an emergency.** Remember, calls to 000 are free of charge.

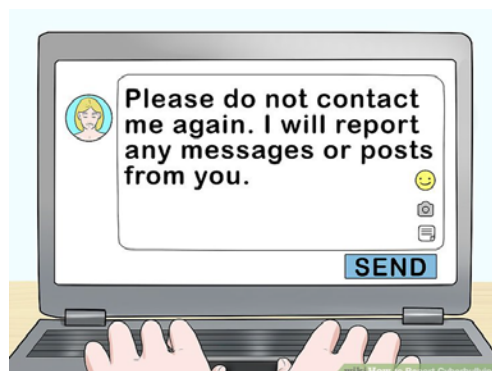
Did you know?

You must let your school know of **any change of your address and contact details as soon as possible and within 7 days.** It is a student visa requirement, and will help to keep you safe if the school knows where you live and how to contact you in case of emergency.

9.4 Cyber Safety

When using the internet, like anywhere in the world, you should protect yourself against spam, online scams, identity theft and online bullying. Protect yourself by following these tips:

- If you are using a public computer, make sure you **log out of your online** accounts such as your social media account, bank or email accounts, and log out of your computer account before you walk away.
- **Do not give away your personal information.** This includes your name, phone number, address, email address, date of birth, usernames and passwords, and bank details.
- If you think you're being harassed or bullied online, **report the person being abusive** to the website or social media administrators and talk to someone you trust straight away — such as a parent, teacher or friend, or contact **Kids Helpline (1800 55 1800)**
- **Ignore, block or mute** the person being abusive online and do not engage with them



You can find more information on the Kids Helpline website at:
<https://kidshelpline.com.au/teens/issues/online-harassment>

9.5 Road Safety and Public Transport Safety

- Where available, use pedestrian walkways and only cross the street at pedestrian crossings or lights.
- Watch for traffic before you cross by looking left and right for incoming cars.
- Do not use your mobile phone or put on your ear phones when you are crossing the road.
- Avoid isolated bus, rail and tram stops.



Public transport is reliable and widely used in Australia, particularly in metro and urban areas. A number of security measures have been implemented to maximise the safety of public transport users including security officers and guards, help points, good lighting and security cameras. However you should still use caution when travelling on public transport:

- Check transport timetables to avoid long waits, particularly at night. You can download an app on your mobile phone such as **TripView**, **TripGo** or **TransitTimes** to view timetables of public transport and plan your trip.
- If you find yourself left in a train carriage on your own or with only one other person you may feel more comfortable moving to another carriage closer to the guard or driver.



Train carriages nearest to the driver or guard are lit and safest at night.

9.6 Safety Apps

The **Emergency Plus app** is a national emergency app that you can use to get help as soon as possible in an emergency situation.

It tells you the exact location on the map and the GPS coordinates that you can read to the operator when you call the emergency service.



9.7 Water Safety

- Only **swim between the red and yellow flags** on the beach. This is the area where lifeguards and lifesavers patrol to keep you safe. No Flags = No Swim
- Look for, read and **obey water safety signs**.
- **Never swim alone** at the beach.
- Check water conditions and water depth before swimming – never dive head first.
- Never bathe and swim directly after eating or under the influence of drugs including alcohol.
- Learn how to spot a **rip current** and keep clear of the area.
- Always **use sunscreen** to protect exposed skin, put on a shirt, wear sunglasses and a hat when not swimming, and drink plenty of water.



Spot and Survive a rip current

Rips currents are the number one hazard on Australian beaches. The things to look for are deeper, dark-coloured water; fewer breaking waves; a rippled surface surrounded by smooth waters; and anything floating out to sea or foamy, discoloured, sandy, water flowing out beyond the waves.

If you are caught in a rip: **stay calm, float with the current, call out HELP** and **wave an arm** to gain attention of nearby surfers or lifeguards.



Learn about how to spot a **rip** and what to do when you are caught in a rip from the videos (multi-languages) on the **Beachsafe** website:
<https://beachsafe.org.au/surf-safety/ripcurrents>

10. Reporting Incidents and seeking help

Bullying, assaults and harassments of any forms are not tolerated in Australia. If you have experienced any form of assault (either sexually or physically), harassment or any abuse, or think you are in danger of being assaulted, use the following services:

1. If you are in immediate danger, or wish to report an incident:

Police/Ambulance/Fire Brigade at 000

2. If you need help at school:

- Your **International Student Coordinator Ms Janice Cuke and Ms Chang Liu**
- **School Counsellor Ms Cathy Hooper**

3. If you are concerned for your safety, and you feel you need to speak to someone for support, or for information on any support services that you can use:

- **Kids Helpline** is a free, private and confidential 24/7 phone line and online counselling service for young people. Call **1800 55 1800** or email counsellor@kidshelpline.com.au or visit www.kidshelpline.com.au for more information.
- **Bullying. NoWay!** provides information and helpful ideas about bullying: <https://bullyingnoway.gov.au/>
- **1800RESPECT** is a confidential information, counselling and support service for sexual assault victims and domestic violence. Call 1800 737 732 (24 hours) or visit their website at www.1800respect.org.au Ask for an interpreter if you wish to speak in your own language that is not English.



11. You and the Law

The laws in Australia can be very different from your home country.

For example:

- It is illegal to consume alcohol if you are under 18 years of age
- It is illegal to purchase cigarettes if you are under 18 years of age
- Possession and use of illegal drugs is a criminal offence

Visit the website www.lawstuff.org.au for information about laws relating to you.

11.1 Driving

You need to be at least 16 years old to be a Learner (L Plater) for driving a car. For car drivers, you can attempt a Driving Test to get your P1 (red) licence once you have turned 17 and you:

- have been on your L's for at least 12 months
- have logged at least 120 hours driving time which includes 20 hours night-time driving.

If you are driving a car on a Learner (yellow) or P1 (red) licence:

- You must not drive faster than 90 km per hour
- You must have a zero blood alcohol limit
- You must not use any functions of a mobile phone including hands-free devices while driving.

If you are driving a car on a P2 (green) licence:

- You must have a zero blood alcohol level
- You must not exceed a maximum speed limit of 100 km/h



- ***Driving with a license is illegal***
- ***Speeding and drink driving is dangerous and is against the law.***
- ***You could lose your licence or go to jail if you are caught speeding or drink driving.***

12. Taking a Part-time Job and Your Work Rights

12.1 Allowable Work Hours

In order for you to work part-time, you **MUST**:

- **Not** be enrolled in an Intensive English program
- have been **enrolled for at least six months in your current high school**
- have a satisfactory attendance record
- provide your school with a letter of consent from your parents.

Students enrolled in an Intensive English program are not permitted to work.

If you are taking a part-time job, remember:

- Any part-time work during school term must not interfere with your school studies
- You must **NOT** work more than 40 hours per fortnight (14 days) which is a mandatory student visa condition
- You should not work more than 10 hours per week in school terms
- You should not work during school days (Monday – Thursday) as this may impact on your learning
- You should not work past 8pm during the weekend..
-

12.2 Tax File Number

You must obtain an Australia Tax File Number (TFN) in order to work part-time. Your TFN is your personal reference number in the Australia tax system and you will be asked to provide your TFN to your employer at the workplace. If you do not have a TFN, you will be taxed at a higher rate.

You can apply for a TFN online at the **Australian Taxation Office** website at www.ato.gov.au.

12.3 Know Your Work Rights

Workplace rights

Pay rates and workplace conditions are set by Australian law. All people working in Australia, including those from overseas, have rights and protections at work. These cannot be taken away by contracts or agreements. These rights protect:

- entitlement to a minimum wage and superannuation
- challenge of unfair dismissal from the job
- leave, breaks and rest periods
- a healthy and safe work environment

Getting help to resolve a workplace issue will NOT automatically affect your student visa.

If you have questions about your pay and conditions while in Australia, you can contact the **Fair Work Ombudsman** for free information, resources and advice.

Visit www.fairwork.gov.au for information for visa holders and international students. This includes information in 27 languages. There are also a range of helpful videos at www.youtube.com/fairworkgovau about working in Australia in many languages.

You can also contact the Fair Work Ombudsman by phone within Australia on **13 13 94 (Translating and Interpreting Service 13 14 50)**.

Pay

Your minimum pay rate can come from an award, enterprise agreement or other registered agreement, or the national minimum wage. Employees have to be paid the right pay rate for all hours they work including training, team meetings, opening and closing the business and doing a trial shift.

National minimum wage

Certain employees may have different pay entitlements depending on whether they have a reduced work capacity because of disability, if they are under the age of 21 or if they are an apprentice or trainee. You can calculate your correct pay and entitlements using the Pay and Conditions Tool at www.fairwork.gov.au/pay

More information on employment in Australia is available on our website at www.homeaffairs.gov.au and on the website of the Department of Employment at www.employment.gov.au



Always ask for a payslip to keep track of your hourly rate, penalty rates, super contributions and tax details, especially if you are getting paid with cash in hand. This is a mandatory requirement for an employer in Australia.

13. Transport and Travel Concession

Children **4 to 15 years of age** are automatically entitled to a child's half fare concession and are required to carry a **Proof of Age Card** to be entitled to the concession fares.

School students **16 years of age and older** are entitled to a half fare concession but are required to carry a **NSW Senior Secondary Student Concession Card** as proof of their eligibility. This will allow you to travel on public transport at concession fares.



Please see your office staff to apply for a Proof of Age Card (under 16 years old) or a NSW Senior Secondary Student Concession Card (16 years old and over). You must carry this card with you at all times and present it to ticket inspectors when required.

Opal card is the smartcard ticketing system used to pay for travel on public transport in Sydney, the Blue Mountains, Central Coast, the Hunter and the Illawarra.

You should get a **green CHILD/YOUTH OPAL CARD** by applying online at the Opal website: www.opal.com.au/ordercard. If you lose your card you can report it as lost or stolen.

You can also get an **unregistered Child/Youth Opal card** from your nearest newsagent or opal retailer over the counter. However, this card is not registered and therefore cannot be reported as lost or stolen.



14. Overseas Student Health Cover (OSHC)

You must have and maintain your Overseas Student Health Cover (OSHC) while you are in Australia. This allows you to access medical services at an affordable cost while you study in Australia. It is also a student visa requirement.

Activate your OSHC membership

You would have already purchased an OSHC membership arranged before you arrive. **It is important that you activate your OSHC as soon as possible if you have not already done that.**

Medibank OSHC members

If your OSHC policy is provided by **Medibank OSHC**, activate your membership by following the steps below:

1. Go to membership at www.medibankoshc.com.au and select “Activate your Membership”
2. Complete your personal details including your birth date, visa start date and passport details.
3. Click “submit” when completed. If you do not have your membership number, you can leave it blank.

Obtain your OSHC membership card

Once you have activated your membership, it is important that you obtain your membership card. Different providers may have different forms of membership card (electronic or plastic card).

If you are **Medibank OSHC member**, you can download your **Digital Membership Card** through the Online Member Services on the Medibank website.

1. log in to Online Members Services at www.medibankoshc.com.au
2. Once logged in, select ‘My Account’ in the top menu
3. Select ‘View Digital Card’
4. Once completed, save a copy of the card to your mobile phone and computer or tablet so that you can access it at all times.

Know your cover

It is important that you know what is covered and what is not covered in your policy, how much you can claim and how to make a claim if you do have to visit a doctor.

If you are a **Medibank OSHC member**, you can access the following **Online Member Services** on www.medibankoshc.com.au:

- Activate membership for new members
- Access digital member card
- Update membership details (including bank details for refund)
- Get policy information

Make online claims if you have a problem with your OSHC insurer, you should contact your insurer in the first instance. If you are insured with Medibank OSHC, call 134 148.

*If you are **NOT** a Medibank OSHC member, ensure that you check with your OSHC provider to find out how to activate your cover, obtain your membership card and how to make a claim online.*

Visa Requirements You Should Know

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 2018.

For a summary of the ESOS framework see: <http://www.internationaleducation.gov.au>

For information about student visa requirements refer to the Department of Home Affairs (HA) website: www.homeaffairs.gov.au

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.

Your student visa

As an international student on a student visa, you must:

- comply with your student visa conditions
- ensure you have and continue to maintain your Overseas Student Health Cover (OSHC) for as long as you stay in Australia on a student visa
- tell your school if you change your address or other contact details
- maintain satisfactory course progress and attendance.

Information about visa conditions for student visa holders is available on the Department of Home Affairs website at <https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students>, or call 131 881.

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

15. 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 Immigration, unless there are compassionate or compelling circumstances (refer to guidelines below).
- You must provide a doctor's certificate for any absences of 3 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 to the principal.
- You **must meet course progress requirements**. Your school will provide you with information about course requirements as outlined by the NSW Education Standards Authority (NESA). Further information about course requirements is available at: <http://educationstandards.nsw.edu.au>
- If you fail to meet the 80% attendance requirements or the course progress requirements, and fail to appeal or do not receive a successful school appeal outcome, you will be reported to the Department of Home Affairs and this may impact the status of your student visa. An **Intention to Report** letter will be issued to you and your parents and you will have 20 school days to appeal internally then externally. If all your appeals are unsuccessful, you would be reported to Immigration and your visa may be cancelled.

16. 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, 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 DE International, **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 days of arriving in Australia** and notify any changes of address and contact details within 7 days. Students over 18 years who change address must also notify their school within 7 days.

17. Conditions of Enrolment

- You must commence school enrolment on the date stated on the **Confirmation of Enrolment** (CoE) and if this is not possible, notify DE International in writing within 24 hours of the start date on the CoE.
- 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 Students 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.
- 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 Department of Home Affairs website and the coordinator at your school.

18. Taking Leave

If you are going to be absent for **a week or more** during school term, or plan to take extended leave, your parents **must request approval** from the principal and **DE International** prior to taking leave or booking flights. Approval is only granted on compassionate or compelling grounds (refer to guidelines below).

19. 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 the Department of Home Affairs before submitting a request.

20. Guidelines for Compassionate or Compelling Circumstances

Leave approved on grounds of compassionate or compelling circumstances is not counted in attendance records. Compassionate or compelling 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
- 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)
- major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on your studies
- 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.

21. Suspension of Studies

If you are required to take leave for **longer than 5 days** from school due to compassionate or compelling 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 compassionate or compelling circumstances.

A suspension of studies may affect your visa so please consult the Department of Home Affairs before submitting a request.

22. 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.

23. Work

- Students attending an Intensive English program are not permitted to work part time.
- 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.

Arrival Checklist

Here are some useful tips on what you should do during your first few weeks in Australia:

On arrival

- Let your family know that you have arrived safely in Australia and provide them with your contact number and address
- Learn your address
- Remember that in Australia, the emergency phone number is **000**. Also note your relative/homestay host/homestay 24 hour hotline)
- Get a mobile phone (or an Australian SIM card) and remember your number
- Tell your International Student Coordinator immediately if you change your mobile number
- Open a bank account
- Activate your OSHC and download your digital membership card on your mobile phone; and learn about what is covered by your policy and how to lodge a claim

At School

- Provide your address to school and let them know immediately and no later than 7 days of any change of address and contact details
- Provide emergency contact details in Australia and overseas to your school at enrolment
- Apply for a **Proof of Age Card** (if under 16 years old) or a NSW Senior Secondary **Student Concession Card** (if 16 years old or above) at school
- Read your international orientation booklet so that you know what to do and what not to do during your study and your stay in Australia
- Learn about the school rules, student visa conditions, and your rights and responsibility as an international student
- Find out where your International Student Coordinator is and say hello regularly 😊
- Find out what clubs and teams you can join (Sports or hobbies)
- Actively seek help if you have any problems or questions by speaking to your International Student Coordinator, School Counsellor etc

At Home

- Get a **Child/Youth Opal Card** with your Proof of Age Card/ NSW Senior Secondary Student Concession Card
- Learn how to use the public transport system, how to go to school from home
- Download a transport app on your smart phone to help you use the public transport system and look up timetables
- Get familiar with the area of your suburb such as the local shops, clinic, hospital and police station
- If you are staying with a homestay family, learn about the homestay rules and spend time to know your homestay family

Here are some useful forms that you may need to use later:

1. Under 18 Request to Change Welfare Arrangements form

Complete this form to let the school know if your accommodation or welfare arrangements have changed, or if you have changed your address.

2. Over 18 Request to Change Welfare Arrangements form

Complete this form if you are over 18 years old, and have moved out of your homestay or are changing your address.

You **MUST** provide details of an emergency contact person **IN AUSTRALIA**. This person can be your relative, parent or friend but they must be over 21 years old.

3. Leave Request form

Complete this form if you are requesting extended leave for 5 days or more or travelling overseas.

Your leave will only be approved if there are compassionate or compelling reasons.

You may be asked to provide documents to support your reasons.

Make sure you apply for the leave at least 4 weeks before the planned departure date.

4. Leave Requests Flowchart

This step-by-step chart helps you understand the Leave Request process.

DE INTERNATIONAL

UNDER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name Student Given Names.....

Student Reference No SO..... Passport No..... Date of Birth.....

Student's New Address

.....Postcode:.....

Student's Personal Email Telephone No.....

School (or school preferences if school not confirmed).....

Please indicate if accommodation is:

- Living with direct relative (approved by Immigration)
- Homestay family
- Shared accommodation
- Parent with a guardian visa

Reason for changing address

.....

Name, age and gender of people residing at this address

Name.....Age..... M/F Name..... AgeM/F

Name Age M/F Name..... AgeM/F

Name.....Age..... M/F Name..... AgeM/F

CARER CONTACT DETAILS

Given Name Family Name.....

Address

..... Postcode.....

Email Address.....

Telephone: Home Mobile.....Work.....

Carer Signature.....Date.....

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work:Mobile:

Name: Home/Work:Mobile:

Student's Signature:

Parent's Signature:

DE INTERNATIONAL

OVER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family NameStudent Given Names.....

Student Reference No SO..... Passport No..... Date of Birth.....

Student's New Address

.....Postcode:.....

Student's Personal Email Telephone No.....

High School (or school preferences if school not confirmed).....

Please indicate if accommodation is

- Living with direct relatives (approved by Immigration)
- Homestay family
- Shared accommodation
- Other _____

Reason for changing address

.....

Name, age and sex of people residing at this address

Name.....Age..... M/F Name..... AgeM/F

Name Age M/F Name..... AgeM/F

EMERGENCY CONTACT DETAILS

(Must be completed and signed by contact person over 21)

Given Name Family Name (Mr/Mrs/Ms).....

Address

.....Postcode.....

Email Address.....

Telephone: Home Mobile.....

Signature..... Date

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work:Mobile:

Name: Home/Work:Mobile:

(MUST BE SIGNED BY STUDENT)

Student Signature..... Date

DE INTERNATIONAL

LEAVE REQUEST

Student visa conditions require that you must attend school every day during the school term. All **unapproved** short or extended leave is recorded as non-attendance and **may affect your visa**.

All leave requests must:

- be submitted **at least 4 weeks prior** to planned departure date
- be submitted to **DE International for approval prior to booking flights**
- have attached **signed parent consent letter**
- provide evidence of **medical** or **compassionate / compelling circumstances** if applicable

Travel during school holidays (other than returning to your home country) is only permitted if you are accompanied by a parent, guardian, homestay carer, close relative or on an approved school excursion.

You must submit a **copy of your flight ticket** to DE International, if approval has been granted by DE International.

School _____

Student reference no: **SO** _____ DOB: _____ Date: _____

Student given name: _____ Known as: _____ Family name: _____

Student mobile number: _____ Email: _____

Parent mobile number: _____ Parent email: _____

Expected **departure date**: _____ Expected **return date**: _____

Total number of schools days that you would be missing: _____

Reason for leave request: _____

ATTACH WITH APPLICATION

- Signed parent letter
- Translation of letter
- Supporting documents

Signature - **International Student Coordinator**

*Attendance rate at date of application ____%

Principal Recommended Not Recommended

Comment _____

DE International Office Use Only

Approved

Not Approved

Leave Requests Flow Chart

STEP 1

Parents (not carers) must sign the Leave Request Form

STEP 2

Submit completed form and any supporting document to School
(International Student Coordinator)

STEP 3

School forwards request to DE International

STEP 4

DE International assess request

If approved:

Purchase flight ticket and send a copy to school



school forwards flight ticket to DE International

If declined:

Leave is not approved.
Attendance will be affected if you leave school



AUSTRALIAN NATIONAL ANTHEM

Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross
We'll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

NSW Government Schools
NSW Department of Education
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1300 300 229 (in Australia)



deinternational.nsw.edu.au