CALOUNDRA CITY SCHOOL LTD.
Trading as Caloundra City Private School

CODE OF PRACTICE &
INFORMATION AND POLICIES
FOR OVERSEAS STUDENTS

CRICOS REG NO: 03241C
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CODE OF PRACTICE

INTRODUCTION

Caloundra City School Ltd., an independent, co-educational, inter-denominational school which cater from Kindergarten to Year Twelve, and for children from six weeks to five years in Caloundra City Private School Child Care Centre. The School campus is situated in a natural setting on an 11 hectare site in Pelican Waters Boulevard, Pelican Waters. The School opened in 2005 with 100 students in Pre-School to Year Four. In 2008 our Childcare Centre opened and in 2009 our oldest students moved into Year 11, of the Senior School. The School will offer a continuity of educational experience from Child Care and Prep to Year Twelve in 2010, and with the hope that an International School will be introduced into the Senior School.

Caloundra City School Ltd. is a community-based school which reflects the needs and aspirations of parents and the community at large. The School is controlled by a Board of Directors.

The Principal of the School and staff are totally responsible for the administration of the School.

Caloundra City School Ltd.is an innovative and exciting school which offers amazing learning opportunities in ‘state of the art’, air conditioned buildings. We provide the very best educational programs that extend, challenge, and support students while nurturing students’ natural curiosity and love of learning. Our strong commitment to academic excellence and a balanced education (including sports and performing arts) ensures that your child has a world of opportunities at every step of their educational journey at CCS.

We encourage our students to do the very best of their ability at all times. Our Motto of ‘Excellence, Integrity, Learning’ says it all and our students thrive in such an engaging learning environment. CCS is at the forefront of modern technology with the integration of technology into the academic curriculum and students from Year 5 have their own personal computer.

Caloundra City School Ltd. provides the very best foundation for your child in every respect. The personal qualities that our students possess are a reflection of our traditional values and the importance we place on developing personal dignity, respect for self and one another, self confidence and resilience. We want our children to be independent learners, resourceful, empathetic, tolerant and understanding of differences which exist in our community. Supporting our students to develop such abilities, through our pastoral care program will allow them to grow into adults who can contribute to the wider community in a significant and meaningful way.
MISSION STATEMENT

Caloundra City School Ltd. is a young, vibrant and exciting place of exceptional standards that through a fresh and innovative approach, helps proud, happy and respectful children realise their dreams and optimise their potential for a successful future.

The values which best capture the essence of CCS are:

- Embracing
- Independent
- Confident
- Innovative
- Fresh
- Success

**Embracing**

It was very clear from the feedback that our school community is welcoming of both new ideas and new families. We embrace one another in a metaphorical sense, in nurturing and encouraging one another. We embrace the new and we embrace our history and its traditions. We deliberately develop this welcoming culture within our school and it is a feeling that visitors often comment upon when they walk into classrooms and around the school.

**Confident**

We aim to build confidence in our students through our holistic approach to teaching and learning. We educate the ‘whole’ child. Through our academic, sporting, cultural and life skills programmes we develop within children, increased self esteem, resilience and the confidence, so that when they leave the school they can take on new challenges and succeed. As a school we are confident to move forward in many innovative ways to better prepare our students for a very uncertain world.

**Independent**

First and foremost, the school is totally independent and as such can set high standards and expectations in every sphere of school life – the academic, cultural, sporting and social dimensions. The school is governed by a Board of Directors who set the strategic direction and the CEO and Principal is responsible for all operational matters and for the implementation of the strategic direction of the school. This independence allows CCS to lead the way in many areas, not the least of which is in the technology programme. Our independence allows us to lead the way in teaching and learning, and allows us to give all students more individual attention to achieve better learning outcomes.
Innovative/Connected

Being innovative is a value that we believe is a critical differentiator between Caloundra City School Ltd. and other schools. This innovation extends far beyond our excellent one-on-one computer programe, electronic whiteboards to authentic, integrated learning through computers and HeuLab and outstanding software in use in the classroom. Combined with a wireless campus, our students are connected to the real world in and out of the classroom and literally, the ‘world comes’ to our students on demand. We continue to scan the world for the latest developments in all fields of education, social-emotional well being and technology.

Fresh

How fortunate to be a relatively new, young and well-cared for school? Our buildings and classrooms are inviting and superb, our grounds and landscaping are fresh and appealing. This freshness equally applies to our uniform, which is distinctive and very attractive. As a school we take a fresh approach to everything that we do and we are not hamstrung by outdated approaches to teaching and learning. We are not locked into old traditions that have no relevance to today’s world and we are forever looking forward to the future to ensure that we leading the way with fresh ideas by using contemporary research to best inform us of our future direction.

Success

Above all, Caloundra City School Ltd. stands for success. We want every single student to experience success, whether this be in the academic, cultural or sporting domains of school life or in the future when they graduate from Year 12 and move into the world of university study, work or international destinations. We applaud all successes and believe that this is one of the core values of the school that builds slowly but surely towards a successful future. Our students will graduate with great confidence, independence, resilience and with important life skills which will allow them to live a successful and rewarding life.

These values are powerful and combined with the ‘proposed essence’ of “connected inspiration” make an excellent platform for our future strategic direction. These values help define who we are. Each value captures an important ingredient in the recipe for success that is Caloundra City School Ltd.

Our school is focused on achieving excellence in all that we do. This applies equally to students – academically, sporting, culturally and socially, as well as staff and school facilities.

“We’re a young, dynamic school with fresh, vibrant and innovative outlooks connected to the education needs of today and the future.”
MARKETING

Caloundra City School Ltd. will market its programs with integrity, professionalism and accuracy, avoiding vague or misleading statements. Students will be given accurate information about the courses offered and the facilities provided. When providing information to prospective students no false or misleading comparisons will be drawn with any other institution or course.

STUDENT INFORMATION

At the time of receiving enrolment forms from Caloundra City School Ltd. will provide students with the following:

- Caloundra City School Ltd. Code of Practice
- Information and Policies for Overseas Students (including admission procedures and entry criteria).
- Information on total fees for the course and what is included in those fees.
- Information about the Queensland Certificate of Education and University entry requirement as per the Course Planning Booklet.
- A copy of the School Prospectus.
- A copy of the Student Handbook.
- A copy of the Parent Handbook.

RECRUITMENT

Recruitment of students will be conducted in an ethical and responsible manner at all times, consistent with the requirements of the curriculum and in accordance with the requirements of National Code Standard 7. Appropriately qualified staff will assess the extent to which the applicant is likely to achieve the outcomes of the course based on the applicant’s level of English and academic results.

REFUNDS

Caloundra City School Ltd. will have a fair and clearly explained Refund Policy.

STUDENT GRIEVANCES

Caloundra City School Ltd. will have a fair and transparent process for dealing with student grievances. In the event that such grievances cannot be resolved internally, Caloundra City School Ltd. will advise students of the appropriate bodies from which they can seek further assistance.
EDUCATION SERVICES ACT FOR OVERSEAS STUDENTS (CODE OF ETHICS)

Caloundra City School Ltd. is bound by the National Code of Practice (ESOS Act 2000), which became effective from 2007.

The Code of Ethics ensures visiting students are financially protected from undesirable practices by some providers.

STUDENT SERVICES

Caloundra City School Ltd. will ensure that students have access to:

- Orientation on arrival
- Assistance and information about their academic progress
- Information regarding entry to further study
- Ongoing counseling as required in relation to health and family matters.

PRIVACY OF PERSONAL INFORMATION

Caloundra City School Ltd. will meet all requirements of the \textit{Private Act 2001} in relation to the way it handles personal and sensitive information about students.

SANCTIONS

Caloundra City School Ltd. recognizes that if it should not meet the obligations of Code of Practice or supporting regulatory requirements, it may have its registration as a provider withdrawn.
INFORMATION AND POLICIES

ACCREDITATION

Caloundra City School Ltd. is an approved school under the Accreditation of Non-State Schools Act 2001.

Teacher Registration

All Teachers at Caloundra City School Ltd. are Registered Teachers. This means that they hold full registration, provisional registration or permission to teach under the Education (Queensland College of Teachers) Act 2005.

Blue Card Suitability Clearance

All other staff at Caloundra City School Ltd. hold a Positive Notice Blue Card (referred to as a “Blue Card”). For child Related Employment issued by the Commission for Children and Young People and child Guardian under the Commission for Children and Young People and Child Guardian Act 2000.

COURSES

Caloundra City School Ltd. offers Prep to Year 12 courses for Overseas Students. All Overseas Students are eligible for the Queensland Studies Authority Queensland Certificate of Education at the end of Year 12. Only those students who are eligible for an Overall Position (OP) will receive a Tertiary Entrance Statement at the end of Year 12. From 2008, students are eligible for the Queensland Certificate of Education.

Important Note: To be eligible to receive a Queensland Certificate of Education, the Queensland Studies Authority requires students to be in attendance at school until the date specified as the end of Year 12. The relevant date is available at


ENTRY REQUIREMENTS

Caloundra City School Ltd. will consider enrolment applications from students wishing to apply for a student visa, subject to compliance with conditions set by the School, and with legislative requirements of the State of Queensland and the Commonwealth of Australia.
Applications for enrolments must be made on the Caloundra City School Ltd. Enrolment Form. This application must be fully and correctly completed, signed by the student’s parent/s or legal guardian and be submitted together with the following documents to support the application:

- Certified academic reports (translated into English) for the previous two school years, together with an explanation of reporting procedures applied at the student’s current or most recent school.
- A completed Reference Form, from the student’s current or most recent school Principal.
- A report on student’s behaviour, attendance and commitment to studies is also required, if not reported with the Academic reporting.
- Written evidence of proficiency in English as a second language.
- A completed Subject Choices Form (Years 8-12)
- Copies of Immunisation Records
- Copies of Current Passport
- Copies of Birth Certificate
- Copy of Visa Class and number
- Copy of date of entry into Australia
- Copy of any previous student visa(s) held for study in Australia.
- The Enrolment Application Fee must be paid at time of application (in Australia Currency.)
- Payment of the Enrolment Application Fee does not guarantee a place at Caloundra City School Ltd.
- Application for Course Credit if where applicable.

Assessment of Application

Minimum academic and English language requirements – Caloundra City School Ltd. requires evidence of the completion of an International English Language Testing Standard (IELTS) test or its equivalent, to a standard equal to, or above, for the year level applied for as outlined below. English Language Tests can be arranged in most overseas countries.

Assessment procedures include an evaluation of reports from previous schools in the applicant’s home country and an evaluation of the applicant’s English language proficiency (either age-appropriate or sufficient for entry to the level of education applied for).

Once all information is provided with the enrolment application and fees, a personal interview with the student and parent/s will be required. The student may also be required to take an academic assessment at this time. A comprehensive tour of the School facilities will also be provided, together with an introduction with key staff members.
Following interview and assessment, Caloundra City School Ltd., may recommend a year level other than the year requested on the enrolment application, as more appropriate for the student. If this recommendation is accepted by the student/parents, then no change to the School’s recommendation will be considered after the student commences. Accepted students as well as any changes to their enrolment are reported to PRISMS within 14 days. Caloundra City School Ltd. Is required by law to keep and confirm in writing and update student contact details at least every 6 months. If you do not abide by this condition and Caloundra City School Ltd. Needs to contact you with regard to unsatisfactory attendance/academic requirements, it may lead to the automatic cancellation of your student visa.

JUNIOR SCHOOL – Prep to Year 6

Overseas students applying for entry into Junior School will require a personal interview with the Head of Junior School. English language assessment and academic ability will be assessed. This will assist the school to determine whether intending students have age appropriate achievement in literacy/numeracy areas of our curriculum and to determine their level of English.

Homestay is not available for Junior Students, therefore applications will only be accepted for students who will be residing permanently with a parent on the Sunshine Coast.

SENIOR SCHOOL – Year 7 to Year 12

Applicants applying for entry into Senior School will require a personal interview with the Principal. Applicants will require an English Language Test on the International Second Language Proficiency Ratings scales as follows:

- Year 7, 8 and 9 Students - IELTS – equivalent to a 2
- Year 10 Students - IELTS of 5.5 or ISLPR of 2+
- Year 11 and 12 Students - IELTS of 6+

The Queensland Academic program for the tertiary pathway (Years 11 and 12) requires students to complete four semesters of study over two years.

Course credit may only be offered as outlined below:

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

- For the students transferring from interstate in Year 11 and the beginning of Year 12, the student may receive course credit for units completed
based on the assessment of the Australian Curriculum Assessment and Certification Authority.

Applicants should note that success in Senior Studies in Queensland requires a high level of English language proficiency and a high academic standard.

Students must attend all applicable lessons and examinations for the duration of the course. They are expected to submit all assignments as required by their selected subjects. Students who do not have full attendance or do not submit assignments as required risk having their student visa cancelled.

Homestay is not available for Senior School Students, therefore applications will only be accepted for student who will be residing permanently with a parent in the Sunshine Coast area.

**PAYMENT AND REFUND OF FEES AND CHARGES**

*Fees Policy*

The current fee schedule for overseas students and a copy of the Policy for Fees, Charges and Conditions of Enrolment including refunds will be sent to anyone requesting information on the enrolment of overseas students and thus before any contract is entered into. These are adjusted annually.

*Payment of School Fees*

**APPLICATION FEE**

A non-refundable application fee of $150 is to be forwarded with each Enrolment Application form. This does not guarantee a place at Caloundra City School Ltd.

**ENROLMENT CONFIRMATION FEE**

If the application is approved, an offer of place is made. Parents are to pay Confirmation Fee of $750. This confirmation fee secures a student’s place and is non-refundable and non-deductible from future school fees. Your payment of the Enrolment Fee constitutes acceptance of the Terms and Conditions contained in the Enrolment Applications previously submitted.

**TUITION FEE**

| COURSE 1 | COURSE 2 | COURSE 3 | COURSE 4 |
Tuition Fees are quoted as a Study Period amount which is 24 weeks in duration. These fees are billed prior to commencement and every 24 weeks. The fees are payable for each student prior to commencement and two weeks before the student’s next Study Period.

OTHER ITEMS

Stationery, Uniforms, Musical Tuition, Extra-Curricular, School Camps or Excursions are not included in tuition fees.

Student Welfare – Additional costs where necessary (e.g. Translation Services) will be charged to Parents/Guardians.

OVERSEAS STUDENT HEALTH COVER LEVY (OSHC)

The overseas student health cover levy as required by the Commonwealth Government is payable prior to commence and is non-refundable.
Students must maintain current OSHC for the period covered by their visa. Medibank Private is the School’s preferred provider for OSHC and we will arrange this cover on your behalf.

The School currently arranges OSHC on a 12 monthly basis and the levy is added to your School Fees each year. However students may pay premiums according to the length of their visa. This will eliminate the need for students to re-register every year and ensure that students will not have to pay any premium increase for the length of their visa. If you wish to pay premiums for the full length of your child’s visa, please advise us in writing and we will arrange this for you.

The OSHC Levy paid prior to commencement is not refunded by the School. The responsibility for seeking any refund from the medical insurance authority lies with the student. In 2012 the yearly levy is AU$480 per student. For detailed information regarding Medibank Private’s OSHC, including what can be claimed please click on the following link: www.medibankprivate.com.au

Queensland Studies Authority (QSA) Levy

The Charge of $300 or as required by the QSA is payable prior to commencement for Years 11 and 12 and is included in other levies and charges.

Building Fund

There is a Building Fund donation of $200 per term per student or $800 per annum.
STUDENT ACCOMMODATION POLICY

It is a student visa condition, that students under 18 years of age live with:

- A parent or
- A person who has legal custody of them; or
- A relative (as defined by the Department of Immigration and Citizenship, ‘DIAC’) aged at least 21, of good character and with permission to reside in Australia for the duration of the student’s visa or until the student turn 18, nominated by either the parent or person having custody of them.

Caloundra City School Ltd. is a day school and therefore provides no accommodation for overseas students. It will be necessary for the parent/s or guardian/s to make separate application/s for a visa to enter Australia to care for their child, and we will require a copy of the parent’s visa and passport prior to the student commencing. The School must be advised of the student’s and parent’s residential details prior to the student commencing and thereafter within seven days of each change.

TERMINATION AND/OR SUSPENSION OF ENROLMENT POLICY

Fair, appropriate and objective measures are employed for the correction and/or discipline of students, including detention, suspension of and/or termination of enrolment, after each individual case has been carefully considered. The School’s expectations of student behaviour are given in the Parent Handbook. The School may suspend or terminate an enrolment at its discretion for failure to comply with the Conditions of Entry, or other serious breaches of the School’s rules and regulations. In the event of termination of enrolment by the College, or a visa breach even if the student is no longer enrolled the Department of Immigration and Citizenship (DIAC) will be notified immediately, and arrangements will be made for the return of the student to parental/custodial care as soon as possible, with expenses to be met by the person/s with whom the School has a signed Agreement. In the event of termination of enrolment by the School, a refund, less any relocation expenses for the student and/or monies owed by the student, will be due as per the Refund Policy. (See Appendix for National Code 13 deferring, suspending or cancelling student enrolment Policy)
COMPLAINTS & APPEALS POLICY

In the event of a dispute or grievance, students should first try to solve problems through the School's internal complaints and appeals processes. In accordance with EOS Reg, Section 8 a copy of this policy is given to the student before a contract is entered into or an amount is paid, whichever happens first and again within 7 days after the student starts attendance. Student should follow the process below.

1. The student should contact the appropriate staff member for an appointment to discuss the issue. The staff member who handles the student's concern may hold discussions with the student, the student's parents or guardians, other students, other staff members and any other relevant persons for clarification and to obtain further information relevant to the student's concern. The staff member will make written notes of all discussions and any action taken and these notes will be placed on the student's file. These notes may be used for reporting to the Head of School or Principal or to the student's parents or guardians.

2. If there is no resolution within seven days, the student should make an appointment to discuss the issue with the Head of School. If there is a resolution, details will be noted on the student's record. If there is no resolution, the student should make an appointment to discuss the issue with the Principal.

3. After the student has discussed the issue with the Principal, and there is a resolution, details will be noted on the student's record. If it is not possible to resolve the dispute internally, within 30 days, via the above process, the student will be made aware of other steps available under their rights under legislation in the State of Queensland and the Commonwealth of Australia. Students should also be aware: He/She may nominate a support person to accompany them at any stage of the dispute resolution process.

Outside assistance may be requested if it is not possible to resolve the dispute internally, via the process above. In this case, the student may discuss further options with the Principal, or the Overseas Student Ombudsman, Department of Justice and Attorney-General, to look at possibilities for mediation.

At present there is not a fee for the use of this service, but this may change. Contact details are:

Overseas Student Ombudsman
GPO Box 442
Canberra ACT 2601
AUSTRALIA
. Nothing in the School’s Dispute Resolution Policy negates the right of any Overseas Student to pursue other legal remedies. If all other attempts at resolution prove unsuccessful, the student may approach the Registering Authority, which has the power to cancel the School’s registration if a breach of registration provision is proved. Concerns about the conduct of the School should be addressed in writing to:

Manager International Quality Unit Training and International Quality
Qld Department of Education and Training and Employment
LMB 527
BRISBANE QLD  4011
07 3225 2442

This policy has been prepared to detail the position the School holds in respect to the handling of Complaints and Appeals received form Overseas Students.

1) Purpose

a) The purpose of Caloundra City School’s Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint.

b) The internal complaints and appeals processes are conciliatory and non-legal.

2) Complaints against other students

a) Grievances brought by a student against another student will be dealt with under the school’s Behaviour Policy.

3) Informal Complaints Resolution

a) In the first instance, Caloundra City School requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.

b) Students should contact the [the student’s teacher or Head of School] in the first instance to attempt mediation/informal resolution of the complaint.
c) If the matter cannot be resolved through mediation, the matter will be referred to the Principal. School’s internal formal complaints and appeals handling procedure will be followed.

4) Formal Complaints Handling Procedure

a) The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.

b) The student must notify the school in writing of the nature and details of the complaint or appeal.

c) Written complaints or appeals are to be lodged with the Principal.

d) Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him/her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.

e) Complaints and appeals processes are available to students at no cost.

f) Each complainant has the opportunity to present his/her case to the Principal.

g) Students and / or the School may be accompanied and assisted by a support person at all relevant meetings.

h) The formal grievance process will commence within 10 working days of the lodgement of the complaint or appeal with the Principal.

i) Once the Principal has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome and a copy will be retained on the student’s file.

j) If the grievance procedure finds in favour of the student, Caloundra City School will immediately implement the decision and any corrective and preventative action required, and advise the student of the outcome.
k) Caloundra City School undertakes to finalise all grievance procedures within 5 working days.

l) For the duration of the appeals process, the student’s enrolment and attendance must be maintained.

5) External Appeals Processes

a) If the student is dissatisfied with the conduct or result of the complaints procedure, he/she may seek independent mediation through an external body at minimal or no cost. [Schools may also wish to add a timeline here for accessing the external appeals process in the case of Standards 10 and 11. e.g., within 2 weeks]

Caloundra City School recommends further complaints and appeals are directed to:

**Overseas Student Ombudsman**  
GPO Box 442  
Canberra ACT 2601  
AUSTRALIA  
Monday to Friday 9am to 5pm  
Telephone: 1300 362 072

(At present there is no fee for this service, but this may change.)

b) If the student wishes to appeal against a decision of Caloundra City School, he/she may seek independent advice through the following external body at no cost.

c) If a student is concerned about the actions of the school they may approach the chief executive of the Department of Education, Training and the Arts, who, under part 2, division 2 of the Education (overseas Students) Act 1996, may suspend or cancel the registration of a provider of a course if a breach of the requirements of registration provision is proved. Concerns or complaints about the conduct of a registered provider should be addressed in writing to:

The Manager  
CRICOS Registration,  
Office of Non-State Education  
Queensland Department of Education Training and the Arts  
PO Box 15033
6) Other legal redress

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

7) Definitions

a) Working Day – any day other than a Saturday, Sunday or public holiday during term time

b) Student – a student enrolled at Caloundra City School Ltd. or the parent(s)/legal guardian of a student where that student is under 18 years of age

c) Support person – for example, a friend/teacher/relative not involved in the grievance.
POLICY FOR TRANSFER TO AND FROM OTHER EDUCATIONAL INSTITUTIONS

An Overseas Student wishing to transfer to another educational institution or school will be assessed in accordance with Caloundra City School Ltd.’s transfer policy. Caloundra City School will only provide a ‘Letter of Release’ to students in the within certain circumstances. See www.immi.gov.au for more information. A full copy of the Transfer Policy please refer to Appendix

OTHER CONDITIONS

Enrolment at Caloundra City School Ltd. is conditional upon full participation in the complete range of School curriculum and activities. Enrolment at the School is conditional upon adherence to the School’s policies as detailed in this document and in the Parent Handbook.

All students are required to wear full and correct school uniform during the day and when traveling to and from school. A student will not be permitted to commence if the student has not completed the student visa process. The Enrolment Office will require a copy of the student’s visa before the student is permitted to commence. On receipt of the Enrolment Confirmation Fee and Enrolment Form, information will be forwarded to the student’s home address outlines details for commencement, together with a medical information request form, which must be completed and returned prior to commencement. The purchasing of school uniforms, textbooks and stationery requirements must also be completed before commencement.

Overseas students are required to commence studies on the first day of each term and finish on the last day of each term, participating in school life for the entire school year as per requirements of Caloundra City School Ltd. and the Department of Immigration and Citizenship (DIAC).

Attendance must be full-time and academic outcomes must be achieved. Failure to achieve a satisfactory achievement academically or comply with the School’s Behaviour Guidelines for Students (included in the Parent Handbook) will contravene student visa conditions as per the Department of Immigration and Citizenship (DIAC). Changes to students enrolment are reported in PRISMS within 14 days. Caloundra City School Ltd. is required to report a visa breach even if the student is no longer enrolled.

Where a student fails to satisfy course requirements relating to attendance or academic performance, Caloundra City School Ltd. is required to send a notice informing the student of this to the student’s last known residential address, as well as informing the student/parent via phone of the situation. If this address is
not up to date, automatic student visa cancellation could occur without the knowledge of the student. Such cancellation may not be revoked if it has occurred where the student has failed to keep the School informed of their address.

STUDENT VISA CONDITIONS as per www.imm.gov.au. COURSE ENROLMENT AND ATTENDANCE

You must remain enrolled in a full-time registered course.

*You must attend at least 80 percent of the contact hours for each study period or semester of your course.*

POLICY FOR COURSE COMPLETION WITHIN THE EXPECTED DURATION OF STUDY, SCHOOL COURSE PROGRESS AND ATTENDANCE

This policy has been prepared to detail the position the School holds in respect to Course Progress and Attendance for Overseas Students.

a) The school will monitor record and assess the course progress of each student for the course in which the student is currently enrolled.

b) The course progress of all students will be assessed at the end of each semester of enrolment.

c) Students who have begun part way through a semester will be assessed after one full period of attendance.

d) To demonstrate satisfactory course progress, students will need to achieve competency in at least 50% of units in any study period (term).

e) If a student does not achieve competency in at least 50% of units studied in an assessment period, the Head of Teaching and Learning will meet with the student to develop an intervention strategy for academic improvement. This may include;
   i) additional supervised study periods
   ii) tutorial assistance
   iii) other intervention strategies as deemed necessary

f) A copy of the student’s individual strategy and progress reports in achieving improvement will be forwarded to parents.

g) The student’s individual strategy for academic improvement will be monitored over the following semester by Head of Teaching and Learning and records of student response to the strategy will be kept.
h) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, Caloundra City School Ltd will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school’s internal complaints and appeals process.

i) The school will notify DIISRTE via PRISMS of the student not achieving satisfactory course progress as soon as practicable where
   i) the student does not access the complaints and appeals process within 20 days, or
   ii) withdraws from the complaints and appeals process, or
   iii) the complaints and appeals process results in favour of the school.

2) Completion within expected duration of study (course progression)

a) As noted in 1.a., the school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

b) Part of the assessment of course progress at the end of each semester will include an assessment of whether the student’s progress is such that they are expected to complete their course within the expected duration of the course.

c) The school will only extend the duration of the student’s study where the student will not complete their course within the expected duration due to:
   i) compassionate or compelling circumstances
   ii) student participation in an intervention strategy as outlined in 1.e.
   iii) an approved deferment or suspension of study has been granted in accordance with Caloundra City School Ltd.’s Deferment, Suspension and Cancellation Policy.

d) Where the school decides to extend the duration of the student’s study, the school will report via PRISMS and/or issue a new COE if required.

e) The expected duration of study specified in the students CoE will not exceed the Cricos registered course duration, except in the circumstances as specified in compassionate or compelling circumstances.

3) Course attendance

a) Satisfactory course attendance is attendance of 80% of scheduled term contact days for a study period (semester)
b) Student attendance is:
   i) checked and recorded daily
   ii) assessed regularly
   iii) recorded and calculated over each semester.

c) Late arrival at school will be recorded and will be included in attendance calculations.

d) All absences from school should be accompanied by a medical certificate, an explanatory communication from the student’s carer or evidence that leave has been approved by the Principal/Head of School.

e) Any absences longer than 5 consecutive days without approval will be investigated.

f) Student attendance will be monitored by Head of Teaching and Learning every week over a semester to assess student attendance using the following method.

   i) Calculating the number of days the student would have to be absent to fall below the attendance threshold for a (study period)semester. The attendance threshold is 80%. Calculating the number of days the student would have to absent to fall below the attendance threshold for a semester e.g. number of study days x contact hours x 20% of this is 40 hours.)
   ii) Any period of exclusion from class will be included in student attendance calculations. [See Standard 13 – Deferring, suspending and cancelling enrolment for an explanation of this item]

   g) Students at risk of breaching Caloundra City School Ltd.’s attendance requirements will be counselled and offered any necessary support when they have absences totalling more than 5 consecutive days or where the student is at risk of not attending for at least 80% of the scheduled courses contact hours during any assessment period (term).

   h) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the term, Caloundra City School Ltd will advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school’s internal complaints and appeals process except in the circumstances outlined in 3.j.

   i) The school will notify DIISRTE via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
   i) the student does not access the complaints and appeals process within 20 days
ii) withdraws from the complaints and appeals process
iii) the complaints and appeals process results in a decision for the school.

j) Students will not be reported for failing to meet the 80% threshold where:
i) the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, and
ii) has not fallen below 70% attendance.

k) If a student is assessed as having nearly reached the threshold for 70% attendance, The Principal will assess whether a suspension of studies is in the interests of the student as per Caloundra City School Ltd.'s Deferment, Suspension and Cancellation Policy.

l) If the student does not obtain a suspension of studies under the Caloundra City School Ltd.'s Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h. – 3.i

4) Definitions

a) Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:
i) serious illness, where a medical certificate states that the student was unable to attend classes
ii) bereavement of close family members such as parents or grandparents
iii) major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student’s progress through a course.
b) Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

c) School day – any day for which the school has scheduled course contact hours

d) Distance or Online Education – Caloundra City School Ltd does not offer any distance or online learning facilities.

ACADEMIC RESULTS

You must have satisfactory academic results for each term or semester of your course. If your course is shorter than a term or semester, you must have satisfactory academic results for the duration of the course.

Your education provider will advise the department (DIAC) if your results are not satisfactory. The definition of ‘satisfactory’ is determined by your education provider.

How the School deals with Overseas Students who are at risk of breaching their student visa conditions for non-attendance and unsatisfactory academic performance.
<table>
<thead>
<tr>
<th>Non-Attendance</th>
<th>Unsatisfactory Academic Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance checks are carried out daily.</td>
<td>All students will complete assessment on the due date, as determined by the teacher. Significant non-completion of assessment tasks will be viewed as non-completion of the course and may jeopardize a student being awarded a result in that subject.</td>
</tr>
<tr>
<td>Students parents/guardians are required to contact the School by phone on 07 5437 5800 or the absentee line on 07 5437 5888.</td>
<td>The relevant subject teacher talks to the student to find out if there is a good reason for his/her unsatisfactory academic performance.</td>
</tr>
<tr>
<td>If the School has not been advised, a phone call or message will be sent to check the whereabouts of the student.</td>
<td>If the issue of unsatisfactory academic performance is not resolved at the above level, the subject teacher will inform the Head of School.</td>
</tr>
<tr>
<td>Regular unexplained non-attendance is dealt with by Form Teachers, Head of School, or may be redirected to a more appropriate member of staff in certain circumstances. Eg. Chaplain.</td>
<td>If a student has failed to complete a task on the due date, the draft will be required. This will be marked and the achievement level recorded. Parents will be notified. If the student is unable to produce a draft, the student will be required to complete the task under the supervision of the Secondary Studies coordinator during the first available break.</td>
</tr>
</tbody>
</table>
ACADEMIC PROGRAM

SENIOR SCHOOL

Years 11 and 12
- English
- Mathematics A
- Mathematics B
- Mathematics C
- Biology
- Business Organisation and Management
- Chemistry
- Drama
- Graphics
- Information Technology Systems
- Japanese
- Legal Studies
- Modern History
- Physical Education
- Physics
- Visual Art

Year 10
- English
- Maths
- Science
- Drama
- Food Technology
- Geography
- Health and Physical Education
- History
- Information Communication and Technologies
- Japanese
- French
- Graphics
- Visual Art

Year 9
- English
- Geography
- History
- Maths
- Science
- Drama
- Food Technology
- Graphics
- Health and Physical Education
- Information Communication and Technologies
- Japanese
- French
- Visual Art

**Year 8**
- English
- Geography
- History
- Maths
- Science
- Arts
- Enterprise Education
- Food Technology
- Health and Physical Education
- Information
- French

**JUNIOR SCHOOL**
- English
- Maths
- Visual Art
- Integrated Studies incorporating SOSE and Science
- Lote – Japanese
- Physical Education
- ICT
- Music

**SENIOR SCHOOL – YEARS 11 AND 12**

All student in Years 11 and 12 are expected to study English, and preferably at least one Mathematics subject. All students will participate in the Friday afternoon sports program.

These years are a two year course of study. Subject selection is conducted during the year prior to students entering Year 11. Parents and students attend information sessions prior to selecting subjects for the following year. Students will study from two sets of subjects, those compulsory core and those elective.
QSA SUBJECTS

The study of these subjects make a student eligible for an OP (Overall Position) and lead on to University, TAFE and other post secondary School Studies.

QSA REGISTERED SUBJECTS

These subjects do not count towards an OP and do not lead to University Studies, but do lead to TAFE studies and other Post Secondary School Studies.

CO-CURRICULAR ACTIVITIES

Sport and physical education is a strong element in our curricular and extra-curricular program.

All students in Junior and Senior School participate in specialist classes in Physical Education.

All students participate in house competitions for swimming, athletics, and cross country. Students who qualify also participate in SCISSA (Sunshine Coast Independent Schools Sports Association) zone, regional, state and national competitions.

Students also have a wide range of extra-curricular team sports which train after school, and are played during or after school and on weekends. These may include, soccer, rugby, netball, basketball, touch, oz-tag, golf, tennis.

MUSIC

Caloundra City School Ltd. has an extensive co-curricular music program including choirs, school band, musical, and specialist ensembles. Private tuition is available in Woodwind/Percussion, Violin, Guitar, Piano, and voice.

SPORTS HOUSES

Caloundra City School Ltd. has Four Sporting Houses. All children are allocated to one of four houses, with all members of the one family being associated with the one House. Once placed into one of these Houses, children will remain in that House until they exit and the end of Year Twelve.

Munns – Yellow
Ford - Red
McLean - Green
Henzell - Blue
### STUDENT CONTACTS

<table>
<thead>
<tr>
<th>Staff Member in this Role</th>
<th>Area of Responsibility for Overseas Students</th>
<th>Method to Contact / make Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Amanda Stuart – Senior School</td>
<td>Orientation on arrival</td>
<td>Phone 5437 5800</td>
</tr>
<tr>
<td>Ms Michiko Matsumoto</td>
<td>ESL Support</td>
<td>Phone 5437 5800</td>
</tr>
<tr>
<td>Mrs Gabrielle Frisby</td>
<td>Other tutorial support</td>
<td>Phone 5437 5800</td>
</tr>
<tr>
<td>Mrs Amanda Stuart – Senior School</td>
<td>Academic and Careers Counselling</td>
<td>Phone 5437 5800</td>
</tr>
<tr>
<td>Mr Gerard Maguire – Chaplain</td>
<td>Personal Counselling</td>
<td>Phone 5437 5800</td>
</tr>
<tr>
<td>Dr Dirk Wellham - Principal</td>
<td>Complaints and appeals</td>
<td>Phone 5437 5800</td>
</tr>
<tr>
<td>Mrs Cheryl Weight</td>
<td>Visa / Passport issues</td>
<td>Phone 5437 5800</td>
</tr>
<tr>
<td>Mrs Katrina Rava</td>
<td>Student Accounts</td>
<td>Phone 5473 5800</td>
</tr>
<tr>
<td>Ms Crystal Brown</td>
<td>Outside School Hours Care and Vacation Care</td>
<td>Phone 5437 5800 0417 057 112</td>
</tr>
</tbody>
</table>

### FURTHER INFORMATION:

Further information regarding enrolment of Overseas Students at Caloundra City School Ltd. may be obtained from:

Caloundra City Private School  
PO Box 542  
GOLDEN BEACH QUEENSLAND 4551  
AUSTRALIA

Phone: +61 7 5437 5800  
Fax: +61 7 5492 3038  
Email: admin@ccps.qld.edu.au

*A full copy of Overseas Students Policies can be found in Appendix 1.*