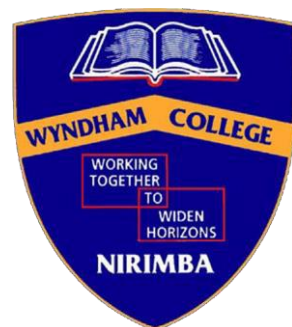




WYNDHAM COLLEGE



INTERNATIONAL STUDENT HANDBOOK

2017



Nirimba Education Precinct
Eastern Road
Quakers Hill NSW 2763

Phone: 9208 7100



INFORMATION FOR INTERNATIONAL STUDENTS

Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007.

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

For information about student visa requirements refer to the Department of Immigration and Border Protection (DIBP) website: <http://www.border.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.

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

Attendance and Course Requirements

- You must attend a minimum of 80% of all scheduled classes. If you do not meet attendance requirements you may be reported to 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 Board of Studies, Teaching and Educational Standards (BOSTES). Further information about course requirements is available at: www.boardofstudies.nsw.edu.au

Accommodation and Welfare Arrangements

- All students must be accompanied to their approved accommodation upon arrival in Australia.
- If you have requested a Homestay family be arranged, then a compulsory airport transfer will be arranged for you.
- If a relative or close family friend has been approved as your carer then arrangements must be made for them to meet you at Sydney International Airport.
- If you are under 18 years, you must **maintain your approved accommodation, support and welfare arrangements**. If these arrangements are approved by the NSW Department of Education, you must not change those arrangements without prior written approval. Requests to change the arrangements must be made in writing to DE International and signed by your parents.

- If you want to change your Homestay, you should contact the International Student Coordinator at your school.
- NSW Department of Education recommends that students over 18 continue to live with relatives or Homestay families. Changes to accommodation should be within reasonable travelling distance to your school.
- Your parent or relative (approved carer) must notify your school of your residential address within 7 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.

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 DIBP website and the coordinator at your school.

Taking Leave

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

Complaints and Appeals

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

Work

- 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.

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.

Deferment of Course Commencement Date

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

Suspension of Studies

If you are required to take leave from attending school due to 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 DIBP before submitting a request

The Wyndham Way is more than an education; we are working together to widen horizons. We achieve this by:

- ☑ Respecting ourselves
- ☑ Taking pride in our appearance
- ☑ Participating to the best of our ability
- ☑ Respecting the rights and property of others
- ☑ Valuing differences
- ☑ Supporting and helping others
- ☑ Caring for the environment
- ☑ Achieving goals for a better future
- ☑ Promoting a positive image of the College

Learning and Teaching Principles

Students and teachers at Wyndham College share an enjoyable and productive learning and working environment in a climate of mutual respect and understanding.

Students at Wyndham College:

- Take responsibility for their own learning and contribute to the learning of others
- Are happy and motivated
- Are inquiring, organised, cooperative and enthusiastic
- Understand how they learn
- Employ problem solving and critical thinking skills, are collaborative and technologically competent
- Are unafraid to seek assistance, are able to deal with setbacks and learn from their mistakes
- Have effective communication skills
- Test the limits of their ability and achieve their potential.

Teachers at Wyndham College:

- Create a learning environment which is safe, enjoyable, unthreatening, stimulating and motivating
- Are enthusiastic about student learning and welfare
- Aspire to best practice
- Teach to individual learning needs and learning styles
- Have high expectations of their students
- Reflect on their practice and seek ongoing professional growth
- Assist students to identify goals, develop organisational skills and maintain motivation
- Deal with the action, not the person
- People are more important than things
- The good of the group is more important than the good of one or a few
- Practice respect and tolerance for others and have a sense of social responsibility.

Student Services – Staff

Principal

Karen SMITH

Deputy Principals

David MACLEOD-JONES Classa MARTINUZZI

Collegiate Deputy Principal

Bethany O'CONNOR

Student Welfare

Sue BEAMER
Julie SMITH
Karen TUYNMAN

HT Welfare
HT Secondary Studies
Careers Adviser

Chris MINOL

International Students Coordinator

Natasha CRAIG
Tim MACINTYRE
Vanessa WICKENS

Year 11 Adviser
Year 11 Adviser
Year 11 Adviser

Daljit BANSAL
Brendan HEWITT
Fiona PROTT

Year 12 Adviser
Year 12 Adviser
Year 12 Adviser

Shannon FINEMORE
Natasha CRAIG

LaST
University Mentor

Library

Sally GOVETT
TBC

Librarian
Library Assistant

Support

Jo ARUNDELL
Kushma NARAYAN
Manie MOODLEY
Trudy SAY
Maree CROWNE

Head Teacher

Administration Staff

Wendy BIRRELL School Admin Manager
Margret AYSHFORD
Renata BRENTIN
Sally COLLINS
Rosemary GODBEHERE
Julie GOUGH
Bronlyne HAYNE
Ruth GRAHAM
Chris SCOTTON Café Manager
Dianne VANDERHEYDEN

Debra DUNN Admin Coordinator

Counsellors

Anna JAKYMIN

School Learning Support Officers

Ana DUIC
Marie IPING
Maria LOWENSTEIN
Ronnie SARAS
Nicole SCOTTON
Janine SMITH
Naomi VAUGHAN

General Assistants

Bob HIGGINS
David PARTON

The Principal is responsible for the management, organisation, supervision and effective operation of the school.

Parents and pupils may make appointments through the school administrative staff to see the Principal to discuss issues.

The Deputy Principals are responsible for the efficient day-to-day operation of the school and deals with matters of general school organisation. They also are responsible for curriculum development and professional learning within the school. The Deputy Principals can be contacted through the school administrative staff.

The International Student Coordinator is responsible for conducting international student induction and providing ongoing support. The international student coordinator also assists international students with their curriculum and welfare needs. Student attendance, school progress and accommodation arrangements are monitored periodically by the international student coordinator.

English as a Second Language (ESL) Teacher This teacher assists students whose second language is English. Parents and students can request assistance or students may be referred by their teachers.

Head Teachers are responsible for the courses of study provided in their subjects. They plan programs of work, place students in appropriate classes, supervise the work of teachers in their subject departments, organise the assessment and reporting on students, and manage the supervision, welfare and discipline of pupils. They work in close cooperation with the Principal, and two Deputy Principals in formulating school policies. They are always ready to help parents seeking information about a particular subject or the progress and conduct of students.

Student Advisers for all years assist in the organisation, guidance and welfare of students under their care. They should be contacted where parents or students have any concerns about the progress or welfare of individual students. Parents and guardians may request a student progress report at any time during the year, in addition to the twice yearly School Reports.

The School Counsellor is specially trained to deal with the more serious educational or emotional problems a student may have. Students are referred to the Counsellor by the Principal, Student Advisers or Head Teachers. The Counsellor may also be approached by a parent or student directly, preferably by appointment through the school administrative staff. The Counsellor is in attendance 3 days each week, and can be contacted through the Front Office by any parent.

The Careers Adviser provides for parents and students general and special information on career opportunities, TAFE, Universities and Institutes, Work Experience and work interviews.

Learning and Support Teachers (Last) This teacher assists the school to cater for those students in regular classes who are experiencing difficulties in basic areas of learning.

Senior Administrative Manager is responsible for administrative staff in the school and manages the front office. The Senior Administrative Manager can assist parents with general information about the school and account enquiries.

Student Services – Staff

English / History

Beth O'CONNOR Head Teacher
Maree ACKLING (ESL)
Toyer CHRISTIAN
Jason EWING-JARVIE
Debra FRANCO
Tim MACINTYRE
Dimitri PAPANIS
Lilijana RISTEVSKI
David RYAN
Nitha SEWALL
Vanessa WICKENS
Shelley ASGAR (Traveller)

Social Sciences / Languages

Kellie BOYD Head Teacher
Sue BEAMER (HT Welfare)
Natasha CRAIG
Subhadra GOUNDER
Yatesh KASHYAP
Paramjit PHOKELA
Diana VUJOVIC
Miriam BIRKMANN-LITTLE
Bill SEXTON (Traveller)

Science

Chandrika PRASAD Head Teacher
Daljit BANSAL
David PAWLEY
Fiona PROTT

VET

Debra DUNN Head Teacher
Kellie BOYD
Natasha CRAIG
Mark DAINES
Anthony Da PALLO
Melinda DURIE
Brendan HEWITT
Yatesh KASHYAP
Kumaran PATHER
Paramjit PHOKELA
Alaina RADZIETA
Dallas RICHMOND
Penni ROBINSON
Kasia SABEL

Teaching & Learning / Performing Arts

Brian EWIN Head Teacher
Dannielle MORAIS
Debra FRANCO
Sarah MINOL
David RYAN

Welfare / Music

Sue BEAMER Head Teacher
Rachel ZOGLMEYER
Amanda TONG (Traveller)

Mathematics / Computing

Denis VLISMAS Head Teacher
Melinda DURIE
Beata GRAHAM
Pauline HUNT
Joseph LUI
Kumaran PATHER
Satendra PRASAD
Louise GRANTHAM (Traveller)

Technology & Applied Studies

Dallas RICHMOND Head Teacher
Mark DAINES
Anthony Da PALLO
Debra DUNN
Brendan HEWITT
Samantha MURDOCH
Alaina RADZIETA
Penni ROBINSON

Visual Arts / PD/Health/PE

Ron PRATT Head Teacher
Gary POULTON
Daniel REPETI
Mark VENNARD
Shannon FINEMORE
Nathan HULANDS
Rachel KELSO
Chris MINOL
Jeff SMITH
Melissa RIELLY
Kim CLEMSON (Traveller)

Technology Support

William LIU

SCHOOL TRANSPORT

International students are eligible for a student concession card issued by the school.

]The Transport for NSW policy on student concessions can be found at:

<http://www.transportnsw.info/sites/en/tickets/concessions/student-child/index.page>

International students are not entitled to free travel through the School Student Transport Scheme. International students under 16 years can obtain tickets at the child fare and international students 16 years and over are entitled to a student concession card.

OVERSEAS STUDENT HEALTH COVER (OSHC)

It is compulsory for student visa holders to have Overseas Student Health Cover (OSHC) usually through Medibank Private. It allows students to access medical services similar to Medicare cover.

The school requires a copy of each student's OSHC card in case of accident or injury.

For further details refer to the Medibank website at: www.medibank.com.au

What Are My Responsibilities?

1) You must at all times:

- Satisfy your student visa conditions.
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay.
- Meet the terms of the written agreement with your provider.
- Inform your provider and school if you change your address.

2) As an overseas student on a student visa, you are required to:

- **Maintain satisfactory course progress:**
 - You must submit all tasks to a satisfactory standard
 - Students who fail to meet **Year 10 or Year 11** course requirements will be advised by the school principal to either:
 - Repeat the year, or
 - Satisfy any outstanding requirements
- **Maintain satisfactory attendance**
 - A minimum of 80% attendance is required for student visa
 - Attendance is calculated each term
 - DIBP contacted if student attendance is below 70%.
- **Maintain your approved accommodation arrangements.**
 - Students under 18 cannot change accommodation arrangements without DE International Approval.
 - Student over 18 must notify school and DE International if they change their address.

3) You and the law:

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

A to Z OF Wyndham College

Assessment

At the start of Year 11 in 2017, all students will be issued with a Preliminary HSC Assessment Booklet.

Attendance

Wyndham College encourages students to develop positive attendance patterns, which will be continued into the workforce. Regular attendance is important for students to acquire the knowledge, skills and understanding to be successful learners and achieve their best. To achieve course outcomes, students need attend regularly and be punctual to classes.

You must attend a minimum of 80% of all scheduled classes. If you do not meet attendance requirements you may be reported to DIBP, unless there are compassionate or compelling circumstances.

An Attendance Warning letter will be issued to students who are at risk of not meeting or who have failed to meet, 80% attendance for a term.

If students cannot be contacted after 5 consecutive days, the school will trigger a 'missing person's report' to the NSW Police.

Awards

A merit award system operates at Wyndham College. This encompass attitude, effort towards study and participation in school activities. These the two years and lead to Bronze, Silver, Gold, Deputy Principal and Principal. The aim of these awards is to recognize those students who are perform they are awarded in the areas of Academic Achievement, Citizenship, Sport.

Bell Time

Bell times are attached as Appendix A

Bullying

Bullying is not tolerated at Wyndham College. Bullying includes physical bullying, homophobia, racism, sexual harassment, discrimination cyb intimidation. Bullies receive one warning and counseling. If bullying con and his/her parent/caregiver called in. There is no place for bullies at W or experience bullying must expose it by telling any staff member.

Cafeteria

The canteen is run under private contract and is open throughout the day for food and drink purposes. The tables immediately outside are under shade and are for students to eat their purchased food. Students are expected to leave the canteen area *rubbish free*.

Cars: Driving and Parking

There is onsite parking for parents and people visiting the campus. Student drivers must obtain and fill in a Car Policy form and provide their registration number to the Deputy Principal, before they can park onsite. Students driving irresponsibly will not be allowed to park on school grounds. Students are not to drive out of the College during study periods, recess or lunch. Students are not permitted to carry passengers without parent/caregiver permission.

Change of Personal Details

The school will do regular parent/caregiver mail outs. Our policy is to phone parents/caregivers immediately if there is a problem. Please notify any changes in personal details to the office as soon as known.

Code of Conduct

All students who enroll at Wyndham College agree to follow the NSW Department of Education and Wyndham College Code of Conduct – see [Appendix B](#). Students will need to sign the yellow sheet at the back of this booklet and return it to Wyndham College before the start of Year 11 in 2017.

Computer Access

Wyndham College has a Bring Your Own Device (BYOD) policy. The BYOD Policy and Student Agreement have been provided in a separate booklet. Students will also have access to some computers in the faculty areas and the Library.

Connect

Connect is conducted every morning at 10.10 (after Recess). It is essential that all students are prompt to Connect as this is the official Roll Call and it is important for the roll to be marked accurately. Daily notices are also read in this time and important information can be issued to students through the Connect session. All students are required to attend Connect, even if they have a study session timetabled for session 2.

Counseling

The School Counselor is available for consultation. Students should make a referral booking. Careers counselors are also available for you to seek advice during your study periods.

Early Leavers

If you need to leave early you need an Early Leavers Pass. This may be obtained by handing in a note signed by your parent/caregiver, *before the start of school* at the Front Office. You can collect your pass during break. If you are unable to attend school events you must bring a note, signed by your parent/caregiver, have it signed by the Deputy Principal and then *bring it to the Front Office before school*.

Emergency Evacuation of Buildings

The sounding of a very loud alarm, accompanied by verbal instructions, will signal evacuation from buildings. Exit should be as calm and as orderly as circumstances allow. Students and staff should proceed to the grassed area to the right of the security guards' office towards the water tower. Rolls will be marked and further instructions given

Excursions

These are a valuable part of the curriculum. Many subjects have mandatory field trips which are assessable. Written permission slips are required for all excursions. Where there are costs involved, students must pay by the due date unless specific arrangements have been made with the Head Teacher. In most cases excursion costs are non-refundable if a student misses the excursion.

First Aid

Two office staff are trained in First Aid. Assistance is available at the Administration Office in Block A.

Crossroads Days

Crossroads Days are held throughout the year for Year 11 students. These are mandatory as they cover the mandatory *Crossroads Program* for Stage 6 students. Important topics concerning young adults including respectful relationships, drugs and driver education are delivered.

Grounds

There are passive and active spaces. The grounds are spacious and well appointed. Please leave our grounds in a clean state

High Expectations

Home-school communications are many:

- Two reports are issued each year.
- School newsletters – Wyndham Whispers, are emailed home.
- Parents are invited to join the P&C (Friends of Wyndham), who meet once a term.
- There are two Parent Teacher Evenings, one for each year held after the mid-course reports. Reports are issued on these evenings.
- At mid and end of every term we do an attendance check and course progress checks. Letters are sent to parents about any student whose attendance or progress is of concern. Attendance Letters are sent for unexplained absences.
- Non-Award (N) Warnings are sent any time a student is deemed not to be meeting course requirements or when an assessment task is missed which could put their course in jeopardy. BOSTES requires students to attempt tasks in excess of marks worth 50%.
- For misbehavior and truancy a Formal Caution or Suspension letter is sent home.
- If we have any concerns about a student's wellbeing we phone home.
- The school offers parents the opportunity to attend student performances.
- Wyndham College maintains a website and Facebook page as a further means of communication.

Lateness

We value punctuality. Students are expected to be at school 15 minutes before the first lesson starts. School begins at 8.00am. Punctuality is monitored by all staff. If you are late you interrupt the learning of all the other students in class. The school starting time has been chosen so that ALL students travelling by public transport can get to school on time. If you live too far away to guarantee punctual arrival you should consider attending a school closer to home. If lateness is unavoidable, report to the front office, your attendance will be marked and you will receive a printed late slip to show your teacher.

Learning Agreement

All students sign a Learning Agreement on enrolment.

Session Lengths

Lessons at Wyndham College are called sessions. Most sessions are 100 minutes in length. Each line comprises 4x 100-minute sessions and 1x 50-minute session per fortnight. Thus, students have time to practice what they have learned and to learn in a variety of learning styles.

Library

The Library is shared with St John Paul II Senior College and is open during school hours. It is continually updated to reflect student research needs according to the assessment tasks given by their teachers and to provide up to date printed and electronic resources.

Lock Down

A loud alarm, accompanied with verbal instructions will sound for at least 1 minute to indicate that all staff and students must remain in their rooms. If a student is outdoors, they must report immediately to the hall.

Mobile Phones

Mobile phones are permitted at the College but must **not be on in class or meetings**.

Mobile Phone Policy:

- Phones are to be on silent at all times during lessons
- Students must not receive or send SMS or take/make calls during lessons
- Phones used in class time may be confiscated and delivered to the Deputy Principals
- No student should invade another person's privacy by using their phone to take photographs or videos without their permission
- Taking photos without permission can lead to suspension
- Phones must not be used to send intimidating or harassing or unpleasant messages. This can lead to suspension
- Students who bring a phone to school must take responsibility for it.

Monitoring Student Progress

Student academic progress will be monitored by the Deputy Principals and parents alerted if there is a concern regarding work in class, attitude, attendance, punctuality, progress or homework completion (see Appendix C). Head Teachers or Student Advisers will phone you if they have a concern. We believe in sharing the education process with parents. This way we have more successes when students go through difficult times.

N Awards

BOSTES require N Awards (Non Completion of course Requirements) to be given to students who do not meet satisfactory course outcomes. Two written warnings (N Award Warning letters) are issued so you have a chance to improve the situation. If an N Award is applied to a subject, you lose that subject from your Year 11 Record of Achievement or Higher School Certificate and may have to repeat or extend your pattern of study.

Preliminary Year 11

The Preliminary course lasts 3 terms. Students start HSC programs in Term 4.

Senior Privileges

Wyndham College promotes an adult learning environment. Students are not required on campus if they have a late start or early finish. However, all students **MUST attend Connect each day**, even if they have a timetabled study session scheduled after Connect. It is expected that they use the time sensibly and can access the resources in the Library during this time.

Smoking

Smoking is not permitted by law on government premises. Students are not to smoke when travelling to and from school in uniform as they are deemed to be representing their school.

SRC

There is a Student Representative Council which liaises between the students and the Principal to make this school the best for students, allowing students from both years to participate in the SRC.

Timetable

Your 2017 timetable will be available upon enrolment.

Uniform

Wyndham College is a uniform school. All students are expected to dress in uniform each day. Parents are asked to support the wearing of school uniform. The uniform can be purchased through the Friends of Wyndham College Uniform Shop.

Complaints and Appeals

IF YOU HAVE A CONCERN, ISSUE OR COMPLAINT

It is always best to deal with a problem while it is small.

Most problems can be solved quickly by speaking to the teacher or international student coordinator at your school. They can also advise you about the most appropriate person to help solve your problem.

If you cannot solve your problem by informal discussions, you can speak to the Deputy Principal or Principal at your school or a Student Adviser at the DE International. However if the situation is not resolved you may make a Formal Complaint. You should ask at your school about the procedure and the appropriate forms. The NSW Department of Education has Complaints Handling Policy Guidelines. The policy is also available on the DET website: www.det.nsw.edu.au

FORMAL COMPLAINTS

A formal complaint can be written or verbal and is usually of a serious nature. Verbal complaints require a formal interview where the details of the complaint will be recorded in writing. If you are under 18, you should have your guardian or carer with you or if you are over 18 you can ask a support person to come with you to any interviews to assist you.

If you make a complaint, an investigation will commence in 10 working days and you will receive a written statement of the outcome. This statement will include the reasons why decisions have been made and inform you of your rights to take the complaint further, if you are not happy with the outcome.

APPEALS

You may appeal against a decision to report you to the Department of Immigration and Border Protection for unsatisfactory attendance or cancellation of enrolment based on student misbehavior. The appeal must be lodged within 20 working days of the date on the intention to report letter issued to you.

Appeals for decisions relating to course progress in schools are dealt with in accordance with Board of Studies procedure for appeals.

If you are not satisfied with the outcome of the internal complaint or appeal process, you will be given access to an external appeals process. According to the National Code 2007 the purpose of the external appeals process is to consider whether a provider has followed its policies and procedures – it is not to make a decision in place of the provider.

Reference Guide for International Students

The **International Student coordinator** is:

Chris MINOL (Karen TUYNMAN and Julie SMITH are also available to assist)

Your **Year Advisors** are:

Year 11: Vanessa WICKENS, Natasha CRAIG, Timothy MACINTYRE

Year 12: Brendan HEWITT, Daljit BANSAL, Fiona PROTT

The School Counsellors are:

Anna JACKYMIN (Mon/Tues/Thursday)

Sue BEAMER –Head Teacher WELFARE is available on other days.

Welfare and Emergency Services:

In case of emergency, the ambulance, police or the fire brigade can be contacted by phone on: **000**.

The local police station is:

Riverstone Police Station, 4 Elizabeth St

98382199

The nearest medical centres are:

Quakers Hill Family Practice

4/15 Railway Rd

96266300

The nearest Hospital to the school is:

Blacktown Public Hospital

18 Blacktown Rd, Blacktown

02 9881 8000

Norwest Private Hospital

11 Norbrik Dr, Bella Vista

02 88828882

LOCAL AREA INFORMATION

Local Banks:

The following banks are all located at:

Rouse Hill Town Centre , Cnr Windsor Rd and White Hart Drive.

-Commonwealth Bank

-NAB

-Westpac

-ANZ

NEAREST MAJOR SHOPPING CENTRES

Rouse Hill Town Centre.

Cnr Windsor Rd and White Hart Drive

Norwest Marketown

4 Century Circuit, Baulkham Hills

Castle Hill Towers

6/14 Castle St, Castle Hill

Appendix A: Bell Times

Wyndham College Bell Times – 2017



Wyndham College Bell Times 2017

Week A		Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	8.00 – 9.40	Line 1	Line 2	MEETINGS Line 7 8.50-9.40	Line 1	Line 6
Recess	9.40 – 10.10					
Connect	10.10 – 10.20					
Session 2	10.20 – 11.10	ASSEMBLY	Line 5	Line 7	Line 6	Line 2
Session 3	11.10 – 12.50	Line 5	Line 3	Line 5	Line 4	Line 3
Lunch	12.50 – 1.20					
Session 4	1.20 – 3.00	Line 7	Line 4	Line 6	Line 2	

Week B		Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	8.00 – 9.40	Line 5	Line 2	MEETINGS Line 7 8.50-9.40	Line 4	Line 6
Recess	9.40 – 10.10					
Connect	10.10 – 10.20					
Session 2	10.20 – 11.10	Line 3	Line 1	Line 7	Line 7	Line 4
Session 3	11.10 – 12.50	Line 1	Line 4	Line 5	Line 1	Line 3
Lunch	12.50 – 1.20					
Session 4	1.20 – 3.00	Line 7	Line 3	Line 6	Line 2	

Appendix B: Code of Conduct

NSW Department of Education Core Rules

All Students in NSW government schools are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code
- Behave safely, considerately and responsibly, including when travelling to and from school
- Show respect at all times for teachers, other school staff and helpers. This includes following class rules, speaking courteously and cooperating with instructions and learning activities
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

Wyndham College Code of Conduct

As a student of Wyndham College, Nirimba I will:

RESPECT the rights and property of others

BE TOLERANT and AWARE of the different needs, abilities and opinions of others

CARE for our environment – College equipment, furniture, buildings, recreation areas and the physical environment around the College

PARTICIPATE to the best of my ability in all College activities – strive for excellence

COOPERATE by following instructions of people in authority to promote effective learning

PROMOTE a positive image of myself and my College

BE RESPONSIBLE for my actions. Be truthful, courteous, cooperate and use common sense at all times

ENSURE the safety of all members of the College and endeavour to provide a happy and secure College

WEAR COLLEGE UNIFORM as determined by the College community and maintain a pride in my appearance

SET A POSITIVE EXAMPLE and be a helpful member of the College and the community

Behavior that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behavior of any kind, will not be tolerated.

Appendix C: Homework Policy

Wyndham College Homework Policy

Principles

Wyndham College is NOT a homework free zone. This College supports homework and recognises the role homework and assignments play in the learning process. Teachers, students and parents should be aware of their responsibilities in relation to homework as outlined in this policy.

Definition

Homework includes set assignments or tasks, completion of unfinished class work, performance practice, reading prescribed texts, working on major projects, practical works or revision of the day's work.

Teachers

Homework will be educationally beneficial and meet the realistic expectations of students, teachers, parents and caregivers. Homework should be a purposeful learning experience which consolidates and/or enriches the curriculum.

1. Teachers will set work for home study. This provides opportunities for consolidation, practice, reflection, revision, research, writing, investigating, reading and enrichment and extension activities.
2. Teachers will give clear guidelines on what is expected in terms of purpose, time allocation, processes, product and marking criteria
3. Teachers will keep records of work completed.
4. Teachers will notify parents if homework/assignments are repeatedly unsatisfactory or not completed.

Students

Students have a responsibility to complete homework as part of their course work and to apply themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school. Homework assists students to develop independent study and time management skills.

Websites for Further Information

DE International website – <http://www.decinternational.nsw.edu.au/> DE Website – www.det.nsw.edu.au Board of Studies and Educational Standards website – <http://www.boardofstudies.nsw.edu.au/> DIBP website – www.immi.gov.au www.medibank.com.au

International Students Advisers National Association (ISANA) – www.isana.org.au (Laws relating to young people – www.lawstuff.org.au)

