



St Paul's School

International Student Handbook and Orientation Guide



create your own story!

Contents

Welcome to St Paul's School. We look forward to seeing you soon and we hope this information and orientation booklet will help you feel more prepared for life in Australia and at St Paul's before your arrive.

If you have any questions after reading through the booklet, please contact international@stpauls.qld.edu.au

What is in the handbook?

- Welcome to St Paul's School
- About St Paul's School
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- Enrolment, Orientation and Commencement
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Welcome to
St Paul's
School!



Welcome to

ST PAUL'S SCHOOL

The world is changing faster than ever before. It's predicted that over the next 20 years, up to 50% of today's jobs will be disrupted by robots and artificial intelligence.

It's clear that the skills and dispositions students need to thrive in tomorrow's workforce are vastly different to those valued in times' past.

It's important that children receive 'an education worth having'. One that builds their creative capacity. One that helps them think like entrepreneurs. And one that gives them a sense of hope for the future.

Our commitment is to provide your child with the opportunity to create their own story.

This is what awaits your child at St Paul's School:

- A School that's different because we care enough to challenge the status quo.
- A safe and secure environment.
- Opportunities to develop a resilient character, enabling them to be adaptable and agile for their future careers.
- An environment to help them grow a global perspective, develop empathy and learn the skills and attitudes needed to work in teams.
- A chance to start their own business, work in developing communities, have access to some of the finest teachers in the world, and grow into a happy and unique individual loved by God.
- A legacy of strong academic results.
- Extra-curricular opportunities which are wide and varied.
- Highly specialised pastoral care.



Welcome to St Paul's International School

We are so excited that you will be joining us soon!

We have put this information and orientation handbook together for you, so that you can start to become familiar with St Paul's and start to learn about life in Australia before you arrive.

Sections of this booklet will be explained and discussed further with you during your first month at St Paul's School.

It may take a little bit of time for you to adjust to a new School and a new life in Australia, but we are sure you will feel welcome and settle in quickly!

Yours sincerely,

Mrs Kathleen Power - Director of International Education

Miss Laura Turner - Assistant Registrar (International)

Mrs Sharon Sutherland - Homestay Coordinator

Miss Nakashima - International Services Officer

Mr Peter Wong - Teacher

Mr Michael Kremmer - Teacher

Ms Tina Wu - Teacher

Ms Serena Zhen - Teacher

Mrs Linley-McGowan - Teacher



Hello.



Hello.



Hello.



Hello.



Hello.



Hello.



Hello.



CIAO

NI HAO

bonjour

merhaba

SALUTON

hej!

namaste

lqdm

salve

HELLO!

Bo

hej

nei ho

GUTEN TAG

konnichiwa

aloha

selam

HOLA

Zdravo

STUDENT WELCOME

Welcome to St Paul's School!

At St Pauls there are many opportunities for you to venture outside of your comfort zone. The school isn't about fitting in but about exploring the unique, and trying new things.



Coming from a different school, moving across the world, and learning an entirely new language is difficult, scary and takes courage. I want you to challenge your courage when you are at St Pauls, to do something you never do because it will help you meet new people and have fun.

When I first came to St Pauls I was 9, I wasn't very good at talking to people and was quite shy. Within my time here, however, I have made friends I wish to know for a lifetime, learnt about who I am and been educated in many skills outside the classroom.

I guess my overall advice to you is to continue to fail and succeed, you won't get it right all the time but when you do that is a testament of how hard you worked towards your goal.

Fail, have fun and test your courage, you never know who will be your best friend or what you love until you try it.



Our Campus

St Paul's School is located at 34 Strathpine Road, Bald Hills, Queensland 4036.

Bald Hills is a northern suburb of the Queensland capital city of Brisbane.

St Paul's has a beautiful 125 acre campus with many indoor and outdoor facilities for students to use, including:

- A Science Centre with eight labs and Extended Investigation rooms
- A state-of-the-art Design Technology Centre
- A large Music Centre with performance rooms and a recording studio
- Junior School and Senior School libraries
- Lecture theatre
- A Wellbeing Centre and,
- An International School





1. Association field (C3)
2. Beginning of Peace (F13)
3. Canteen & sports amenities (D9)
4. Carpark (Junior School) (L10)
5. Carpark (Lower) (F16)
6. Carpark (Sports & Senior Students) (E5)
7. Carpark (Staff) (G14)
8. Carpark (Upper) (H16)
9. Centre for Realms of Thinking (H14)
10. Chapel (I15)
11. Classrooms F1-2 (J15)
12. Classrooms F3-4 (J14)
13. Classrooms F5-6 (J14)
14. Classroom F8 (J14)
15. Classrooms F9-10 (J13)
16. Classrooms F11-12 (K13)
17. Classrooms F13-14 (K13)
18. Classrooms F15-16 (K13)
19. Classrooms F17-18 (K14)
20. Classrooms F19-20 (K14)
21. Classrooms KC1-6 (F10)
22. Classrooms KC7-12 (E12)
23. Classrooms KC15-18 (G12)
24. Classrooms R1-8 (G14)
25. Classrooms T1-3 (I11)
26. Classrooms T4-6 (H11)
27. Community Garden (K16)
28. Cricket oval – Synthetic pitch (G8)
29. Cricket oval – Concrete pitch (I9)
30. Cricket training nets (B5)
31. Design & Technology Centre (G11)
32. Driving range (B4)
33. Early Learning Centre (L13)
34. Eastern fields (E2)
35. Farm House (F13)
36. Hospitality Kitchens (H14)
37. ICT and Robotics (I14)
38. International School (I14)
39. Junior playing fields (J9)
40. Junior School courtyard (J14)
41. Junior School multi-purpose undercover area (K11)
42. K-Block (H12)
43. Learning Support (I13)
44. Lecture Theatre (J13)
45. Library – Junior School (I14)
46. Library – Secondary School (H13)
47. Main oval (C8)
48. Maintenance Shed (D15)
49. Music (J16)
50. Outdoor courts (C11)
51. Possibility Hub (H14)
52. Reception – Junior School (J14)
53. Reception – Krebs Reception (F11)
54. Reception – Tooth Reception (G15)
55. Retail shop (H15)
56. Science Centre (G13)
57. Secondary school drop-off area (G15)
58. Sensory playground (K15)
59. Shade sail & BBQs (F13)
60. Showcase Theatre (H13)
61. Sippers Café (H14)
62. Sutton Building (Rooms 1.0 & 2.0) (I14)
63. Swimming pool (F14)
64. Taekwondo, cadets & dance (D14)
65. Techzone (G15)
66. Tuck shop (G15)
67. Walker Centre 1 (E13)
68. Walker Centre 2 (D12)
69. Wellbeing Centre (H13)
70. YMCA OHSC (I17)



School Map



STRATHPINE ROAD

STRATHPINE ROAD

ATTUNGA STREET

Important and Emergency Contacts



000

Police, Fire, Ambulance



0449 916 623

Homestay Emergency



07 3261 1388

St Paul's School



Miss Turner

Enrolment, Visa & General Questions

l.turner@stpauls.qld.edu.au



Mrs Sutherland

Homestay Questions

s.sutherland@stpauls.qld.edu.au



Mrs Power

Academic Questions

k.power@stpauls.qld.edu.au



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**Government Telephone Translating
and Interpreting Service**



1800 814 781

Allianz OSHC

(School arranged Health Insurance Provider)

Please store these details in your phone

ST PAUL'S SCHOOL NEW INTERNATIONAL STUDENT INFORMATION

? What should I bring?

Please see our suggested packing list on next page.

? Uniforms & Lockers

If you are visiting for one semester (six months), you are welcome to wear your uniform from your home country. If you are a long term St Paul's student, you will purchase your St Paul's uniform on Orientation Day. **St Paul's School has a strict uniform policy - our formal uniform looks like this:**



Students must follow the St Paul's rules regarding presentation and must have a natural hair colour, girls hair that is longer than shoulder length must be tied up, no makeup, no false nails, no jewellery (girls may wear plain silver or gold stud earrings).

If wearing St Paul's uniform **please bring a pair of black leather lace up School shoes and a lock for your locker with you. A full uniform costs approximately \$850 AUD.**



? Airport Pick Up

If you are living in Homestay:

A driver will pick you up from the airport when you arrive. Please meet the driver **INSIDE** the airport.

Do not leave the airport without the driver.

The driver will be holding a sign with your name on it.

? Laptops

Students entering the High School should bring their laptop with you as you will need this for most of your classes.

? Getting to and from School

Most students will travel to and from School by public transport. Your homestay family will help you to buy a Go Card (public transport card) when you arrive. You must cover the cost of your bus/train travel.

? Orientation Day & Your First Day

Each term we hold an Orientation Day before classes start. On Orientation Day and your first day. If you are living with a homestay family, they will bring you to School. We will complete your welcome, orientation, purchase your uniform, activate your OSHC and get ready to start classes. Please bring your laptop, lunch and water bottle.

? Bank Accounts & Phones

Your homestay family will assist you to set up your Australian bank account shortly after you arrive. They will also help you organise your new phone sim card.

? Emergency Contact

Please store our 24/7 Homestay emergency contact phone number in your phone: 0449 916 623



Packing Checklist

CLOTHING

- Pyjamas
- Underwear
- Socks
- Casual clothes (shorts, tshirts)
- Casual shoes
- Warm jumper
- Swimsuits
- Sports Clothes
- Formal Outfit
- Dress Shoes
- Sandals/Flip Flops
- Sunglasses
- Hat

MISCELLANEOUS

- Camera
- Chargers & Adaptors
- Headphones
- Water bottle
- Wallet & Money/Credit Card
- Phone
- Medication

IMPORTANT DOCUMENTS

- Passport & Visa
- Identification
- Itinerary
- Boarding Passes
- Address in Brisbane
- Travel Insurance
- Emergency Contacts

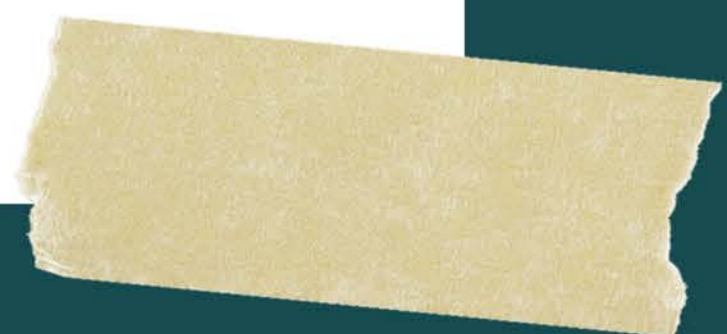
TOILETRIES

- Shampoo
- Conditioner
- Hair Brush
- Toothpaste
- Toothbrush
- Face Wash
- Razor (if required)
- Deodorant
- Makeup Bag
- Sanitary Products

FOR SCHOOL

- Laptop
- Uniform
- Black Leather Shoes
- Lock for my locker

Put Emergency contact in my phone: 0449 916 623





OVERSEAS STUDENT HEALTH COVER (OSHC)

- Everyone on a student visa must have OSHC in place for the duration of their student visa
- OSHC covers you for basic medical treatment if something happens to you in Australia
- If St Paul's has organised your OSHC, this will be through a company called Allianz
- You can see what your Allianz membership covers on the next page
- We will help you activate your online account during your orientation session
- You will receive a membership card in the mail once your account is activated
- If your parents/agents have organised a different policy
 - Please send the details to Miss Turner
 - Please make sure you understand what is included in your cover
- Please read the following pages to see what is included in your OSHC (if yours has been arranged by St Paul's) and some Frequently Asked Questions ...

Overseas Student Health Cover (OSHC)

Join one of Australia's largest OSHC providers



Why choose Allianz Care Australia?



Access our extensive health network

If something happens you can rely on our national network of hundreds of direct billing medical providers.



Innovative health and wellbeing tools

Our range of apps and tools is designed to make life easier by providing 24/7 support, personal advice and more.



24/7 Emergency helpline

We are ready to help whenever you need us with our 24/7 emergency assistance service for members.



Allianz MyHealth App

Making it easy to submit a medical claim or access your policy documents at the touch of a button, anytime, anywhere.



On-campus support

Our caring and supportive on-campus team are committed to delivering best in class international health services to students.

OSHC Standard inclusions

OSHC includes many general health services and gives you a level of cover similar to the benefits Australians get from Medicare.

SERVICE	WHAT IS COVERED [*]
Doctors (GPs) outside of hospital	100% of the MBS fee
Medical specialists outside of hospital	85% of the MBS fee
Hospital treatment and accommodation	100% of insurable costs
Emergency ambulance	100% of the costs
Prescription medicine	We will pay the difference between the PBS patient co-payment and the amount you paid for the medicine (up to \$50 per item). Annual limits apply.
X-rays and blood tests	85% of the MBS fee
Surgically implanted prostheses	100% of the minimum benefit of the Federal Government's prostheses list

^{*} Waiting periods, exclusions, limitations and terms and conditions apply. See the policy document for details online at allianzcare.com.au

OSHC Standard policy coverage

Hospital services covered under the policy

TREATMENT TYPE	WAITING PERIOD
✓ Rehabilitation	Nil*
✓ Hospital psychiatric services	Nil
✓ Palliative care	Nil*
✓ Brain and nervous system	Nil*
✓ Eye (including cataracts)	Nil*
✓ Ear, nose and throat	Nil*
✓ Tonsils, adenoids and grommets	Nil*
✓ Bone, joint and muscle	Nil*
✓ Joint reconstructions	Nil*
✓ Kidney and bladder	Nil*
✓ Male reproductive system	Nil*
✓ Digestive system	Nil*
✓ Hernia and appendix	Nil*
✓ Gastrointestinal endoscopy	Nil*
✓ Gynaecology	Nil*
✓ Miscarriage and termination of pregnancy	12 month waiting period
✓ Chemotherapy, radiotherapy and immunotherapy for cancer	Nil*
✓ Pain management	Nil*
✓ Skin	Nil*
✓ Breast surgery (medically necessary)	Nil*
✓ Diabetes management (excluding insulin pumps)	Nil*
✓ Heart and vascular system	Nil*
✓ Lung and chest	Nil*
✓ Blood	Nil*
✓ Back, neck and spine	Nil*
✓ Plastic and reconstructive surgery (medically necessary)	Nil*
✓ Dental surgery (medically necessary)***	Nil*
✓ Podiatric surgery (provided by a registered podiatric surgeon)	Nil*
✓ Implantation of hearing devices	Nil*
✓ Joint replacements	Nil*
✓ Dialysis for chronic kidney failure	Nil*
✓ Pregnancy and birth	12 month waiting period
✓ Weight loss surgery	Nil*
✓ Insulin pumps**	Nil*
✓ Pain management with device	Nil*
✓ Sleep studies	Nil*

*12 month waiting period for pre-existing conditions

**Insulin pumps covered under The Prosthesis List

***Excludes cosmetic dentistry

Please note: Allianz Care Australia does not pay any benefits towards the cost of cosmetic surgery/procedures e.g. surgery that isn't clinically necessary and which an MBS item is not billable.

Excluded hospital services

✗ Assisted reproductive services

Out of hospital benefits

OUTPATIENT SERVICES	WAITING PERIOD
✓ General practitioner visits - outpatient services	Nil
✓ Specialist visits - outpatient services	Nil*
✓ Pathology	Nil*
✓ Radiology	Nil*
✓ Allied health services	Nil*
✓ Pregnancy and birth - outpatient services	12 month waiting period
✓ Prescription medicine (out of hospital)	Nil*

*12 month waiting period for pre-existing conditions

Pre-existing conditions

A pre-existing condition is defined in our policy wording documents as:

- the person has an ailment, illness or condition; and
- in the opinion of a medical practitioner appointed by us, the:
 - signs or symptoms of that ailment, illness or condition existed
 - at any time in the period of 6 months ending on the day on which the person became insured under the policy.

No waiting period will apply if you receive any of the following types of treatment:

- general practitioner services;
- care or treatment for a psychiatric condition;
- or - where our medical practitioner certifies that you or your dependant require emergency treatment in Australia.

Medicare Benefits Schedule (MBS) fees explained

The Medicare Benefits Schedule (MBS) is a list of medical services (e.g. a standard consultation with a GP or surgery in hospital) subsidised by the Australian Government with a fee (known as a 'schedule fee') payable for each item.

The schedule fee is the amount the government considers appropriate for one of these services and determines the amount that Australians receive when they claim a medical service through Medicare.

Visit mbsonline.gov.au for more information.

Out of pocket expenses

You must pay any difference between the benefit we pay and the actual fee charged by the doctor, known as an out-of-pocket expense.

For example, if the MBS fee for a general practitioner (GP) consultation is \$39.75 and you visit a doctor that charges \$50. As your OSHC policy pays 100% of the MBS fee for GP consultations, your policy benefit amount is \$39.75. As the cost to visit the doctor is \$50 your out-of-pocket cost would be \$10.25 (\$50 less the policy benefit amount of \$39.75).

For more examples of out of pocket expenses please refer to our simple guide at allianzcare.com.au/en/policy-wording-documents

Waiting periods

A waiting period is the time you need to wait before a benefit is available. You can claim for benefits available on your policy for expenses incurred after the waiting period has ended.

Waiting periods may apply to a policy if claiming medical costs related to pregnancy, or pre-existing conditions. The waiting periods will differ depending on which OSHC policy you have purchased. Applicable waiting periods can be found in our policy wording documents.

Standard cover

- ✓ No waiting period for general practitioner services, care or treatment for a psychiatric condition, or emergency treatment
- ✓ 12 month waiting period for all pregnancy related conditions
- ✓ 12 month waiting period for all other pre-existing medical conditions

The waiting period is calculated from:

- the date you or your dependant arrived in Australia; or
- the date your student visa was granted, whichever is the later date.

For more information refer to the applicable policy wording document at allianzcare.com.au/en/policy-wording-documents

Allianz Care

When you need support, we are here



Our range of health and wellbeing tools are available to Allianz Care OSHC members and are designed to make your life in Australia easier by providing 24/7 support, personal advice and more.



Allianz MyHealth App**

- ✓ Easy access to your OSHC policy documents
- ✓ Submit a medical claim
- ✓ Check the status of your claims
- ✓ Access emergency services numbers



Allianz Care Telehealth - powered by Doctors on Demand***

- ✓ See a doctor without leaving home
- ✓ 24/7 video and phone consults from your phone, tablet, or laptop
- ✓ Qualified Australian based doctors
- ✓ Repeat prescriptions and select medications can be delivered to home



Find a doctor

- ✓ Access our network of direct billing providers
- ✓ Simply enter the post code and choose the closest provider
- ✓ Includes general practitioners, specialists and mental health professionals



24/7 Emergency helpline 1800 814 781

allianzcare.com.au



Allianz Care Australia Overseas Student Health Cover policies are authorised under a Deed entered into between Peoplecare Health Limited and the Australian Government through the Department of Health and Aged Care. Allianz Care Australia Overseas Student Health Cover is managed by AWP Australia Pty Ltd ABN 52 097 227 177 trading as Allianz Care Australia. Peoplecare Health Limited ABN 95 087 648 753, a private health insurer under the Private Health Insurance Act 2007 (Cth), is the underwriter of Allianz Care Australia Overseas Student Health Cover policies. App Store and the Apple logo are trademarks of Apple Inc. Google Play and the Google Play logo are trademarks of Google LLC. **The Allianz MyHealth App is only accessible to dependants over the age of 18 years old and OSHC single policyholders over the age of 16. ***The cost of any medicines and delivery fees is payable by the member. Terms and conditions apply. For details see: allianzcare.com.au/en/doctors-on-demand/terms.html *Only available to OSHC members aged 18 and above.

ORIENTATION INFORMATION

WELCOME



**WHAT WILL YOU
DO ON YOUR FIRST
DAY AT ST PAUL'S
SCHOOL?**

What do you need to
bring to School?

**JOINING MUSIC,
SPORTS, CLUBS
AND ACTIVITIES**

**Orientation
Checklist**

Enrolment, Orientation and Commencement

1 Enrolment

You have already made your application, had your online enrolment interview, and accepted a place to start at St Paul's - How exciting!



2 Online Orientation Sessions

Before you leave your home country, you should read through this booklet and you will attend a meeting with with our Homestay Coordinator to talk about your homestay placement.



3 Leave Home and Arrive in Brisbane

Please read the pre-departure and arrival information in this booklet so you are prepared for your journey to Australia. If you will be living with a homestay family , you will be met at Brisbane airport by our private transfer driver and take you to meet your homestay family that day. The Driver will meet you inside the airport and will have a sign with your name on it. We will give you the driver's details before your depart in case you can't find them when you arrive.



4 Starting School & Orientation

On your first day of School you will come to the International Office. If you are living in homestay, your family will help you. You can come in plain clothes, and we will help you buy your uniform on this day. Please bring black leather lace-up School shoes with you and about \$900 to buy your uniform (or a credit card). We will also set your laptop up (bring your laptop with you), get your student ID card, have a School tour, meet your Teachers and have a full orientation. You will start classes later that day and join your Tutor group on Day 2 or Day 3.



**ANY QUESTIONS ABOUT YOUR COMMENCEMENT?
PLEASE EMAIL INTERNATIONAL@STPAULS.QLD.EDU.AU**

What will you do on your first day at School?

- ✓ Meet at the International School Office at 8.30am
- ✓ Meet the staff who will help you while you get settled
- ✓ Receive your School diary, timetable and stationery
- ✓ Buy your uniform
- ✓ Have a School Tour and meet your Teachers
- ✓ Activate your OSHC
- ✓ Get your Student ID Card
- ✓ Set your laptop up
- ✓ Do some English tests



What should you bring on your first day?

- ✓ \$900 or your credit card to buy your uniform
- ✓ Black leather lace-up School shoes
- ✓ Your laptop
- ✓ Morning Tea, Lunch and Water Bottle





MUSIC, SPORT AND ACTIVITIES AT ST PAUL'S

St Paul's has over 50 extra-curricular activities for students to join.

If you are interested in joining any clubs, sports teams or music groups we can help you sign up when you first arrive!

It is great to get involved in clubs, sports or music to make new friends, practice your English, explore your passions and talents and to feel part of the School community.





Music

Students at St Paul's are offered many Music experiences, in our renowned instrumental ensembles, in private instrumental lessons, or in the classroom.

We have many choirs, string ensembles, wind ensembles, jazz ensembles and guitar ensembles which cater for students in a range of abilities and ages. All ensembles have regular performances throughout the year including our annual Music in the Park event, performances at assemblies and other school functions, competitions, and at many recitals and instrumental concerts.

Students can learn: Bassoon, Bass Clarinet, Cello, Clarinet, Drums/Percussion, Double Bass, Euphonium, Flute, French Horn, Guitar, Keyboard, Oboe, Piano, Saxophone, Trombone, Trumpet, Tuba, Violin.



Clubs & Activities

We have many different clubs you can join depending on your interests. Below are the clubs currently running:

- Amnesty International
- Anime & Manga Club
- Badminton Club
- Board Game Club
- Chess Club
- E-Sports
- Dance Troupe
- Film Club
- Interact
- Model United Nations
- Mountain Biking
- Music
- Photography Club
- Debating
- Cadets
- Equestrian
- Theatre Sports
- Vanuatu Outreach

Sport

Sport is a huge part of the St Paul's culture, with students encouraged to participate across a wide range of sports, making use of the School's first class facilities.

Students can play:

Term 1

Girls: Basketball, Tennis
Boys: Cricket, Volleyball
Boys & Girls: Swimming

Term 2

Girls: Hockey, Netball
Boys: Rugby, Tennis
Girls & Boys: Cross Country

Term 3

Girls: Volleyball, Touch Football
Boys: Football (Soccer), Basketball
Girls & Boys: Athletics



GET INVOLVED!

SPORTS, MUSIC AND CLUBS

We will help you sign up when you arrive...



Homestay at St Paul's School



Welcome to Homestay at St Paul's School



Mrs Sutherland is the St Paul's Homestay Coordinator. She has three (3) children, and her eldest two children have already graduated from St Paul's in 2017 and 2020. Mrs Sutherland's youngest child is now in Year 8.

Mrs Sutherland will speak online via Microsoft Teams with you prior to your arrival in Brisbane and a family will be carefully chosen to meet your needs.

Mrs Sutherland will be in contact with you regularly to ensure that you are happy and comfortable in your homestay. Her contact details are:

- s.sutherland@stpauls.qld.edu.au
- After hours critical incident phone: 0449 916 623
- School hours homestay phone: 0417 706 504

The after hours critical incident mobile phone number is a 24 hr 7 day a week emergency phone and is available for you to call in the event of an emergency outside of school hours. Please store this number in your mobile phone.

Mrs Sutherland's office is at Sutton Building in International School, and you can come and see her anytime. Mrs Sutherland is also a Student Protection Officer at St Paul's, so if you are ever worried about anything, you can speak to her confidentially.

Watch our Homestay video here:



What is Homestay?

Homestay is an Australian family welcoming an international student into their home. It is about providing a warm, friending environment for a sometimes-nervous student who usually has never been away from home before. Our homestay families come from varied backgrounds and cultures but are all fluent English speakers. The composition of the family also varies, reflecting Australian society, for example, a married couple with children, single mother, retired couple, and young couples with no children.



They may also live in different types of accommodation such as a house with a garden, a town house with a shared garden, or a unit in an apartment block. Some homes may have swimming pools.

Homestay is not a like living in a hotel or motel. All members of the family including children usually help with simple chores – eg, washing the dishes; setting and clearing the table at mealtimes; keeping your bedroom clean and tidy – including changing the bed sheets, dusting, and vacuuming; making your lunch for school.



What will my homestay provide me with?

- Breakfast, Lunch, Dinner and some snack foods each day
- A private bedroom
- A desk, chair, and adequate lighting for study purposes
- Access to a shared or private bathroom (showers should be short due to water restrictions)
- Washing (laundering) of clothes, bed linen and School uniform (ironing of School uniform)
- Internet/Wifi access for study purposes
- Heating in winter and cooling in summer
- Keys, alarms or passwords required to have free access to the homestay residence
- A safe and welcoming homestay family environment
- An orientation within the family home, on the use of facilities and security
- Explanation of how to use the bathroom/toilet facilities (including correct disposal of sanitary items)
- Assistance with making medical appointments
- Support with your attendance and academic progress

House expectations

Each of our homestay families have their own set of rules for students (depending on age and experience). **The most important thing to remember is to have good communication with your family** and mutual respect for living spaces and privacy within your home. Make sure you lock the door when you leave, be mindful of other family members sleep habits and share with them your expectations for mealtimes and what type of food you like.

HOMESTAY SNAPSHOT

Below are some questions you may be already be thinking about ...

HOW DO YOU CHOOSE MY HOMESTAY FAMILY?

Mrs Sutherland will look at your Homestay Application and meet with you online to get to know you and talk about what is important to you. She will then choose the family she thinks is the best fit for you!



WHAT KIND OF FOOD WILL I EAT?

We know food is very important and is something our new students often struggle with when they first arrive. Australia is a very multicultural country so we eat a variety of different food. In Australia, breakfast is generally cereal with milk or toast. Lunch is often a sandwich and some fruit or snacks and dinner might be a salad or vegetables with meat. Each family will eat different things. We encourage you to speak with your homestay family about the foods you like and don't like and it is a good idea for you to go to the supermarket with them when they do the grocery shopping.



WHAT IF I HAVE A PROBLEM?

You should feel comfortable to speak with your homestay family if you have a question or a problem. If you are not comfortable to speak directly with them for any reason, you can come and talk with Mrs Sutherland in the International School office.



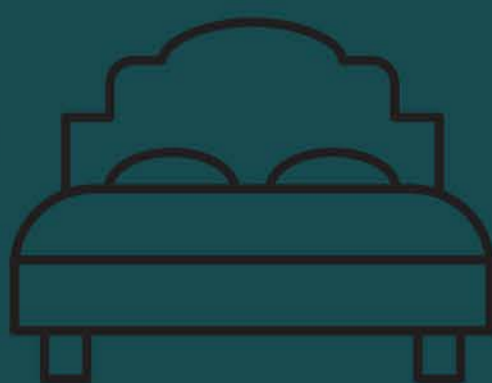
WHO WILL WASH MY CLOTHES?

Your homestay family will wash and iron your School uniforms for you. If you would prefer to wash your own clothes, you can ask your homestay if they are happy for you to use the machine on your own.



WILL I HAVE MY OWN BEDROOM?

Yes, all long term students will have their own bedroom. You will have a bed with bedding and pillows etc., as well as a desk with a lamp to study at. You may need to share a bathroom with other family members.



HOW FAR FROM SCHOOL WILL I LIVE?

In Australia, it is common for students to catch public transport to and from School. Our homestay families will generally live within a 30 minute commute to School. This might be different to your home country, however you will become used to this and see many St Paul's students on the buses and trains.

WILL I HAVE INTERNET?

Yes, all long term students living in homestay are provided with internet for their studies.

HOMESTAY SNAPSHOT

Below are some questions you may be already be thinking about ...

CAN I STAY AT A FRIENDS HOUSE?

Overnight stays with other St Paul's students are allowed, however they must be arranged at least 24 hours in advance and be confirmed by both homestay families & approved by the Homestay Coordinator.



WHAT HAPPENS DURING THE HOLIDAYS?

When students are able to travel freely again, they may return home during the School breaks. There are four (4) breaks each year.

Before **Easter, Mid Semester and the Sept/Oct holiday breaks**, students living in homestay who wish to return home must complete an Overseas Student Vacation Details Form (which is issued each term to students) and submit it to the International School reception by the due date. Your travel application must be approved by the School before you can leave.

Summer/Christmas Vacation - All students are required to return home during the Christmas Vacation Period.

Students must finish each term in full and return prior to the start of the next term.

WHAT IF I ACCIDENTALLY DAMAGE SOMETHING?

If you accidentally damage something in your homestay house you should be honest and tell your homestay family. You will be required to cover the costs of repair (to a reasonable amount) or this could be covered by insurance. You should contact the Homestay Coordinator to discuss the situation.



CAN I GO OUT ON THE WEEKENDS WITH FRIENDS?

Your homestay parents will set an appropriate curfew time for you depending on your age and maturity. Students are allowed to go out on weekends; however, they must return to their homestay by the time agreed. Your homestay family must know where you are going, what time you will be home and you must have your mobile phone on so you can communicate about any delays in returning home or if you are having any problems.

It is your responsibility to arrange suitable, safe transport for these activities and outings.

WHAT TIME DO AUSTRALIANS GO TO BED?



Most Australian families go to bed by 10.30pm. Although this may be earlier than students are used to, it is important that students are careful not to disturb the other members after this time.

WHAT IF I WANT TO CHANGE MY HOMESTAY?

It takes time to develop relationships. We ask students to take the time to get to know their homestay. It can often take 2 - 4 weeks to really settle into your new family environment. If necessary, a change of homestay can be requested by either the student or Homestay family and should go directly to the Homestay Coordinator. In all cases, two weeks' notice is required and a change fee will apply.

CREATING A SAFE SCHOOL AND HOMESTAY ENVIRONMENT

KEEPING YOU SAFE

Protection for children and young people is of paramount importance and Anglican Schools are required to follow the Diocesan policy.

Anglican Schools have a responsibility placed upon them by Gospel values. They are bound by Christian, legal and professional obligations to provide spiritual and educational opportunities within a safe and protective environment and, when matters of concern arise, having in place a procedure for reporting inappropriate behaviour, harm or sexual abuse.



WHAT IF I HAVE A PROBLEM AND I NEED TO TALK TO SOMEONE

You should feel comfortable to speak with your homestay family if you have a question or a problem. If you are not comfortable to speak directly with them for any reason, you can come and talk with Mrs Sutherland in the International School office. We also have 10 Student Protection Officers at St Paul's School that can help you.

CAN I TALK TO SOMEONE IF I AM WORRIED ABOUT A FRIEND?

All students can talk to a Student Protection Officer or a teacher about anything that is worrying them. .

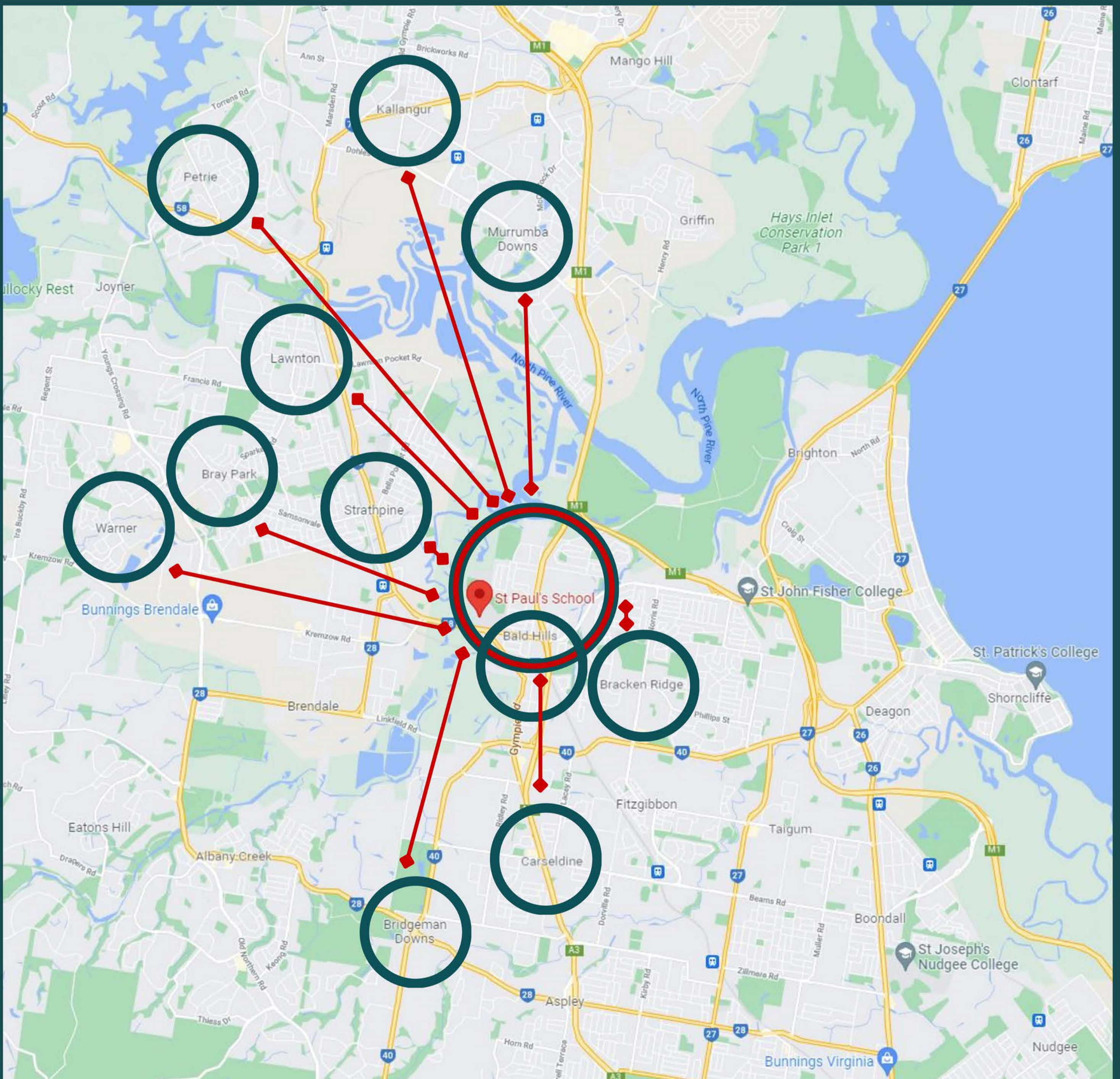
CAN I SEE A SCHOOL COUNSELLOR?

Yes, all students can talk to a school counsellor if needed. A teacher or staff member can also make an appointment for you. All counselling sessions are confidential. We also have a time out area for students to use.

Where do our homestay families live?

It is common for students in Australia to travel to and from school on public transport (bus or train), and most journeys are between 20 to 40 minutes. So, don't be worried if you think your homestay house looks a bit far from the school. St Paul's Homestay families generally live within a 30 minute travel time of the School. Some families live very close to the School and some families live a bit further away. It is very common for students in Australia to catch a bus or train to School. Below are the suburbs where most of our Homestay families live ...

Bald Hills, Bracken Ridge, Carseldine, Bridgeman Downs, Strathpine, Kallangur, Petrie, Bray Park, Lawnton and Murrumba Downs ...



Meet some of our Homestay Families

The St Paul's School homestay program has been running for over 20 years. Our homestay families are people who live in our local community and they have all been through very strict processes and checks before becoming part of our program. There will probably be some things that are very different when you live in Australia, compared to your home country. It can take some time to adjust to a new country and a new culture, but we are all here to help you settle in as quickly as possible.

Some of our families have one member and some have five or six! Some families have no children, some have small children, and some have teenage or adult children. Some families have no pets, but a lot of Australian families will have at least one dog or cat. You might already know this, but in Australia we are a very multicultural country. All our families are Australian, but they might come from a different cultural background. Below is a quick introduction to some of our current homestay families ...



The Riley Family

The Riley family has a Mother and Father. They live in a suburb called Bracken Ridge, and students living here travel to School by bus which takes about 30 minutes, or they sometimes ride their bike which takes about 15 minutes. The family have one dog, a toy poodle. The Riley's are very fun and their adult children and grandchildren visit regularly to have dinner as a family.



The Parfan Family

The Parfan family has a Mother and Father, and two sons. They live in a suburb called Murrumba Downs, and students living here travel to School by train which takes about 15 minutes plus a 5 minute walk from the train station to St Paul's. The Parfan family have one small dog, and they love to play basketball with their homestay students.



The Gomez Family

The Gomez family has a Mother and two adult children (1 boy and 1 girl). The Gomez family have a beautiful house in a suburb called Carseldine, and students living here travel to School by train or bus which takes about 20 minutes. The Gomez family have one dog and all members in the family work full time.



The Ruegg Family

The Ruegg family has a Mother and Father. They live in a suburb called Bracken Ridge, and students living here travel to School by bicycle or bus which takes about 30 minutes. Mrs Ruegg is very supportive and picks her homestay children up from sports practice in the afternoon. The family is very active and often do outdoor activities with their homestay students. The Ruegg family have one cat.

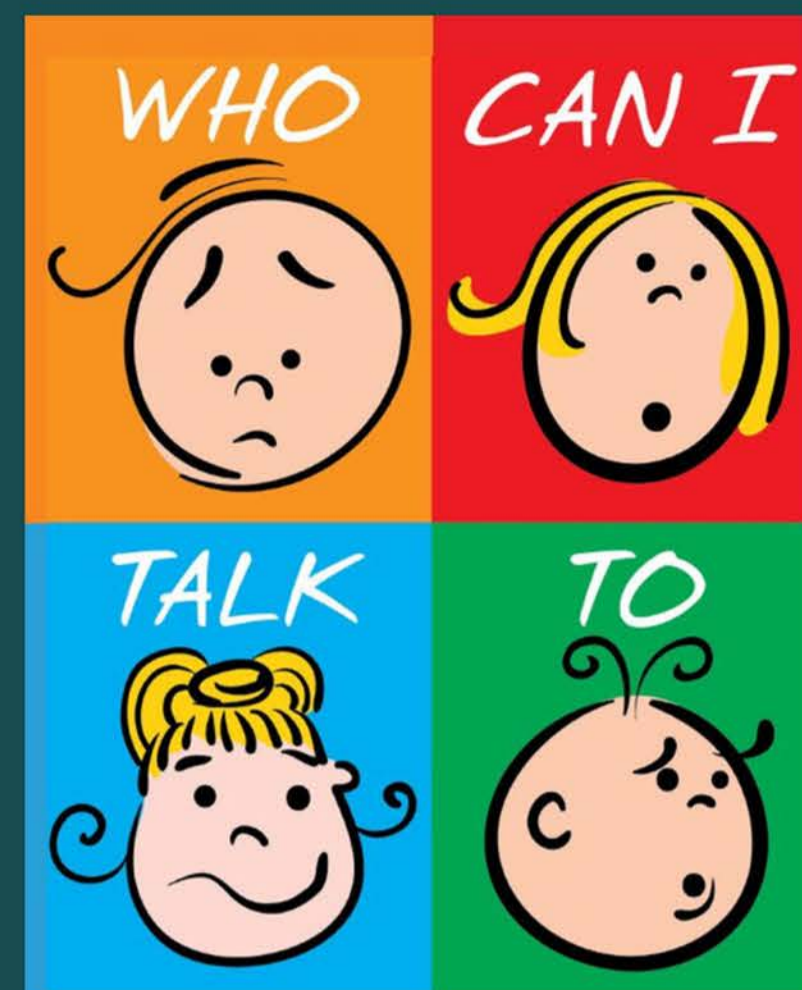


Child Protection

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have the opportunity to thrive and be fruitful.

Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

St Paul's School Homestay families and staff are aware of their responsibility to report child safety related matters to a student protection officer, a member of staff or the Principal.



If you have concerns for yourself or another student at the school, you should discuss these concerns with the Principal or one of the Student Protection Officers listed below:



Lisa Bolger
House Leader (Boek)

Farm House
l.bolger@stpauls.qld.edu.au
3261 1388



Marianne Connolly
Director of Junior School
Nominated Supervisor
ELC

Junior School
m.connolly@stpauls.qld.edu.au
3261 1388



Kellee Green
Head of Extra-Curricular
Music

Music Centre
k.green@stpauls.qld.edu.au
3261 1388



David Fenwick
House Leader (Mitre)

Farm House
d.fenwick@stpauls.qld.edu.au
3261 1388



Sophie Hughes
House Leader (Scudo)

Farm House
s.hughes@stpauls.qld.edu.au
3261 1388



Chloe Litherland
Head of Sport
Development

Farm House
c.litherland@stpauls.qld.edu.au
3261 1388



Karen Semple
Senior School
Guidance Counsellor

Tooth Building
k.semple@stpauls.qld.edu.au
3261 1388



Sharon Sutherland
Homestay Coordinator

International School
s.sutherland@stpauls.qld.edu.au
3261 1388



Cheryl Wegener
Head of Studies - Junior
School

Junior School
c.wegener@stpauls.qld.edu.au
3261 1388



Neil White
House Leader (Gladius)

Farm House
n.white@stpauls.qld.edu.au
3261 1388



Andrew Wilson
House Leader (Taja)

Farm House
n.white@stpauls.qld.edu.au
3261 1388

HOMESTAY CHRISTMAS PARTY





**MEET SOME OF OUR
ST PAUL'S
STUDENTS...**

INTERNATIONAL STUDENT PROFILES

Ella - South Korea



Ella is from South Korea and she lives with her Aunty. Ella wakes up at 7.00am and has cereal or a bagel for breakfast. It takes Ella 30 minutes to get to School from her Aunty's house via car. Ella often eats a hamburger for lunch and traditional Korean food for dinner.

Ella is a member of the International Committee and she shares updates about her home country on the International Highlights Board at School, so students can learn more about South Korea.

It is very interesting to read!

After School each day Ella goes to tutoring.

**Ellas' tip for new students is:
"Study grammar and reading skills
before you come to Australia'.**

Eric is from Northern China and he lives with a Homestay family who have a mother and father, and grown up children who sometimes visit for family celebrations.

Eric's Homestay family often cooks a BBQ's for Eric and his friends.

Eric travels to School by Bus and on the weekends he spends time with his friends and enjoys going out for nice meals.

Eric said in Australia he learnt that he must have very short showers (around 4 minutes) as water is very important, due to droughts across the country.

Eric- China



INTERNATIONAL STUDENT PROFILES

Dream - Thailand



Dream is from Thailand and she lives with her homestay mother who takes very good care of her. Dream's homestay mother has daughters who are also St Paul's homestay families and they all get together every weekend for a family party. Dream loves going to the family parties and feels like she is a real part of their family.

Dream catches the bus to School and it takes her about 40 minutes. She doesn't like to eat breakfast but has rice and meat or sandwiches for lunch and a rice meal for dinner most nights.

Dream says when she was in School in Thailand, she studied from 7am - 4pm and then went to tutoring from 4pm-9pm, so she likes the amount of free time she has in Australia after School.

Ruki is from Japan and he lives with his homestay family very close to St Paul's. Ruki walks for about 10 minutes to get to School each day. In the morning Ruki doesn't usually like eating breakfast, but sometimes he eats waffles and fruit on the weekend. For lunch Ruki brings leftovers from dinner the night before and his Homestay mother sometimes cooks Japanese food for him for dinner - she is a good cook!

Ruki plays basketball and is on the St Paul's basketball team. He trains before School and plays with his friends after School.

Ruki says School in Australia is very different to School in Japan. He thinks School in Japan can be very strict and he can have more fun with his friends in Australia.

Ruki - Japan



INTERNATIONAL STUDENT PROFILES

Lee - China



Lee is from China. Lee lives close to the School with his homestay family and it takes him about 15 minutes to walk from his house. Lee is a member of the Badminton Club and the School Swimming Team.

After School each day Lee goes to the gym with his friends and often goes swimming at the local pool. For breakfast Lee eats toast or cereal with milk. He usually has leftovers from dinner for lunch or he might buy something from the School Tuckshop (canteen). Lee and his homestay family usually eat chicken and rice or vegetables for dinner.

Lee's advice for new students is:

"Don't be shy or scared to talk to anyone when you first arrive. Don't be scared to use your English even if you are still learning. Everyone at St Paul's is very friendly, patient and kind and no-one will judge you. You should also feel comfortable to ask people to talk more slowly if this will help you."

Minnie is from Hong Kong and she lives with a St Paul's homestay family. Her homestay family has a mother, father and two young children.

Minnie has lived with this family since she arrived in Australia two years ago, and they do lots of fun things together like going camping and having family parties.

Minnie wakes up at 6.40am and gets the bus to School each day. On most days Minnie eats rice for breakfast, a sandwich for lunch and some pasta for dinner, which she eats at the dining table with her homestay family.

At School, Minnie is involved in sport, and she plays Volleyball in the School team every Saturday. After School if she is not at sport training, she goes straight home to study.

Minnie - Hong Kong



Connect with St Paul's School before you arrive via the following **social media accounts!**

(if you have access)



Instagram Accounts

@spspumas

@spisbrisbane

@musicsp

@sciencesps

@spsfoodtech

@spsdesigntech

@spshpe

@stpaulsschoolvisualculture

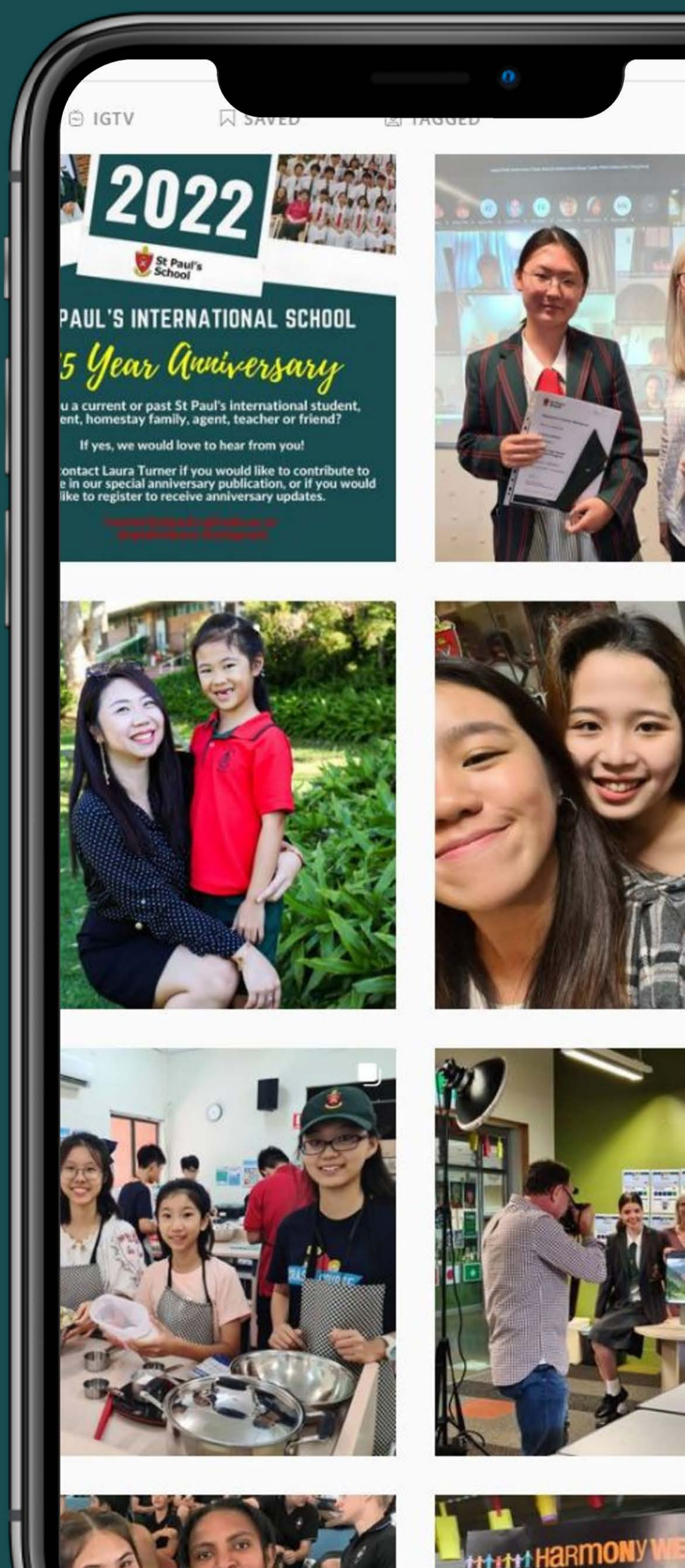


Facebook Account

@STPAULSat4036

You can also view and sign up to
receive our e-news at:

<https://www.stpauls.qld.edu.au/newsletter/>



Asking for help at St Paul's School

At St Paul's every Teacher and staff member is here to help you!

When you first arrive, you will see the four people below the most, and they will always be here to support you throughout your time at the School (visit them in the International School)...



Mrs Kathleen Power
Director of International Education

k.power@stpauls.qld.edu.au

Mrs Power can help you with any questions about your academic program, and about being an international student at St Paul's



Mrs Sharon Sutherland
Homestay Coordinator

s.sutherland@stpauls.qld.edu.au

Mrs Sutherland is the St Paul's Homestay Co-Ordinator and is available to discuss homestay questions and issues. In case of an emergency, Mrs Sutherland can be contacted by phone on 0449 916 623.



Miss Laura Turner
Registrar (International)

l.turner@stpauls.qld.edu.au

Miss Turner can assist with any general questions, as well as visa and enrolment questions. She can also assist with communication with your agent, guardian or parents overseas if required, and with enquiries related to health insurance or any general questions.



Miss Sachi Nakashima
International Services Officer

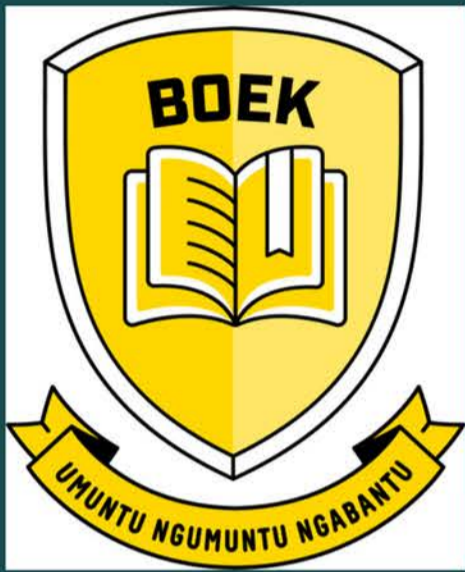
s.nakashima@stpauls.qld.edu.au

Miss Nakashima sits in the reception of the International School and she can assist with any general questions you have. Miss Nakashima will be the person who helps you with orientation and getting settled at St Paul's.

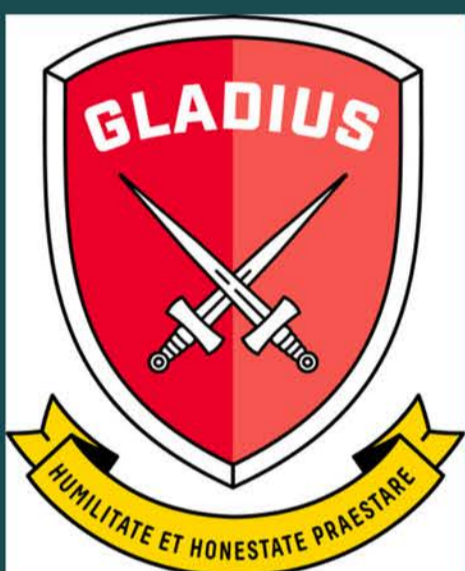
Feel free to visit us **any time**, the
International School Office (Sutton Building)
is always open for you.

House System

- All students at St Paul's School are placed into a House – Boek, Gladius, Mitre, Scudo or Taja
- Every House has a House Leader
- Your House is like a 'Team' - similar to Harry Potter (Gryffindor, Slytherin, Hufflepuff etc.)
- You will wear a House polo shirt for events such as swimming carnivals and other events
- The Houses were established in 2016, with names that reflect the cultural heritage of the school
- They also reference the School Crest
- Students in Years 7-12 will also join a Tutor group within their House
- This Tutor group will have students in all Year levels from Year 7 - 12 (vertical Tutor group)
- Each group is led by a Tutor and a Co-Tutor (two staff members per Tutor group)



- **Boek House**
- House Leader: Mrs Lisa Bolger
- House Shirt Colour: **Yellow**
- Meaning: The scroll
- (Boek – from Afrikaans; signifying wise leaders & storytellers)



- **Gladius House**
- House Leader: Mr Neil White
- House Shirt Colour: **Red**
- Meaning: Crossed swords
- (Gladius - Roman for sword; representing St Paul)



- **Mitre House**
- House Leader: Mr David Fenwick
- House Shirt Colour: **Black**
- Meaning: The bishop's Mitre (from English; signifying leaders and protectors)



- **Scudo House**
- House Leader: Mrs Sophie Hughes
- House Shirt Colour: **White**
- Meaning: The shield
- (Scudo - Italian for shield; signifying defenders and protectors)



- **Taja House**
- House Leader: Mr Andrew Wilson
- House Shirt Colour: **Green**
- Meaning: The martyr's crown
- (Taja - Punjabi for crown; signifying sacrificial leadership)

SCHOOL EXPECTATIONS



SCHOOL UNIFORM

It is expected that students take pride in the St Paul's School uniform, ensuring that the uniform is clean, tidy and worn correctly at all times. Jewellery and hair regulations are printed in your School Diary. Blazers (and ties for boys) are to be worn in Terms 2 and 3.



On your first day of School, we will take you to purchase your uniform.

Important:

- Please bring AU\$900 cash or a credit card to purchase your uniforms
- Please bring a pair of black leather lace-up school shoes with you
- School shoes are not available to purchase from the uniform shop
- You must wear your blazer to and from School in Term 2 and 3.



Class Times

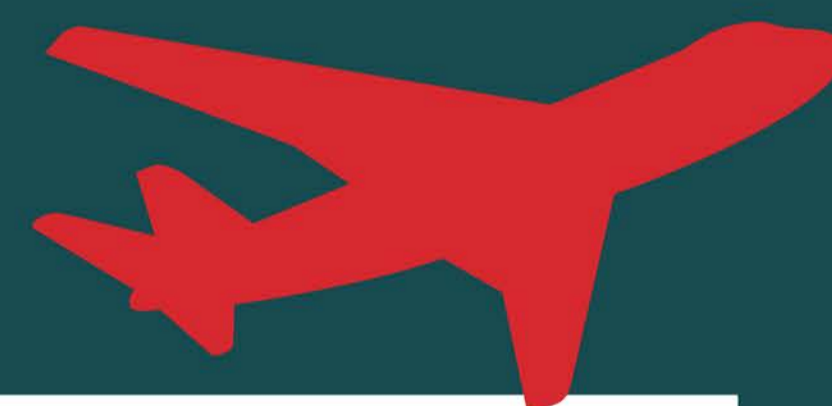
- School commences at 8.35am each weekday and finishes at 3.10pm
- Students should arrive to School by 8.20am
- Punctuality is expected of students and staff
- Students who arrive late must report to the Main Reception (Tooth) to sign in
- St Paul's School has a two week timetable
- We start the term in Week 1, then 2, then back to 1 etc.
- The timetable times are below:

Week One					
	Monday	Tuesday	Wednesday	Thursday	Friday
House	8:35-9:10	8:35-8:55	8:35-8:55	8:35-8:55	8:35-8:55
1	9:15-9:50	9:00 - 9:50	9:00-9:50	9:00-9:50	9:00-9:50
2	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45
Morning Tea	10:45-11:05	10:45-11:05	10:45-11:05	10:45-11:05	10:45-11:05
3	11:05-11:55	11:05-11:55	11:05-11:55	11:05-11:55	11:05-11:55
4	12:00-12:45	12:00-12:45	12:00-12:45	12:00-12:45	12:00-12:45
Lunch	12:45-1:30	12:45-1:30	12:45-1:30	12:45-1:30	12:45-1:30
5	1:30-2:20	1:30-2:20	1:30-2:20	1:30-2:20	1:30-2:20
6	2:25-3:10	2:25-3:10	2:25-3:10	2:25-3:10	2:25-3:10

Week Two					
	Monday	Tuesday	Wednesday	Thursday	Friday
House	8:35-8:45	8:35-8:55	8:35-8:55	8:35-8:55	8:35-8:55
1	8:50-9:50	9:00-9:50	9:00-9:50	9:00-9:50	9:00-9:50
2	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45
Morning Tea	10:45-11:05	10:45-11:05	10:45-11:05	10:45-11:05	10:45-11:05
3	11:05-11:55	11:05-11:55	11:05-11:55	11:05-11:55	11:05-11:55
4	12:00-12:45	12:00-12:45	12:00-12:45	12:00-12:45	12:00-12:45
Lunch	12:45-1:30	12:45-1:30	12:45-1:30	12:45-1:30	12:45-1:30
5	1:30-2:20	1:30-2:20	1:30-2:20	1:30-2:20	1:30-2:20
6	2:25-3:10	2:25-3:10	2:25-3:10	2:25-3:10	2:25-3:10



Term Dates [2025]



2025 TERM DATES:

- Term 1: Tuesday 28 January to Friday 4 April
- Term 2: Wednesday 23 April – Friday 20 June
- Term 3: Monday 15 July – Friday 19 September
- Term 4: Tuesday 7 October to Friday 28 November

<https://www.stpauls.qld.edu.au/term-dates/>

Reminder: The homestay program closes every year, for the Christmas holiday period. All students must return home, live with a parent onshore, or enrol with another provider who will provide a CAAW.

Travel During the School Holidays

Students may return home during the School holiday breaks, however you must make sure that your flight leaves Australia after the last day of Term, and you must arrive back before the new Term begins. All students must return home during the Christmas summer holiday break, as the Homestay Program closes during the time.

A travel form will be sent to you by the Homestay Coordinator, before each holiday requesting your flight details.

Transport: You must organise your own way to and from the airport during breaks (you might like to talk to your homestay family and ask if they can help you).

Attendance



- Attendance is a serious matter
- Students are required to attend their lessons each day of the School week for the entire School day
- You must attend for your English and your academic progress to continue to improve
- It is also a requirement of your student visa that your attendance rate is satisfactory
- International students who breach their attendance requirements will be given a warning
- If unsatisfactory attendance continues, they may be reported to the Department of Immigration
- This could result in their visa being cancelled

- If a student is absent from school, the absence must be lodged online via Parent Lounge
- Parents/Homestay families can also call 3261 1388 to report an absences
- A Doctor's Certificate is required if a student is absent for two or more days

- If a student is excluded/suspended for misbehaviour, this will be recorded as an absence

- The term dates are set one year in advance and must be adhered to
- The School will not allow students to leave before the end of term or to return late from vacation
- Parents must apply in writing to the House Leader for special leave before it can be discussed

Behaviour at School

- Students are expected to behave in a respectful manner to other students and staff at all times
- This means that it is important to be punctual and to listen carefully to instructions
- If a student is not clear about something, they should ask their class teacher for clarification
- Homework is an integral part of the program and must be completed on time
- Each student will receive a School Diary in which to write homework tasks
- The school uniform must be worn correctly
- Students are to speak English only in class (unless in Japanese/Chinese classes)
- Students must ask teachers before they borrow any textbooks or equipment
- No eating or drinking is allowed in the classrooms
- Chewing gum is not allowed on the school grounds
- Smoking and alcohol are prohibited
- Students must remain on the School grounds once they arrive at School
- Students may not leave the school grounds during lunch times
- Students must follow all rules in their Homestay contract
- Students leaving School early for an appointment must be signed out at the Tooth Reception
- You will be given a School Diary which has all of the Schools Rules and School Code of Conduct in it



Student ID Cards

On your first day at School, you will receive a Student ID Card, like the one below ...



- You should keep this card with you all the time
- You will need this card for printing at School
- You will also need this card to buy your Go Card (public transport card)
- This card entitles you to student fares on public transport and to discounts at cinemas etc.

Money at School

- You should not bring large sums of money to school
- If you must bring money to school, please ask Miss Turner to look after it for you
- The School Tuckshop and Coffee shop both take EFTPOS (no cash needed)
- Any other items of high value should also be given to Miss Turner for safety reasons



Hair, Jewellery, Makeup and Nail Polish

- Hairs must be kept clean, well groomed, and of a natural colour
- Boys
 - Hair must be of a conservative length and cut
 - Hair should not be on your face or ears
 - Hair should not be longer than your collar
 - Boys need to be clean shaven (no facial hair)
- Girls
 - Girls with hair below the collar must tie their hair back
- Jewellery
 - Boys may wear a watch only - no other jewellery
 - Girls may wear a watch and also a single pair of sleepers/stud earrings
- Makeup & Nail Polish
 - No makeup is to be worn at School
 - Fingernails are to be kept short and clean
 - Nail polish is not permitted



Laptop Requirements

You will need to buy your own laptop before starting at St Paul's. Your laptop should meet the following specifications:



- It must be a Windows 11 laptop.
- It must meet the minimum requirements of 16GB of RAM, an i5 processor, a 256GB SSD hard drive, a 13" monitor and support Wifi 6.
- Must have ports that allow the device to connect to USB peripherals and an HDMI based display.
- Some laptops [in particular Apple laptops] may require adaptors [such as USB-C to USB] to achieve this. Such adaptors can be purchased either through the Computer Alliance portal [under accessories] or from retailers. All laptops in the Computer Alliance portal meet these minimum requirements. If you would like to look at specifications beyond these, please contact our account manager at Computer Alliance for a quote. The account manager's details are available on the portal.

The new laptops will be available for purchase through the School's purchasing portal set up with Computer Alliance. You can purchase devices through this link:

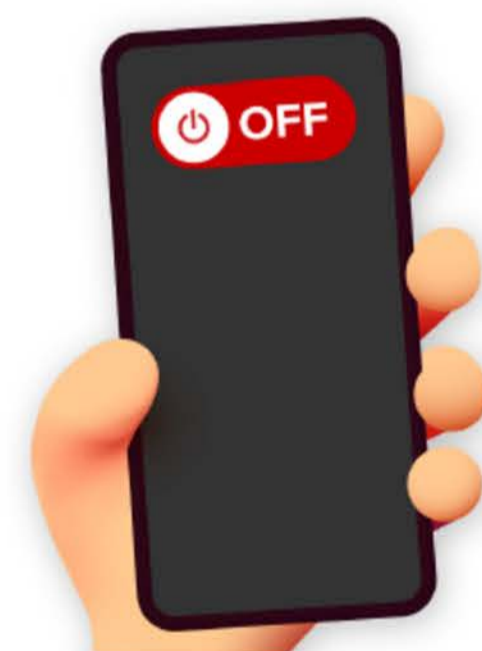
<https://www.stpauls.qld.edu.au/school-life/laptops/>

You should bring your laptop with you on your first day, and we will help you to set you up on the school network, and show you how to use all of the School systems.

Mobile Phone Policy

Mobile devices are not to be used in the Junior School.

Years 7 - 12 (including HSP):



- **If students choose to bring their phone to school, they must switch it off and keep it in their locker during school hours.**
- **Smartwatches can be worn, however notifications must be switched off.**
- **This includes during lessons and break times, as well as other school activities.**

How will this work?

Every morning students will be required to **switch their phone off and put it in their locker** prior to the commencement of Tutor group at 8:35am.

Phones will stay in student lockers throughout the day and **students are not allowed to send or receive calls or messages** at any point during the school day.

Students are responsible for their phone during the school day.

At the **end of the school day** and when leaving the school grounds, students can remove their phone from their locker and **switch it on**.

Why is this happening?

This approach is in line with best practice educational research and is being implemented to:

- reduce distractions and increase engagement with classroom teaching
- increase face-to-face interactions between students
- promote student health and wellbeing
- reduce the potential for student exposure to negative impacts of the digital world, such as cyberbullying.

How is this policy being enforced?

- Providing verbal and visual reminders.
- Temporary removal of device (in secure lockers).
- Parent/caregiver contact.
- Lunch or afterschool detention – may include enrolment in an eSmartprogram.
- Parent/caregiver collection of device/s impacts of the digital world, such as cyberbullying.



Common questions

What if I need to contact my child in an emergency situation?

A call can be made directly to the school office on 3261 1388.

What if my child needs to access their phone for medical reasons?

Exemptions will be considered for these reasons on a case-by-case basis. Please email the head of wellbeing Ms Erica Trudgian to request a medical exemption.

My child's phone does not connect to the internet, will they be allowed to use their phone?

No. All phones and wearable devices that have the ability to connect to telecommunication networks or the internet are included.

Who is responsible for my child's phone during the day?

If your child chooses to bring a phone to school, they will be responsible for the phone during the school day.

What about school excursions and camps?

This also applies to school activities such as representative sport, camps and excursions, unless an exception is made by the Principal. If this is the case, information will be included in the excursion permission form.

How does my student pay for items at the tuckshop?

- Students can pay with their ID card (if funds are pre-loaded via Flexischools)
- Students can pay with a physical debit card or pre-loaded payment card
- Students can pay with cash

School Facilities

St Paul's School has a 125 acre campus and many wonderful facilities that students are welcome to use. Please see the sports & extra-curricular section of this booklet for information about the different sports, clubs and activities you can join.

- **The School Library** is open from 8.00am to 4.30pm on Mondays – Thursdays and 8.00am - 3.30pm on Fridays. To borrow books from the Library, you should take your student ID card with you.
- **Sippers Coffee Shop** is located right next to the International School. Sippers is open daily during term time, selling coffee and snacks. The opening hours are weekdays from 8.00am – 2.00pm. Students can visit Sippers before and after School. Year 11 and 12 students can also visit Sippers during break times. You should not sit on the Sippers Deck unless you have purchased something.
- **School Tuckshop** Students are able to buy food or drink from the School tuckshop during break times. Please note the following rules:
 - Each student is to purchase his/her own food items from the Tuckshop
 - A school hat must be worn, otherwise you will not be served
 - Students should wait quietly and in an orderly fashion
 - Students must be courteous and show proper respect
 - The tuckshop does not accept notes larger than \$20
 - EFTPOS is available
 - We also have an online system called Flexischools
- **Golf Driving Range** With over 125 acres of space, St Paul's is one of the only schools in Brisbane to have a driving range facility. St Paul's golf driving range is available for all staff and students and includes a grass hitting tee plus 4 target greens
- **Chapel** The St Paul's Chapel is a hub for many activities in the School community and is an outward model of the School's Christian foundations and is the focal point for worship at St Paul's School.
- **Walker Centre** The multi-purpose indoor centre at St Paul's School is a state-of-the-art venue for sports, music, theatre and events. Fully air conditioned and with retractable tiered seating for over 1,000 people, as well as markings for volleyball, netball and basketball, the Walker Centre is an enviable venue for sporting competition as well as major events. The venue also includes a large stage with significant backstage and dressing room facilities meaning theatrical productions and musicals are able to be held in a wonderful venue.
- **Centre for Innovators and Entrepreneurs** Our on-site startup precinct fosters the growth of students and adults (including parents) seeking to solve big problems. The CIE encourages a mindset that 'dares to begin' by providing resources to empower and support students to think like entrepreneurs.

School Facilities



Student Protection Officer Profile

Mrs Sharon Sutherland



I am a Student Protection Officer. If you are ever worried about your safety, or you are worried about a friend, please contact me or come and visit me in the International School.

我是学生保护官。如果你担心你的安全，或者担心朋友的安全，请联系我或来国际学校找我。

私は学生保護官です。自分の安全が心配な場合や、友達が心配な場合は、私に連絡するか、インターナショナルスクールに来てください

저는 학생보호담당관입니다. 혹시라도 자신의 안전이 걱정되거나 친구가 걱정된다면 저에게 연락을 주시거나 국제학교로 오시기 바랍니다.

ฉันเป็นเจ้าหน้าที่คุ้มครองนักเรียน หากคุณกังวลเกี่ยวกับความปลอดภัยของคุณหรือกังวลเกี่ยวกับเพื่อน โปรดติดต่อฉันหรือมาพบฉันที่โรงเรียนนานาชาติ

Email: s.sutherland@stpauls.qld.edu.au

Phone: 3261 1388

Office: International School



How do you feel today?



calm



angry



sleepy



sad



happy



worried



shy



tired



shocked



proud



hurt

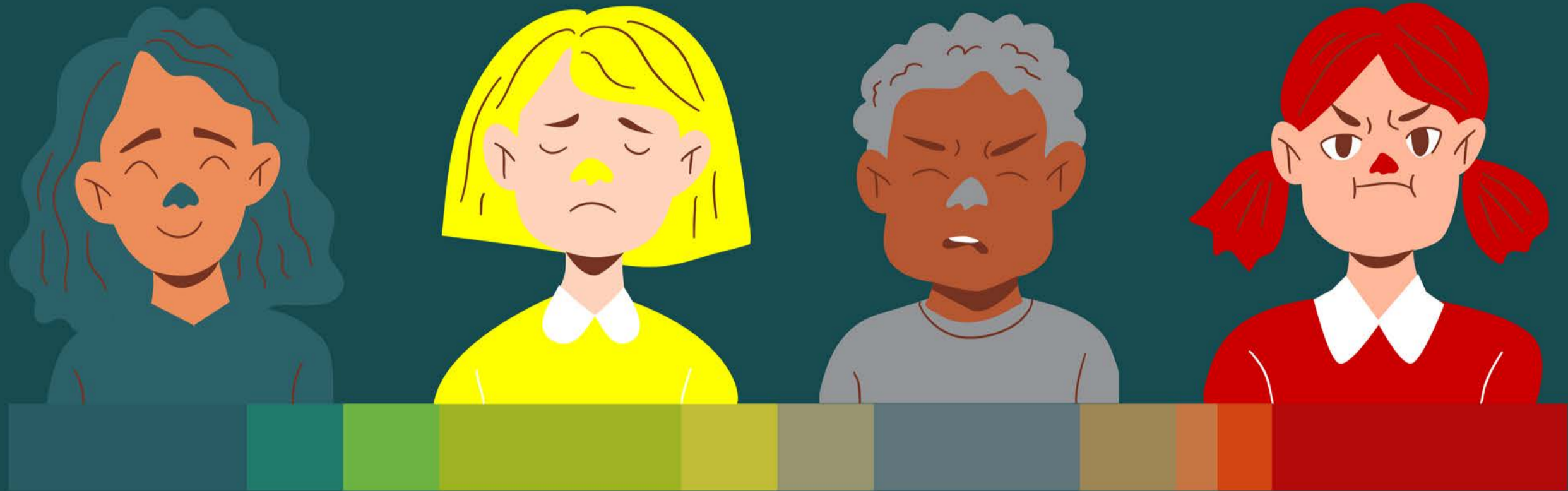


afraid

Culture Shock & Home Sickness



Information gathered from the headspace 'International Students' more Information Pack' - used with permission from the Youth Reference Group at headspace Bondi Junction



Culture Shock

Students who are a long way from home may experience cultural shock resulting from being immersed in a culture very different to their own. You may be dealing with an unfamiliar place, a different climate and new accommodation. Also, cultural norms, values and beliefs may be different and sometimes some people may feel socially, culturally or racially excluded in the new environment.

Culture shock is the feeling of disorientation and loneliness that you may feel when moving to a new place and being in a new environment. It's very common to experience culture shock, it may last a few days or longer. You may feel nervous, sad, lonely, overwhelmed and disconnected. These feelings can pass with time and feeling more settled.

Here are things you can do to help manage feelings related to culture shock:

- Keep in contact with friends and family back home – trying calling, emailing or messaging.
- Talk with the staff at your School
- Make your room in Australia feel like home, for example, you may like to decorate your room and have some photographs of friends and family on display.
- Try to keep yourself busy, but also give yourself time to relax.
- Remind and reassure yourself, experiencing culture shock (and feeling homesick) is normal. It is likely the intensity and frequency of these feelings will pass and you can find ways to overcome them.
- Exercise, eat well and sleep well.
- Try new things and get involved with your institution's clubs and societies. It's a great chance to meet new people.

Culture Shock & Home Sickness



Information gathered from the headspace 'International Students' more Information Pack' - used with permission from the Youth Reference Group at headspace Bondi Junction



Home Sickness

It's totally normal to feel homesick! In fact, it's likely that at some point you will miss home... this may change from time to time in intensity. It's important to remember that it is normal and okay to miss your life, your routine, your family and friends, and the familiarities of home.

You might like to try:

- Remind yourself that it is normal and okay to feel homesick!
- Connect to other new students – domestic or international (maybe they can share their experience of managing these feelings).
- Write down things that you have found interesting or enjoyable in your new home here in Australia.
- Look into new opportunities (activities, meet-ups, volunteer, groups and clubs).
- Explore your new environment (find your local park or café).
- Decorate your new room!
- Make sure you're taking care of yourself, including trying to eat and sleep enough and well.
- Stay connected with your friends and family at home (chat to them over the phone or Skype, send them messages, write emails and letters, etc.)
- Try to continue with some of the things you did at home, like cooking, religious practices, exercise, etc. - if it's possible!
- Remind yourself that feelings change and although feeling homesick can be really tough, it's normal and it's likely that with some support and positive and proactive thinking and action – you can feel more settled in your new home!



YOUR MENTAL HEALTH MATTERS

FREE SUPPORT OUTSIDE OF SCHOOL HOURS

At St Paul's we have three School Counsellors and students can make an appointment to meet with them if they would like to discuss any concerns they are having.

If you are worried or feel like you need some support outside of School hours, or you feel like you need someone else to talk to, you can access the free services below when you are in Australia:

For free support outside of school hours:

- Kids Helpline 1800 55 1800 📞
- Lifeline 13 11 14 📞
- eheadspace <https://headspace.org.au/eheadspace/>

Helpful Resources for Information

Kids Helpline <https://kidshelpline.com.au/>

Beyond Blue <https://www.beyondblue.org.au/>



Academic Program

• High School Preparation (HSP) Program

- If you are joining our HSP Program when you first arrive at St Paul's, you will have your classes in the International School (Sutton Building)
- The HSP Program is for students who are continuing to develop their English language skills for success in mainstream studies
- During this program you will study Reading, Writing, Speaking, Listening, English for Maths, English for Science, and you might also study some specialty subjects like Art, Food Technology and PE

• Secondary School Program (Years 7 – 12)

- If you are joining St Paul's and entering directly into Years 7 – 12, you will have classes all over the School campus
- Subject Selection Handbooks for Years 7 to 12 can be accessed at: <https://www.stpauls.qld.edu.au/secondary-school/>

• Years 7 - 9

- If you are joining us in Years 7 or 8, you will study 7 Core Subjects + 7 Business, Technologies & Arts subjects across the two years
- Year 9 students will study the same core subjects, and will choose 4 electives from the Business, Technologies & Arts subjects

• Year 10

- In Year 10, you will study 4 core + 2 school subjects + ESL + 1 elective

• Year 11 - 12

- In Year 11 and 12, you will study 5 subjects + ESL



QUEENSLAND CERTIFICATE OF EDUCATION (QCE)

THE QUEENSLAND CERTIFICATE OF EDUCATION (QCE) IS QUEENSLAND'S SENIOR SECONDARY SCHOOLING QUALIFICATION.

IT IS INTERNATIONALLY RECOGNISED AND PROVIDES EVIDENCE OF SENIOR SCHOOLING ACHIEVEMENTS.

PLEASE VISIT THE QUEENSLAND CURRICULUM AND ASSESSMENT AUTHORITY (QCAA) WEBSITE FOR MORE INFORMATION ABOUT THE QCE:



PLEASE VISIT THE QCAA 'PLANNING YOUR PATHWAY' WEBSITE FOR INFORMATION ABOUT QCE ELIGIBILITY AND TERTIARY ENTRANCE REQUIREMENTS:



PRE-DEPARTURE & ARRIVAL INFORMATION

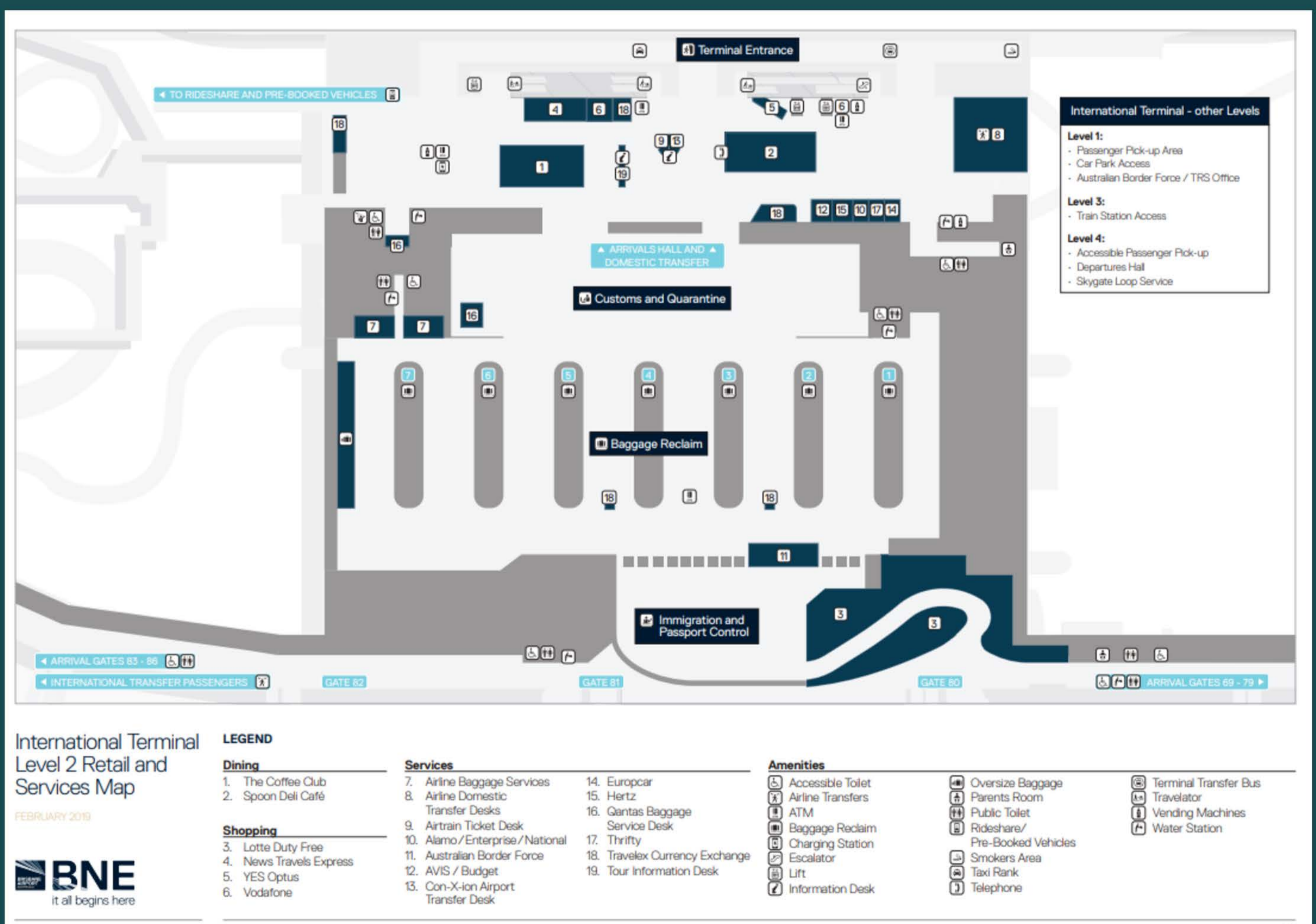


**WELCOME TO
AUSTRALIA!**



Before Leaving Home:

- Make sure you have copies of the following with you at the airport:
 - Passport
 - Visa Grant Notice
 - CoEs
 - CAAW letters (if you will be a homestay student)
 - Airline Tickets
 - Overseas Health (OSHC) Insurance Details
 - Travel Insurance Details
 - English translation of any prescriptions/medication
 - Confirmation of your transport arrangements from the airport
 - Your address in Australia if you are living with your parent
 - Your homestay family address (if you are living in homestay)
 - Emergency contact information
- Visit <https://www.bne.com.au/passenger/shop-dine-explore/terminal-maps> to view the Brisbane airport terminal maps:



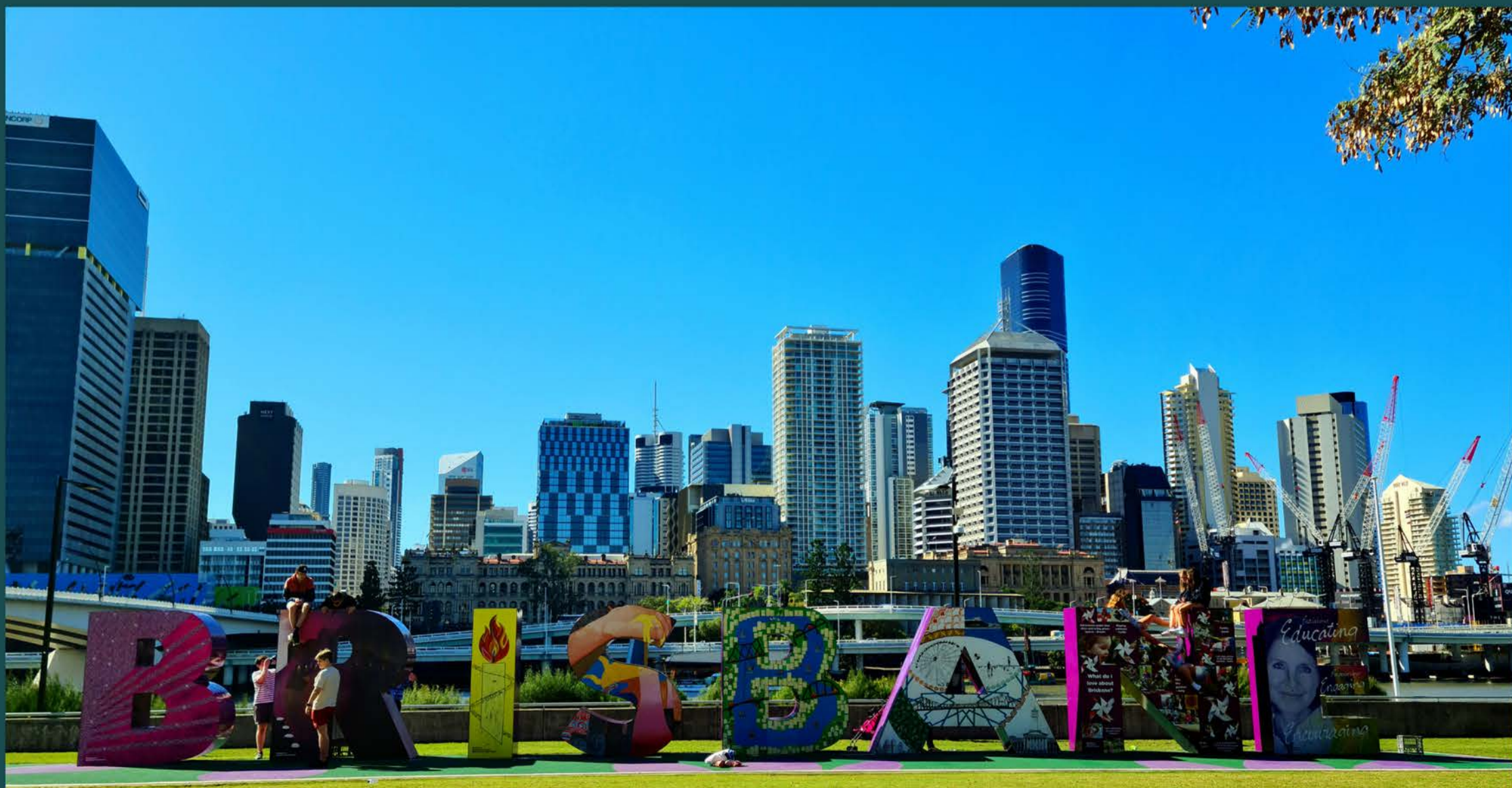
At Brisbane Airport:

- Please visit the Brisbane airport International Arrivals website for the most up to date information and to confirm any necessary declarations/documentation you will require:
www.bne.com.au/passenger/passenger-information/international-arrivals
- All people arriving into Australia must complete an Incoming Passenger Card (this card is usually given to you on the plane)
- Below is an example of the Incoming Passenger Card you will have to complete before you enter Australia. You can view this card in other languages at: [www.abf.gov.au/entering-and-leaving-australia/crossing-the-border/at-the-border/incoming-passenger-card-\(ipc\)](http://www.abf.gov.au/entering-and-leaving-australia/crossing-the-border/at-the-border/incoming-passenger-card-(ipc))

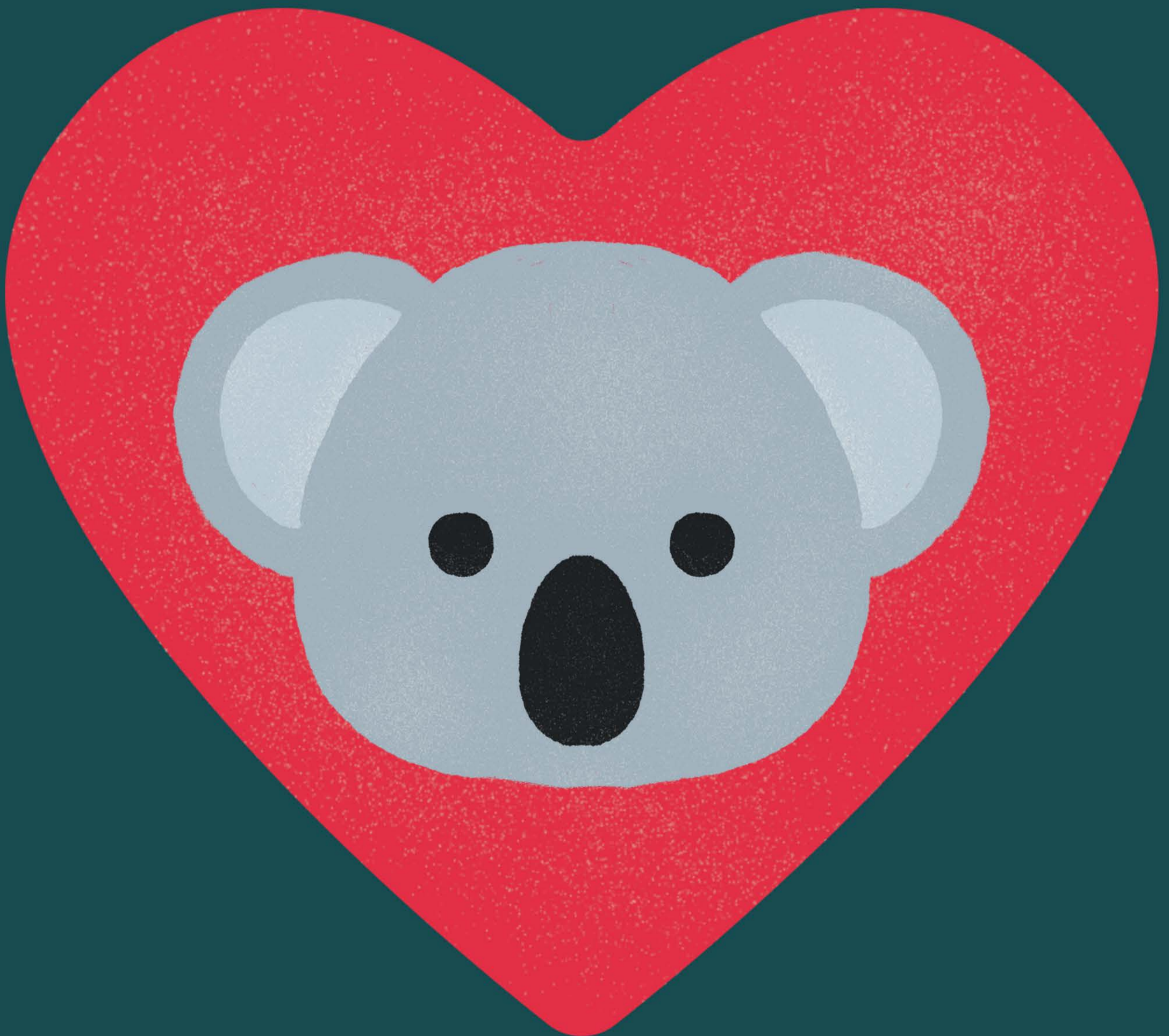
Incoming passenger card • Australia		PLEASE ✕ AND ANSWER EVERY QUESTION – IF UNSURE, Yes ✕	
PLEASE COMPLETE IN ENGLISH WITH A BLUE OR BLACK PEN		Are you bringing into Australia:	
▶ Family/surname		1. Goods that may be prohibited or subject to restrictions, such as medicines, steroids, illegal pornography, firearms, weapons or illicit drugs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
▶ Given names		2. More than 2250mL of alcoholic beverages or 25 cigarettes or 25g of tobacco products?	Yes <input type="checkbox"/> No <input type="checkbox"/>
▶ Passport number		3. Goods obtained overseas or purchased duty and/or tax free in Australia with a combined total price of more than AUD\$900, including gifts?	Yes <input type="checkbox"/> No <input type="checkbox"/>
◆ Flight number or name of ship		4. Goods/samples for business/commercial use?	Yes <input type="checkbox"/> No <input type="checkbox"/>
▶ Intended address in Australia		5. AUD\$10,000 or more in Australian or foreign currency equivalent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	State	Note: If a customs or police officer asks, you must report travellers cheques, cheques, money orders or other bearer negotiable instruments of any amount.	
▶ Do you intend to live in Australia for the next 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/>	6. Meat, poultry, fish, seafood, eggs, dairy, fruit, vegetables?	Yes <input type="checkbox"/> No <input type="checkbox"/>
▶ If you are NOT an Australian citizen:		7. Grains, seeds, bulbs, straw, nuts, plants, parts of plants, traditional medicines or herbs, wooden articles?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have tuberculosis?	Yes <input type="checkbox"/> No <input type="checkbox"/>	8. Animals, parts of animals, animal products including equipment, pet food, eggs, biologicals, specimens, birds, fish, insects, shells, bee products?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any criminal conviction/s?	Yes <input type="checkbox"/> No <input type="checkbox"/>	9. Soil, items with soil attached or used in freshwater areas e.g. sports/recreational equipment, shoes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		▶ 10. Have you been in contact with farms, farm animals, wilderness areas or freshwater streams/lakes etc in the past 30 days?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		▶ 11. Were you in Africa, South/Central America or the Caribbean in the last 6 days?	Yes <input type="checkbox"/> No <input type="checkbox"/>
DECLARATION	YOUR SIGNATURE		
The information I have given is true, correct and complete. I understand failure to answer any questions may have serious consequences.		Day	Month
		Year	
		TURN OVER THE CARD	
		English	
YOUR CONTACT DETAILS IN AUSTRALIA		EMERGENCY CONTACT DETAILS (FAMILY OR FRIEND)	
Phone ()		Name	
E-mail		E-mail, Phone OR	
Address OR	State	Mail address	
PLEASE COMPLETE IN ENGLISH		PLEASE ✕ AND ANSWER A OR B OR C	
▶ In which country did you board this flight or ship?		A Migrating permanently to Australia	B Visitor or temporary entrant
◆ What is your usual occupation?		Years Months Days	OR
▶ Nationality as shown on passport		▶ Your intended length of stay in Australia	
▶ Date of birth	Day Month Year	▶ Your country of residence	
		▶ Your main reason for travel (✕ one only)	
		Convention/conference <input type="checkbox"/> 1	Visiting friends or relatives <input type="checkbox"/> 3
		Business <input type="checkbox"/> 2	Employment <input type="checkbox"/> 4
		Education <input type="checkbox"/> 5	Holiday <input type="checkbox"/> 7
		Exhibition <input type="checkbox"/> 6	Other <input type="checkbox"/> 8
MAKE SURE YOU HAVE COMPLETED BOTH SIDES OF THIS CARD. PRESENT THIS CARD ON ARRIVAL WITH YOUR PASSPORT.		C Resident returning to Australia ▶ Country where you spent most time abroad	
Information sought on this form is required to administer immigration, customs, quarantine, statistical, health, wildlife and other currency laws of Australia and its collection is authorised by legislation. It will be disclosed only to agencies administering these areas and authorised or required to receive it under Australian law. Form 1442i Privacy notice is available from https://immi.homeaffairs.gov.au/help-support/departmental-forms		07191503 © Commonwealth of Australia 2019 15 (Design date 07/19)	

On arrival into Australia (Brisbane airport)

- **Passport Control** - Passengers will proceed to passport control for immigration processing
- **Collect your checked baggage** - Proceed to the arrivals hall to collect your baggage. Check the flight arrivals screens for your flight number and allocated baggage carousel. Complimentary luggage trolleys are available for your use at the International Terminal.
- **Biosecurity and Customs** - To help protect Australia's pristine environment, Australian Department of Agriculture and Water Resources and Australian Border Force Officers screen all incoming international passengers and their belongings. Your bags may be checked by Australian Border Force and/or Department of Agriculture Biosecurity Officers, who work with Brisbane Airport to detect prohibited, restricted or dutiable goods, and biosecurity risk items such as animal and plant material. It is mandatory to declare certain items on your Incoming Passenger Card, and penalties may apply for failing to do so.
- Australian Border Force and/or Department of Agriculture Biosecurity Officers' checks may include X-ray, Detector Dogs and/or Physical inspection
- **Use of cameras and mobile phones**
 - Passengers may use their cameras or mobile phones unless:
 - they are undergoing a clearance process
 - they are asked not to by an Border Force officer.



LIFE IN BRISBANE, AUSTRALIA



Aussie Slang



g'day!

hello

broolly
umbrella

CROOK

being ill

Brekky
BREAKFAST

chook

CHICKEN

BICCY

biscuit

Sunnies

SUNGLASSES

NO WORRIES!
no problem / it's ok!

THONGS

flip flops

Chrissie

CHRISTMAS

lollies

sweets / candy

dunny

TOILET

swimmers

swimsuit



Arvo

AFTERNOON



barbie

BARBEQUE

snag

SAUSAGE

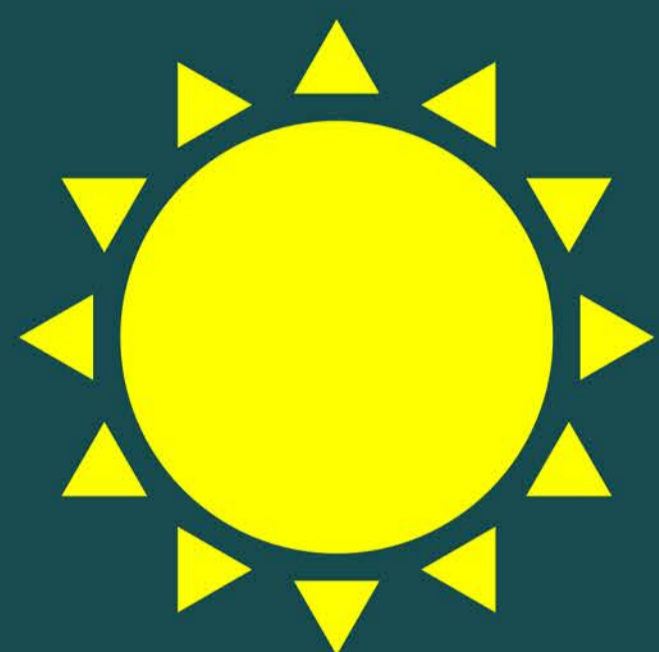
Brisbane

Welcome to Brisbane, Australia!

Brisbane is the capital city of Queensland and it is a very beautiful city!



St Paul's School is about 25 - 30 minutes north of the Brisbane CBD.



Weather in Brisbane

- Brisbane weather is beautiful all year, but remember the Australian sun is very strong!
- Please wear sunscreen when you are outside
- You must wear a hat at School

Summer (December - February) - **21 - 30°C**

Autumn (March - May) - **15 - 25°C**

Winter (June - August) - **11 - 21°C**

Spring (September - November) - **15 - 25°C**



Brisbane has a population of approximately 2.6 million people





Brisbane

Languages in Brisbane

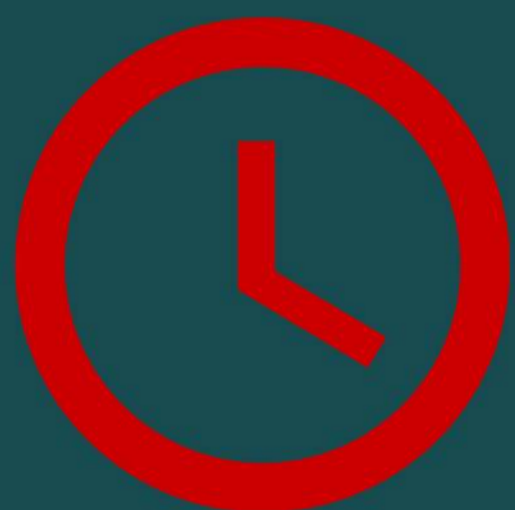
People in Brisbane generally speak English, however we do have a very multicultural population, so you may hear other languages being spoken.

If you need help with translation during your time in Australia, you can call 131 450.

Power Points and Adaptors



The Queensland electrical current is 230 – 240 volts, AC 50Hz. We have a three-pin power outlet, which may be different to your country. You may need to bring an adaptor with you for any electronics you bring from home.



Time Zone

The Time zone in Brisbane is (GMT+10) - "Australian Eastern Standard Time".

Currency

- Australian Dollar (AUD)
- Notes are \$5, \$10, \$20, \$50 and \$100
- Coins are 5c, 10c, 20c, 50c, \$1 and \$2



Shopping

- Shops are generally open 7 days per week
- Supermarkets are usually open until 9.00pm (weekdays)
- Other shops are usually open until 5.00pm
- Shops in the suburbs are open until 9.00pm on Thursdays
- Shops in the city are open until 9.00pm on Fridays



Brisbane

Public Transport

Brisbane has many public transport options including Trains, Buses and Ferries.

You should visit www.translink.com.au for information on timetables, journey planners and prices. If you will be catching a bus or train to School from your homestay house, you should visit translink to look at the route you will take. Mrs Sutherland and your homestay family will also help you with this before you start.



Go Cards

People in Brisbane use a plastic card called a Go Card to pay for their fares

- You will buy your Go Card when you first arrive in Brisbane
- You can use your Go Card for all public transport
- You can add money to your Go Card online
- We will talk more about this during your orientation



Image from translink.com.au



Watch this video on how to use your Go Card (if you can access YouTube)



Travel Tips from Translink

- Have your go card ready before your bus arrives
- Make sure you 'tap on' and 'tap off' at train stations
- Arrive at your stop five minutes before the scheduled departure time
- Use the MyTransLink app to check arrival times of your service
- To hail a bus, raise your hand to show that you'd like the bus driver to stop
- Make sure you are in a visible location so the driver can clearly see you
- Favourite your service in the MyTransLink app to receive notifications
- To get off a bus, press the stop button well before your stop
- Treat all public transport staff and other passengers with courtesy

The closest train station to St Paul's is called Bald Hills Station

Staying Safe in Australia

Australia is a very safe country to live and study, however it is still important to look after yourself and make safe decisions!

Emergencies Services - 000

Australia has very good Fire, Ambulance and Police service that can be contacted from your phone on 000 (zero zero zero), however you should only call this number in a genuine emergency.

Here are some examples of when you should call 000:

- You or someone you are with has been seriously hurt
- You or someone with you needs urgent medical attention
- You witness a serious accident or crime

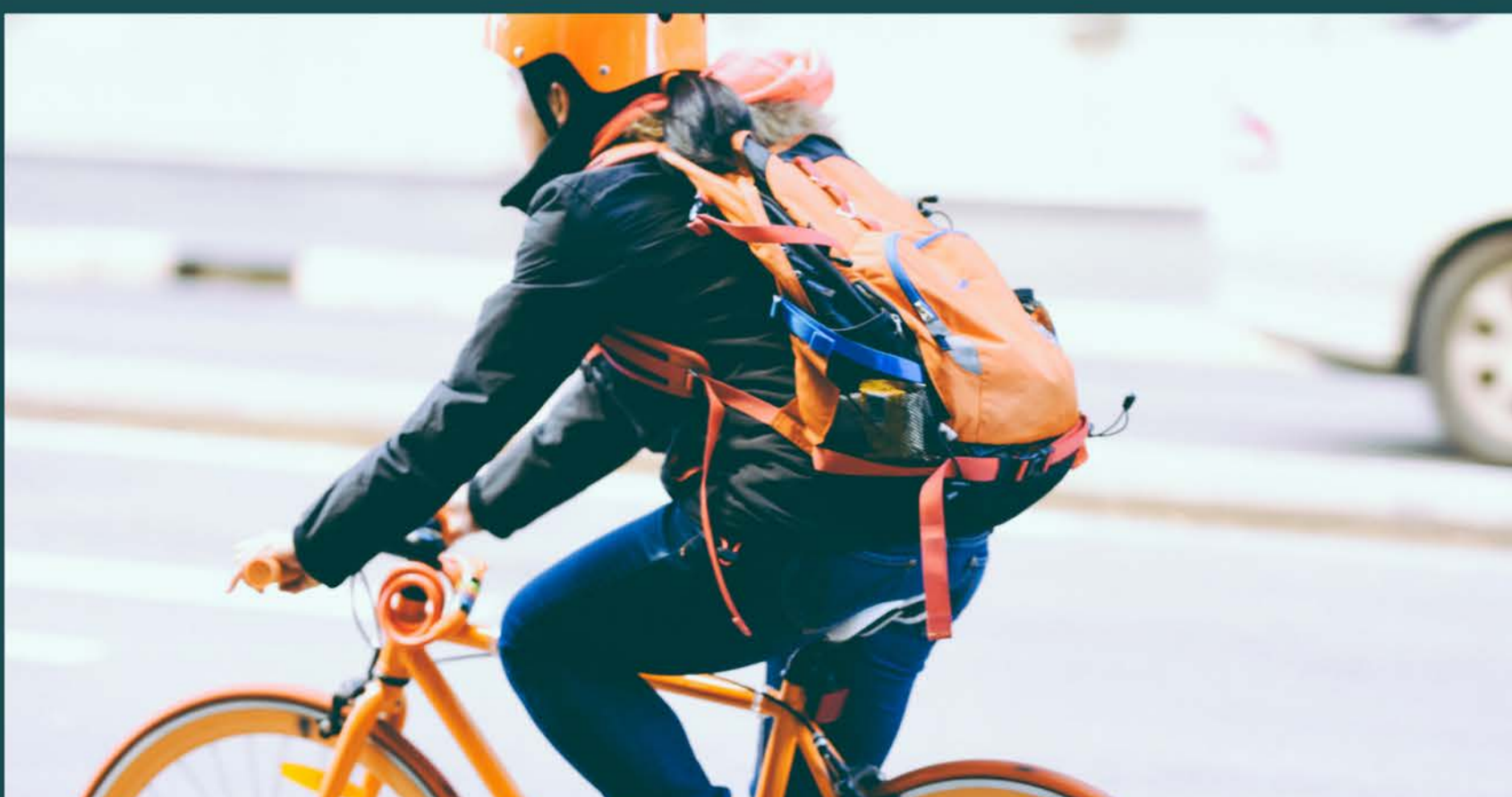


Stay Safe on Public Transport

- Check the timetable before you leave home
- Try not to be on public transport after dark
- If you are, try to stay in the carriage closest to the driver

Stay Safe on the Roads

- Cars drive on the left hand side of the road
- You must wear a seat belt in the car
- You must wear a helmet when riding a bike



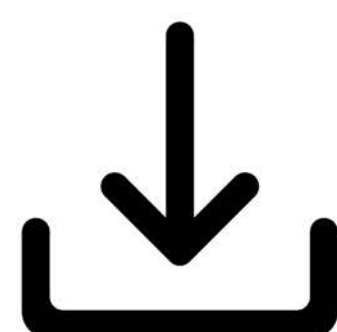
**APPS YOU
MIGHT LIKE TO
DOWNLOAD
BEFORE YOU
COME TO
AUSTRALIA**



emergencyplus



weatherzone





Emergency+ app will help you call Triple Zero (000) quickly, and allow you to accurately communicate your location to emergency call-takers.



MyTransLink app can help you plan your travel around Brisbane with real-time public transport information for South East Queensland.



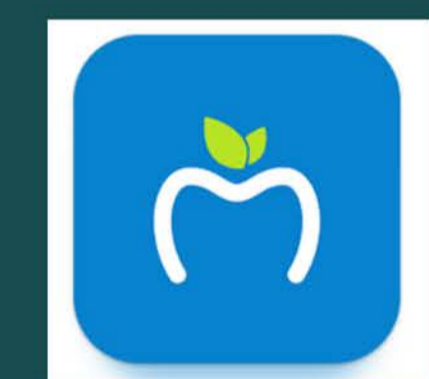
Weatherzone gives you access to current weather conditions, 10-day forecasts, rain radar, storm and lightning tracker and real-time weather warnings.



St Paul's School app gives parents, teachers and students access to important information about events and daily activities.



myVEVO provides a fast and convenient way to check your Australian visa work rights, study rights, travel conditions and visa expiry date.



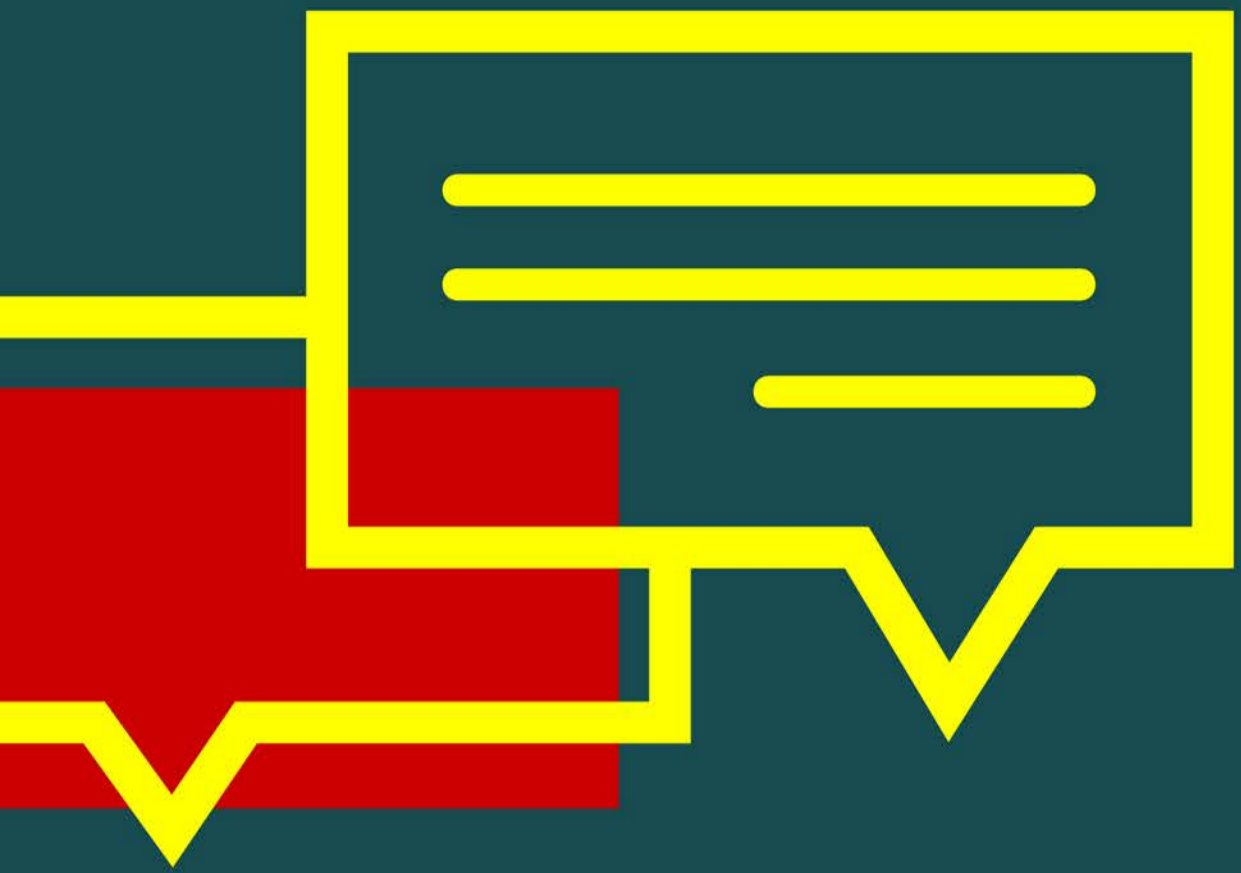
Allianz OSHC The Allianz MyHealth App is packed full of useful information and tools to help you manage your healthcare on the move. Access is fast, PIN-secured and offers a range of easy-to-use services.



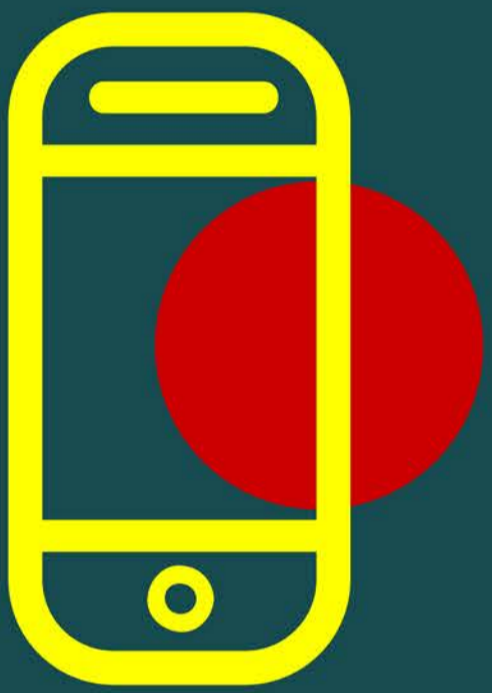
Beachsafe app includes the location, weather, surf conditions and hazards plus the local facilities for all Australian beaches.



Sonder: Wellbeing & safety 24/7 safety and wellbeing service for students have purchased their Allianz OSHC through St Paul's. Sonder includes mental and physical health support, as well as in-app safety features like "Check on me" and "Track my journey".



Software installation instructions



**PLEASE FOLLOW THESE INSTRUCTIONS TO SET
YOUR LAPTOP UP FOR SCHOOL**

You will complete your laptop setup during your orientation day.

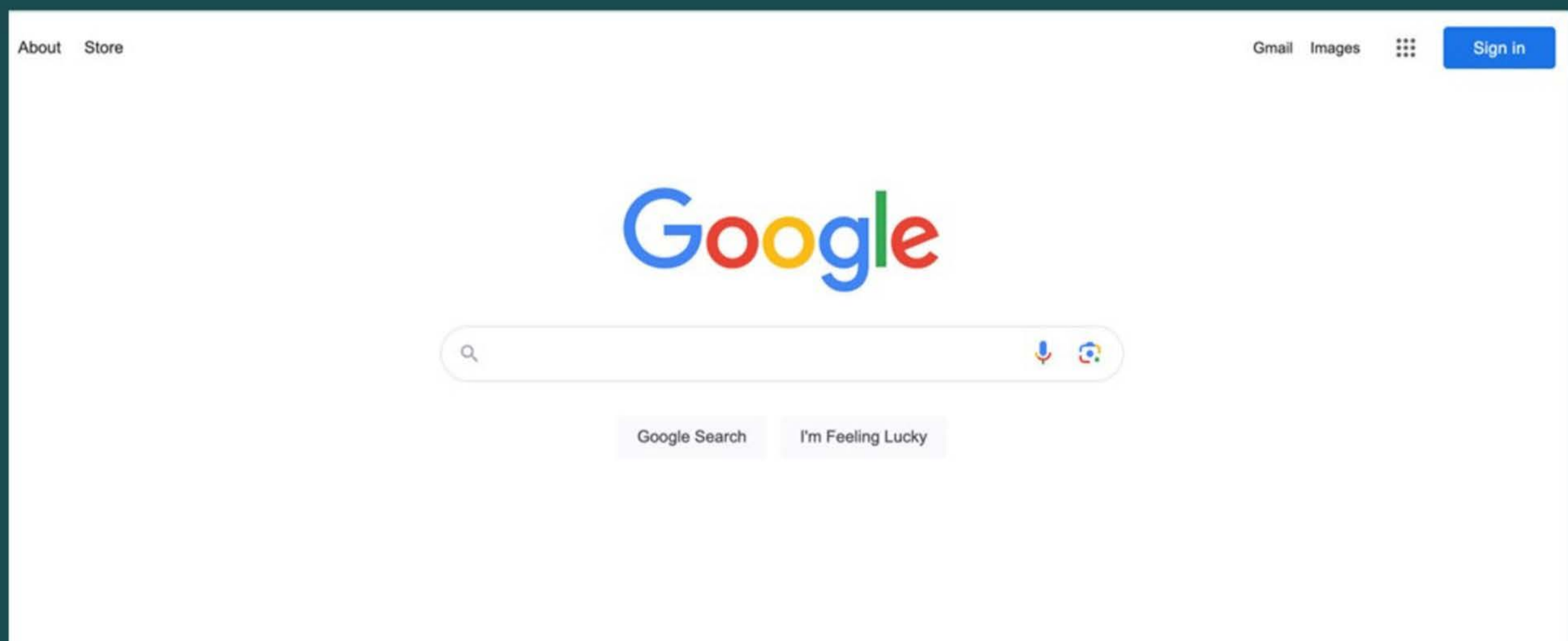
CONNECTING TO WIFI



- Select the WiFi icon on your device
- Select the network named “SPS-WiFi”
- Your login information will be you student number:
e.g 12345
- The password is: Welcome2024

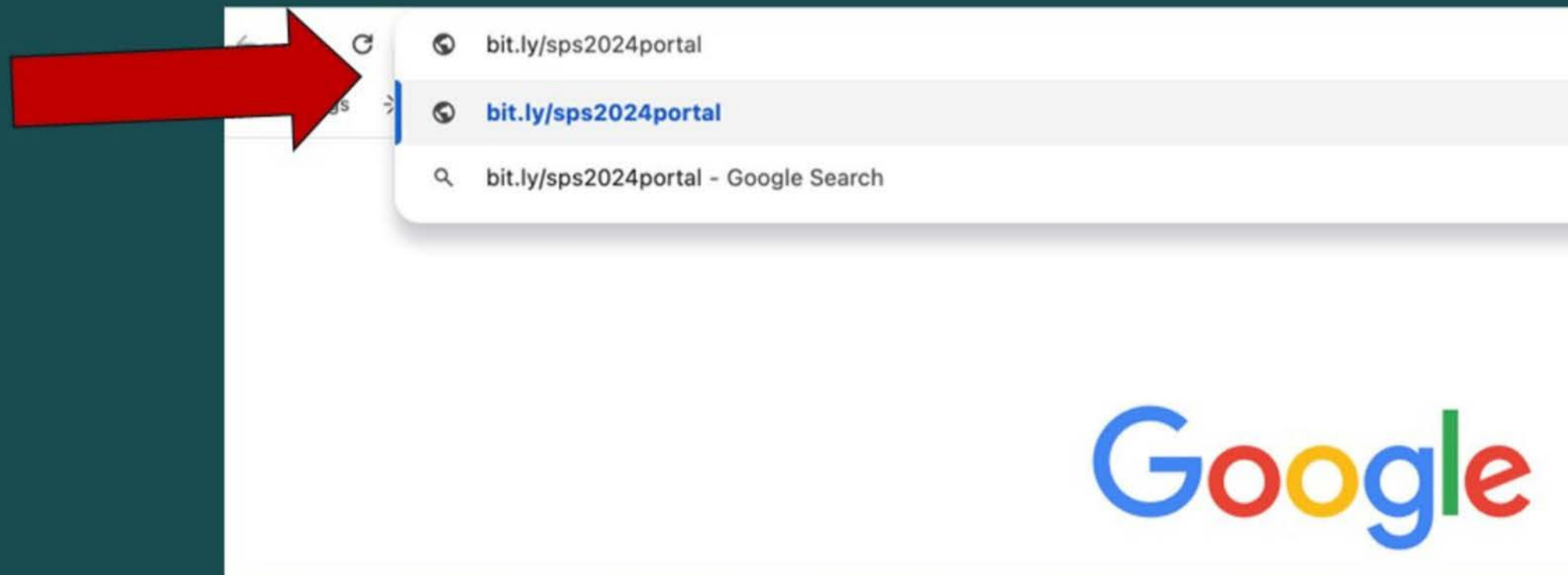


OPEN GOOGLE



LOGIN TO THE PORTAL

Into the top URL bar type: bit.ly/sps2024portal

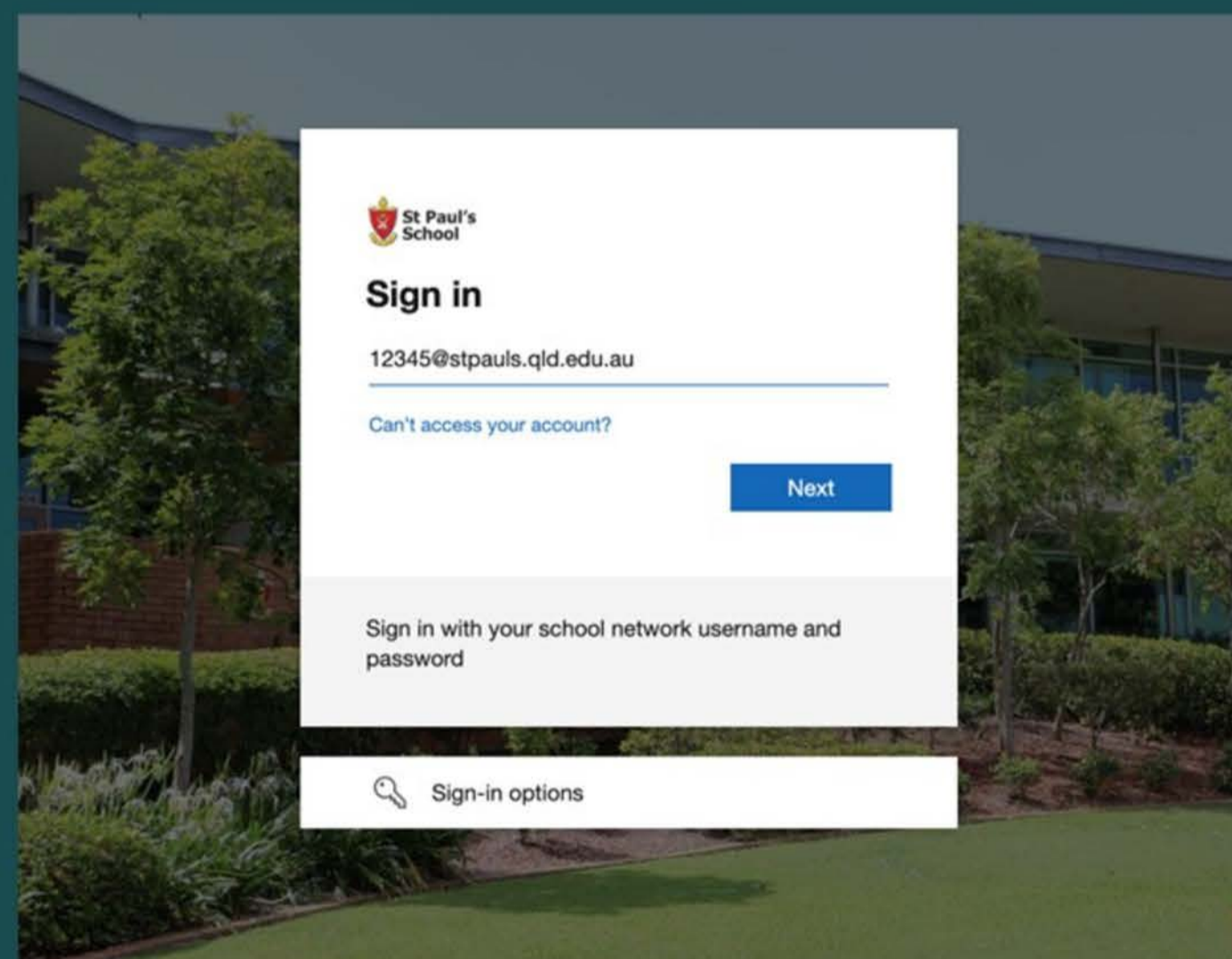


LOGIN TO THE ST PAUL'S PORTAL

Login with your email:

ID number first then @

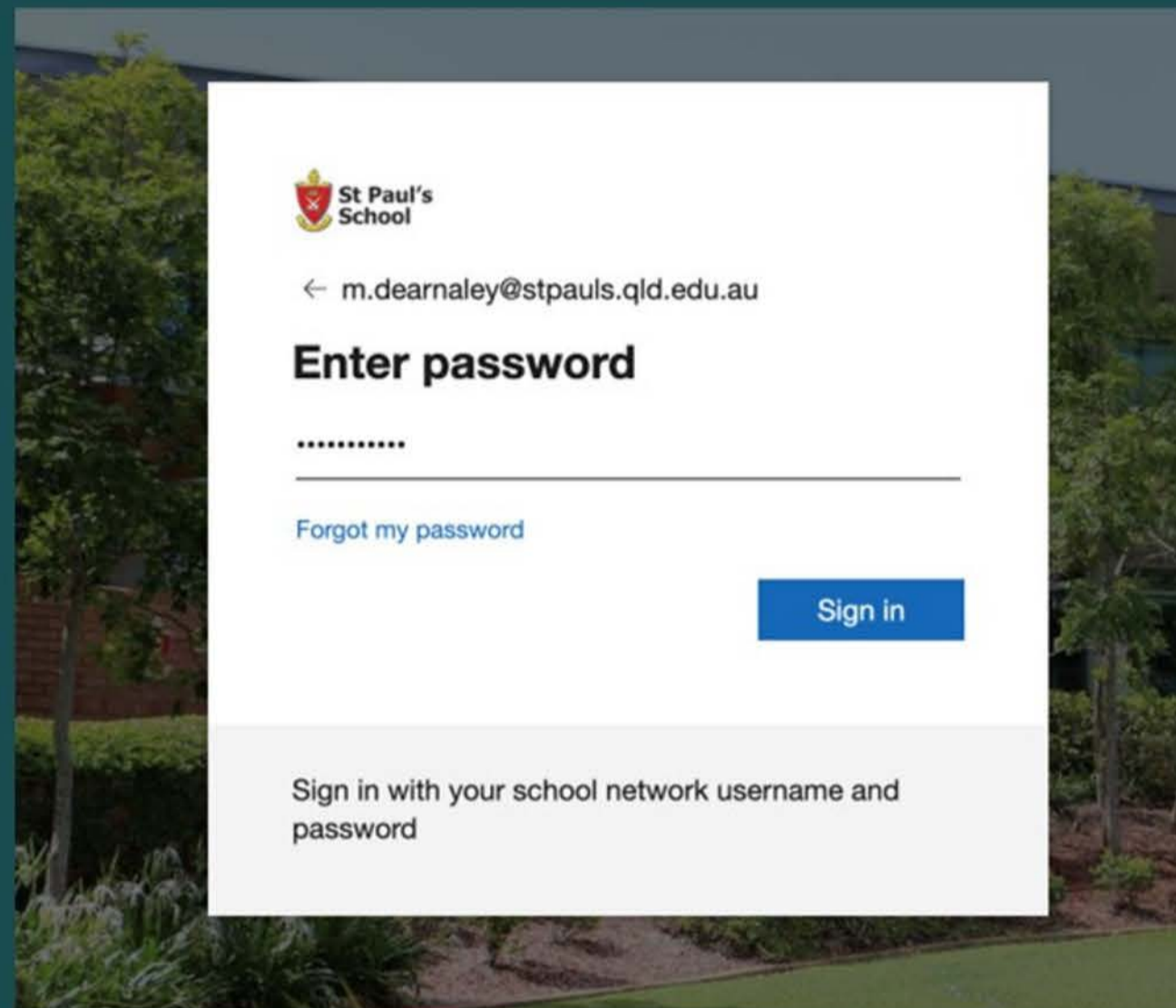
12345@stpauls.qld.edu.au



LOGIN TO THE ST PAUL'S PORTAL

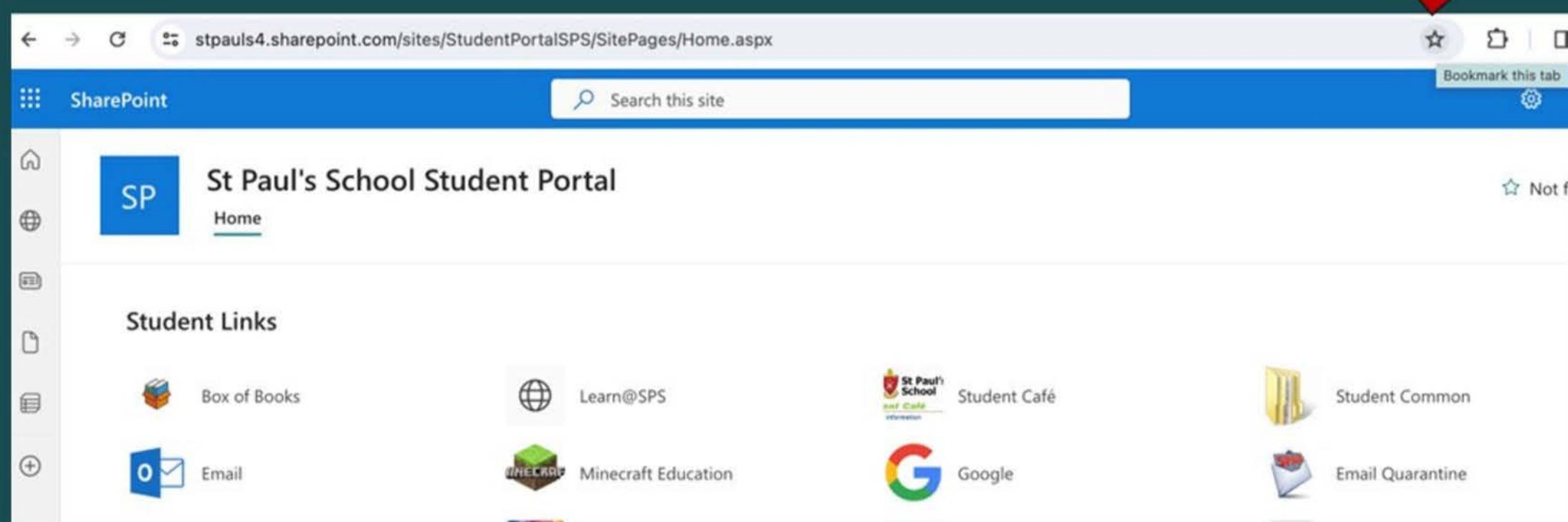
- Add your password:

Welcome2024



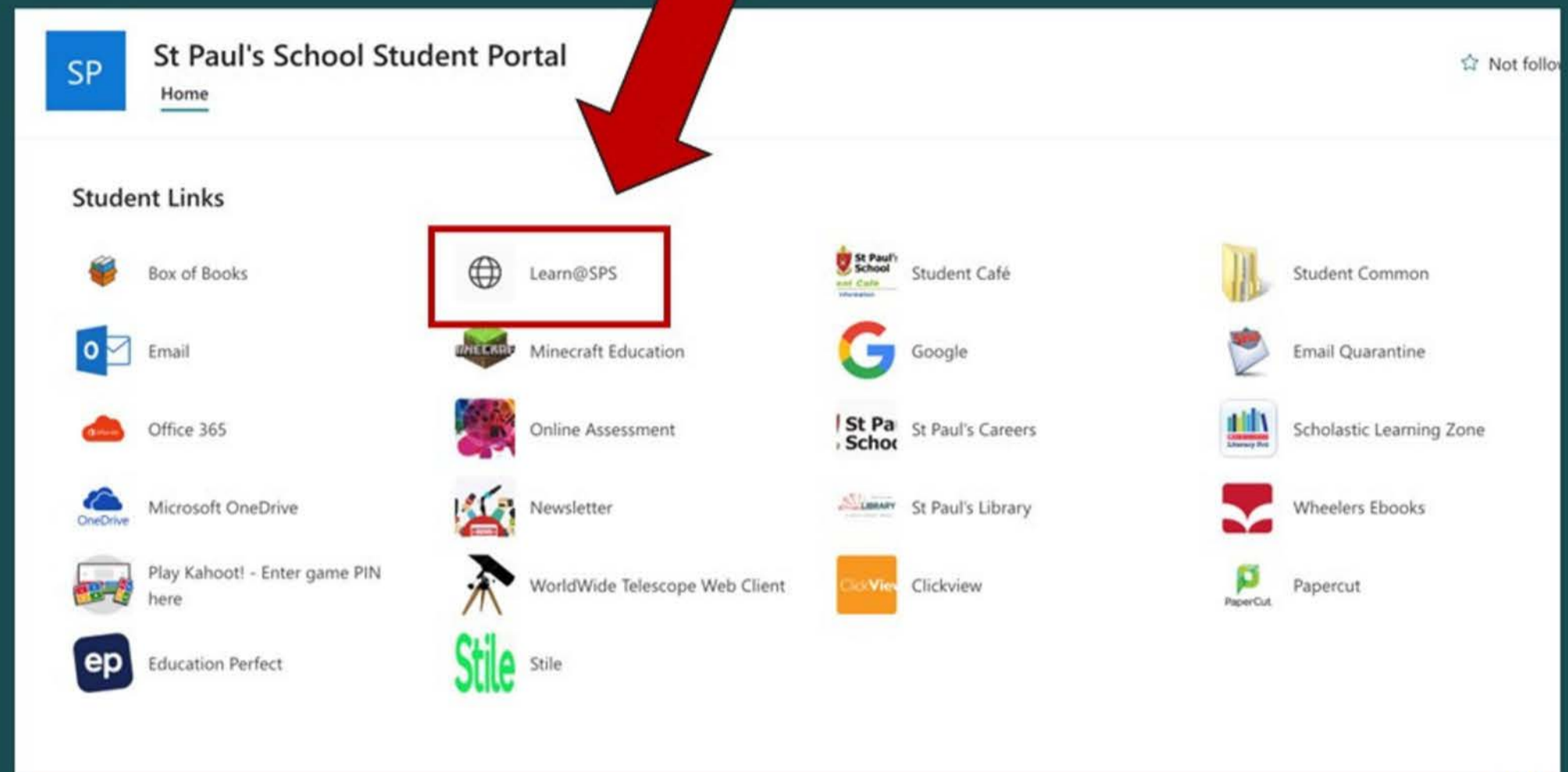
BOOKMARK THE PORTAL

- Bookmark this page
- Call your bookmark "Portal"



LOGIN TO LEARN

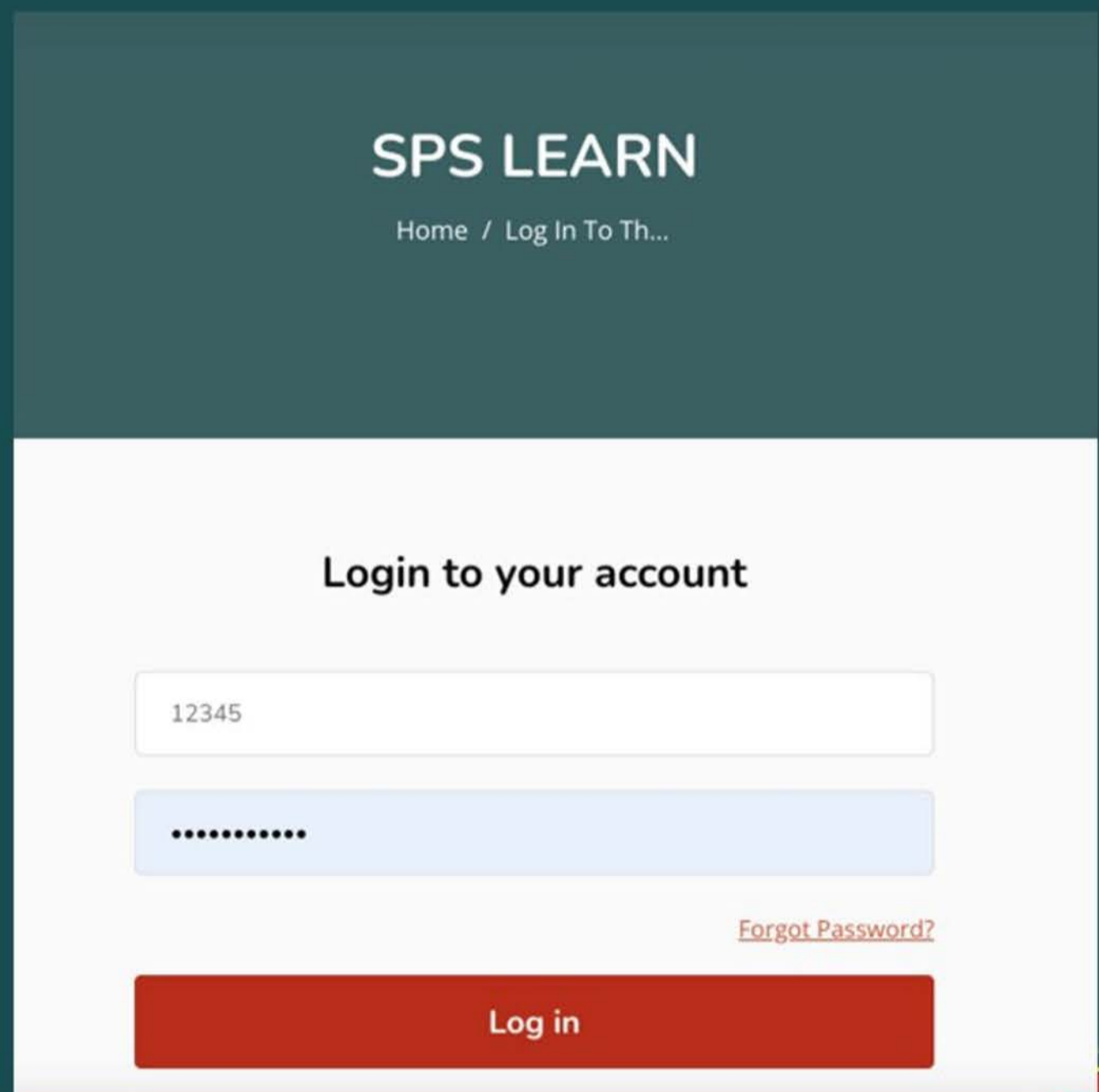
Click on the Learn button



LOGIN TO LEARN

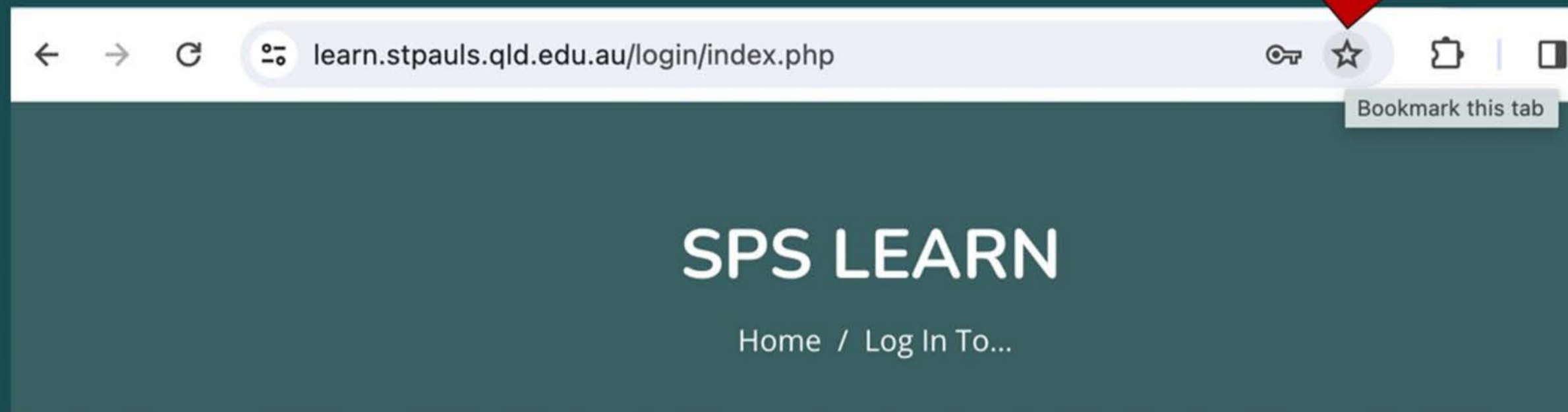
Login with your student ID number e.g. 12345

And password Welcome2024



BOOKMARK LEARN

- Bookmark this page
- Call your bookmark “Learn”



DO I HAVE A MAC OR WINDOWS COMPUTER?

Do you have an Apple symbol on the lid of your computer? You have a Mac



If you **don't**, you have a Windows computer.

This is important to know for the next step.



INSTALL TEAMS AND OUTLOOK

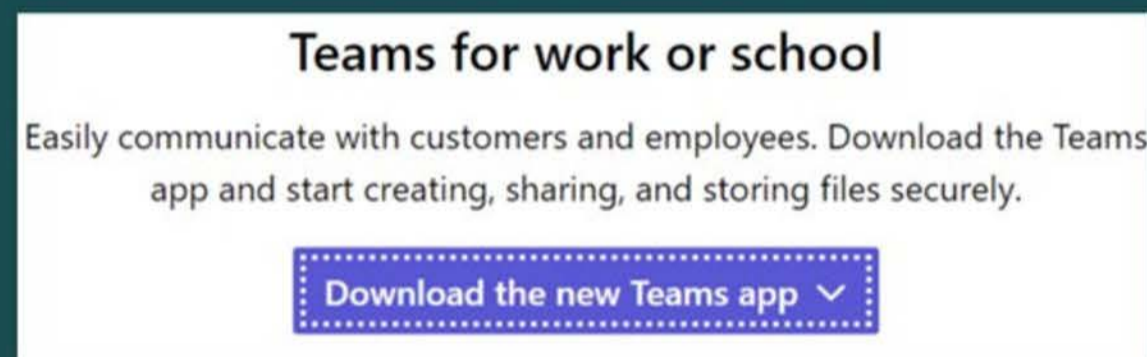
- In the URL bar enter <http://bit.ly/spsteams2024>

On a Mac select



On Windows select

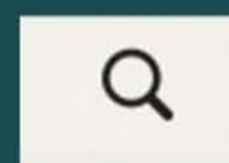
- From the dropdown select 64-bit



OPEN YOUR EMAIL



Mac computers – use the search button in the top right of your screen to search Outlook



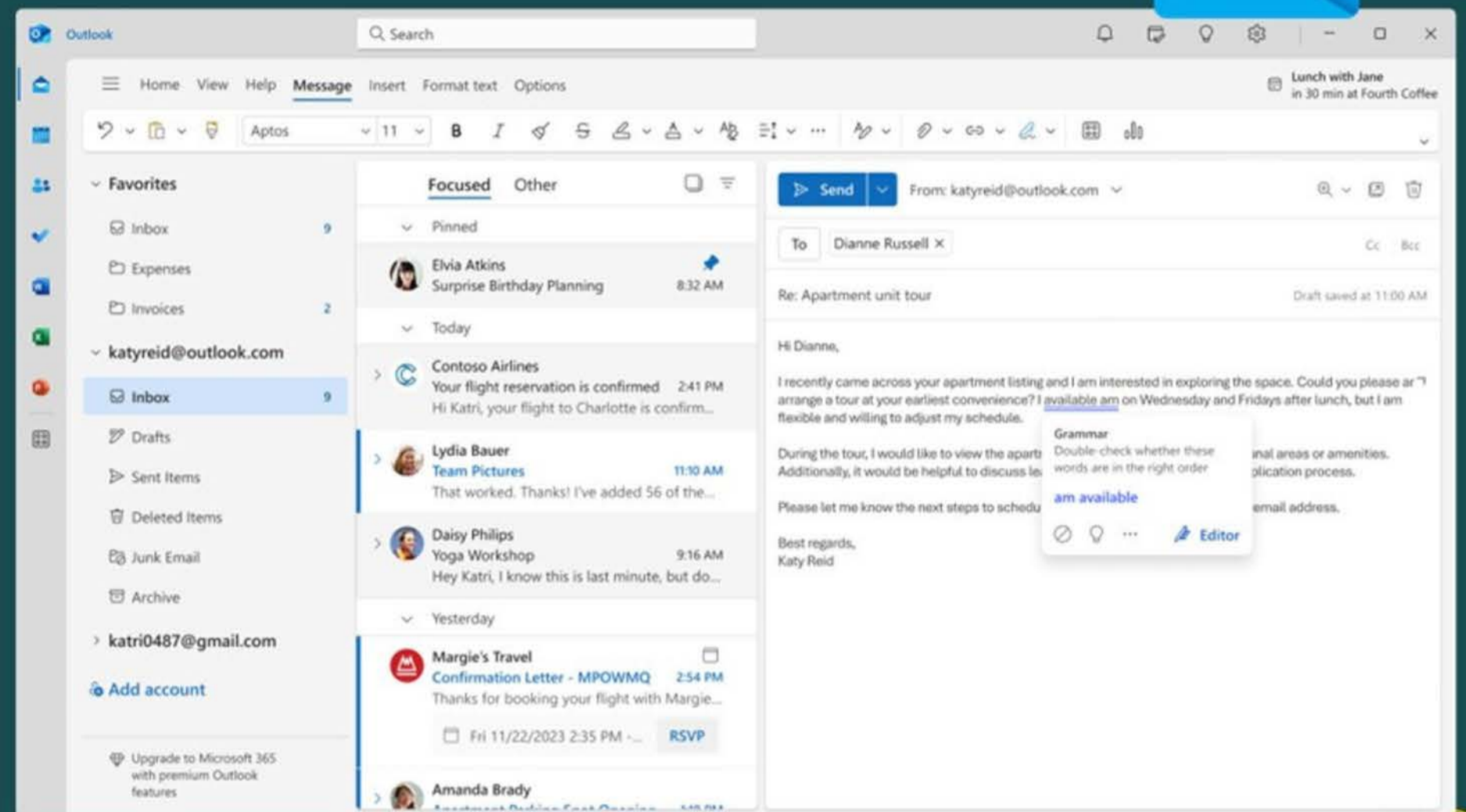
Windows computers – use the search field in the bottom left of your screen to search Outlook



THIS IS YOUR EMAIL



Check your email each day.



ONEDRIVE



Onedrive is where you save ALL your work.

You must be logged in with your school email address.

You will create folders for each subject to save your documents and schoolwork.



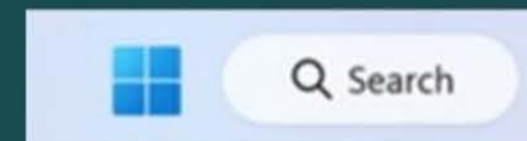
OPEN YOUR ONEDRIVE



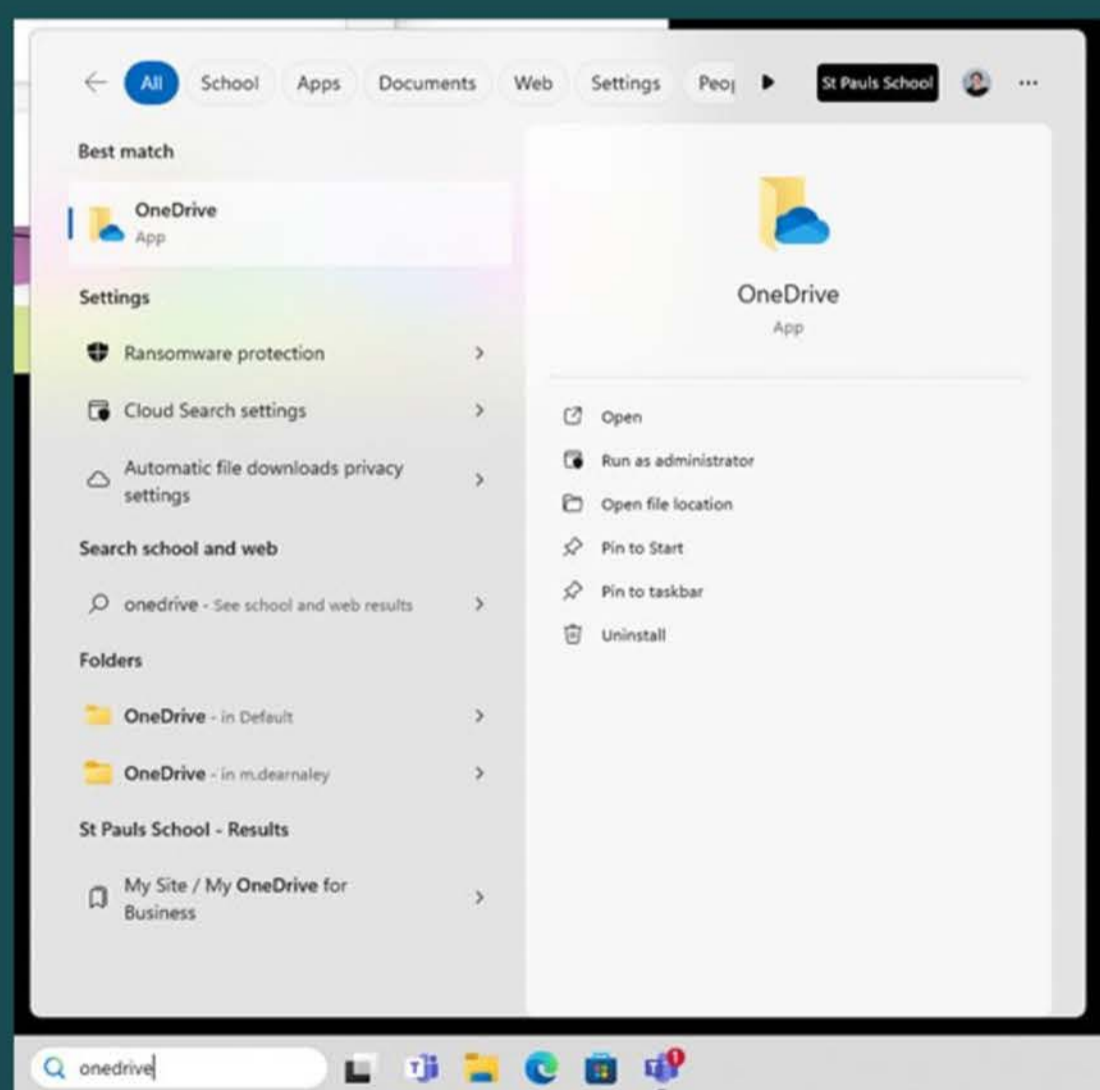
Mac computers – use the search button in the top right of your screen to search Onedrive



Windows computers – use the search field in the bottom left of your screen to search Onedrive



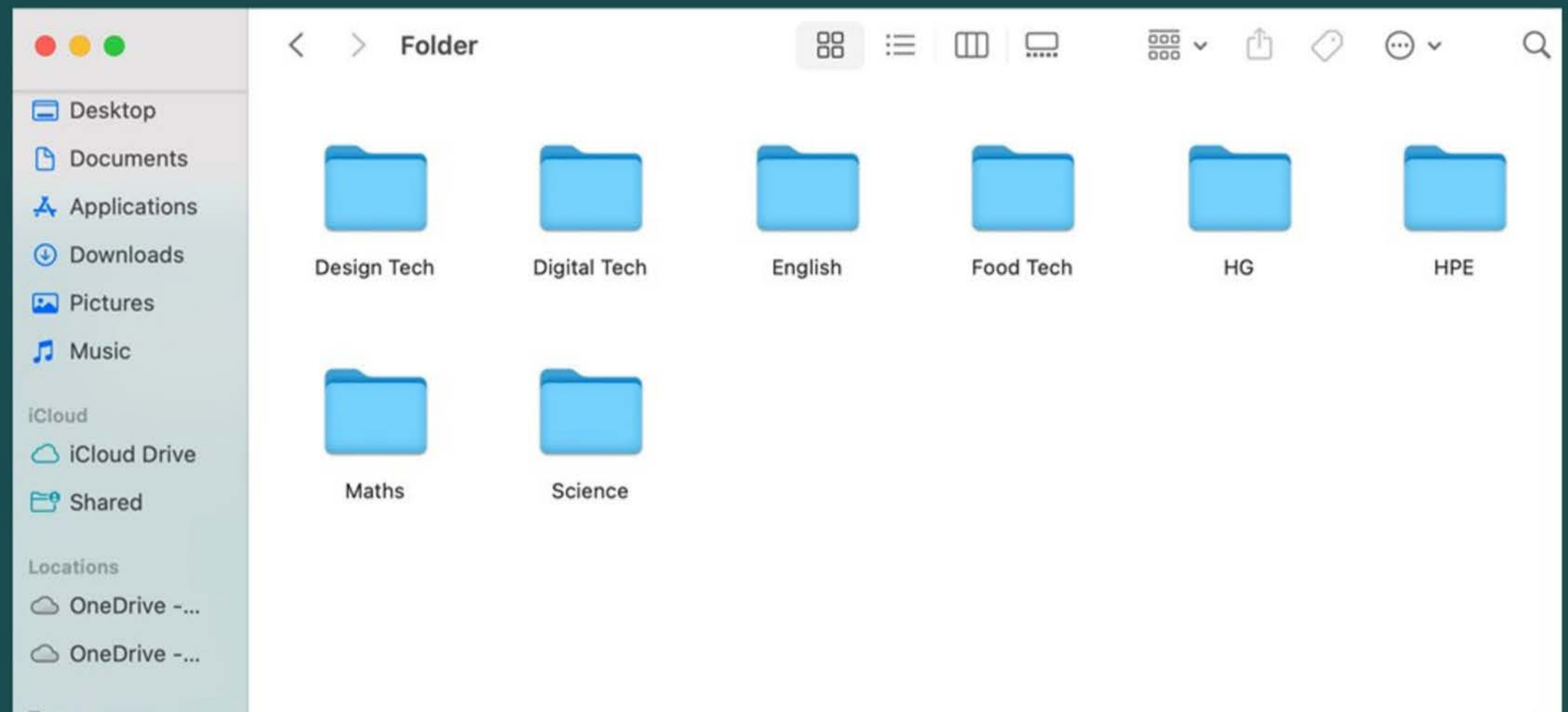
OPEN YOUR ONEDRIVE



CREATE FOLDERS

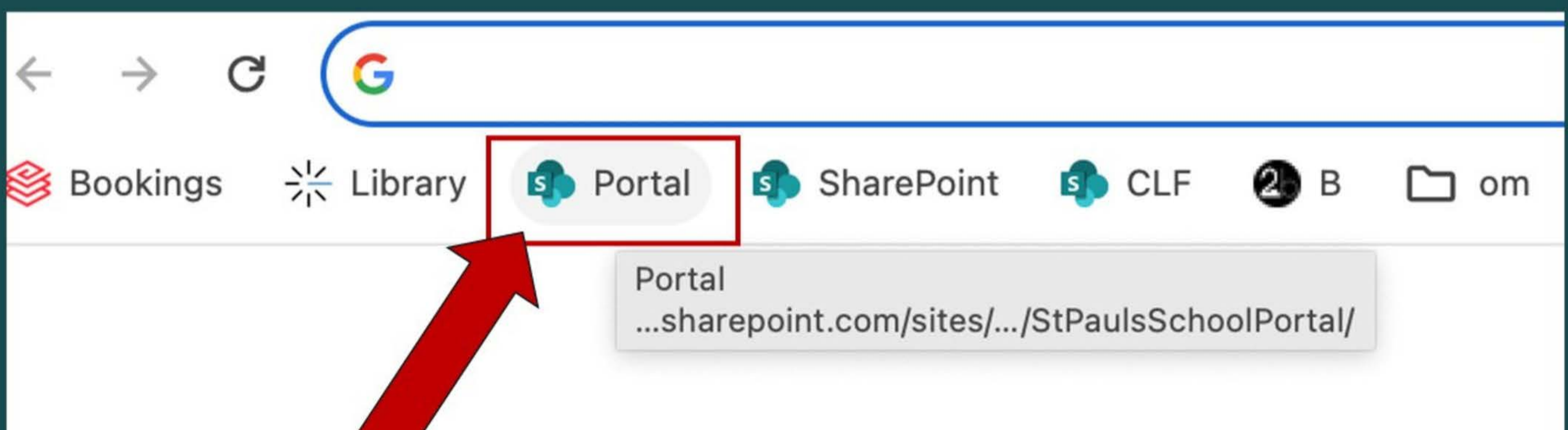
Create a new folder for each of your subjects.

Right click and select New Folder



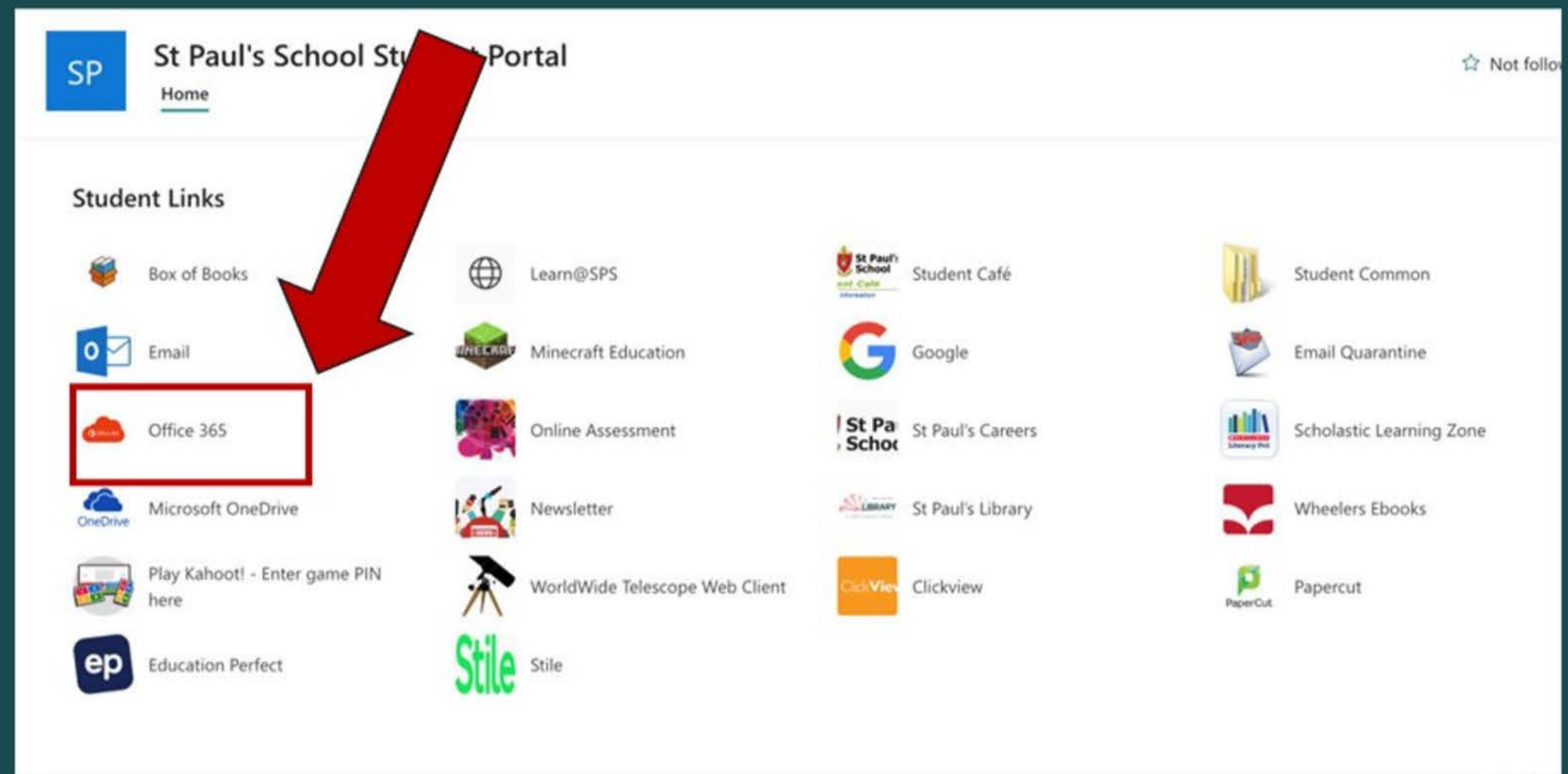
GO BACK TO THE PORTAL

o Use your bookmark to go back to the Portal



LOGIN TO OFFICE

Click on the Office 365 button



INSTALL OFFICE APPS

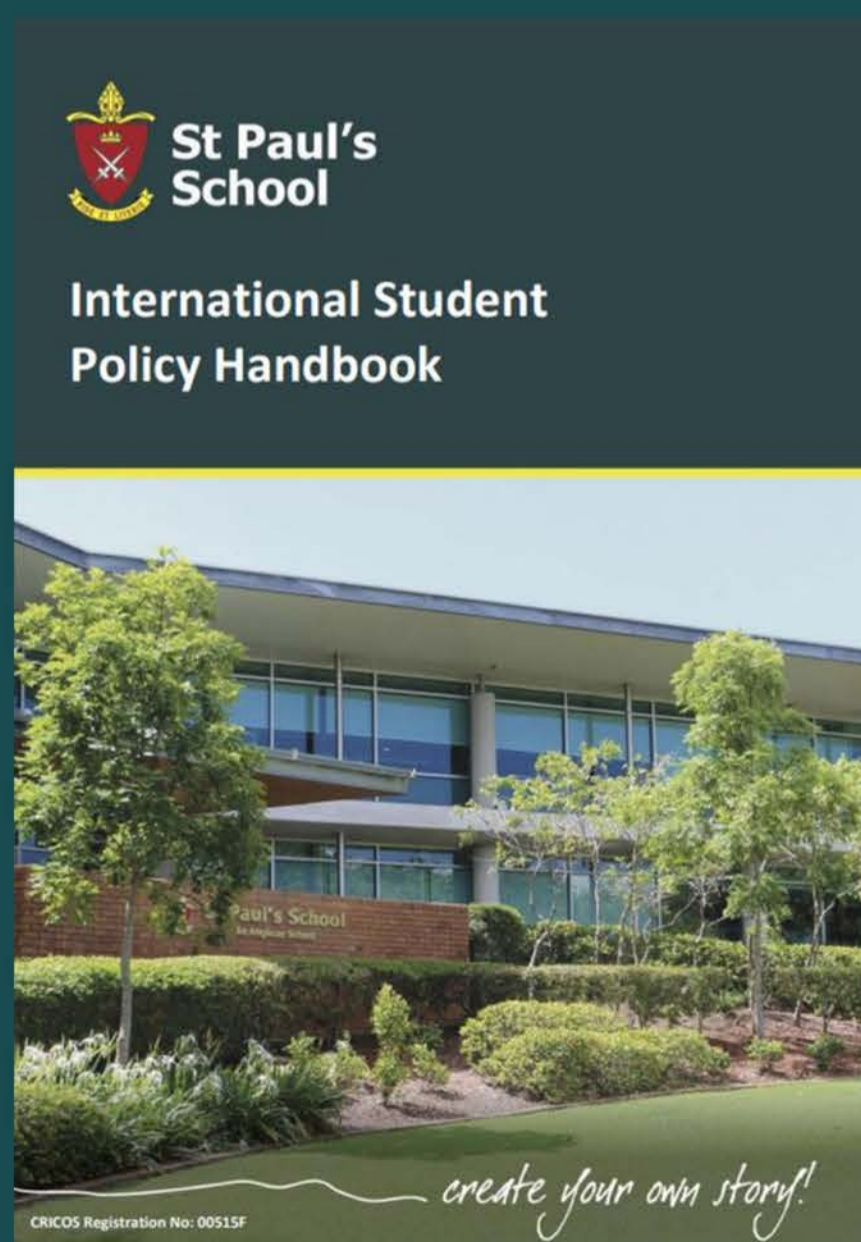
o Click on Install and More



YOUR VISA CONDITIONS, SCHOOL POLICIES & PROCESSES

- Complaints and Appeals Process
- General Visa Conditions
- Attendance & Course Progress

Please access and read through all policies in the [International Student Policy Handbook](#) here:



Complaints and Appeals Process

If you have a complaint to make while you are at St Paul's School, you can follow the steps below to seek a resolution:

This is a visual summary only – for full details, refer to the full Complaints and Appeals Policy.

Discuss the problem or complaint
with the Registrar (International),
Miss Laura Turner



No resolution? notify Principal,
Mr John O'Sullivan Williams in writing



No Resolution?
Access External Complaints Process

Important:

- You may nominate a support person, to accompany you at any stage of the process
- If attempts to resolve the complaint or appeal internally within St Paul's fail, you can appeal to the Overseas Student Ombudsman. Find out more at <https://www.ombudsman.gov.au/How-we-can-help/overseas-students> or phone 1300 362 072, or 131 450 if you require assistance with translation
- Nothing in the School's Complaints and Appeals Policy negates the right of any overseas student to take action under Australia's consumer protection laws in the case of financial disputes
- Nothing in the School's Complaints and Appeals Policy negates the rights of any overseas student to pursue other legal remedies
- This process will commence within 10 working days from formal lodgement of the complaint or appeal
- You will be given a written statement of the outcome, including details of the reasons for the outcome.

General Conditions of a Student (subclass 500) Visa

Below are some of the conditions that can apply to a student visa , however **please check your Visa Grant Notice for your individual visa conditions.**

Reference: <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500#>

8105 – Work restriction - You must not work in Australia before your course of study commences. You can only work up to 40 hours in a fortnight. A fortnight means the period of 14 days starting on a Monday.

8202 – Meet course requirements - You must remain enrolled in a registered course, maintain enrolment in a registered course that is the same Australian Qualifications Framework (AQF) level or higher for which your visa was granted, and maintain satisfactory attendance in your course and course progress for each study period as required by your education provider

8501 – Maintain Health Insurance - You must have and maintain adequate health insurance for the whole of your stay in Australia.

8516 – Must maintain eligibility - You must continue to satisfy the criteria for the grant of the visa.

8532 – Under 18 approve welfare - If you are younger than 18 years of age, you must have accommodation and support, and your general welfare must be maintained for the duration of your visa. To maintain your welfare, you must stay in Australia with: your parent or legal custodian or a relative who has been nominated by your parents or custodians who is aged over 21 and is of good character or have accommodation, support and general welfare arrangements in place that have been approved by your education provider.

You must not change your arrangements without the written approval of your education provider. If your welfare arrangements are approved by your education provider you must not travel to Australia until your welfare arrangements start



8533 – Inform provider of address - You must let your education provider know your residential address within 7 days of arriving in Australia if you were outside Australia when your visa was granted. If your residential address changes you must let your education provider know within 7 days of the change. You must also let your current education provider know you have changed your education provider within 7 days of receiving: a confirmation of enrolment from your new education provider, or evidence you have been enrolled by the new education provider

Check your Visa Grant Notice for your individual visa conditions and an explanation for each condition...

Application status

Student (subclass 500):

Granted

Visa conditions

- 8105 - Work limitation
- 8202 - Meet course requirements
- 8501 - Maintain health insurance
- 8516 - Must maintain eligibility
- 8517 - Maintain education for dependants
- 8532 - Under 18 approve welfare
- 8533 - Inform provider of address

An explanation of each condition of this Student (subclass 500) visa is provided below.

You can check these conditions at any time by using the Visa Entitlement Verification Online (VEVO) service. The four-digit number presented next to each condition above is used in VEVO to identify each condition that applies to this Student (subclass 500) visa.

Achieving Satisfactory Attendance and Course Progress

Below is a summary of your attendance and course progress requirement.

COURSE PROGRESS

083667C - Primary School Studies (Prep - Year 6)

Students in Prep – 6 should have satisfactory achievement to progress to the next year level and complete their course.

Students in Prep – 3 who achieve at least Exploring; in every subject attempted at the end of each semester, will be considered to have achieved satisfactory course progress.

Students in Years 4 - 6 who achieve at least a C; in every subject attempted at the end of each semester, will be considered to have achieved satisfactory course progress.

For students who do not achieve Exploring (P-3) or C (4-6) in all subjects/areas studied at the end of a semester, St Paul's may take the student's Disposition to Learning [defined as no less than mostly] into consideration provided the student is still able to progress to the next year level.

063321F - High School Preparation (HSP) Program

To be considered as having achieved satisfactory course progress at the end of each term, students must have shown improvement according to the NLLIA Bandscales in the four macro skills. A plain English description of the NLLIA Bandscales is included on the School Reports.

All students must participate regularly during class and complete scheduled course assignments, tests, homework and activities.

For students who do not improve in all four macros skills at the end of a term, St Paul's may take the student's Engagement With Learning [defined as no less than Engaged] and their overall progress for the term into consideration for one term only. In any subsequent term the student must demonstrate an improvement according to the NILLIA Bandscale in all four macro skills in order to be considered as having achieved satisfactory course progress.

083668B - Junior Secondary Studies (Years 7 - 10)

Students must achieve Sound levels of achievement in 50% of subjects studied in a study period or demonstrate effort in improving their studies.

Years 7 – 9

At the end of each semester, students must demonstrate:

- * A minimum overall achievement of a C- grade in English (Literacy) and Mathematics (Numeracy) and
- * A minimum overall achievement of a C- grade in other subjects studied, with no more than three of these subjects below a C- ^

Year 10

At the end of each semester, students must demonstrate:

- * A minimum overall achievement of a C- grade in English (Literacy) and Mathematics (Numeracy) and
- * A minimum overall achievement of a C- grade in other subjects studied, with no more than two of these subjects below a C-.

All students must participate regularly during class, complete scheduled course assignments, tests, homework, and activities.

Senior Secondary Studies (Years 11-12):

Students must remain on track at the end of each semester to achieve their QCE by the end of the two-year course. All students must participate regularly during class, complete scheduled course assignments, tests, homework and activities.

083669A - Senior Secondary Studies (Years 11 - 12)

Students must remain on track at the end of each semester to achieve their QCE by the end of the two-year course. All students must participate regularly during class, complete scheduled course assignments, tests, homework and activities.

ATTENDANCE

- **90%** - Warning letter sent to students and parents
- **80%** - Student reported to the Department of Home Affairs

Attendance is recorded every lesson. If your attendance drops below 90% per semester, the Registrar (International) will contact you via email to arrange a meeting to discuss the absences - an Attendance Warning letter will then be sent home.

If your attendance drops below 80%, you will be issued with an intention to report letter and advised of your right to access the School's complaints and appeals process, within 20 working days. If your appeal is unsuccessful, you will be reported to the Department of Home Affairs for breaching your visa conditions.

The formula used to determine a student's attendance rate is: $\text{Number of days in a Semester} - \text{Number of days absent} / \text{Number of days in a Semester} \times 100 = \text{Attendance Rate}\%$

ST PAUL'S INTERNATIONAL SCHOOL ONSHORE STUDENT **ORIENTATION CHECKLIST**

TASK	DATE COMPLETED
Meet the School Assistant Registrar (International), Miss Laura Turner	
Meet the Director of International Education, Mrs Kathleen Power	
Meet the Homestay Coordinator, Mrs Sharon Sutherland	
Receive your Student Diary and stationery (workbook)	
Receive your Student ID card	
Purchase your School Uniforms	
Receive School Orientation and Booklet	
Receive Homestay Orientation Information	
Give your phone number to Mrs Sutherland	
Put emergency phone numbers into your mobile	
Receive your Overseas Health Cover information and Activate your Membership	
Organise your Go Card (if applicable)	
Organise your bank account	
Confirm transport arrangements to School	
Set your laptop up	
Complete interview or assessment of your English	
Have a school tour (Tutor room, library, tuckshop, toilets)	
Meet your Tutor and Tutor group	
Receive your locker	

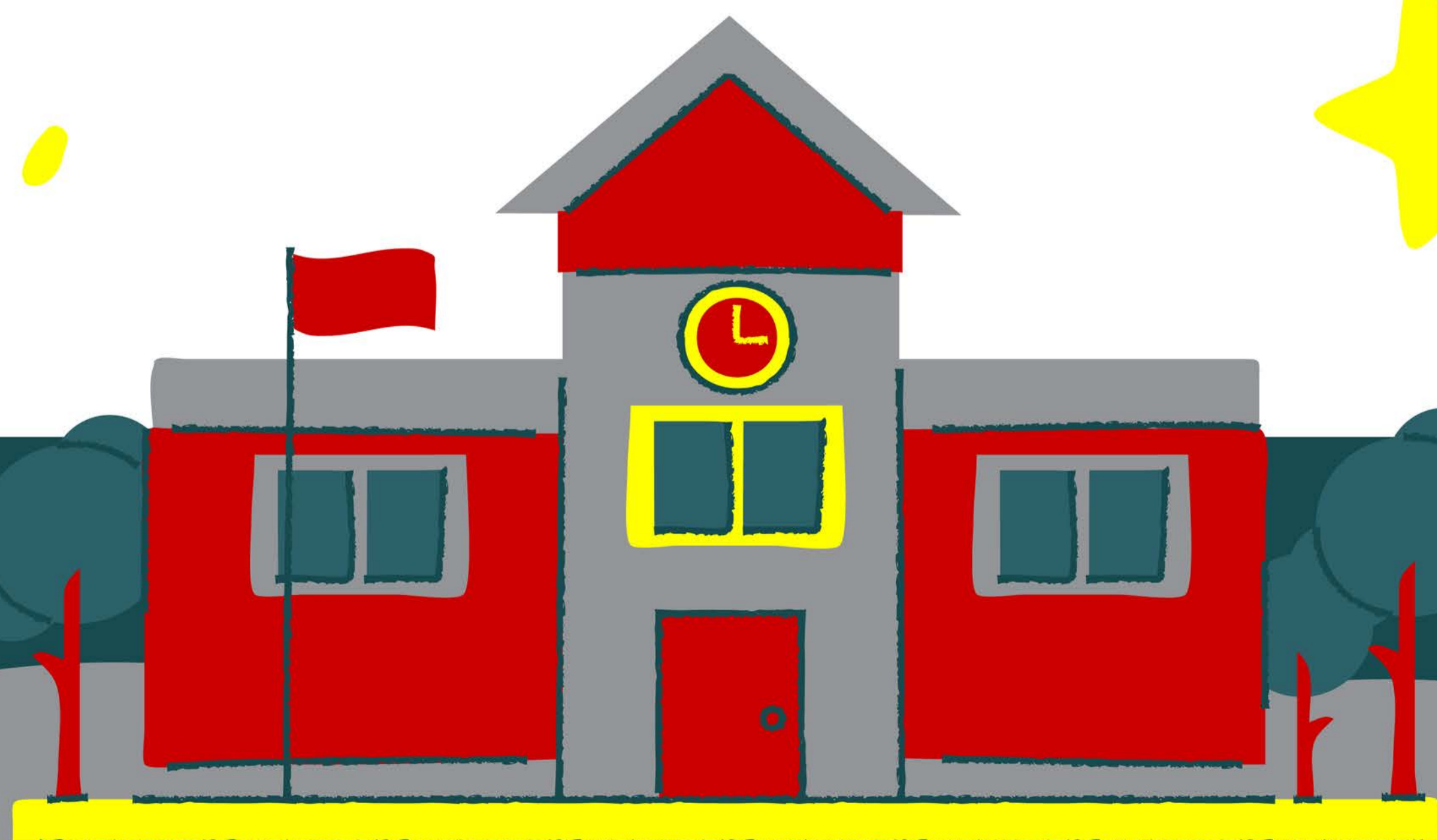
Check ins		
Task	Date	Notes
Check in with Tutor Week 1		
Check in with Tutor End of first Term:		
Homestay Check in Week 1:		

Task	Signature	Date
Assistant Registrar (International) Signature:		
Homestay Coordinator Signature:		

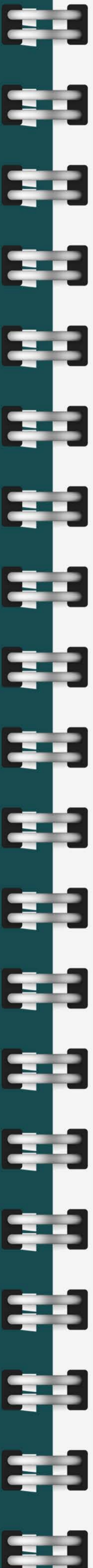


**WELCOME
TO ST PAUL'S
SCHOOL!**

We can't wait to meet
you in Australia soon!



Notes



A series of horizontal light blue lines are spaced evenly down the page, providing a guide for writing notes.

CONNECT WITH US

Visit 34 Strathpine Road, Bald Hills, Qld, 4036, Australia

Phone +61 7 3261 1388

Email enquiries@stpauls.qld.edu.au



An Anglican co-educational school from Pre-Prep to Year 12.

The Corporation of the Synod of the Diocese of Brisbane Trading as St Paul's School. CRICOS: 00515F