



# **ST. ANDREW'S GRAMMAR**

## **International Students Information Booklet**



**Information regarding Enrolment Procedures, Entry Requirements, Fees, Orientation, Accommodation and Education at St. Andrew's Grammar**

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## **International Students**

St. Andrew's Grammar welcomes international students who wish to complete their education in a school with an incredibly multicultural and intercultural flavour.

We believe that the experience of sharing and developing life skills with students from further across the globe assists our students in developing a more dynamic and valid world view, promotes qualities of tolerance and an understanding of the needs of others.

### **The Education Services for Overseas (ESOS) Act 2000**

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2007.

The ESOS Framework can be accessed via the following hyperlink:

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

All parents of prospective international students are advised to read this information first before proceeding with the enrolment of their child.

[https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014\(2\).pdf](https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014(2).pdf)

### **Agents**

St. Andrew's Grammar does not use any agents either within or without Australia who represent or act on our behalf in dealing with overseas students or intending overseas students. All enrolment enquiries are to be conducted directly with the School through the Registrar.

### **General Enrolment Information**

All applications for enrolment must be made on the official School Admission Form only and a preliminary interview with the parents and student is required prior to enrolment.

The Admission Form must be completed and signed by the Parents/Guardians. This form can be found on our website (<http://www.sag.wa.edu.au/enrolment/application-forms>) or alternatively can be emailed / posted to you with our whole school prospectus.

Criteria for selection will include amongst other items, the time of the original application, previous school reports, English Language competence, the enrolments of other siblings at the School, willingness of parents to become an active part in the education of their child and the parent's full support of the School's faith, philosophy and objectives.

Parents wishing to change the date of entry of a student to the School must give notice to the Principal at least 10 weeks prior to the originally accepted date otherwise the Enrolment Fee will be forfeited. This change may only occur if a vacancy for the altered date exists.

The Board retains the right to refuse enrolment and its decision in this respect shall be final.

It is the duty of the parents to advise the School of any change of particulars shown on the original Application for Enrolment Form.

Parents and guardians of international students are advised of their obligation to notify the School of a change of address whilst their child is enrolled at the School. This notification must

be in writing to the School Administration and must take place within seven (7) days of the change of address. Failure to advise the School may place the child's visa at risk.

## **Entry Requirements**

International students must meet the School's academic and English requirements before enrolling.

As per the School Enrolment Form, students from English speaking countries are required to submit two recent school reports.

Students from non-English speaking countries should submit a copy of a current AEAS (Australian Education Assessment Services) assessment so that the School is able to determine the student's English language ability and the appropriate academic entry point. To find out further details about AEAS testing, visit the website at [www.aeas.com.au](http://www.aeas.com.au)

The Principal will also assess the student during an enrolment interview once the student arrives in Australia.

### **English Level Required**

Students who already learn in an English language medium may not be required to submit additional proof of English levels.

Students commencing in Years 10 to 12 should have already reached an Upper Intermediate ESL level. Students commencing in Years 7-9 should have reached a high Intermediate level prior to commencing at St. Andrew's Grammar.

Students who have not reached the minimum English level will be required to take additional ELICOS training in a High School Preparation Programme in their home country until their English levels have improved sufficiently prior to commencing their course of study at St. Andrew's Grammar.

St. Andrew's Grammar does not offer English as a Second Language (ESL) classes and all prospective international students are expected to have acquired an English level appropriate to learning in an English language medium.

### **Course Details**

Students enrolled at St. Andrew's Grammar School follow a course of study determined by their age, interest and academic ability. Full details of each course are available from the Admissions Office, and booklists are available at the end of each year.

All courses are fully accredited by the School Curriculum and Standards Authority (SCSA) of WA and, upon satisfactory completion of Years 11 and 12, a Western Australian Certificate of Education (WACE) will be awarded. The duration of Senior Years at St. Andrew's Grammar School is Years 10 to 12.

Assessment methods include internal examinations, assignments and tests at all levels. External WACE examinations are held in November. The WACE course examinations are compulsory for all students taking an accredited course so course completion is achieved. The results are also used by students who intend to apply for direct entry into Australian universities.

## **Course Credit**

For years 1-10 we do not accept course credit. Students enter their age-appropriate year. For Years 11 & 12, we liaise with the School Curriculum & Standards Authority to assess the student's academic history and what year level he/she should enter. More information can be found at [http://www.scsa.wa.edu.au/internet/Senior\\_Secondary](http://www.scsa.wa.edu.au/internet/Senior_Secondary)

## **Enrolling as an International Student**

To initiate an enrolment, please complete the Application for Admission and return to the School Office in person, by post or by email.

The following information should be forwarded to the College with your completed form:

- copies (translated into English) of the applicant's two most recent school reports,
- a testimonial from the Principal of the applicant's current school,
- a copy of a current AEAS (Australian Education Assessment Services)
- a copy of the applicant's Birth Certificate,
- a copy of the applicant's passport, and
- a copy of the applicant's visa (where applicable)
- immunisation records
- the \$50.00 Admission Fee

Once your Application for Admission is received by the school, you will receive a letter of acknowledgement. The next step is an enrolment interview (only applicable if the student is in Australia). This will need to take place before the student begins school. After the interview, if a formal offer of a place is made, parents will be asked to confirm their acceptance of the offer by payment of a confirming fee (\$500.00). Once the confirming fee is paid, the place is confirmed as reserved for that student and you will receive this in writing as a letter from the school.

## **Confirmation of Enrolment (CoE)**

Upon receipt of the signed Enrolment Confirmation and payment of the Confirming Fee and evidence of Student Health Cover has been presented, the school will produce a Confirmation of Enrolment and a Student Welfare Letter in order for a student visa to be issued by the Australian Embassy or High Commission. More information can be found on [www.immi.gov.au/e\\_visa](http://www.immi.gov.au/e_visa) on applying for a student visa.

## **Complying with Visa Conditions**

Full fee overseas students are required to have a current student visa which requires students to comply with a number of visa conditions including:

- maintaining satisfactory attendance;
- achieving satisfactory academic results;
- notifying the School of any change of your address; and
- maintaining medical cover.

Student visa holders must comply with a number of visa conditions, including Condition 8202 – **Meeting Course Requirements**. If you have not achieved satisfactory academic course progress or have poor attendance, the School must notify the Department of Education Services (DES) and Department of Immigration and Border Protection (DIBP) that you have breached this visa condition. This may have serious implications for your student visa and future study options in Australia.

Education providers are required to report students failing to comply with the attendance or course progress requirements of their visa to the department through the Provider Registration and International Student Management System (PRISMS) system.

### **Staff Development**

St. Andrew's Grammar provides information to ensure that those who interact directly with international students are aware of St. Andrew's obligations under the ESOS framework and the potential implications for students arising from the exercise of these obligations. This may involve the whole staff of St. Andrew's Grammar School being delivered a PD session or selected staff representatives as required. The focus of the professional learning provided to St. Andrew's Grammar staff is to communicate to the staff the school's contractual obligations to international students, the obligations under the ESOS and ESPRA frameworks and to address issues relating to accommodating international students in the St. Andrew's Grammar Community. Staff are reminded regularly to familiarise themselves with the ESOS framework.

### **Orientation Programme**

An age and culturally sensitive orientation programme takes place for all new students including international students in Years 1-12 both when they enrol and when they start school. All students and their parents/guardians are asked to attend. Students are expected to be in neat, casual dress during the enrolment process and in the correct school uniform on their first day of school.

Parents are not required to remain with students when they start their first day of school as students will be supervised at all times. Parking is available in the car park off Hellenic Drive or alternatively off Boddington Circuit.

The orientation programme is conducted by the Principal and the Heads of School and will include the following information:

- A School campus tour
- Introduction to all relevant teaching staff
- Students will receive their Timetable and a School Diary
- Introduction to one or two student "buddies" who will stay with the student for their first few days, show them to their classrooms, help them understand timetables, introduce them to other students, have lunch with them etc.
- Support services available at the School to assist the student in the transition into life and study in Australia. Note that student support services are not limited to academic issues.
- Legal services and issues.
- Emergency and health services.
- Facilities and resources.
- Complaints and appeals processes.
- Information on visa conditions relating to course progress and, if applicable, attendance.
- An overview of the Critical Incident policy together with procedures that cover the action to be taken in the event of a critical incident, the required follow-up to the incident, the recording of the incident and the action taken.
- The Heads of School will be the direct contact point for all international students on all matters. Other support services are available through the School Chaplain, Form Teachers, after-school tuition programme staff and the Principal.

The School will ensure that orientation for all international students is appropriate and thorough and that an orientation programme will be accessible to all international students and will allow for late arrivals and students who begin at different entry points.

As well as being presented orally at the orientation session, St. Andrew's Grammar uses a number of other methods to provide relevant information for international students including the School website, the School handbook, notice boards and direct e-mails.

### **Book Lists**

The School will email or post out the required Booklist to all international students before they start school. All Booklist items are available through OfficeMax, Scarborough Beach Road, Osborne Park.

The School does not handle the sale of the books. We encourage you to take advantage of the ordering system by returning your Booklists with payment to the School prior to the date determined in December. All ordered items will then be packaged and returned to the School for collection during the second week of January. Any books not paid for and not collected on this day will be returned to OfficeMax and will then need to be collected from the Osborne Park store.

No late book orders or responsibility for items not supplied will be accepted by the School.

### **Parent Information Evening**

A Parent Information Evening will take place during Week 2 of Term One for students in the Primary School (Kindergarten to Year 6) and in Week 3 of Term One for students in the Secondary School (Year 7 to Year 12) Parent-teacher interviews will be held later during first term.

### **School Hours**

Primary School finishes earlier than Secondary School. This helps to alleviate parking and traffic problems. All students from Kindergarten to Year Six commence school at 8.45am and finish at 3.10pm. Students in Years Seven to Twelve commence at 8.45am and finish at 3.15pm. Please refer to the times listed within the School Diary.

### **Term Dates**

A copy of the forthcoming Term Dates will be posted out with the Booklists and other documentation for the start of the New Year. Our current term dates will also be available on the School website <http://www.sag.wa.edu.au/our-school/2015-term-dates/>

### **Monitoring Student's Academic Progress**

St. Andrew's Grammar School uses a variety of means to determine whether a student has made satisfactory progress. Pastoral Care meetings occur on a regular basis throughout the year to assess students at risk. After each semester report has been published the meeting agenda will include International Student Progress as an item. Where a student is identified as 'at risk' by the pastoral care group, the student, parents / guardians will be contacted. The National Code requires that the School implements and records the intervention strategy implemented to remedy the situation. This confidential information will be kept in the Counsellors' records and on the student's file.

For all WACE courses, students will receive a copy of the syllabus and the assessment structure that will detail the requirements of the course for the year. It is the student's responsibility to be aware of the course requirements if taking these courses. SAG will implement the intervention strategy for any student who is at risk of not meeting satisfactory course progress requirements. At a minimum, the intervention strategy will be activated where the student has failed or is deemed not yet competent in 50 per cent or more of the units attempted in any given semester or year or is deemed not to be reaching the minimum standards for WACE Graduation. A student likely to achieve a 'D' grade in more than half of the studied units would be identified.

An international student identified as being 'at risk' may in the first instance have contact from the relevant staff member (relevant Head of Year, Head of Secondary, Head of Primary, Registrar or Counsellor) then the parent/guardian will also be contacted. An intervention strategy must specify what additional support will be provided to students at risk of not meeting satisfactory course progress requirements. Strategies for assisting students at risk could include, but are not limited to, the student:

- attending academic skills programs;
- attending tutorial or study groups;
- receiving individual case management;
- receiving additional tuition;
- attending Counselling;
- receiving assistance with personal issues which are influencing progress;
- receiving mentoring;
- being placed in a suitable alternative subject within a course or a suitable alternative course; or
- a combination of the above and a reduction in course load (Modified Learning Plan).

### **Deferment, suspension or cancellation of a student's enrolment**

Deferment can occur due to either compassionate or compelling circumstances such as where a medical certificate states that the student is unable to attend classes. This must be requested by the student and the school will then assess the request and make a decision.

Suspension or cancellation of a student's enrolment can be initiated by the school in circumstances such as misbehaviour by a student. The school will inform the student of its intention to suspend or cancel the student's enrolment and notify the student that he or she has 20 working days to access the school's internal complaints and appeals process.

If the student accesses the school's internal complaints and appeals process, the suspension or cancellation of the student's enrolment can not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.

The student will be advised that deferring, suspending or cancelling his/her enrolment **may affect his/her student visa** and that the secretary of the COMMONWEALTH DEPARTMENT OF EDUCATION via PRISMS, as required under section 9 of the ESOS Act, will be notified of the deferment, suspension or cancellation.

### **Extensions to CoEs**

Under standard 9 of the National Code, international students are required to complete their course within the expected duration. The School is not permitted to issue a CoE to enable the student to extend their visa unless in the case of one of the below exceptions.

The School may extend the duration of a student's study period if the extension is as the result of:

- compassionate or compelling circumstances (serious illness, bereavement etc.)
- the implementation of the provider's intervention strategy for students at risk of not making satisfactory course progress; or
- deferment or suspension of study granted under Standard 13

All students on a student visa are required to have a valid CoE at all times. It is your responsibility to ensure that your CoE is up to date and current. It is also your responsibility to

ensure that you apply for a new CoE early if you need to extend your visa. You should apply for a CoE at least 10 working days before you need to lodge your visa application.

Although a CoE is always needed to renew your student visa, it is also a very important document even after you have been granted your visa. Your CoE is the document that tells the Department of Immigration and Border Protection (DIBP) of your current enrolment status. If your CoE has finished or is cancelled, it notifies DIBP that you are no longer studying and prompts them to cancel your student visa.

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## **School Fees**

A list of school fees will be provided to you with our prospectus and is also available on our website.

School fees include an allocation for all incidental and most excursion costs. The only exclusions to this are school camps and swimming lessons. These will be invoiced to parents with school fee invoices and listed as a separate cost.

School fees will be invoiced, as in the past, in three parts being February, May and August.

There are three payment options:-

1. Payment of the Account in full by the end of February
2. Payment by three installments due on 28 February, 28 May and 28 August
3. Payment by ten monthly or twenty fortnightly installments this incurs a \$5.00 admin fee per transaction.

Payments will be accepted by:

Cash

Cheque

Credit Card

Direct Debit

Via the internet – School bank details available upon request

Credit Card payments will be accepted from Bankcard, MasterCard and Visa only. Please note that a transaction fee of 1.43% will be charged for all credit card payments. Payments by American Express will incur a 1.5% credit card fee.

Direct Debit payments forms can be collected by contacting Accounts Receivable or Reception. These forms should be completed by you and returned to the School to be actioned. A fee will apply for this service.

School fees should always be paid promptly by the due date. Payment plans can be established and regular payments must be adhered to. All payment plans must be finalised no later than 31 October in any given year. A per transaction fee of \$5.00 will apply.

If no arrangements are made for payments and fees are late, a penalty of 15% per annum will be applied on the outstanding amount on a daily basis.

The Fees include most excursions and School activities (excluding swimming lessons, specialist excursions, School camps and tours).

Additional fees will apply for the School Diary \$20.00 and the School Year Book \$44.00. These fees will be invoiced with the February school fee account and will be due and payable in that period.

Fees may increase by a slight percentage each year.

### **Camp & Excursion Fees**

Camp and excursion fees will be fixed each year according to costs associated with this activity. Parents will be invoiced in the relevant term's Fees. Please note that these fees will be due and payable promptly.

### **Capital Levy**

This levy operates to help fund the building programme of the School and funds are used for Capital purposes only. This levy is not tax deductible. \$200.00 per family per year.



## **International Students Refund Policy**

The aim of this policy is to:

- Ensure that parents are aware of fees and charges payable in the event their child is unable to commence at the St. Andrew's after accepting an offer of enrolment, or withdraws from the School after commencement at the School.
- Provide information to parents that enable them to make informed decisions about their children's education

### **Notice of Intention to Withdraw**

A full term's (10 weeks) notice in writing to the Principal is required of the intention to withdraw a student from the School. Failure to do so will necessitate the charge of one quarter of the annual tuition fee.

### **Non-Attendance**

The Enrolment and Acceptance Fees are non-refundable and will not be refunded regardless of the reason for non attendance. The Enrolment fee is \$50.00(AUD) and the Acceptance fee is \$500.00(AUD).

School fees paid at interview are non-refundable (in lieu of one term's notice) if the student does not attend after interview.

### **Withdrawal of Student**

Should a student be withdrawn prior to the conclusion of the course no penalty fee will be charged providing the requirement of a term's notice has been met.

Should this notice not be provided a charge of one term's fees, being one quarter of the annual tuition fee will be imposed.

Any payment over and above this amount, having been received, will be refunded.

### **Visa Refusal**

If a student's visa application is refused by the Department of Immigration and Border Protection and the student cannot undertake the course, the school will refund within four weeks any unspent pre-paid fees where the student produces evidence that the application made by a student for a student visa has been refused by the Australian immigration authorities, minus the lesser of 5% of the amount of pre-paid fees received or \$500, as prescribed by the relative Legislative Instrument.

### **Enforced Departure**

Should a student be required to withdraw from the School due to a breach of international student visa conditions, a full term's fees, being one quarter of the annual tuition fee will be imposed and must be paid within six (6) weeks of withdrawal.

Should a student be required to withdraw from the School due to a breach of the institution's rules a full term's fees being one quarter of the annual tuition fee will be imposed and must be paid within six (6) weeks of withdrawal.

Should a student be required to withdraw from the School due to a breach of the institution's rules a full term's fees being one quarter of the annual tuition fee will be imposed and must be paid within six (6) weeks of withdrawal.

### **Refunds by the School**

The School will refund to the student's family within two weeks, any pre-paid course money that is above and beyond the equivalent of one quarter of the annual tuition fee in the event of a withdrawal without notice.

The School will refund to the student's family within two weeks all pre-paid course money that was required to be paid less the amount to be withdrawn under the Regulations, as a minimum refund if:

- the course offered by the School does not start on the agreed starting date; or
- the School ceases to provide the course during its term; and
- the student has not withdrawn before the default date.

To claim a refund, please contact the school by phone or email.

### **Change of visa status**

If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student's fees for the duration of that year.

### **Exceptions**

Exceptions to the above refund procedure may be made when the reason for withdrawal of a student is of a compassionate nature such as:

- Death or serious illness of a family member;
- Serious illness or disability of the student;
- Political or civil event that prevents continuation of studies; or
- Natural disaster in home country preventing continuation of studies.

A partial refund may be considered in these circumstances on a case-by-case basis. Supporting documentary evidence must be provided for a refund to be considered by the Principal.

\*\*\*Please note that this agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.\*\*\*

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### **Overseas Health Cover**

All International students studying on student visas must have Overseas Health Cover (OSHC). OSHC is an insurance that provides cover on the costs for medical and hospital care which International students may need while in Australia. OSHC will also pay for most prescription drugs and emergency ambulance transport. OSHC provides a safety net for International students, similar to that provided to Australians through Medicare and includes access to some private hospitals, day surgeries, ambulance cover and benefits for pharmaceuticals.

## **School Uniforms**

Please be advised the Uniform Shop will be open by appointment only for new students. The Registrar will schedule the appointment for you during the enrolment process.

Please note that the Uniform Shop will be open for the collection of pre-ordered uniforms items in the second week of January each year.

The uniform requirements and price list will be provided to you with our prospectus.

Should you have any further queries or concerns please do not hesitate to contact the School.

## **Accommodation**

Please note that St. Andrew's Grammar does not provide home-stay, boarding or other accommodation facilities and all international students may only attend the School if they reside in the full time care of a legal guardian or family member whilst completing their education in Western Australia.

Key requirements include:

- The Department of Immigration and Border Protection (DIBP) must be satisfied that appropriate welfare arrangements are in place for under-18 students before a visa is granted.
- A parent or a nominated suitable relative must be responsible for the welfare of younger international students while studying at St. Andrew's Grammar.
- If the student is not residing with a parent or legal custodian the student can reside with a relative who is:
  - a grandparent, brother, sister, aunt, uncle, niece or nephew, or a step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew;
  - nominated by a parent of the applicant or a person who has custody of the applicant;
  - aged at least 21; and
  - of good character.
- The Principal must meet the legal custodian at the enrolment interview and proof of legal guardianship or proof of approval from parent of nominated guardianship must be provided
- Should neither a parent nor a suitable relative be in Australia to directly provide for the welfare of a student, then the School will be unable to accept the student. The School will be able to indicate non-approval of a student's arrangements for accommodation, support and welfare by using a pro-forma on the Provider Registration and International Student Management System (PRISMS): 'Non-Approval of Accommodation/Welfare Arrangements'.
- Note that it is a requirement under National Standard Code 3 that families must notify the School immediately if there is a change in their child's residential address or living circumstances. Failure to advise the School of such changes within 20 days of the change taking place will result in the School contacting PRISMS and the Department of Education and the child's visa may be placed at risk.
- Note that the Principal will check regularly with the student and guardian that the living conditions of the student are compliant with the School requirements

## **Education at St. Andrew's Grammar**

St. Andrew's Grammar is divided into two distinct sub-schools: Primary School (Kindergarten to Year 6) and Secondary School (Years 7 to 12). Each sub-school has a Head of School and a group of teaching staff who primarily teach within that sub-school. The Heads of School report to the School Board on all matters pertaining to the day running of each Sub-school.

### **Timetable**

The Kindergarten to Year 10 timetable has been written to accommodate the eight Learning Areas of the Curriculum Framework and the overarching values. There is a 35 Session Timetable that runs over five days. Sessions are 45 minutes and some operate in double sessions of 90 minutes.

<b>Learning Area</b>	<b>Sessions</b>
Arts	2 to 6 sessions (includes Dance, Drama, Music and Visual Arts)
English	6 sessions
Health and Physical Education	4 sessions (plus Inter-school and House Carnivals)
Languages other than English	3 to 5 sessions (3 sessions for Kindergarten to Year 6, 4 sessions for Years 7 to 9, 5 sessions for Years 10 to 12)
Mathematics	6 sessions
Science	6 sessions
Society and Environment	6 sessions
Technology and Enterprise	2 to 4 sessions (based on 'elective' choices)
Religious and Orthodox Studies	1 sessions (1 session for Kindergarten to Year 6, 2 sessions for Years 7 to 12)

### **Programming, Assessment and Reporting**

All reporting is on-line and follows the state and Commonwealth requirements.

The School is developing a uniform and mapped outcomes focussed guide that ensures that all staff (Kindergarten to Year 10) who already programme to include the aspects, Overarching Outcomes and Values in each Learning Area follow the same format.

Parents are provided with two formal written reports each year as per Commonwealth regulations and opportunities for formal and informal interviews are arranged at least twice a year.

## **Primary School - Kindergarten to Year 6**

\*\*\*Note: the School does not accept international students prior to Year 1\*\*\*

St. Andrew's Grammar Primary School caters for students from Kindergarten to Year 6. The Kindergarten and Pre-primary students are part of the Early Learning Centre. The Primary School has a distinct structure, with a curriculum tailored to the needs of its students.

### ***Where are the classrooms?***

The classrooms are located on the southern side of the campus adjacent to Hellenic Drive. Entry to the Primary School is from Hellenic Drive. All classrooms are well appointed and have computers. The students have access to a modern library, a well established computer laboratory, art room, music room and Greek Studies room. In addition, there is a functional oval and several adventure playgrounds.

### ***What subjects are offered?***

We follow the Curriculum Framework and embrace each of the eight Learning Areas. This means that we study English, Mathematics, Science, Society & Environment, Modern Greek, Art, Music, Health & Physical Education, Technology & Enterprise and Virtues & Religion.

Our approach is outcomes-based with a focus on students working at their own level. The Curriculum Framework is used as a guide for all programming but the Australian Curriculum in English, Mathematics, Science and History is being introduced.

In Years 1 to 6 most of the lessons are taught in an integrated way - that is, students learn by theme rather than by separate subjects. For example, by studying a theme relating to forensic science, you will be using skills and content relating to Mathematics, English, Health and many other areas, not just to Science.

### ***What else will I be learning?***

Although we cover all the Learning Areas of the Curriculum Framework, there are some things that embrace each and every area.

Learning how to access, decode, apply information and problem solve are critical skills required of all active learners, and in the Primary School emphasis is given to learning these skills.

While the Library will always be an important source of information, on-line access to material will undoubtedly be the way students acquire more and more information in the future. Specific lessons focusing on library and information technology skills underpin many of the topics covered in class and at home.

### ***Can I be a leader?***

The School encourages all its students to be leaders and teaches the skills necessary for students to take a responsible place in the community.

In the Primary School, students in Year 6 take on a leadership role and may serve as Student Councillors, House Captains, Choir Leaders or Library Monitors. The House Captains represent the faction groups of Apollo, Artemis, Demeter and Poseidon.

The conclusion of Year 6 is marked by a Primary School Valedictory Assembly and formal evening. Children formally leave Primary School to enter Secondary School and are presented with a graduation certificate.

### ***So why should I be at St. Andrew's Grammar?***

This is a very special school. Many of the students have been with us for many years and have forged close friendships. Others have joined us recently and been accepted immediately and without question.

Each student is considered special. Small class sizes ensure that you are not simply a number but a very important member of our school family.

Pastoral care is paramount. There is a strong Behaviour Management Policy that focuses on positive behaviours but encourages students to be responsible members of the School community. There is a no tolerance policy towards bullying. We have a multi-cultural school that embraces the beliefs and cultures of others, while drawing on the richness of our Greek heritage.

***Extra Curricular Activities include:***

- Chess
- Greek Dance
- Extension activities
- Remediation
- Instrumental instruction
- School Band
- Guitar Ensemble



***After school sports include:***

- Netball
- Soccer
- Athletics
- Cross-country Training

***Numeracy and Literacy***

In the Primary School the fundamental focus is the teaching and acquisition of Numeracy and Literacy foundations. These are building blocks for all future learning.

All students in Years 3 and 5 are encouraged to sit the NAPLAN Numeracy and Literacy tests. The results in Spelling, Language Conventions, Reading, Writing and Mathematics are overall, very good.

Teachers have all received specialist Professional Development training in programmes that support the School's priorities.

***Staff Professional Learning***

The current focus for teachers is on:

- First Steps Mathematics and Problem Solving
- First Steps Reading
- Hands-on Science
- Direct Instruction/Explicit Teaching
- Assessment using Common Assessment Tasks

These initiatives are considered current 'best practice' teaching methodologies for acquisition in the early years.

***Specialist Programmes***

The Specialist Programmes include:

- Modern Greek
- Art
- Music
- Physical Education
- Dance and Greek Dance
- Computer

***Sport and Physical Education***

Every child participates in Physical Education, Sport and Morning Fitness each week where there is an emphasis on skill development. Each term there is a focus on different sports and the annual sporting events include:

- House Swimming Carnival
- Interschool Swimming Carnival
- Interschool football, soccer, basketball and touch rugby



- House Athletics Carnival
- Interschool Athletics Carnival
- House Cross Country
- Interschool Cross Country
- Olympic Day
- Lap-a-thon
- The Early Learning Centre conducts a Perceptual Motor Programme where there is a focus on developing each child's gross motor skills.

### ***Primary School Celebrations***

Many wonderful events occur in the Primary School which make learning even more fun and invite parents and grandparents participation.

Some examples of these events are:

- ANZAC Assembly
- Annual Easter Fun Day
- Foundation Day celebrations
- Valuing Asia Programme
- Fruit and Vegetable Week
- Book Week Celebrations and Parade
- Carols Evening
- Multicultural Dance Day
- Science Week
- Speakers Challenge
- Debating Competition
- Harmony Week Activities



## **Secondary School-Year 7 to Year 12**

Mrs Leanne McTavish, **Head of Secondary School (HOSS)** is responsible for the overall management of the Secondary School. The Secondary School is made up of two sub- schools: Years 7-10 and Years 11-12.

### **Form Group**

Students are placed into vertical form groups from Years 7-12. The form teacher is responsible for the **pastoral care** of the students in their form. Each day (Monday to Thursday) we have form group from 8.45am – 9.00am where the roll is taken, **daily notices** are announced, the **uniform** is checked and the **diary** is checked.

### **The Emotional and Social Curriculum**

On Friday's we have long form where the new **Social and Emotional Curriculum** is taught. Topics include: communication, changes and challenges, self esteem, taking control and developing resilience, goal creations- goal setting, planning and achievements in learning, emotions, personality and beliefs, friendship and belonging, relationships, being a good citizen, dealing with bullying and harassment, exploring the realm of digital and electronic media, life skills, stress and coping, loss and grief, accessing support networks, study skills, exam techniques, the importance of reflecting and planning for life beyond school.

### **Meetings and Assemblies**

We also have House Meetings, Year Meetings, Sub- School assemblies, Secondary School Assemblies and Whole School assemblies during long form on Friday.

## **The House System**

Students are also placed in **House Groups**: Artemis (Red), Apollo (Gold), Demeter (Green), and Poseidon (Blue). Each has a **Head of House** and a **House Captain** (a Year 12 student leader).

**Inter House competitions** include: swimming, athletics, cross country, chess, debating, dodge ball and performing arts. A **shield** is presented to the winning house for each of these competitions and to the overall winning house. Inter-house competitions encourage friendly competition and social interaction amongst students. Each student is required to purchase a House Shirt.

Each House starts the year with a **House Breakfast** during long form group. The House Breakfasts are an opportunity for students, House Captains and Heads of House to enjoy collegiality and to foster House spirit (creating war chants, mascots, banners, music).



## **Inter-school Competitions**

**Inter-school** teams are selected from these Inter House competitions for swimming, athletics and cross-country. Students are expected to purchase a white sports shirt for school representation.

## **Student Council**

**Students in Years 7-12** are able to nominate for the **Student Council**. There are two representatives (boy and girl) from each Year group from 7-12, four from Year 11 (two boys and two girls) and four from Year 12 (Head Boy, Head Girl, Chair of Council and Council Secretary). The Student Council is a forum for student representatives to raise student matters and concerns, organise fund raising activities and learn and demonstrate leadership skills. Students are presented with their **badges** at the Secondary School assembly.

## **The Year 12 Executive**

Year 12's are the senior students in the school and are able to nominate for **The Year 12 Executive**. Positions include: Head Boy, Head Girl, Sports Captain (boy and girl), House Captains (4), Chair of Council, Council Secretary, Academic Captain, Functions Captain, Performing Arts Captain, Publications Captain and Community Services Captain. Students are presented with their **badges** at **speech night**.

All Year 12's receive a **Year 12 senior's badge** at speech night.

## **Restorative Practice**

We use **Restorative Practice** to strengthen relationships and manage conflict and tensions by repairing harm as a way of building community. It is a philosophical approach and not a package. We use restorative practice because it: enhances learning, engages student, diminishes difficult behaviour, builds a strong sense of community, lowers suspension/expulsion rates, encourages higher attendance and participation at school, helps to build emotional literacies of children, everyone gets the message they are important, students feel empowered and the process preserves the dignity and respect of everyone.

## **Health Centre**

The **Health Centre** is also managed by Student Services and is located in the administration building.

## Duty of Care

Students can only sign out during the day if they have a written note from home and a parent/guardian meets the student at reception.

## Communication

**Communication** is a key ingredient to a successful school. The **communication process** (via diary entry, e-mail, phone call or in person – pre arranged meeting) is as follows:

- (i) If you have a pastoral/general concern or query regarding your child you must communicate this to their **form teacher**, if this is not appropriate/satisfactory then communicate with the relevant pastoral co-ordinator, following that the Head of Secondary and finally (rarely, if at all) the Principal.
- (ii) If you have an academic concern or query regarding your child you must communicate this to their **subject teacher** if this is not appropriate/satisfactory then communicate with the Head of Secondary and finally (rarely, if at all) the Principal.

## CURRICULUM

**Teaching and Learning** is the core business of the school.

### Whole School Literacy and Numeracy Programme

In collaboration with AISWA, we have developed a whole school programme for literacy and numeracy and have established a professional learning team including: the HOSS, HOPS, three primary school and two secondary school teachers).

### Assessments

Each **formal assessment** has a formal St. Andrew's Assessment cover page that includes: name, subject, date, type of assessment, conditions, weighting of assessment, mark allocations and record of marks, teacher feedback/comment, student reflection and parent signature.

### Reports

Years 7-12 receive an **interim** report in Term One and a **semester** report for Semesters One and Two.

### Parent Teacher Meetings

These occur at the beginning of Term Two. Students are invited to attend.

### Awards Assemblies

At the end of each term, there is an awards assembly where students are recognised for: academic excellence, academic effort, sporting achievements and citizenship.

### Subjects and Courses

In **Years 7-10** there are **core subjects** and **options/electives**.



**Compulsory subjects** include: the **core** subjects- English, Mathematics, Science and Society and Environment, the LOTE language is Modern Greek, Sport, Health and Religion (orthodox studies or faith and values).

**Years 7-10 English** and **Mathematics** are streamed into **extension** and **general** classes. In Mathematics in Years 7/8 we have three streams (extension, general and enrichment). Students

are placed in classes based on **ACER diagnostic test results**. Students are able to move between classes based on their ability to cope, class tests and examination results.

**Science and Society and Environment** classes are not streamed. Students sit for ACER science diagnostic tests and St. Andrew's Grammar history diagnostic tests.

**Modern Greek classes** are streamed into extension and general classes based on diagnostic tests.

Diagnostic tests, along with NAPLAN results and school reports form the basis of data that is used to monitor individual student academic progress and to identify strengths and weakness for individual students and year cohorts.

**Options/Electives include:** music, art, drama, home economics (cooking); computing; technology, commerce and Physical Educational Studies. These will vary from year to year.

### **Homework Club**

**Homework Club** is offered in **Years 7-10** after school (for one hour) as follows:

- Monday: **Society and Environment**
- Tuesday: **Science**
- Wednesday: **Mathematics**
- Thursday: **English**

All students are encouraged to attend Home Work Club for enrichment, support, extension, help with homework, help with assignments, preparing for tests and clarifying difficult concepts.

**In Years 11 and 12 students** choose **WACE** courses at various stages (P, 1, 2 or 3). At St. Andrew's Grammar we offer: English, English Literature, all Mathematics courses, Modern History, Economics, Physics, Chemistry, Human Biology, Drama, Modern Greek, Physical Education Studies, Art, Career and Enterprise, Business Management and Enterprise, Workplace Learning, Children, Family and Community, and Food, Science and Technology. We will continue to build on the curriculum breadth offered.

**After school academic tuition** is offered in most of the above courses.

### **Extra Curricular Programme**

All Secondary teachers are expected to offer an extra – curricular activity. In 2015 we are offering: swimming, soccer, netball, table tennis, chess, tennis, debating, drama – school production, high school music band, homework club and Year 11/12 academic tuition.

### **Library**

The library will be open from 8.30am until 4.30pm Monday to Thursday and until 3.30pm on Friday for student use.

### **Careers Counselling**

We have a **careers counsellor** who will interview all Year 10-12 students, facilitate career planning, facilitate subject selection, track WACE pathways and WACE graduation requirements.

### **Guest Speaker Programme**

In Years 11/12 students have a **weekly guest speaker session** (facilitated by the USC) with guest speakers including: TISC, University of WA, Curtin University, Murdoch University, ECU, Notre Dame University, TAFE, RAC, Police, Trauma, Mental Health, Health, Careers, Study Skills and Examination Technique and Social Media issues.

## Excursions and Incursions

A variety of activities are offered across the core subjects, options and upper school courses throughout the year.

## School Camps

Year 7 to 12 students have camps each year in Term One.

## Years 7/8 Canberra Trip

In **Years 7/8** we have a **Canberra trip** at the end of Term Two. This provides the students in the transition years an opportunity to: bond, gain independence, consolidate old friendships and establish new ones and to learn about the history, geography, economics and politics of Australia. It also teaches students about civics and civic responsibility. There is one day spent in the snow at Perisher Blue.

## GOSSA

Each year, students from the Secondary School travel interstate to represent the school at **GOSSA**. Teams are usually sports based but can also include cultural activities.

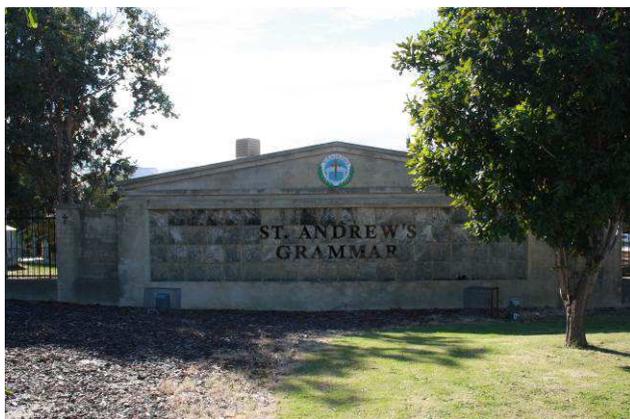
## Our Educational Philosophy

We believe we have a wonderful and unique community at St. Andrew's Grammar. The Secondary School has changed dramatically in the last year. This has been due to changes in processes, structures and systems, the introduction of numerous initiatives and the hiring of new specialist classroom teachers. We believe it will become the school of choice for parents to send their children for best practice in pastoral care and academic rigour.

We believe the **education process** is a **collaborative** one, between **students, teachers and parents**. The best educational outcomes will be achieved if we work together with **open dialogue** and **constructive feedback**.

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## Living in Perth The Local Environment



St. Andrew's Grammar is situated at 4 Hellenic Drive Dianella, Western Australia.

## Dianella

Dianella is a suburb of Perth, Western Australia and was named after the botanical title of a small blue lily, *Dianella revoluta*, which is a narrow-leaved plant which was plentiful in the area prior to residential development. Dianella is home to all of Perth's commercial television studios.

Early development of the area was slow, as the sandy soil, part of the Banksia sandplain, was considered unsuitable for agriculture. Much of Dianella was subdivided in the 1880's by the Intercolonial Investment Company of Sydney, but growth was still slow and by 1919, the only development was along Walter Road, a track leading to dairy farms in the Morley area. Dianella

comprised localities known as North Inglewood, East Yokine, Morley Park and Bedford Park. They were amalgamated into Dianella in 1958, which generated some growth.

Development progressed during the 1960's and housing construction first occurred north from Walter Road and Grand Promenade, with St. Andrew's and Dress Circle Estates being the last major areas to be developed. The character of housing ranges from modest post-war homes to large, modern two storey dwellings.

There are a number of small parks in Dianella and a large regional open space. Centro Galleria is the major shopping centre in the suburb, with several smaller local stores.

Dianella Regional Open Space is at the junction of Alexander Drive and Morley Drive and provides a landscape feature for the suburb as well as sporting facilities. The area is home to a number of sporting codes, including lacrosse, football, little athletics, soccer and cricket as well as many more indoor sports.



### **Perth City**

Perth is the capital city of Western Australia and is the fourth largest city in Australia, with a population of approximately 1.47 million in June 2005. It is a coastal city, located beside the Indian Ocean, and situated on the Swan River in the lower south-western portion of the Australian continent.

Traditionally, Perth and Perth's Swan River have usually been viewed and photographed from Kings Park, situated on a hill to the south-west of the city

or from the South Perth foreshore. The historical record of the view shows clear river banks close to the city and a low skyline through to the 1960s. Since then, the filling in of the northern side of Perth Water and crowding of the skyline have continued unabated.

The Central Business District of Perth bustles with activity during the week and offers a range of choices for shopping, theatre productions and of course enjoying water activities on the Swan River such as jet skiing, surf-cats and river cruises. Despite Perth's CBD being quite small, Perth has many large suburbs, including Dianella, which have shopping centres, supermarkets, cinemas, takeaways and many other amenities.

### **Climate**

Perth summers are hot and dry. Summer lasts from late December to late February, with February generally being the hottest month of the year. Winters are cool and moist, though winter rainfall has been declining in recent years. Even in mid-winter, maximum daytime temperatures only occasionally fall below 16 °C (60 °F). On most summer afternoons a sea breeze, which locals refer to as "The Fremantle Doctor", blows from the south-west cooling the city.

### **Demographics**

Because Fremantle was the first landfall in Australia for migrant ships coming from Europe in the 1950s and '60s, Perth experienced an influx of Croatian, British, Macedonian, Italian, Dutch and Greek migrants. The name of quite a few migrants who arrived during this period are listed on an honour board outside the Maritime Museum. More recently, large-scale immigration to Perth by air from the UK has continued, giving Perth the highest-proportion of British-born residents of any Australian city.

Perth also has substantial immigrant communities from South East Asia such as Malaysia, Vietnam, Singapore, Hong Kong, Indonesia, China, India and Sri Lanka (Many of whom have

emigrated from their home countries for educational purposes). The Indian community includes a substantial number of Parsees who emigrated from Mumbai. Another source of immigration has been Southern Africa, with many white South Africans and Zimbabweans settling in the city, giving the city a very South African feel. Perth nowadays also has the largest population of Anglo-Burmese in the world, in addition to a substantial Anglo-Indian community.

Many migrants are from New Zealand, due to the fact that New Zealanders, unlike other foreign nationals, are eligible for 'special category' visas, which allow them to live and work in Australia.

## **Transport**

Perth is served by Perth Airport in the city's east for domestic and international flights and

Jandakot Airport in the city's southern suburbs for light aviation.



Perth has a road network with three freeways, nine metropolitan highways and no toll roads.

Perth metropolitan public transport, including trains, buses and ferries, are provided by Transperth, with links to rural areas provided by Transwa. There are 59 railway stations and 15 bus stations in the metropolitan area.

The Government of Western Australia has significantly increased metropolitan public transport funding in recent years. Initiatives include progressive replacement of the bus fleet and the SmartRider contactless smartcard ticketing system. Additionally, the rail network has been expanded in the northern and southern suburbs as part of the New MetroRail project.

## **Education**

Education in Western Australia consists of one year of non-compulsory Kindergarten at age 4 and one compulsory year of Pre-primary at age 5 followed by seven years of primary school education from Years 1 through 7. Students move into Year 8 at approximately age 13 and have five years of secondary education. All students are required to complete 13 years of study before leaving school. Students will have the option to study at a TAFE college in their eleventh year or continue through high school with a vocational course or a specific University entrance course.

The major universities in Western Australia are the University of Western Australia, Edith Cowan University, Curtin University, Murdoch University and the University of Notre Dame.

(Information sourced from [www.wikipedia.com](http://www.wikipedia.com))

## **Grievance Resolution Policy**

### **Introduction**

The School Education Act 1999 (174 1(d)) requires a school system such as St. Andrew's Grammar to have a means by which disputes and complaints about the provision of education are resolved.

We seek to provide a unique Orthodox Christian academic education within a safe and caring learning environment. Therefore, this policy is designed to assist staff, parents, students and others in our school to resolve conflict in an appropriate and satisfactory way.

This policy is written with the understanding and experience that, in most cases, matters are best resolved at the local school level.

### **Principles**

This policy is based on a number of fundamental principles. St. Andrew's Grammar is an Orthodox Christian School where conflict between any members of the School community will be resolved in an expedient, appropriate and satisfactory way at all times.

1. Procedural fairness must be exercised in resolving any dispute or complaint. This requires that both parties receive a fair hearing and that the final decision is made without bias.
2. The resolution to a dispute or complaint must exhaust all reasonable attempts at conciliation prior to an imposed arbitrated decision.
3. Individual cases must be examined on their own merits.
4. Resolutions must appropriately balance the principles of justice and compassion.
5. All parties must respect appropriate confidentiality.
6. The Principal of the School has the responsibility to attempt to resolve a dispute or complaint with the parties directly involved at the local level in an expedient manner.
7. Parties may appeal to the Chair of the School Board the decision made by the Principal.
8. Parties may appeal to the Chair of St. Andrew's Grammar Inc the decision made by the Chair of the School Board.
9. Parties have the right to appeal to AISWA to request an independent arbitrator if required.
10. International Students have other avenues for appeal as listed further in this document.

### **Procedures**

The following procedures will apply in relation to this policy:

1. The Principal shall advise parents, staff and students of this dispute and complaint resolution process.

2. Policies and procedures of St. Andrew's Grammar that address specific matters (eg Child Protection, Student Enrolment etc) shall be followed.
3. If the dispute involves an employment issue, the prescribed process in the St. Andrews Grammar Enterprise Bargaining Agreement and/or relevant Award shall be followed.
4. Each grievance resolution procedure followed by the School shall ensure that all relevant parties:
  - are informed of the dispute or complaint
  - have the opportunity to place their version on record in writing if they so wish
  - have the opportunity to be represented if they so wish.
5. The resolution of a grievance, in the first instance, should be undertaken between the immediate parties involved.
6. Should the immediate parties involved fail to reach a resolution, then the Principal is responsible for undertaking a procedure to resolve any dispute or complaint within the School. This procedure will only be initiated following a written complaint addressed to the Principal. This written complaint must be received within 20 of the reported event.
7. Where a dispute or complaint involves the Principal the matter shall be referred in writing directly to the Chair of the School Board.
8. Any procedures initiated by the Principal will begin within 10 working days of the School receiving the formal written lodgement of the complaint or appeal.
9. Anonymous and/or unsubstantiated complaints shall not be investigated.
10. The Principal shall maintain written records of the procedure and resolution to any formal dispute or complaint. These will include any statements made by the parties involved. These documents and any other records of the dispute or complaint will be copied, filed and maintained in accordance with the School's Privacy Policy.
11. Any party involved in a Grievance Resolution meeting with an arbitrator, is eligible to be represented, assisted or accompanied by a support person.
12. It is the responsibility of the Principal to attempt to reach a resolution between the parties where possible.
13. Failing to reach a resolution by agreement, the Principal shall make a decision. When this occurs, the Principal shall inform each party of the decision in writing with a statement of the outcomes and all details and reasons for the decision within ten (10) working days of the meeting.
14. Any party may appeal the Principal's decision, in writing, to the Chair of the School Board.
15. Any party may appeal the School Board's decision, in writing, to the Chair of SAG Inc.
16. If '14' occurs, St. Andrew's Grammar Inc shall appoint an impartial Investigating Officer at no cost to the family of the student. The parties to the dispute or complaint shall be notified in writing of the findings of the appeal within ten (10) working days of the meeting.

The Principal or parents of international students may also call on outside mediation:

International Student Conciliator  
Department of Education Services  
22 Hasler Road  
OSBORNE PARK WA 6017

Phone: 9411 1900  
Fax: 9441 1950  
Email: [conciliation@des.wa.gov.au](mailto:conciliation@des.wa.gov.au)

Families and students are directed to the following URL if they require further information regarding their rights and responsibilities in the event of a grievance issue being raised.

<http://www.des.wa.gov.au/internationaleducation/ieconciliation/Pages/For-students.aspx>

If the family remains dissatisfied with the outcome, they may seek independent external mediation, through other external organisations such as:

- The Commonwealth Overseas Students Ombudsman's Office  
**Email:** [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
**Call:** 1300 362 072\* within Australia. Outside Australia call +61 2 6276 0111.  
**Enquiries:** 9:00am to 5:00pm Monday to Friday, Australian Eastern Standard Time (Australian Eastern Daylight Time when daylight savings is in effect)  
**Fax:** 02 6276 0123 within Australia. Outside Australia +61 2 6276 0123.  
**Postal:** GPO Box 442 Canberra ACT 2601.
- The Human Rights and Equal Opportunity Commission (Victoria)  
**Phone:** 1300 656 419 (local call)  
**Email:** [complaintsinfo@humanrights.gov.au](mailto:complaintsinfo@humanrights.gov.au)  
TTY 1800 620 241 (toll free)

Note - International students who may be involved in a Grievance Procedure against them will remain enrolled at the School until a decision has been reached. They may however, be placed on suspension from classes if required during this time.

Please feel free to ask for a copy of our **Complaints and Disputes Policy** brochure.

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### **Rules & Regulations**

You will receive a copy of our rules and regulations prior to enrolment – this must be signed by the parent/guardian of the child before entry to the school.

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For further information about St. Andrew's Grammar please contact the Registrar by phone on +618 9376 5850 or by email at [admin@sag.wa.edu.au](mailto:admin@sag.wa.edu.au)

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## Useful Websites:

### **Australian Education Assessment Services (AEAS)**

[http://www.aeas.com.au/?page\\_id=4111](http://www.aeas.com.au/?page_id=4111)

### **Department of Education, Employment & Workplace Relations**

<http://deewr.gov.au/>

### **ESOS Framework**

<http://springcms.s3.amazonaws.com/mlc.wa.edu.au/upload/pdfs-2012/esos-framework---admissions.pdf>

<https://aei.gov.au/Regulatory-Information/Pages/Information-for-Students.aspx>

### **Study in Western Australia**

<http://studywest.des.wa.gov.au/>

### **Study In Australia**

<http://www.studyinaustralia.gov.au/>

### **Information on studying in Australia**

<http://www.immi.gov.au/students/>

### **Council for International Students of Western Australia**

<http://www.ciswa.com/>

### **Cost of living in Perth**

[http://www.numbeo.com/cost-of-living/city\\_result.jsp?country=Australia&city=Perth](http://www.numbeo.com/cost-of-living/city_result.jsp?country=Australia&city=Perth)

### **Living and Working in Western Australia**

<http://www.health.wa.gov.au/livingwa/home/perth.cfm>

Tuition Protection Service – Information for students

### **St. Andrew's Grammar School**

<http://www.sag.wa.edu.au>

