



Pymble Ladies' College



International Student Handbook 2018

Contents

SECTION 1 Welcome and Enrolment Process

Meet the Principal.....	4
Mission Statement	5
Steps to Enrol.....	6
Courses	7
Government Requirements.....	12
Educational Standards and Outcomes.....	13
Course-related Fees	13
Refund of Fees.....	15
Important Contact Details.....	15
Important Communication Contacts.....	15

SECTION 2 Pre-enrolment+

Entry Criteria K–2, 3–6, 7–12.....	17
Academic Evidence.....	17
Requirements for Acceptance.....	18
The ESOS Framework.....	19
Parent Accountability	21
Provider and Government	
Contact Details.....	21

SECTION 3 Formalisation of Enrolment

Enrolment	23
Living Arrangements, Support and General Welfare Students 7–12	24
Changing Provider Approved Care	26
Monitoring Academic Progress.....	26
Changes to Enrolment Status.....	27
Application for Deferment	27
Termination and/or Suspension of Enrolment by the College	28
Student Transfer Request.....	28
Complaints and Appeals.....	29
Privacy of Personal Information.....	30
Agreement for International Student Letter of Offer and Written Agreement	30

SECTION 4 Pre-arrival

Things to do Before Leaving Home.....	32
Introduction to Australia.....	32
Introduction to Sydney.....	33
Cost of Living in Sydney.....	33
Living in Australia.....	34
Religion in Australia	35
Australian National Anthem.....	35

SECTION 4 Pre-arrival

Preparing your Visa.....	36
Travel Arrangements	37
Documents.....	38
What to Bring.....	38
Seasonal Considerations.....	39
Clothing.....	39
Bringing your Computer	40
Mobile Phones and Laptops	40
On your Flight.....	40
Entry into Australia.....	41
Accessing Money.....	43

SECTION 5 Transition to Australia

Arriving in Australia	45
School Life in Australia	46
Students K–6 Orientation.....	46
Students 7–12 Orientation	47
Subject Selection	47
School Structure	47
Studying.....	48
School Assignments.....	48
Behaviour	49
Friendships.....	49
Visit by your Parents.....	49
Handling Problems and Issues	50
Health Cover	50
Laws and Safety in Australia	52
Internet.....	53

SECTION 6 Studying at Pymble Ladies' College

Studying at Pymble Ladies' College.....	55
Key Support Staff Years 7–12.....	57
Key Support Staff Years K–6	58
Attendance and Monitoring.....	59
Academic Progress.....	61
Academic Progress – Flow Chart.....	62
Academic Support.....	63
Student Support Services K–12.....	64
Daily Routine Secondary School	65
Whole School Service Initiatives	65
Secondary School Routine 2018	66

SECTION 7 Administrative Documents, Letters and Proformas

International Students.....	68
-----------------------------	----

SECTION 1

Welcome and Enrolment Process

- 1 Meet the Principal**
- 2 Mission Statement**
- 3 Steps to Enrol**
- 4 Courses**
- 5 Government Requirements**
- 6 Educational Standards and Outcomes**
- 7 Course-related Fees**
- 8 Refund of Fees**
- 9 Important Contact Details**
- 10 Important Communications Contacts**

Meet the Principal



Welcome to Pymble Ladies' College

As a parent, I understand the great importance of choosing the right school for your daughter. As it is a decision that will shape her future, I am delighted that you have chosen Pymble Ladies' College as your school community.

At *Pymble*, we believe the greatest gift we can give your daughter is the power of independent learning, experienced through personalised education.

The College is alive with potential and possibilities. I have watched for years as little girls, eyes filled with wonder, grow to become young women with brilliant ideas and informed, independent opinions. Every girl's journey from dependence to independence is unique to her and an honour for us to guide.

The *Pymble* community will support your daughter while she's at school, and sustain her throughout her future studies and career. The values of care, courage, integrity, respect and responsibility are intrinsic to the *Pymble* experience, and will become character traits that define her through life.

I encourage you to use this Handbook as a handy reference guide to keep abreast of the College's policies, procedures and expectations.

We welcome you to our boarding community, as parents, in a partnership that will lead to your daughter forging a successful future with confidence, purpose and freedom – a partnership that will see your daughter's potential nurtured, her education tailored and her experiences long remembered.

A handwritten signature in black ink, reading 'Vicki Waters'.

Mrs Vicki L Waters

PRINCIPAL

MSchM, BEd, DipT, MACE, MACEL, GAICD

Mission Statement

Our mission is to create a personalised learning environment for each *Pymble* girl to develop a passion for learning and scholarship, a strong assurance of her own worth and the desire and values to contribute meaningfully to her local and global communities.

Our Vision

We will continue providing students with an education universally acknowledged for its outstanding quality and exceptional opportunities.

Our Values

Five core values encapsulate the spirit of the College and provide a strong foundation for dynamic learning.

Care	Care for self and concern for others.
Courage	Courage through the attributes of fortitude, strength of character, resilience and determination.
Integrity	Integrity through sincerity, a commitment to the truth, and habits of sound judgment and ethical conduct.
Respect	Respect enables the richness and diversity of all backgrounds, cultures and abilities to be held in high regard.
Responsibility	Responsibility encourages leadership and initiative, a spirit of service and commitment and the opportunity to make a positive contribution to the school community and to society at large.

Steps to Enrol

Pymble Ladies' College is one of Australia's leading schools for girls and young women. We recognise and celebrate the cultural diversity that is uniquely *Pymble* and understand the importance of engaging with all of our community. This enrolment information is relevant to students with an international background, including students from schools outside Australia, and is not determined by the residential status of the student.

Enrolment process

In order to be considered for enrolment at Pymble Ladies' College, International Students are required to do the following.

1. Fully complete an Application for Enrolment form signed by BOTH parents.
2. Pay the Application Fee of \$330.
3. Provide a copy of the student's birth certificate, translated into English, if necessary, and certified.
4. Provide a copy of the information page from the student's passport.
5. Provide a copy of the visa page from the student's passport or the visa paperwork
6. Provide a copy of the student's latest school report, translated into English, if necessary, and certified.
7. Provide a certificate of English fluency from the Australian Education Assessment Service, if required.
8. Take out Overseas Student Health Cover prior to a Student Visa being granted
9. If the application is complete and a place available in the grade and year requested, you will receive a letter from our Principal offering a provisional place. You may accept this offer by payment of the Acceptance Fee of \$1100 by the due date.
10. Prior to entry, you will receive an Invitation to Interview. If you proceed, we will schedule a brief interview for your daughter with the Head of School and Director of Boarding, then a full offer of enrolment may be made by the College. Your acceptance of this offer is confirmed by the payment of the Entry Fee of \$2000.
11. Once these fees are paid an electronic Confirmation of Enrolment (eCoE) will be issued to enable you to apply for your student visa to enter Australia. The eCoE will be sent both electronically and by mail to your home address.
12. If you require *Pymble* to issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) document as part of your visa application you will need to reside in approved *Pymble* accommodation and have an approved *Pymble* Guardian whilst enrolled at *Pymble*, regardless of age.
13. Approximately one month prior to commencement an invoice for one semester's fees will be sent and this payment must be paid prior to the student's commencement at the College.

Courses

Preparatory Years, Kindergarten to Year 2

Each of the courses in the K–2 Program is of one year’s duration.

The Preparatory School aims to provide a friendly, safe and nurturing environment for the College’s youngest girls (Kindergarten to Year 2). In purpose-built facilities and their own distinct precinct, the students enjoy diverse and stimulating experiences.

Small class sizes cater specifically to girls’ needs, encouraging learning by discovery and assisting with the transition from home to school life. The students are encouraged to value relationships, work cooperatively and express themselves within a positive classroom environment.

To ensure a firm foundation for future learning, students receive daily lessons in English and Mathematics with additional support provided in literacy, numeracy and English as an Additional Language (EAL). Regular lessons are enjoyed in Science and Technology, Human Society and its Environment, Creative Arts and Personal Development, Health and Physical Education. Enrichment and extension opportunities are available to students with talents and special interests. In all subject areas interactive whiteboards and class computers are used to enhance the students’ learning. Specialist teachers plan and implement programs in Physical Education, Performing Arts and Italian.

An extensive co-curricular program is offered in the Preparatory School. Activities include speech and drama, dance, gymnastics, tennis, swimming and music. Students in Years 1 and 2 are invited to join the Preparatory School Choir.

Preparatory School girls enjoy access to all relevant College facilities.

Assessment in the Preparatory School for incoming students including EAL students

KINDERGARTEN

- All students, including EAL students complete the Performance Indicators in Primary Schools (PIPS) assessment during the week before commencing school in late January/early February. This computer program tests early reading, phonics and numeracy.
- Students who perform below expectations in the area of phonemic awareness are further tested in March and again in November by the Educational Psychologist with a specific Phonemic Awareness (Phonemic awareness is the best indicator of success in learning to read).
- All Kindergarten students will complete the PIPS assessment again in October.
- New arrivals who enter Kindergarten after February are not able to have the initial PIPS test but will take the assessment in October.

Preparatory Years, Kindergarten to Year 2

KINDERGARTEN

All EAL girls who enter Kindergarten are also assessed on their level of English competency using the EAL Scales.

- After assessment using the EAL Scales, developed checklists and teacher observation the students are provided with an EAL program. In Kindergarten this may be in a small withdrawal group, support in the classroom or, where necessary, individual lessons.
- All lessons will comprise Talking/Listening activities, reading and writing instruction at whatever level is necessary for the students to access the outcomes for Early Stage 1 of the K–6 English syllabus. Each student's entry/starting level is guided by where they are placed on the EAL Scales.

YEAR 1 AND YEAR 2

- New EAL girls who enter into Years 1 or 2 are assessed on their level of English competency using the EAL Scales, checklists and teacher observation.
- After assessment using the EAL Scales, developed check lists and teacher observation the students are provided with an EAL program.
- Year 1 – support is provided in the class by the EAL teacher, during Literacy lessons, Monday and Wednesday. Each class gets two or three 30-minute lessons on a rotating basis. They are provided with spelling and vocabulary instruction, reading (including oral and written comprehension) and writing support. New arrivals, if necessary, will be provided with individual lessons.
- Year 2 – these small group lessons occur before school Monday and Wednesday from 8.15am to 8.50am. The girls are given specific lessons of English grammar, spelling and vocabulary activities, reading, especially comprehension, both written and oral, and writing. The girls are also supported with developing their oral presentations that need to be given in class for news or topic speeches. New arrivals, if necessary, will be provided with individual lessons.

EAL SCALES AND THE K–6 ENGLISH SYLLABUS

- The EAL Scales has a compatibility scale with the present K–6 English syllabus.
- For example, an EAL student at the end of Stage 1 (Year 2) must be operating at a Level 2/3 on the EAL Scales in Reading and Writing in order to meet the outcomes for these subjects for the end of Stage 1 on the K–6 English syllabus.
- An EAL student at the end of Stage 1 (Year 2) must be at a level of 4/5 Oral Interaction in order to meet the outcomes for Talking/Listening on the K–6 English syllabus.

Junior School, Years 3 to 6

Assessment in the Junior School for incoming students including EAL students

Each of the courses in the Years 3 to 6 Program is of one year's duration.

- The Junior School is focused on developing each girl's strengths in a supportive and caring environment. This exceptionally well-resourced learning precinct instils in students the attributes of participation, exploration, a sense of belonging and mutual respect, and provides students with extensive leadership opportunities and an enriched curriculum in all key learning areas.
- Throughout the Junior School years, students use technology to support learning processes and practices, including laptop computers from Year 5.
- Core subjects assist with the development of a firm foundation, with support available for girls requiring additional assistance in literacy and numeracy, and more challenging activities to engage girls requiring extension. Specialist teachers plan and implement programs in Physical Education, Performing Arts, Visual Arts and French. Learning is enhanced through the development of critical and creative thinking skills, and through the provision of an excellent range of extra-curricular opportunities in sport and the arts.
- In the Junior School wellbeing and academic programs are closely linked, with staff working to develop in each student a feeling of self-worth, so that they may achieve their individual potential. The Peer Support, Social Development and Leadership programs foster the development of values such as commitment, self-discipline, cooperation and compassion, and the Outdoor Education Program seeks to develop skills of leadership, independence and initiative in an enjoyable atmosphere.
- Junior School girls enjoy access to all relevant College facilities.

New EAL Students Testing Procedure Junior School Years 3–6

Testing Procedure

- Interview – Student Oral Language Observation Matrix (SOLOM)
- The Martin and Pratt Nonword Reading Test
- Reading Probe (running record/comprehension)
- Writing task – Narrative
 - Year 3 – “Oh-o, I’m in trouble...”
 - Year 4 – There was definitely something strange about the new teacher...
 - Year 5 – Escape
 - Year 6 – Discovery

SOLOM Assessment

Rating Scale alignment to EAL Scale Descriptors.

Example: If the overall score is the average score of all five indicators (A–E) added up ie $2.5 + 1.5 + 2 + 2.5 + 2 = 10.5$ so then divide by $5 = 2.1$

This is an American measuring tool but the Australian EAL Scale categories align neatly to the overall scores – it works like this.

- 1–1.9 = Beginning Level
- 2–2.9 = Elementary
- 3–3.9 = Pre-intermediate
- 4–4.9 = Intermediate
- 5 = Proficient Level

The ‘EARLY’ or ‘HIGH’ refers to it being 0.4 or less ie meaning lower end of that level – or higher if 0.5 and up).

Directions for Administering the SOLOM

- Based on your observation of the student, indicate with an “X” across the category which best describes the student’s abilities.
- The SOLOM should only be administered by persons who themselves score at level 4 or above in all categories in the language being assessed.
- Students scoring at level 1 in all categories can be said to have no proficiency in the language.

Student Oral Language Observation Matrix (SOLOM)

The SOLOM is not a test per se. A test is a set of structured tasks given in a standard way. The SOLOM is a rating scale that teachers can use to assess the students' command of oral language on the basis of what they observe on a continual basis in a variety of situations – class discussions, playground interactions, encounters between classes. The teacher matches a student's language performance in five domains – listening comprehension, vocabulary, fluency, grammar, and pronunciation – to descriptions on a five-point scale for each. The scores for individual domains can be considered, or they can be combined into a total score with a range of five through 25, where approximately 19 or 20 can be considered proficient. SOLOM scores represent whether a student can participate in oral language tasks typically expected in the classroom at his or her grade level.

Because it describes a range of proficiency from non-proficient to fluent, the SOLOM can be used to track annual progress. This, in turn, can be used in program evaluation, and as some of the criteria for exit from alternative instructional programs. However, to be used for these purposes, it is important to ensure that all teachers who use it undergo reliability training so that scores are comparable across teachers. For this purpose, a training video has been produced by Montebello School District in California.

The SOLOM does not require a dedicated testing situation. To complete it, teachers simply need to know the criteria for the various ratings and observe their students' language practices with those criteria in mind. Therein lies the greatest value of the SOLOM and similar approaches as shown below.

- It fixes teachers' attention on language-development goals.
- It keeps them aware of how their students are progressing in relation to those goals.
- It reminds them to set up oral-language-use situations that allow them to observe the student, as well as provide the students with language-development activities.

While observing, teachers should be attuned to the specific features of a student's speech that influenced their rating. They can use this information as a basis of instruction. The SOLOM is sufficiently generic to be applicable to other language besides English.

The SOLOM is not commercially published. It was originally developed by the San Jose Area Bilingual Consortium and has undergone revisions with leadership from the Bilingual Education Office of the California Department of Education. It is within the public domain and can be copied, modified, or adapted to meet local needs.

Student Oral Language Observation Matrix (SOLOM)

Assessment of students' educational proficiency for entry to courses in Years 3 to 6

- All students participate in an interview with the Head/ Deputy Head of the Junior School in the presence of the parents as a component of the Pre-enrolment phase of engagement. This provides an opportunity for an informal assessment of the student's oral and listening skills and enables some assessment of the student's ability to engage in a communicative and meaningful manner through verbal response.
- Further assessment can be conducted by the Educational Psychologist.
- Once enrolled a student is closely monitored in terms of academic progress and her growth developmentally (socially, emotionally, spiritually, physically) through a collaborative and consistent approach at the level of the classroom teacher in Years 3 to 6 and Learning Support and EAL specialists. The College Counsellors will also be involved if a student is identified as being in need emotionally or in relation to her social skills and development.
- Should a student not be progressing through a course according to requirements and expectations for her age, the Head of School will implement a review process and take the appropriate steps to have the student receive additional and intensive support to enhance her progress.
- Assess students and allocate appropriate EAL Scale.

Secondary School, Years 7 to 10 and Years 11 and 12

The courses for Years 7, 8, 9 and 10 are of one year's duration. Year 11 and 12 are taught and assessed in accordance with NSW Board of Studies requirements and lead to the award of the Higher School Certificate.

Government Requirements

Students must comply with the requirements of the Department of Immigration and Border Protection (DIBP) regarding regulations governing international student entry to Australia. Students in Years 7 to 12 ONLY are accepted as **Boarding students**.

Students entering the College in Years K–6 **MUST** live permanently and for the duration of the course with their parents or a **nominated suitable relative as required by the DIBP**. The College does not take responsibility for the student's accommodation and general welfare arrangements.

Government Requirements

Monitoring of students K–12 Accommodation Arrangements

Parents of students K–12 should note that the College will implement procedures to monitor the accommodation arrangements for all international students who are living with a parent or approved Guardian. This monitoring may include parent/nominated Guardian attendance at regular meetings with the classroom teacher or Head of School and may also include visits to the student's home by a representative of the College.

Educational Standards and Outcomes

Pymble Ladies' College is committed to providing and maintaining the highest professional standards in its delivery of its education programs. This includes safeguarding the welfare and interests of all students, providing adequate facilities and resources, and using appropriate and effective methods of teaching and learning.

All subjects and courses offered to international students have stated educational outcomes as specified in the syllabus documents. Curriculum notes are available to international students to assist them in making suitable selections prior to them taking up the place. The Tertiary Advisor is also available to discuss subject choices with international students before a course of study is chosen.

Course-related Fees

Annual Fee Schedule – 2018

Full Fee-paying Students

	Kindergarten	Years 1–2	Years 3–4	Years 5–6
Tuition Fee	\$26,300	\$26,300	\$28,760	\$29,525
Boarding Fee	n/a	n/a	n/a	n/a

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Tuition Fee	\$36,915	\$36,915	\$37,935	\$37,935	\$39,265	\$39,265
Boarding Fee	\$26,790	\$26,790	\$26,790	\$26,790	\$26,790	\$26,790

Course-related Fees

Additional costs are as follows.

- Overseas Student Health cover (required for the duration of the visa) estimated at \$500 per year.
- School uniform (summer, winter and sports uniform, but not including school or sports shoes): approximately \$2000 in the first year and then cost dependent on the rate of replacement required.
- *Pymble* has adopted a Bring Your Own Technology (BYOT) Program. Within BYOT, parents may choose to supply an existing laptop that meets College standards or alternatively, choose from a range of College recommended PCs and MAC laptops available for purchase on the College website. Only technology running a full operating system (e.g. Windows 8 or Mac OS X) is allowed. For further information about the BYOT Program and to purchase if necessary, please refer to the BYOT Program on the *MyPymble* homepage.
- Textbooks and stationery: approximately \$800 per year, depending upon the subjects chosen (Years 7 to 12).
- Office of the Board of Studies (Year 12 only) examination marking fee \$1000.

Notes

The Tuition Fee **covers** curriculum teaching, English language support across the Curriculum and intensive English tuition (Years K–6), and activities exclusively available to international students, including orientation, initial English language assessment and the EAL Program and its resources.

Items **not** covered by the Tuition Fee includes: curriculum-related excursions, camps, activities, individually negotiated coaching for curriculum, music, sport and hire fee for musical instruments. Charges for these activities are variable depending on the choice of activity.

Tuition and Boarding Fees generally increase each year by approximately 5–7 per cent.

Refund of Fees

The College has a **Refund of Fees Policy** which is provided in this Handbook

Important Contact Details

Pymble Ladies' College | Avon Road, Pymble NSW 2073

Phone: +61 2 9855 7799 | www.pymblelc.nsw.edu.au

INTERNATIONAL STUDENT CO-ORDINATOR

Director of Boarding: Carolyn Burgess

INTERNATIONAL STUDENT 24-HOUR EMERGENCY CONTACT:

Director of Boarding: +61 2 9855 7858

ENROLMENTS

Enrolments Manager K-6: Mrs Clair Stock

Enrolments Manager 7-12: Mrs Rebecca Pearce

Important Communication Contacts

Emergency Police, Fire, Ambulance Dial: 000

EMERGENCY FROM MOBILE PHONE

Dial: 112

DEPARTMENT OF IMMIGRATION AND BORDER PROTECTION (DIBP)

Ground Floor, 26 Lee Street, Sydney NSW 2000

Phone: 131 881 | **Counter hours:** 9am to 4pm, Monday to Friday

TRANSPORT NSW

Phone: 131 500 | www.131500.com.au

PUBLIC FACILITIES

Post Office, 75 Grandview Street, Pymble, NSW 2073

Phone: 9144 1085

SECTION 2

Pre-enrolment

- 1 Entry Criteria K–2, 3–6, 7–12**
- 2 Academic Evidence and Documentation Years K–12**
- 3 Requirements for Acceptance into the Course Years K–12**
- 4 The ESOS Framework**
- 5 Parent Accountability for K–6 students and enrolments pre-requisites**
- 6 Provider and Government Contact Details**

Entry Criteria K–2, 3–6, 7–12

Pymble Ladies' College, as a registered CRICOS provider, is committed to recruiting students in an ethical and responsible manner.

The College has an obligation to ensure that your student qualifications, experience and English Language proficiency are appropriate for the course in which you seek enrolment. The following information will help you as a prospective student to prepare for your enrolment process.

International students applying to the College must undertake studies on a full-time basis, be academically qualified for the proposed course, be proficient in English and have the financial capacity to cover all expenses including return airfares and living costs, and the student must be of good health.

Students who wish to be enrolled in K–6 programs **MUST** have parents or a suitable nominated relative to **apply on their behalf and accept responsibility for compliance** with all Australian Government Regulations and all Pymble Ladies' College **Conditions of Enrolment**.

Academic Evidence and Documentation Years K–12

International students applying for enrolment at Pymble Ladies' College are required to provide the following records to demonstrate satisfactory levels of academic achievement and English Language skills appropriate to the registered courses being offered.

- A copy of the student's school reports for the last two years – certified copies translated into English.
- A reference from the student's Principal at the time of application.
- Copies of any certificates of public examinations (where applicable).
- A photocopy of the student's passport.
- AEAS test results, if applicable.

Requirements for Acceptance into the Course

Academic Requirements

The minimum academic requirements are as follows.

- Years K–2 – Students are assessed in accordance with the process outlined in Section 1 of this Handbook and the criteria identified above.
- Years 3–6 – Students are assessed in accordance with the process outlined in Section 1 of this Handbook and the criteria identified above.
- Years 7–12 – a pass level or 'C' grade or better for English, Mathematics.

Students will be considered for the year level appropriate to her previous learning experience and age. The Head of School will discuss the past performance of the student and determine the appropriate Year level placement.

English Language Proficiency

The English language proficiency required for entry is dependent on the age of the student and level of entry, but generally a student will be required to achieve a minimum requirement – Stanine 7 (for entry in to Years 4 to 10) and Stanine 8 (for entry in to Year 11) in all areas of the AEAS English language test.

Course Credit

This aspect of enrolment is most significant for students in Years 7–12 though there may be occasions when younger students K–6 may be considered for acceleration or repeating a certain year level based on age and capability.

Credit for courses previously studied will be considered through a process involving key staff listed below. In the context of Secondary School, course credit will be related to the year level placement of a student and/or to exemption from a subject(s) where evidence is provided to prove competency in the subject.

- Heads of School
- Director of Studies
- Careers Advisor
- Educational Psychologist (if appropriate)
- EAL Staff Member

The Education Services for Overseas Students Act (ESOS) Framework

Important information for you as a student

You must refer to the below website and read the information relating to the ESOS Framework to ensure you understand the information relating to your future enrolment at the College.

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

The ESOS framework – Providing quality education and protecting your rights

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 include the Education Services for Overseas (ESOS) Act 2000 and the National Code.

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.dest.gov.au>. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your rights

The ESOS framework protects your rights, as follows.

- Your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. **You should keep a copy of your written agreement.**
- Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.

The ESOS Framework

Your rights

- Your right to know:
 - how to use your provider's student support services
 - who the contact officer or officers are for overseas students
 - if you can apply for course credit; when your enrolment can be deferred, suspended or cancelled
 - what your provider's requirements are for satisfactory progress in the courses
 - if attendance will be monitored for those courses
 - what will happen if you want to change providers
 - how to use your provider's complaints and appeals process.

Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- satisfy your student visa conditions
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- meet the terms of the written agreement with your provider
- inform your provider if you change your address
- maintain satisfactory course progress
- follow your provider's attendance policy, if attendance is recorded for your course
- maintain your approved accommodation, support and general welfare arrangements, if you are under the age of 18.

Parent Accountability for K–6 Enrolments

Parents who wish to enrol children in K–6 at Pymble Ladies' College are required to understand the College requirements for accommodation and general welfare arrangements for these students. **Section 3** of this **Handbook** outlines the requirements the College has of parents to arrange accommodation and take responsibility for their children's general welfare as stated in Section 3 of this Handbook. Compliance with the College requirements and the Department of Immigration and Border Protection is a condition of enrolment for all students K–12 and families.

Provider and Government Contact Details

Who?	Why?	How?
<p>YOUR PROVIDER</p> <p>Pymble Ladies' College Avon Road, Pymble NSW 2073 PO Box 136 North Ryde BC NSW 1670</p> <p>Phone: +61 2 9855 7799 Fax: +61 2 9855 7766 CRICOS: 03288K</p>	<p>For policies that affect you</p>	<p>Speak with your provider. Go to your provider's website.</p> <p>www.pymblelc.nsw.edu.au www.aei.dest.gov.au/esos</p>
<p>Department of Education, Science & Training (DEST)</p>	<p>For your ESOS rights and responsibilities</p>	<p>ESOS Helpline: +61 2 62405069 Email: esosmailbox@dest.gov.au</p>
<p>Department of Immigration and Border Protection (DIBP)</p>	<p>For visa matters, www.immi.gov.au</p>	<p>Phone: 131 881 in Australia. Contact the DIAC office in your country.</p>

SECTION 3

Formalisation of Enrolment

- 1 Enrolment**
- 2 Living arrangements, Support and General Welfare
Students 7–12**
- 3 Changing Provider Approved Care**
- 4 Monitoring Academic Progress, College Life
and Attendance**
- 5 Changes to Enrolment Status**
- 6 Application for Deferment and/or Suspension of
Commencement of Study**
- 7 Termination and/or Suspension of Enrolment
by the College**
- 8 Student Transfer Request Assessment**
- 9 Complaints and Appeals**
- 10 Privacy of Personal Information**
- 11 Agreement for International Student –
Letter of Offer and Written Agreement**

Enrolment

Offer of Enrolment

International students who are offered a place at the College will receive this offer through the Enrolments Department in writing from the Principal. Confirmation of enrolment process including the issuing of the eCoE will follow and the student and her family will be required to fulfil all aspects of the enrolment process which includes payment of fees.

Acceptable living arrangements, monitoring of confirmed parent/guardian accommodation arrangements, support and general welfare students K–12

Students enrolling in courses K–6 MUST live with their parents or a suitable nominated relative, as defined by Department of Immigration and Border Protection (DIBP), for the duration of the course, and documented evidence of the permanent address and parent/relative details must be provided. *Children enrolled in Years K–6 MUST remain in residence with their parents or relative for the duration of the course and the College reserves the right to monitor the home arrangements for international students.*

Students in Years 7–12 must board at the College or live with their parents or a suitable nominated relative as defined by the DIBP for the duration of their course. Living and welfare arrangements must be approved by the College. The College reserves the right to monitor the home arrangements for international students.

Student Guardian Requirements

Guardians act on behalf of parents for their children while they are away from home. Pymble Ladies' College requires that parents who do not live in Australia appoint a suitable adult resident in Sydney as a guardian (to act in place of the parents). Every student with parents living out of Australia, especially those students who are residents of a Boarding House, must have a guardian who can be contacted by the College to give written, or in an emergency, telephone, permission for leave, outings or medical assistance. This adult must be appointed in writing by the parents and must sign the Guardianship Form overleaf accepting responsibility for the student.

A student guardian must:

- be a relative or family friend of the applicant or from a nominated and approved agency
- be over 21 years of age and of good character
- meet health and financial requirements
- be approved by the College.

Student guardians must meet the basic criteria of health, character, health insurance, debts to the Commonwealth of Australia, custody arrangements, and accommodation and general welfare.

Enrolment

Student Guardian Requirements

Guardian's must also meet all financial requirements for students. This means they will need to show they have enough money to pay for living expenses, education costs and travel for the duration of the course. They will also need to show that they have enough money for themselves, their spouse and all of their children aged under 18 years, whether or not they will be in Australia with them.

In addition:

- student guardians will not be able to bring family members to Australia as dependents
- a person who has any dependent children under 6 years of age will not be able to act as a student guardian
- if you intend to be the student guardian of more than one student while in Australia, you must notify the department (when you apply) which student you would like your visa linked to.

Living Arrangements, Support and General Welfare Students 7–12

There are three options for students under the age of 18 as follows.

1. Parent Guardian Visa – *Pymble* does not issue a CAAW. DIBP is the authorised authority to vet and grant this visa. Student resides with parent.
2. Nominated Relative – *Pymble* does not issue a CAAW. DIBP is the authorised authority to vet and grant this visa. Student can live with the DIBP approved relative or board at the College.
3. *Pymble* issues the CAAW – Student must agree to stay in *Pymble*-approved accommodation and have *Pymble*-approved welfare arrangements.

Pymble Ladies' College approves ONLY the following accommodation options for Full Fee-Paying Overseas Students (FFPOS) in Years 7–12 regardless of whether she is under or over the age of 18.

- Live with her parent or relative
- Live as a Boarder at the College

Living Arrangements, Support and General Welfare Students 7–12

If you require *Pymble* to issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) document as part of your visa application you will need to comply with the following school policy.

You will reside in approved *Pymble* accommodation (listed above) and have an approved *Pymble* Guardian whilst enrolled at *Pymble*, regardless of age.

The student's approved Guardian must be arranged with ISA Guardian and Welfare Services.

National Office: Suite 1 Level 1, 108 Bourke Street, Melbourne Victoria 3000

Phone: + 61 3 9663 2887; Fax: +61 3 8678 1317

Email: info@studentguardians.com; Website: www.studentguardians.com

You will be required to apply for approved accommodation and welfare/guardian services via the website of the nominated company.

Pymble will only release the eCoE and CAAW when confirmation has been received that approved accommodation has been applied for and approved welfare/guardian services have been applied for.

Please note: Pymble Ladies' College boarding houses are closed to students during school holidays.

Students are required to return home or have holiday arrangements made by the parent and approved by the College. Those students who have been issued a CAAW by the College are required to have any and all short-term and long-term leave accommodation and welfare arrangements approved by the College. It is imperative that all arrangements are approved by the College prior to students or parents booking any flights or travel arrangements.

ISA can arrange for the use of the Home Stay Holiday Provider package. Please arrange this via ISA and provide evidence to *Pymble* for final approval. There will be an additional cost to the family for temporary home stay arrangements during holiday periods or at weekends.

Changing Provider Approved Care Arrangements after Arrival in Australia

The only option available to international students Years 7–12 at Pymble Ladies' College is to request a change from *one of the two options listed above*.

If a student subsequently seeks or is required to change the care arrangements made at the time of visa grant, they must obtain permission from Pymble Ladies' College. Please contact the Enrolments Office on **+61 2 9855 7799** or **enrol@pymblelc.nsw.edu.au**

Transferring of accommodation

Applications for transfer from Boarding to the care of her parent should be submitted in writing to the Principal. The applicant must supply:

- written request from parent(s) confirming that the parent(s) is going to reside for the duration of the student's course(s)
- "proof of kinship" from home country to prove relationship
- proof of permanent family address in Sydney.

Pymble Ladies' College will not approve any other accommodation arrangements for international students.

All applications for transfer of living arrangements will be considered by the Principal within ten working days of receipt of the written request being received. The Principal has the responsibility for reviewing and approving/refusing international student transfers and this decision is final. A Boarding interview will be arranged if permission is granted by the Principal. Students whose request for transfer has been refused may appeal the decision in writing to the Principal.

Monitoring Academic Progress, College Life and Attendance

Your progress in the academic and other curricular aspects of the school program and your general wellbeing will be monitored by your Deputy Head of School – Learning, who will meet with you from time to time to discuss how you are progressing.

Changes to Enrolment Status

Changes to the status of a student's enrolment can be as follows.

- Deferment of commencement of study, requested by the student
- Suspension of study, requested by the student
- Transfer of enrolment, requested by the student
- Termination and/or suspension of enrolment, initiated by the College

Application for Deferment and/or Suspension of Commencement of Study

The College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. Once the student has commenced the course, the College will only grant a suspension of study for compassionate and compelling circumstances.

These include but are not limited to:

- illness, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (a death certificate may need to be provided)
- major political upheaval or a natural disaster in the home country requiring emergency travel that has impacted on studies
- a traumatic experience which has impacted on the student's ability to begin study on the course commencement date due to delay in receiving a student visa

Applications for deferment/suspension of enrolment should be submitted in writing to the Enrolments Manager and will be assessed on merit by the Principal. Deferment and/or suspension will be recorded on PRISMS depending on the student's eCoE status.

Termination and/or Suspension of Enrolment by the College

Fair, appropriate, and objective measures are employed for the correction and/or discipline of students, including detention, suspension of, and/or termination of enrolment, after each individual case has been carefully considered. The College Code of Behaviour is located in the student Secondary School Diary which is issued to all current and newly enrolled students on a yearly basis. The **Enrolment Policy** for the College is in pdf format on the website.

The College may suspend or terminate an enrolment at its discretion for failure to comply with the conditions of entry outlined in the Written Agreement, signed during the enrolment process, or other serious breaches of the College's rules and regulations. Should the College have grounds to terminate or suspend a student's enrolment, a process of consultation will be entered into between the Principal or other authorised staff member and the parents or legal guardians.

All conversations and outcomes will be documented and placed on the student's file. Deferring, suspending or cancelling a student's enrolment may affect the student's visa entitlements. In the event of termination that is initiated by the College, the student will have 20 working days to access the College Written Dispute Resolution Procedure. During this time, the student's enrolment will NOT be affected. Should a dispute be lodged, once it is resolved, DIAC will be notified immediately via PRISMS, of the outcome should the termination continue. Arrangements will be made for the return of the student to parental/custodial care as soon as possible, with expenses to be met by the person with whom the College has a signed agreement. At all times, documentary evidence will be held on the student's file, to support any changes to enrolment status. Please refer to the **Student Secondary School Diary** and **Terms and Conditions of Enrolment** for further details about the College rules and regulations.

Student Transfer Request Assessment

Students can request a letter of release to enable them to transfer to another education provider. **The College will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances.**

- The student's progress is likely to be academically disadvantaged.
- The College is concerned that the student's application to transfer is a consequence of the adverse influence of another party.

Student Transfer Request Assessment

Application for transfer from the College

Students applying for a **Letter of Release** MUST provide the following.

- Written confirmation that a valid offer of enrolment has been made by another provider and that the new provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements where the student is not living with a parent(s)/legal guardian.
- Written evidence if the student is under 18, that the student's parent(s)/legal guardian supports the transfer.
- If a Letter of Release is granted (at no cost to the student) the College will advise the student to contact DIBP to seek advice on whether a new student visa is required. The Letter of Release will only be given on the last day of school that the student will be attending. If the College does not grant a Letter of Release, the student will be provided with written reasons for refusing this request and will be informed of her right to appeal the College decision in accordance with Complaints and Appeals.
- The College will maintain written records on the student file of all requests for a release and the assessment of and decision regarding the request.

Pymble Ladies' College as the registered provider for your education program will provide you with the following information about fees payable and information relating to refunds of course money. This section also provides you with a copy of the Agreement between you and the College acknowledging the conditions between you as the student and Pymble Ladies' College as the provider. The original Agreement must be signed by you (or the student's parent(s) or legal guardian if the student is under 18 years of age) concurrently with payment for enrolment.

Complaints and Appeals

The College has a **Complaints Policy** for parents and students. Students are encouraged to work through the College to resolve issues and to obtain the support they require in dealing with matters as they arise. If the matter is not resolved through the **Internal Complaints Process**, the student will be advised about external persons/agencies to review the complaint which will be at minimal or no extra cost to the student.

Complaints and Appeals

If the student chooses to access the College's external complaints process, her enrolment is maintained while the **Complaints and Appeals process** is ongoing. If the external appeals process results in a decision that supports the student, the College will immediately implement any decision and/or corrective and preventative action required and advise the student of the outcome.

Privacy of Personal Information

Pymble Ladies' College adheres to the requirements of the privacy act 2001 in relation to the way it handles personal and sensitive information about students. Parents and students must be aware that the information provided by the student to the College may be made available to Commonwealth and State Agencies pursuant to obligations under the ESOS Act 2000 and the National Code 2007.

The College is required, under S19 of the ESOS Act 2000, to inform DIBP about:

- certain changes to the student's enrolment
- any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

Agreement for International Student – Letter of Offer and Written Agreement

Students and parents sign a declaration to acknowledge that they have received information from the College relating to their enrolment. This information is listed below. The form can be found in section 7 and must be completed and returned to the Enrolments department.

1. Enrolment into the selected course and conditions of enrolment.
2. Course money payable by the student.
3. Information relating to the policy for the refund of course money.
4. Sharing of personal information about the student including circumstances relating to any suspected breach by the student of a student visa condition.
5. Notification by the student to the registered provider of a change of address while enrolled in the course.
6. Processes for refund of money.

SECTION 4

Pre-arrival

- 1 Things to do Before Leaving Home**
- 2 Introduction to Australia**
- 3 Introduction to Sydney**
- 4 Cost of Living in Sydney**
- 5 Living in Australia**
- 6 Religion in Australia**
- 7 Australian National Anthem**
- 8 Preparing your Visa**
- 9 Travel Arrangements**
- 10 Documents**
- 11 What to Bring**
- 12 Seasonal Considerations**
- 13 Clothing**
- 14 Bringing your Computer**
- 15 Mobile Phones and Laptops**
- 16 On your Flight**
- 17 Entry into Australia**
- 18 Accessing Money**

Things to do Before Leaving Home

- Apply for Passport
- Arrange Student Visa including obtaining International Student Health Cover (OHSC)
- Arrange for immunisations and medications from doctor
- Apply for a credit card and/or arrange sufficient funds
- Confirm international access to your funds with your bank
- Make travel arrangements
- Arrange travel insurance
- Advise Pymble Ladies' College of travel details
- Pack bags, make sure you have name and contact details of Pymble Ladies' College with your travel documents
- Organise a photocopy of front page of your passport, travel insurance policy document and leave in safe place in your bag AND leave additional copies of these documents with your family
- Organise sufficient currency for taxis, phone calls etc. in event of emergency on arrival. Important documents – this Handbook, Passport, Travel Insurance Policy, ID cards

Introduction to Australia

A wide, brown land – Australia is the sixth largest country in the world. It's about the same size as the 48 mainland states of the USA and 50 per cent larger than Europe, but has a very low population density – only one person per three square kilometres. However, about 90 per cent of Australians live in cities.

Beach paradise – Australia's coastline stretches almost 50,000 kilometres and is linked by over 10,000 beaches, more than any other country in the world. More than 85 per cent of Australians live within 50 kilometres of the coast, making it an integral part of our laid-back lifestyle.

Our island home – Australia is the only nation to govern an entire continent and its outlying islands. The mainland is the largest island and the world's smallest, flattest continent.

Indigenous Advances – Believed to be the world's oldest civilisation, Indigenous people have lived and thrived on this continent for more than 50,000 years. Aboriginal societies made many unique advances long before the Europeans arrived. They invented the aerodynamic boomerang and a type of spear thrower called the woomera. They were also the first society to grind edges on stone cutting tools and the first to use stone tools to grind seeds, everyday tools developed only much later by other societies.

Introduction to Australia

A Multicultural Society – According to the 2016 census, more than 30 per cent of Australians are foreign born and more than 34 per cent are of mixed cultural origin. In our homes we speak around 300 languages – after English (72.7 per cent), the most popular languages are Mandarin, Arabic and Cantonese.

Introduction to Sydney

Sydney is the largest city in Australia and the state capital of New South Wales. Sydney has a urban centre population of approximately 4.32 million. Its inhabitants are called Sydneysiders, and Sydney is often called “the Harbour City”. It is one of the most multicultural cities in the world, reflected in its role as a major destination for immigrants to Australia.

The site of the first British colony in Australia, Sydney was established in 1788 at Sydney Cove by Arthur Phillip, commodore of the First Fleet. The city is built on low hills surrounding Sydney Harbour – an inlet of the Tasman Sea on Australia’s south-east coast. It is home to the iconic Sydney Opera House, Harbour Bridge and many beaches. The metropolitan area is surrounded by national parks, and contains many bays, rivers and inlets. Sydney has hosted major international sporting events, including the 2000 Summer Olympics.

Cost of Living in Sydney

The cost of living in Sydney may seem expensive compared to cities in other countries. Food and clothing could be on average 30 per cent more expensive than the price you purchase these items, or similar, at in your country.

Public transport is very accessible and the cost to travel by either bus or train is reasonable and far less expensive than to travel anywhere by taxi. It is advisable that you allow AUD\$10 per week for public transport when this is necessary.

As a student who will be living in the Boarding Houses, all your costs for food and accommodation and any utility costs (such as electricity, water and gas) is covered in your Boarding fee.

Living in Australia

Although large, Australia has the smallest population (23,401,892 as at April 2018) to the other top five largest nations – Russia, Canada, China, the United States of America and Brazil. Australia as a nation governs an entire continent. The mainland is the largest island and the smallest continent on Earth. It lies between 10 degrees and 39 degrees latitude South. The highest point on the mainland, Mount Kosciuszko, is only 2228 metres. Apart from Antarctica, Australia is the driest continent. Its interior has one of the lowest rainfalls in the world and about three quarters of the land is arid or semi-arid. Its fertile areas are well-watered, however, and these are used very effectively to help feed the world. Sheep and cattle graze in the dry countryside.

The Australian federation consists of six States and two Territories – New South Wales, Victoria, Queensland, Western Australia, South Australia, Tasmania, Northern Territory and Australian Capital Territory. Most inland borders follow lines of longitude and latitude. The largest State, Western Australia, is about the same size as Western Europe.

The currency in Australia is the Australian dollar, which is divided into 100 cents. Coins come in denominations of \$1 and \$2 (these coins are gold in colour) and 50, 20, 10 and 5 cents (silver in colour). The notes come in denominations of \$5, \$10, \$20, \$50 and \$100.

Australia has unique life forms not seen elsewhere the world. Australian plants and animals evolved in isolation from other parts of the world. Over the past 45 million years, Australia has moved away from Antarctica towards the equator and become warmer and more arid. About 35 million years ago, eucalypts began to displace the dense forests of the cool, damp Tertiary era. The marsupials native to Australia have a different chromosome structure than mammals in other parts of the world. Typically, they suckle their young in a pouch. As the world climate warmed and glaciers melted, oceans gradually rose to their current level and the land bridges to New Guinea and Tasmania were cut. Corals colonised a flooded coastal plain, forming the Great Barrier Reef of Queensland.

Living in Sydney

The gateway to Australia, Sydney is renowned as a dynamic and cosmopolitan city, combining excellent business and education facilities with great leisure.

Famous for its World Heritage-listed Sydney Opera House, Sydney is one of the world's favourite cities, and has been voted "world's best city" by readers of US travel magazines *Travel & Leisure* and *Conde Nast Traveler*.

Australia's oldest and largest city is set on one of the world's most stunning harbours, fringed by easy-to-reach, sandy beaches. Sydney Harbour separates the city into north and south, with harbourside villages, beachside suburbs and inner city areas full of life and their own distinctive character.

Living in Australia

Sydney

The city has a sunny, moderate climate which contributes to Sydneysiders' relaxed lifestyle and love of the great outdoors. There are five major national parks around Sydney with 8000 square kilometres of open space.

This multicultural city's restaurant and cafe scene is enhanced by outstanding local fresh produce and world-class wines. Sydney has a dynamic arts and cultural scene. It is home to some of Australia's leading arts organisations such as Opera Australia, Sydney Symphony Orchestra, Sydney Dance Company and Sydney Theatre Company and has produced many talented writers, film directors and performers.

Employment prospects are plentiful, education is world-class and health care readily available. Sydney offers a secure environment for families, with excellent facilities, transport and telecommunications.

Religion in Australia

Christianity is the most popular religion embraced by approximately 52 per cent of Australians, predominantly Catholic and Anglican. However, as a multicultural country, most faiths are represented. Australia is a very friendly society and does not tolerate discrimination against race, gender, sexual orientation, social status, politics or religion. Australians strive for equality. Pymble Ladies' College is a school of the Uniting Church in Australia.

Australian National Anthem



Advance Australia Fair

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

Preparing your Visa

Most international students wanting to study in Australia require a student visa. Some other visa holders are also eligible to study as international students in Australia. Many students apply for a visa themselves online or via the Australian Diplomatic Mission in their country. The visa application process can be complicated and for students from some countries it may be better to submit an application with the assistance of an accredited agent due to their familiarity and experience in the field. Before a Student Visa can be granted to a student under 18 years of age, the Australian Government must be satisfied that there is appropriate accommodation, support and general welfare arrangements in place for the period that the student will be under 18 in Australia.

For example, if you are under 18 years of age you must have a completed Confirmation of Appropriate Accommodation/Welfare arrangement (CAAW) form to ensure your accommodation and welfare is approved by your education provider. Where the education provider agrees to take on responsibility for approving these arrangements, the education provider must nominate the period for which it takes on the responsibility. The period nominated by the education provider must allow sufficient time before and after the study program for the student to make arrangements, particularly if the student is arranging to leave Australia or is making other appropriate arrangements.

The education provider's responsibility is confirmed by providing to the student a **Department of Immigration and Border Protection** letter approving the student's accommodation, support and general welfare arrangements. In order to apply for a student visa you will need a valid passport, an electronic Confirmation of Enrolment (eCoE) and any other documentation required by the Australian diplomatic post with which you lodge your application. You must ensure to allow enough time for processing between lodging your application and the start of your academic program, as it can be a lengthy process depending on your country of origin.

Department of Immigration and Border Protection (DIBP)

The Australian Government's Department of Immigration and Citizenship provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application. Visit www.immi.gov.au/students/index.htm for the latest information.

Department of Foreign Affairs and Trade (DFAT)

As well as links from the DIAC website the Department of Foreign Affairs and Trade website www.dfat.gov.au/embassies has a comprehensive list of Australian embassies, high commissions, consulates and representative offices around the world.

Preparing your Visa

Migration Agents

A migration agent can assist you in submitting your visa application and communicate with DIBP on your behalf, but please note that you do not need to use a migration agent to lodge any kind of visa application.

Education Agents

Pymble has appointed a number of Official Education Agents and these can be found at www.pymblelc.nsw.edu.au/enrolments/international-enrolments/

Visa Conditions

If you are granted a visa, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa. These conditions include (but are not limited to) the following.

- Complete the course within the duration specified in the eCoE.
- Maintain satisfactory academic progress.
- Maintain approved International Student Health Cover (OSHC) while in Australia.
- Remain with the principal education provider for six (6) calendar months, unless issued a letter of release from the provider to attend another institution.
- Notify your training provider of your Australian address and any subsequent changes of address within seven (7) days.

For a full list of mandatory and discretionary student visa conditions, please visit www.immi.gov.au/students/visa-conditions-students

Travel Arrangements

You will need to make your own travel arrangements to Australia. Please try to arrive at least 1–2 weeks before the start of International Student Orientation to allow enough time for settling in, adjusting to the climate and overcoming jet lag. If arriving early, student's must be with a parent for accommodation. You should fly into Sydney International Airport which is the closest international airport to Pymble Ladies' College, Sydney, New South Wales. Pymble Ladies' College is 29 kilometers from Sydney International Airport. For more information about the Sydney Airport, visit www.sydneyairport.com.au

Documents

You should prepare a folder of official documents to bring with you to Australia, including the following.

- Valid Passport with Student Visa.
- Offer of a place/admission letter from Pymble Ladies' College.
- Confirmation of Enrolment (eCoE) issued by Pymble Ladies' College.
- Receipt of payments (e.g. Tuition fees, OSHC, bank statements etc.).
- Insurance policies.
- Original or certified copies of your academic transcripts from your school.
- Medical records and/or prescriptions.
- CAAW document if you are under 18 years of age.

Keep all documents in your carry-on luggage. In case you lose the originals, make copies that can be left behind with your family AND additional copies in your luggage.

What to Bring

Students are often surprised by how strict Australian Customs Services and Quarantine can be. If you're in doubt about whether your goods are prohibited or not, declare them anyway on the Incoming Passenger Card which you will receive on the plane. Students have received on-the-spot fines for not declaring items. Visit the Australian Quarantine and Inspection Service (AQIS), homepage www.aqis.gov.au

Baggage allowances flying into Australia will vary according to your carrier, flight class and country of origin. Please check with your carrier prior to departure. This may significantly limit the amount of things you can bring, especially if you will fly within Australia to reach your final destination.

Therefore, it is essential to think the packing process through very carefully. You will be able to purchase most things upon arrival in Australia but the price may be higher than in your own country.

Seasonal Considerations

Summer in Australia is from December to February, Autumn from March to May, Winter from June to August, and Spring from September to November. For most of the country the hottest months are January and February. If you arrive in June or July, the coldest months of the year, you may need to bring or buy winter clothing and blankets.

Clothing

At Pymble Ladies' College, primary and secondary school students will be required to wear a school uniform to classes and other school activities. When not at school, you are able to wear appropriate clothes for the Australian lifestyle.

Here are some **other items** you might need to include (most can also be purchased in Australia).

- Alarm clock
- Dictionary (bilingual)
- Toiletries
- Umbrella
- Camera
- Spare spectacles or contact lenses
- Your optical prescription
- Photos of friends and family
- Swimming costume
- Small gifts from home

The standard voltage for electrical items in Australia is 240V. Electric plugs have three flat pins, one of which is an earth pin. You may need to buy an adaptor or have the plugs changed when you arrive.



Note: In the picture, the red dot on the switch indicates that the switch is ON and power is flowing through that socket.

Bringing your Computer

Pymble has adopted a Bring Your Own Technology (BYOT) Program. Within BYOT, parents may choose to supply an existing laptop that meets College standards or, alternatively, choose from a range of College recommended PCs and MAC laptops available for purchase on the College website. Only technology running a full operating system (e.g. Windows 8 or Mac OS X) is allowed. For further information about the BYOT Program and to purchase if necessary, please refer to the BYOT Program on the *MyPymble* homepage.

Mobile Phones and Laptops

If you are considering bringing a mobile phone, laptop, or any communication devices we suggest that you visit the Australian Communications and Media Authority www.acma.gov.au before making any purchases. Some students have brought in their own laptops with internal modems only to discover that they were unable to use their modem in Australia. Any external or built-in modems must be Austel Approved in order to function in Australia.

On your Flight

Wear comfortable, layered clothing so that you are able to make adjustments according to the local weather. Remember – if you are flying from a northern hemisphere winter into the Australian summer it will be very HOT so wear lightweight clothing underneath, and have a pair of sandals or lighter shoes in your hand luggage if you need cooler footwear. Alternatively, extra clothing may be required on-hand if flying into the Australian winter season.

Before landing in Australia, passengers are given an Incoming Passenger Card to fill in. This is a legal document. You must tick “YES” if you are carrying any food, plant material (including wooden souvenirs), or animal products. This includes fruit given to you during your flight. If you have items you don’t wish to declare, you can dispose of them in quarantine bins in the airport terminal. Don’t be afraid to ask airline staff if you have any questions. If you are carrying more than AUD\$10,000 in cash, you must also declare this on your Incoming Passenger Card. It is strongly recommended, however, that you do not carry large sums of cash but arrange for an electronic transfer of funds into your Australian bank account once it has been opened.

Entry into Australia

Keeping in Contact

Before you leave home, you should provide your family and friends, and your education provider in Australia, with details of your flights to Australia and where you will be staying when you arrive (do not change these details without informing them). Once you have arrived in Australia, you should then let your family and friends know that you have arrived safely. It is important to ALWAYS let someone know where you are and how to contact you by phone or by post.

Australian Immigration

All travellers other than Australian and New Zealand citizens need to present the following documents to officers in immigration clearance.

- A valid passport or other acceptable travel document.
- A valid visa or authority to enter Australia (including electronic visas).
- A completed and signed Incoming Passenger Card, including health and character declaration. See 'Passenger cards'.

When you first arrive in Australia you will be required to make your way through Australian Immigration (follow the signs for Arriving Passengers as you leave the plane). An Immigration Officer will ask to see your completed Incoming Passenger Card (given to you on the plane) along with your passport and student visa evidence. The Immigration Officer will check your documents and may ask you a few questions about your plans for your stay in Australia. Anyone who arrives without a valid travel document, visa or authority to enter Australia, may be refused entry to Australia or delayed until their identity and claims to enter Australia have been confirmed. After clearance, you will move to baggage claim (follow the signs) and collect your luggage. Check that nothing is missing or damaged. If something is missing or damaged go to the Baggage Counter and advise them of your problem. Staff at the Baggage Counter will help you to find your belongings or lodge a claim for damage.

Entry into Australia

Detector Dogs

You may see a Quarantine Detector Dog at the baggage carousel or while waiting in line to pass through immigration, screening luggage for food, plant material or animal products. If you see a detector dog working close to you, please place your bags on the floor for inspection. These dogs are not dangerous to humans and are trained to detect odours. Sometimes a dog will sit next to your bag if it sniffs a target odour. Sometimes dogs will detect odours left from food you have had in the bag previously. A quarantine officer may ask about the contents of your bag and check you are not carrying items that present a quarantine risk to Australia.

Australian Customs and Quarantine

Once you have your luggage you will go through Customs. Be careful about what you bring into Australia. Some items you might bring from overseas can carry pests and diseases that Australia doesn't have. You must declare ALL food, meat, fruit, plants, seeds, wooden souvenirs, animal or plant materials or their derivatives. Australia has strict quarantine laws and tough on-the-spot fines. Every piece of luggage is now screened or X-rayed by quarantine officers, detector dog teams and X-ray machines. If you fail to declare or dispose of any quarantine items, or make a false declaration, you will get caught. In addition to on-the-spot fines, you could be prosecuted and fined more than AUD\$60,000 and risk ten years in prison. All international mail is also screened. Some products may require treatment to make them safe. Items that are restricted because of the risk of pests and disease will be seized and destroyed by the Australian Quarantine and Inspection Service (AQIS). For more detailed information about bringing in food, animals, plants, animal or plant materials or their derivatives visit www.daffa.gov.au/aqis

Arrivals Hall

You will be able to leave the restricted area and enter the Arrivals Hall once you have cleared Customs. Here you will find a number of retail and food outlets along with public telephones, an information booth and money exchange facilities. If you arrive on a weekend, you may like to exchange money here as most banks are not open on Saturdays and Sundays.

Accessing Money

You should read this section carefully, and discuss the issues raised in this section with the bank or financial institution in your home country before you leave. All banks operate differently and you should be aware of all fees, charges, ease of access to your funds, and safety of the way in which you will access those funds.

How Much to Bring

You will need to make sure you have enough funds to support you when you first arrive – say AUD\$500 cash and/or an international credit card to cover any emergency costs on arrival. Once you are with your host family you will be able to set up an Australian bank account. Traveller's cheques can be cashed at any bank or currency exchange in Australia. Please note that it is not safe to bring large sums of money with you! Lost credit cards or traveller's cheques can be replaced, but very few travel insurance companies will replace lost or stolen cash. Do not ask someone you have just met to handle your cash for you or to take your cash to make payments for you.

Currency Exchange

Only Australian currency can be used in Australia. If you have not brought some with you, you will need to exchange your local currency to Australian currency as soon as possible after arrival. You can do this at the airport. Once you have arrived in Sydney, you can also change money at any bank or at currency exchange.

Electronic Transfer

You can transfer money into Australia by electronic telegraph or telegraphic transfer at any time. This is a fast option and will take approximately 48 hours, but the bank will charge a fee on every transaction.

ATMs

Automatic Teller Machines are located everywhere (including at the airport) and you can immediately withdraw cash from your international bank account at ATMs displaying the Cirrus Logo (if your ATM card has international access). Check this with your financial institution before leaving home.

Credit Cards

All major international credit cards are accepted in Australia but you must remember that repayments to many of these cards can only be made in the country where they were issued. Do not rely on being able to get a credit card once you arrive in Australia because this is very difficult due to credit and identification law.

SECTION 5

Transition to Australia

- 1 Arriving in Australia
- 2 School Life in Australia
- 3 Students K–6 Orientation
- 4 Students 7–12 Orientation
- 5 Subject Selection
- 6 School Structure
- 7 Studying
- 8 School Assignments
- 9 Behaviour
- 10 Friendships
- 11 Visits by Your Parents
- 11 Handling Problems and Issues
- 12 Health Cover
- 13 Law and Safety in Australia
- 14 Internet

Arriving in Australia

Students enrolled in Years K–6 will be in the care of her parents or suitable **approved** nominated relative.



- Call home
- Settle into Boarding School
- Open Australian bank account and advise your natural family of these details
- Keep passport and travel documents in safe place
- Purchase personal items, Australian SIM card for mobile phone, advise natural family of this number
- Arrange appointment to visit Pymble Ladies' College
- Organise school uniforms
- Purchase text books and stationery
- Attend Student Orientation
- Advise health insurance company of address and get card
- Purchase personal items
- Get involved in College life, join student organisations, sporting teams, music classes and other activities

School Life in Australia

Your Australian school will probably be very different from your school in your home country. Australian schools consist of many buildings, not just one building. Some schools are located near the inner-city with facilities based around large auditoriums and building "blocks". Other city schools are located in the suburbs where natural bushland is a focus consisting of lesser grandiose buildings, using the larger acreage sites for widespread single-storey buildings. Students in Australia are taught through analytical skills and need to learn to motivate themselves for the school tasks and study program they have to undertake.

The teaching philosophy is also different than international, where interaction with the teachers is encouraged and where students learn to use many resources within their learning environment.

As an international student, you will be introduced and welcomed to the school. This will help students and staff to recognise you, know your name and greet you. The international student is usually allocated a 'buddy' (friend) to make introductions and help you to become familiar with the school surrounds and rules. It is important to ask questions during this time. Australian students are then aware that you are on your own and include you in their friendships.

Remember that Australians generally love fun and will want to find out all about you. If you do have other international students as friends, be aware that international students are in Australia for different study programs and depart Australia at different times. It is important, then, to make Australian friends to ensure ongoing friendships. Most importantly, you are in Australia to improve your English as a second language, so it is not helpful to be talking to another student in your first language.

Students K–6 Orientation

Students entering Kindergarten and Junior School will be supported by the classroom teacher, specialist teachers and the Head of School as they transition into the classroom and school. The Orientation program will introduce students to the daily routine and to school and classroom expectations. The Orientation Program includes a unique component designed specifically to facilitate the needs of International Students and is coordinated by the specialist staff who understand and work closely with these students. This team of specialists includes the ESL teachers. As these children have multi-faceted transitional needs in that they may often be commencing their first year of school at an English speaking school and are also from overseas, the activities are designed to create a sense for each child that she is special, is warmly welcomed and will be safe and well cared for at Pymble Ladies College.

Students 7–12 Orientation

Students in Years 7–12 will attend, along with other new students, one of the Secondary Year Level Orientation Programs conducted prior to the commencement of the school year. International students who enrol mid-year or during a term, will participate in an orientation program organised by the Student Co-ordinator. Specialist staff including the Careers Counsellor and Student Counsellors along with EAL teachers and Learning Support Teachers.

Subject Selection

There is a wide range of subjects from which to choose and almost any combination of subject selection is available so as to direct learning towards a chosen career path. You will choose your subjects and be given your class timetable and book list. Do not purchase any books for the first two-to-three weeks, as you may wish to change one or more of your subjects before making a final decision on your subject selection.

School Structure

Students attend classes from approximately 8.10am until 3.15pm, Monday to Friday. A sport is often played on a Saturday morning. Light snacks are eaten at morning tea; lunch is usually a little more substantial. (Most schools have a 'tuck shop' where you can buy hot or cold food and beverages. You will have a choice of taking food from your host family or buying from the tuck shop (at your own expense) at school). Whilst in Australia your social life will be based around your school community. They will be involved in sporting activities and these are great ways for you to meet new people and make friends. You will develop an understanding of the school spirit. Music, debating and drama are just a few of the Co-curricular activities aside from sport in which you can participate. This will introduce you to new groups of people.

Studying

You may find studying in Australia differs greatly from your school in your home country. All schools offer help with studying, which assists you to find the best way for you to study successfully. A good study planner will help you organise your time. Ask your teachers if you need help in setting up a personal study plan. A well-organised study plan will assist you complete assignments on time. Report cards in Australia show your achievement results in each subject and information about your effort, behaviour and attendance. Reports are usually issued twice a year, June and November.

School Assignments

These are a regular activity at school in Australia. They are like “mini projects” that require research and writing about your findings of that research in almost any topic the teacher or college selects in the various subjects. Thinking and analytical skills are encouraged. Some assignments can be completed as group activities (in a team), but usually on an individual basis.

Read very carefully and follow very closely ALL instructions for ALL assignments. Remember that in most subjects a great deal of your assessment will depend on how successfully you complete these assignments. Read and make sure you understand the instruction sheets that you will be given for each assignment. Sometimes you may be expected to hand in several assignments in one week. For this reason it is necessary to plan your time well. You will need to work on each assignment in advance, possibly four to five weeks before it is due, so that you are not pressured with too much work on the night before an assignment is due.

Ask your teacher for feedback on your written drafts as you work through the assignment, so that they can assist or direct you, if required. Do not waste valuable time and energy doing something that the teachers do not want. Let your teachers see your effort. You will be rewarded for it.

It is also important for you to understand that assignments **MUST** be handed in on, or before, but never after, the date due. Your work will usually not be accepted for assessment if it is late unless you are ill and can produce a medical certificate or some other legitimate reason. Do not be afraid to ask each of your subject teachers to help you as you work through your assignments. They will want to help you achieve the best results. Pay attention in class to what the teacher is saying. Most teachers will be happy for you to ask questions in class or after class if you do not understand.

Behaviour

Some types of behaviour and actions are not acceptable and could lead to a student being punished. These may include bad language, truancy and inappropriate sexual relationships. Some behaviour may result in a student being expelled from school or possibly being asked to return to their homeland should they participate in smoking, drinking alcohol and taking or possessing illegal drugs.

Friendships

Australian teenagers usually have a large group of friends, both boys and girls. You may find that there are different friendship circles at school, depending on what people like to do when they get together. Australian students may also have more than one group of friends. They may have one group of friends in school and another group they have met through a club or youth group. After school, students usually go straight home. They might have a snack, watch some television, do some homework and have dinner. Often there can be College sport training or other activities where students remain at school. Try and plan something other than homework – you might join a local club or sports centre, or try some cooking or listen to your favourite music.

Visit by Your Parents

Please advise school staff when you know that your parents are planning to visit you. There are several people who would like to meet your parents – the Boarding staff, your teachers, school Principal etc. If your parents wish to take you out of school while they are here, it is important that the Boarding house and the school are advised so that permission can be received for you to be absent from your study program. It is an Australian Government requirement that your visa conditions are not altered without notification to the correct authorities. A successful international student is usually one who is open-minded, tolerant, flexible and patient and has a good sense of humour. So, be flexible with your thoughts and with your lifestyle. This will allow you to adjust to the many wonderful experiences that you will encounter; be tolerant and cope with differences on a continuing basis; Australians have a great sense of humour. We love to laugh at ourselves and at the world in general. If you understand these qualities and even join in, this will help you enjoy your time in Australia, even during difficult situations. The College has accommodation (*Avonmoore*) onsite that is available for visiting Boarding families to book.

Handling Problems and Issues

For various reasons or at certain times (anniversaries, birthdays, Christmas etc), you may be missing home. School staff are available 24 hours-a-day to assist both the international student and the Australian Home Boarding family during these circumstances. Here are some suggestions that may help.

- Ask your Home Boarding family to explain their daily routine to you in detail.
- Always ask questions so that you understand what to expect.
- Get enough rest by keeping a regular bedtime schedule. You may be very tired by the end of the day.
- Try to stay awake after school, have dinner with your Home Boarding family and then go to bed.
- Try not to isolate yourself from other people during difficult times. Your Home Boarding family are available for you.
- Communication between you and your Home Boarding family members, especially your Home Boarding mother, is very important.
- Concentrate on living just one day at a time.

Health Cover

Emergency Translation

For translation service in an emergency situation, dial **1300 655 010**.

Overseas Student Health Cover (OSHC) is insurance that provides cover for the costs of medical and hospital care which international students may need while in Australia and is mandatory for international student visa holders. OSHC will also cover the cost of emergency ambulance transport and most prescription drugs.

How do I get OSHC?

You may be (or have been) asked for an OSHC payment in the education offer package you receive from your chosen education provider, if they have a preferred provider agreement and don't need to complete a formal application form. If not, you may need to complete an Application for OSHC which is available from registered OSHC providers and most educational institutions. Your local education adviser can lodge your OSHC form and payment when processing your enrolment to study in Australia.

Health Cover

How do I get OSHC?

Only Australian health funds that have signed an agreement with the Australian Government can provide OSHC. Most Australian education institutions have a preferred OSHC provider. Depending on the institution you will be attending you will be required to join one of these four registered health funds. You may choose to change your health fund at any time, but will need to abide by the conditions of change of the health fund provider you are leaving.

Students may also take out additional cover in the form of Extra OSHC, and students who could not previously access OSHC may now be able to access Optional OSHC. Some students may be exempt from enrolling in the OSHC such as students from countries whose governments may have Reciprocal Health Agreements for students in Australia. *Note: only some reciprocal health agreements cover students in Australia; some will only cover visitors. You should determine if you are eligible before you apply for your visa to come to Australia.*

Further information on OSHC can be found at www.health.gov.au/internet/main/publishing.nsf/Content/privatehealth-consumersinternationalcover.htm

What am I covered for?

OSHC provides a safety net for medical expenses for international students, similar to that provided to Australians through Medicare. Additionally, OSHC includes access to some private hospitals and day surgeries, ambulance cover and benefits for pharmaceuticals.

How do I use my OSHC card?

If you need to visit a doctor or medical centre, show your card at the end of the visit. You will be charged the doctor's fee and the government fee component of that may be processed by the medical centre. If the medical centre is not able to process the government fee, pay the total amount, keep the receipt and you can claim the government fee back from your OSHC provider.

How do I make a claim?

The closest Medibank Retail outlet to Pymble Ladies' College is located at either Hornsby or Chatswood Shopping Centres.

Hornsby: Shop 1059 , Westfield Shoppingtown, Cnr Edgeworth David Dr and George St
Chatswood: Shop 261, Westfield Shoppingtown, 1 Anderson St

To make a claim you will need to visit this outlet with your membership details and card.

Health Cover

Renewal information

To renew your Overseas Student Health Cover (OHSC) you will need to telephone Medibank Private on 132 331 or visit a Medibank Private retail outlet.

Visiting a Doctor

In Australia you do not have to go to a hospital to see a doctor. You can see a doctor (also known as a GP – General Practitioner) in their private practice or medical centre, with part or the entire doctor's fee being covered by OSHC. You must make an appointment to see a GP. It is important to note that some GP surgeries will request full payment from you at the time of consultation and you will need to present the receipt to claim the rebate back from Medibank Private, your health cover provider.

Laws and Safety in Australia

Obeying the Law – One of the reasons we have such a wonderful lifestyle in Australia is due to our representative democracy, the separation of powers, and our respect for the law. We have a lot of laws in Australia and, as a result, society runs smoothly.

In being granted a visa to study in Australia, you signed a document (Australian Values Statement Temporary) agreeing to respect Australian values and obey the laws of Australia for the duration of your stay. Failure to comply with the laws of this land (including State and Territory laws) could result in a fine or the cancellation of your visa and possible deportation back home. If you are convicted of a serious crime, it could result in imprisonment. Nobody wants this to happen! You can find a comprehensive outline of Australian law and the legal system at www.australia.gov.au

Internet

The internet has now become an essential business, social, entertainment and educational resource for most Australians. The increasing level of economic transactions on the internet is making it the focus of criminal activities. It is important that internet users protect themselves from falling prey to these activities. The following tips list some simple precautions you can take to minimise the chances of becoming a victim of online criminals.

1. Install anti-virus and other security software, such as anti-spyware and anti-spam software. Use and update this software regularly.
2. Use a firewall and make sure it is turned on. Firewalls help prevent unauthorised access to, and communications from, your computer.
3. Delete suspect emails immediately. Don't open these emails.
4. Don't click on links in suspect emails. Visiting websites through clicking on links in suspect emails may result in malware (malicious software), such as a 'trojan', being downloaded to your computer. This is a commonly used and effective means of compromising your computer.
5. Only open an attachment to an email where the sender and the contents of the attachment are known to you.
6. Don't download files or applications from suspect websites. The file or application could be malware. Sometimes the malware may even be falsely represented as e-security software designed to protect you.
7. Use long and random passwords for any application that provides access to your personal identity information, including logging onto your computer. Don't use dictionary words as a password. Ideally, the password should be eight or more characters in length. Change passwords regularly.
8. Lock your screen whenever you move away from your computer.

Source: Australian Communications and Media Authority

SECTION 6

Studying at Pymble Ladies' College

- 1 Studying at Pymble Ladies' College**
- 2 Key Support Staff Years 7–12**
- 3 Key Support Staff Years K–6**
- 4 Attendance and Monitoring**
- 5 Academic Progress**
- 6 Academic Progress – Flow Chart**
- 7 Academic Support**
- 8 Student Support Services K–12**
- 9 Daily Routine Secondary School**
- 10 Whole School Service Initiatives**
- 11 Secondary School Routine 2018**

Studying at Pymble Ladies' College

The staff and students of Pymble Ladies' College would like to welcome you to their school and wish you success and happiness throughout your school study program. Once you have settled in to family life you will attend an Orientation Program at the school for all new international students. Senior College staff will introduce you to the College, they will explain to you their expectations as a student of Pymble Ladies' College and the support and care that is available to you at all times.

International Student Orientation Years K–6

Our younger international students are nurtured through the transition to school in Australia. With their parents joining in some of the pre-first day of school activities designed specifically for international students and their families, our younger girls will quickly relax in their new surroundings while enjoying some wonderful fun-filled activities. Each year a special Orientation Program is designed to introduce our new girls to the College and to make them feel welcome. In Years K–6 parents are invited to attend some of the activities with their daughter, and as she becomes confident of her surroundings and begins to settle, our parents are encouraged to allow her more time at school without them being present.

Classroom teachers in Years K–6 will develop the program for our new girls and will have the support of the specialist staff who understand the needs of international students and these staff include the EAL and Learning Support teachers; the Educational Psychologist; Sports, Music and the Arts staff; Learn to Swim staff; Chaplains and Counsellors.

Teachers and parents will work together with younger children to ensure that each student is prepared for class and school in general by following through in the key aspects of daily routine as outlined in the *Orientation Day Checklist*.

International Student Orientation Program Years 7–12 Students

To ensure that you feel comfortable when you arrive for your first day at Pymble Ladies' College you will undertake an Orientation Program. This day is outlined below for you.

- The Deputy Head of School – Learning, and student mentor, will meet you at school a day before you are due to commence classes.
- You will enjoy exploring the grounds with your student mentor and learn about important places at school.
- Join the girls in the Boarding school for lunch and meet other new students.
- Take part in the New Student Orientation Program for all new students in the afternoon.

Studying at Pymble Ladies' College

Orientation Day Checklist

Topics Covered at Orientation

APPEARANCE

- Uniform, hats and hair

ATTENDANCE

- Classes, Connect Group and International students' Assembly – K–2, 3–6 and 7–12

ABSENTEES

- Attendance Line

ARRIVAL AND DEPARTURES – HOLIDAYS

- Booking your flights, Student Holiday

ACADEMIC ISSUES

- Student progress and the process for monitoring, Tutoring and Subject change

CO-CURRICULAR

- Involvement

EVACUATION AND EMERGENCY PROCEDURES

FACILITIES

- Computers and internet, Library, Jacaranda Café, Senior Centre,
- Boarding House – students living in the Boarding School will have been welcomed and settled in to the House prior to the Orientation Day Program for all new students.

TIMETABLE

TEXT BOOKS

STUDENT SUPPORT SERVICES

TOUR OF COLLEGE

UNIFORMS

Uniforms are compulsory at Pymble Ladies' College. The uniform usually consists of a skirt, shirt, stockings or socks, leather shoes and hat. Think of the uniform as positive – you do not have to pack so many clothes and no-one will ever look more fashionable than you! Incorrect uniform or incompletely worn uniforms may result in College penalties.

Key Support Staff Years 7–12

If you are still unsure where to go, please contact your Student Co-ordinator.

What do you need help with?	Contact
Enrolment	Enrolments Department Phone: +61 2 9855 7799 Email: enrol@pymblelc.nsw.edu.au
Paying College fees	Director of Finance Phone: +61 2 9855 7799 Email: finance@pymblelc.nsw.edu.au
Boarding	International Student Co-ordinator/ Director of Boarding Phone: +61 2 9855 7858 Deputy Head of School – Learning, for Year level
Not happy with something in class	Teacher/Head of Learning Area/Deputy Head of School – Learning, relevant to Year level
Grievance in the College	Refer to complaints process
Your academic results	Teacher/Head of Learning Area/Deputy Head of School – Learning
Feeling sad or lonely	Connect Group Teacher/Boarding Staff (Boarders)/Student Counsellor
Just want to talk to somebody	Student Support Services
Finding a tutor	Head of Learning Area/Director of Studies
Accessing College computers	IT Department
You are sick and cannot come to school	Absentee Lines Middle School Phone: +61 2 9497 7806 Upper School Phone: +61 2 9497 7807 Senior School Phone: +61 2 9497 7808
Changing your subjects	Director of Studies Phone: +61 2 9855 7799 Email: curriculum@pymblelc.nsw.edu.au Student Support Services Phone: +61 2 9855 7799

Key Support Staff Years K–6

What do you need help with?	Contact
Enrolment	Enrolments Department Phone: +61 2 9855 7799 Email: enrol@pymblelc.nsw.edu.au
Paying College fees	Director of Finance Phone: +61 2 9855 7799 Email: finance@pymblelc.nsw.edu.au
Not happy with something in class	Parent contacts classroom teacher
Grievance in the College	Refer to complaints process
Your academic results	Teacher/Head of Preparatory/Junior School
Feeling sad or lonely	Classroom teacher, College Counsellor or Head of School
Just want to talk to somebody	Student Support Services
Accessing College computers	IT Department
You are sick and can't come to school. Parents/guardians must contact the absentee line for appropriate school.	Absentee lines Preparatory School Phone: +61 2 9855 7799 Junior School Phone: +61 2 9855 7756

Attendance and Monitoring of Student K–12

Attendance, lateness and leaving the school

Students Year K–2 must attend classes every school day from 8.30am to 2.45pm.

Students Year 3–6 must attend classes every school day from 8.15am to 3.00pm.

Students Year 7–12 must attend classes every school day from 8.15am to 3.15pm.

Parents of students K–2 must contact the Absentee Line for Preparatory School +61 9855 7799 by 8.15am if their daughter is to be absent from school for the day.

Parents of students Years 3–6 must contact the Absentee Line for Junior School +61 9855 7756 by 8.15am if their daughter is to be absent from school for the day.

A phone call to the Student Absentee Line on +61 2 9855 7799 (Years 7–12) is required by 9.00am if a student is absent from school.

Any girl arriving after 8.15am must report to the appropriate School Office to sign in. Parents/guardians of students who arrive late will receive an auto-generated SMS advising of the lateness. If during the day a student needs to leave the College for any reason, the following routine must be followed.

- Students K–6 must have notification in writing from the Parent/Guardian to the class teacher.
- Students Years 7–12 must bring a signed and dated note from the Boarding House (no note, no departure).
- Report to Administration Office before school for signature.
- Take the note to the Administration Office to be stamped when leaving school.

If a student is absent for two or more days they are required to provide a medical certificate. International students who reside in Boarding Years 7–12 and who need to be absent from school through illness will be cared for during the day at the Health Care Centre by members of the Health Care Staff.

Maintaining satisfactory attendance

Under Australian visa regulations, holders of student visas are required to attend a minimum of 80 per cent of tuition time. Pymble Ladies' College requires **an attendance of 90 per cent**.

As a provider, Pymble Ladies' College is responsible for monitoring attendance records.

Attendance and Monitoring of Student K–12

Maintaining satisfactory attendance

- Student attendance is checked and recorded daily by the Connect Group teacher who will communicate any concern for absentee (of two or more days) to the Student Co-ordinator.
- Student attendance will be monitored by the Student Co-ordinator.
- Absences are calculated over each term.
- Late arrival at school will be recorded and will be included in attendance calculations.
- All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's parent, guardian or Boarding staff, or evidence that leave has been approved by the Student Co-ordinator.
- Absences with a medical certificate are still included in the total calculation for absence.
- Any absences longer than three consecutive days without approval will be investigated by the Student Co-ordinator.
- Students at risk of breaching the College's attendance requirements will be counselled and offered any necessary support. The student is deemed to be at risk when her attendance falls below 90 per cent.
- If a student's attendance falls below 90 per cent then her Student Co-ordinator will counsel her on her attendance and a student file note will be placed on her record.
- If a student's attendance falls below 85 per cent she will be asked to attend an appointment with the Deputy Head of School to discuss reasons for her absence and to counsel her on the requirements. A verbal warning will be given and an action plan will be agreed to. A student file note will be placed on her record and her parents will be advised in writing as a first written warning
- Should the problem be repeated, a second written warning will be given and the student's parents will be advised in writing
- If the student has passed the attendance threshold for the study period, the Head of School will advise the Principal and the student of its intention to report the student for breach of visa condition 8202, and that she has 20 working days in which to access the College's internal complaints and appeals process
- If the appeal is rejected, the student will be reported to DIBP through PRISMS
- The College will notify DEST via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - the student does not access the complaints and appeals process within 20 days
 - the student withdraws from the complaints and appeals process
 - the complaints and appeals process results in a decision for the College.
- Students will not be reported for failing to meet the 90 per cent threshold where the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances such as medical illness supported by a medical certificate.

Academic Progress

Modes of Study and Assessment

Students at Pymble Ladies' College engage in learning through a diverse range of classroom activities at which attendance each day is compulsory. Students will complete set homework and assessment tasks specific to each subject and appropriate to the year level. Students in the Prep and Junior Schools are monitored through formal processes which are in place. The systematic monitoring of student progress is implemented by the classroom teacher and specialist staff within the support teams. The Head of each of the Schools – Preparatory (K–2) and Junior School (3–6) work collaboratively with the teachers to maintain oversight of all students' performance at an individual level. Intervention strategies and procedures for students at risk are in place.

There is a clearly identified communication process for discussing student performance with parents. Students in the Secondary School also undertake examinations for subjects according to the requirements of each course. Students will often be asked to complete homework and assignments using technology as one of the research tools. Students are required to maintain sound achievement in every subject. School reports are issued every term and are monitored by Pymble Ladies' College. Any student who fails to maintain sound progress and/or is frequently absent from school without a medical certificate will be required to explain the apparent lack of progress or lack of attendance record.

Course assessment and progress

Pymble Ladies' College is required by the National Code of Practice to check student's course progress to ensure that she is doing well with her studies. This is important because the student is in Australia to study and achieve good results.

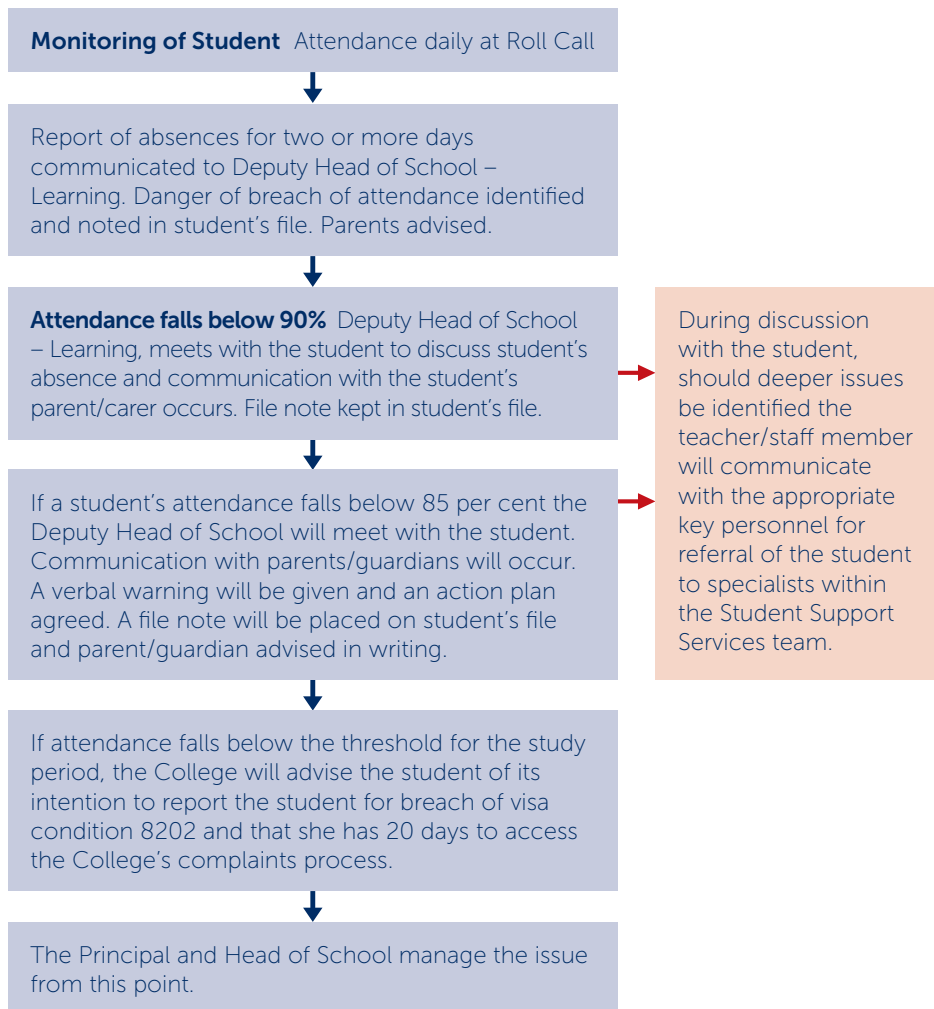
Assessments of course progress will take place throughout the term and identification of students in need of additional support will occur.

If a student is struggling to meet sound achievement in any subject, the Subject Co-ordinator will meet with the student to develop an intervention strategy for academic improvement. This may include the following.

- Additional supervised study periods.
- Tutorial assistance through Homework Help (at no cost to the student) or Tutorials (at student's own cost).
- Other intervention strategies as deemed necessary by the specialist support team.
- The student will be supported through individual strategy for academic improvement and will be guided by academic teachers, learning support teachers, EAL teachers and pastoral care teachers in the strategies for improvement.

Academic Progress – Flow Chart

The following Flow Chart provides a visual outline of the process used to monitor student attendance and to provide support to any student who is struggling to meet the attendance regulations. Often the staff member will identify in this discussion some deeper issues impacting on the student and affecting her attendance level. It is important that at this point the teacher/staff member refers the student to the appropriate specialist within the Student Support Services team and, when necessary, communicates concerns of an urgent nature to the Deputy Head/Head of School immediately.



Students in need of Academic Support

- Class teachers K–12 monitor students during individual lessons and identify students who are struggling academically.
- Teacher discusses the matter with the student and parent when available and provides advice on the strategies that can be implemented for improvement. Parents of students K–6 will be asked to discuss the needs of their daughter and participate in the learning support strategies and to meet regularly with the classroom teacher.
- Class teachers notify the Learning Support team and EAL teachers of the student and identify the areas for improvement.
- An intervention strategy will be developed to meet the needs of the individual student who will be monitored for improved performance and counselled frequently about support mechanisms and the strategies to assist her academic performance.
- A hard copy of the student's progress reports in achieving improvement will be forwarded to parents.
- The student's individual progress for academic improvement will be monitored by Deputy Head of School – Learning, and records of student progress will be kept.
- Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course.
- The College will only extend the duration of the student's study where the student will not complete her course within the expected duration due to:
 - compassionate or compelling circumstances
 - student participation in an intervention strategy.
- Where the College decides to extend the duration of the student's study, the College will report via PRISMS and/or issue a new eCoE if required
- If a student still does not show sound achievement after receiving assistance, the College must report this to the Australian Government. The College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that she has 20 working days in which to access the College internal complaints and appeals processes.
- If the student believes that she has been treated unfairly, she may make an appeal through the College's complaints and appeals processes.

Student Support Services K–12

At Pymble Ladies' College, there is a broad range of support services available to our students to assist them in meeting course requirements, maintaining their attendance and in supporting them pastorally. The following list identifies this range of specialists and includes personal counselling, career counselling, mediation and advocacy.

Should the student require specialist support services external to the College this will be arranged by staff at the College at **no additional cost** to the student.

Issues such as motivation for study and study habits, relationships with peers, parents and teachers, self-esteem, and organisation are matters students can approach either the counsellors or pastoral care teachers, as shown below, to seek support.

- College counsellors for students
- Health Care Centre
- Connect Group teachers
- Chaplain
- Careers counsellor
- Educational Psychologist
- Director of Studies
- Director of Teaching and Learning
- EAL Support and Learning Support Teachers
- Homework Help

Pymble Ladies' College provides strong pastoral support to all students and additional support where necessary to international students.

Services provided to assist students in meeting course requirements and maintaining attendance

- The academic monitoring and attendance process in place at the College will assist students to meet course requirements through a sustained focus on the individual international student and monitoring of her wellbeing through the student wellbeing process and student support services team.
- Staff at the College will be monitoring attendance and will discuss any concern they have to assist students to maintain their attendance. If attendance begins to fall the student will be given a warning and a letter sent to the parents.
- Students should read carefully the detail provided in this Handbook in relation to attendance and monitoring.

Daily Routine Secondary School

The Senior School day commences at 8.15am and concludes at 3.15pm. The daily routine provides time for both quality academic and wellbeing of the girls. Every tutor sees his or her tutor group at the middle of each day.

Whole School Service Initiatives

In 2017, students at the College embraced a wide range of projects to learn more about and assist The Smith Family. In 2018, the College will continue to support The Smith Family for the College Community Service Project.

The Smith Family's vision is to create better futures for young Australians in need. Its projects are focused on the transformative power of education and are embedded in the belief that every child deserves a chance. Students from Preparatory to Senior School will have the opportunity to participate in programs which are educationally focused. These include the Student2Student peer reading program, where Secondary students are partnered with a primary school student for over-the-phone reading and the Let's Count Numeracy program, which supports preschool students and early childhood educators. The Preparatory School supports The Smith Family's programs through stationery and backpack drives. Recycled clothing collection is actively encouraged by the Student Representative Council and House Leaders in the Secondary School. All these initiatives are ably led by the Community Service Captains.

In the Secondary School, students will continue to support the House-determined projects that have enjoyed a long association with *Pymble* and other organisations such as the Red Cross, the Exodus Foundation, The Children's Hospital at Westmead, the Cancer Council, Melanoma Institute Australia and Uniting Care.

Pymble girls have traditionally rallied to support individuals and communities in need as disasters and crises have occurred both nationally and across the globe. Students will continue to respond as need arises to emergency and disaster appeals, as well as clothing and food drives.

From time to time, individual students approach College staff with ideas to raise funds for a particular organisation or cause. These students are asked to write a proposal and complete a proforma explaining the purpose and nature of their initiative. Proformas are available from each School Office. The College is not able to support all the ideas and initiatives that students propose and the purpose for determining the focus of our community service project in two-year intervals is to enable significant impact in an area that has meaning for students.

Secondary School Routine 2018

Lesson	Start	Finish	Duration (mins)
1	8.15am	9.20am	65
2	9.20am	10.25am	65
Recess	10.25am	10.45am	20
3	10.45am	11.50am	65
4	11.50am	12.50pm	60
Lunch	12.50pm	1.35pm	45
CONNECT TIME	1.35pm	2.10pm	35
5	2.10pm	3.15pm	65

SECTION 7

Administrative Documents, Letters and Proformas

1 International Students

International Students

Information relating to the process for the refund of course money

1. Pymble Ladies' College refunds course monies in accordance with requirements under Commonwealth and State legislation
 - a. Information on the school's refund policy is provided to students prior to enrolment and is part of the written agreement between the student and the College
 - b. Definitions
 - c. Administration Fee – fee payable where written notice of withdrawal is received up to four weeks prior to commencement of the course
 - d. Application Fee – fee payable on making application to the School for enrolment
 - e. Acceptance and Entry Fees – fees payable to the School to confirm acceptance of offer of placement at the School
 - f. Course monies – includes School Fees, any amount received by the school for Overseas Student Health Cover (OSHC), Security Deposit and any other amount the student has to pay in order to undertake the course
 - g. The School – Pymble Ladies' College
 - h. School Fees – includes tuition fees and Boarding fees as applicable
2. This refund policy applies to all Course Monies payable to the School. The School requires all Course Monies to be paid directly to the School and does not accept Course Monies from Education Agents
3. Fees for services paid to the Education Agent by the student (or their parent(s)/ legal guardian if the student is under 18) are not covered by this refund policy.
4. The Acceptance and Entry Fees is non-refundable
5. The Confirmation Fee is non-refundable
6. Payment of Course Monies and Refund
 - a. Semester Tuition Fees are to be paid one month in advance of commencement
 - b. All fees must be paid in Australian dollars
 - c. If the student changes visa status (eg becomes a temporary or permanent resident) she will continue to pay full overseas student's fees for the duration of that calendar term
 - d. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country address unless otherwise requested in writing
 - e. Refunds will be paid to the person(s) specified in the written agreement (not the Education Agent)

International Students

Information relating to the process for the refund of course money

7. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal. Such application must be made by the person(s) who has signed the agreement with the School, ie parent(s) or duly appointed agent (in writing). Applications will not be accepted from the Education Agent as the College does not work with Education Agents.
8. Unsuccessful Enrolment/Visa Rejection
 - a. The School will refund within 28 days all Course Monies paid where the student's application for enrolment is refused by the School except where a non-refundable payment on behalf of the student has been made
 - b. The School will refund within 28 days all Course Monies paid where the student produces evidence that the application made by the student for the student visa has been rejected by the Australian immigration authorities except where a non-refundable payment on behalf of the student has been made
9. Student default
 - a. Refunds for student default apply to School Fees only. Course Monies (excluding School Fees) will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made
 - b. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, the School will refund within two months one term's (or ten weeks) School Fees from the Course Monies
 - c. The School will refund within 28 days of the receipt of written notification of withdrawal by the student (or parent(s)/legal guardian(s) if the student is under 18) School Fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below:
 - If written notice is received up to four weeks prior to commencement of the course, the School will be entitled to retain an Administration Fee
 - If written notice is received fewer than four weeks prior to commencement of course 70 per cent of the School Fees will be refunded
 - If following commencement at the School by the student written notice is received with less than the required one term's period of notice given to the School, then one term (or ten weeks) School Fees will be charged in lieu of the required period of notice
 - If following commencement at the School by the student written notice is received with the required 12 weeks' period of notice given to the School, the School will refund the balance remaining at the expiration of the period of notice of all School Fees paid

International Students

Information relating to the process for the refund of course money

9. Student default

- d. No refund of School Fees will be made where a student's enrolment is cancelled for any of the following reasons.
 - Failure to maintain satisfactory course progress (visa condition 8202)
 - Failure to maintain satisfactory attendance (visa condition 8202)
 - Failure to maintain approved welfare and accommodation arrangements (visa condition 8532), if applicable
 - Failure to pay Course Monies
 - Any behaviour identified as resulting in enrolment cancellation in Pymble Ladies' College Code of Conduct

10. School Default

- a. If for any reason prior to commencement the School is unable to offer a course, a full refund of the Course Monies paid except where a non-refundable payment on behalf of the student has been made will be made within 14 days of notification of course cancellation
 - b. If for any reason the School is unable to continue offering a course after commencement, a full refund of Course Monies paid, including for the portion of the course already taught but excluding where a non-refundable payment on behalf of the student has been made will be made within 14 days of notification of course cancellation
11. 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.

Pymble Ladies' College
PO Box 136,
North Ryde BC
NSW 1670 Australia
Tel +61 2 9855 7799
Fax +61 2 9488 3005
www.pymblelc.nsw.edu.au



Pymble Ladies' College

International Students

Application for deferment of commencement or suspension of studies

Please read the attached Deferment, Suspension and Cancellation Policy before filling out this form to see if you meet the requirements to be granted a deferment of commencement or suspension of studies.

Student name: _____

Grade: _____

Current address in Australia: _____

Address in home country: _____

Phone no: _____

Mobile phone: _____

Email address: _____

I am applying for:

A deferment of commencement of studies

A suspension of commencement of studies

Please state why you wish to defer/suspend your studies:

Attachments

Attach any relevant supporting documentation.

This form will be assessed once all documentation has been received. The school may ask for more documentation if required. Applications are usually processed in 5 working days.

Deferment and suspension of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Please contact the Department of Immigration on 131 881 or contact the local DIAC office to see if this will affect you.

Students who have not yet commenced their studies at Pymble Ladies' College will also need to contact DIAC in case there is any effect on their student visa as a result of changes to enrolment or oCoE status.

Student signature: _____ Date: _____

Pymble Ladies' College
PO Box 136,
North Ryde BC
NSW 1670 Australia
Tel +61 2 9855 7799
Fax +61 2 9488 3005
www.pymblelc.nsw.edu.au



Pymble Ladies' College

International Students

Letter of intention to suspend or cancel enrolment

Date: _____

Student name: _____

Grade: _____

Current address: _____

Phone no: _____

Mobile phone: _____

Email address: _____

This letter is to inform you that Pymble Ladies' College intends to:

Suspend your enrolment for ___ days/weeks/months

Cancel your enrolment

This is due to:

Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Please contact the Department of Immigration on 131 881 or contact the local DIAC office to see if this will affect you.

You have 20 working days in which to appeal the school's decision in accordance with the *College Complaints and Appeals Policy* available in the *Handbook for Overseas Students*, a copy of which is kept in the Principal's Office.

Signed

Vicki L Waters
Principal

Pymble Ladies' College
PO Box 136,
North Ryde BC
NSW 1670 Australia
Tel +61 2 9855 7799
Fax +61 2 9488 3005
www.pymblelc.nsw.edu.au



Pymble Ladies' College

International Students

Letter of intention to suspend or cancel enrolment with *extenuating circumstances*

Date: _____

Student name: _____

Grade: _____

Current address: _____

Phone no: _____

Mobile phone: _____

Email address: _____

This letter is to inform you that Pymble Ladies' College intends to:

Suspend your enrolment for ___ days/weeks/months

Cancel your enrolment

This is due to:

Suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Please contact the Department of Immigration on 131 881 or contact the local DIAC office to see if this will affect you.

You have 20 working days in which to appeal the school's decision in accordance with the school's Complaints and Appeals Policy in the International Student Information Handbook.

However, Pymble Ladies' College has determined that extenuating circumstances apply in this case.

[Insert details]

For this reason your enrolment will be suspended/cancelled immediately. This will not affect your ability to access the complaints and appeals processes of the school.

Signed

Vicki L Waters
Principal

Pymble Ladies' College
PO Box 136,
North Ryde BC
NSW 1670 Australia
Tel +61 2 9855 7799
Fax +61 2 9488 3005
www.pymblelc.nsw.edu.au



Pymble Ladies' College

International Students

Application for student transfer/letter of release

Please read the attached Student Transfer Request Assessment before filling out this form to see if you meet the requirements to be granted a letter of release for transfer.

Student name: _____

Grade: _____

Current address in Australia: _____

Phone no: _____

Mobile phone: _____

Email address: _____

Reason for transfer

Please state why you wish to defer/suspend your studies:

Attachments

Attach a letter of offer from the institution to which you wish to transfer. If you are under 18 years of age and not in the care of a parent or suitable nominated relative, the letter of offer must also show that the institution will accept responsibility for approving your accommodation, support and general welfare arrangements.

If there are any gaps between school approved accommodation, support and general welfare arrangements please detail any DIAC approved interim arrangements.

If you are under 18 years of age, please attach a letter from your parents to indicate that you have their permission to transfer.

Attach any relevant supporting documentation.

This application will be assessed once all documentation has been received. The school may ask for more documentation if it requires it. Applications are usually processed in 5 school days.

Student signature: _____ Date: _____

Pymble Ladies' College
PO Box 136,
North Ryde BC
NSW 1670 Australia
Tel +61 2 9855 7799
Fax +61 2 9488 3005
www.pymblelc.nsw.edu.au



Pymble Ladies' College

International Students

Letter of release

Please read the attached Student Transfer Request Assessment before filling out this form to see if you meet the requirements to be granted a letter of release for transfer.

Date: _____

Student name: _____

Grade: _____

Current address: _____

Phone no: _____

Mobile phone: _____

Email address: _____

We have received your application for a letter of release. As the reasons stated in your application fall within the school's Student Transfer Request Assessment Policy, the school is pleased to grant your request.

You should be aware that your decision to transfer to a different education provider may have visa implications and you should contact the nearest Department of Immigration and Citizenship office as soon as possible to discuss this with them.

If you wish to seek a refund of fees, please refer to your Written Agreement with the School. A copy of the school's Refund Policy is also available in the School's International Student Information Handbook.

Signed

Vicki L Waters
Principal

Pymble Ladies' College
PO Box 136,
North Ryde BC
NSW 1670 Australia
Tel +61 2 9855 7799
Fax +61 2 9488 3005
www.pymblelc.nsw.edu.au



Pymble Ladies' College

International Students

Letter of refusal to release

Date: _____

Student name: _____

Grade: _____

Current address: _____

Phone no: _____

Mobile phone: _____

Email address: _____

We have received your application for a letter of release. As the reasons stated in your application did not meet the school's Student Transfer Request Assessment Policy, regrettably the school has refused to grant your application.

You have the right to appeal the school's decision in accordance with the school's Complaints and Appeals Policy which is available in the School's International Student Information Handbook, a copy of which has been provided to you both pre and post enrolment.

If you choose to appeal the School's decision, please refer to the school's Complaints & Appeals Policy in the International Student Information Handbook.

If you choose to appeal, until the process is complete, you must continue to maintain your enrolment and attendance at all classes as normal.

Signed

Vicki L Waters
Principal

Pymble Ladies' College
PO Box 136,
North Ryde BC
NSW 1670 Australia
Tel +61 2 9855 7799
Fax +61 2 9488 3005
www.pymblelc.nsw.edu.au



Pymble Ladies' College

International Students

Proforma for recording responses and actions in relation to student complaints
(informal process)

Date: _____

Student name: _____

Date of birth: _____

Year level: _____

Form class: _____

Home country: _____

Area(s) of student concern

Response:

Action:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Discussed with Student Co-ordinator

Date: ____/____/____

Discussed with Deputy Head of School

Date: ____/____/____

Discussed with Parents

Date: ____/____/____

Other

Date: ____/____/____

Intervention to date:

Interviewed by: _____

Date: _____

Pymble Ladies' College
PO Box 136,
North Ryde BC
NSW 1670 Australia
Tel +61 2 9855 7799
Fax +61 2 9855 7766
www.pymblelc.nsw.edu.au



Pymble Ladies' College

International Students

Referral Form for Intervention

Student name: _____

Date of birth: _____ Year level: _____ Wellbeing program: _____

Subject: _____ Teacher: _____

Home country: _____

Date of referral: _____

Discussed with: Student Parents

Areas of concern:

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Reading | <input type="checkbox"/> Spelling |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Oral communication | <input type="checkbox"/> Social/Emotional |
| <input type="checkbox"/> Behaviour | <input type="checkbox"/> Gross/Fine motor skills | |

Other factors:

Reason for concern:

Intervention to date:

Concerns regarding assessment:

Completed by: _____ Date: _____

(please sign)

Pymble Ladies' College
PO Box 136,
North Ryde BC
NSW 1670 Australia
Tel +61 2 9855 7799
Fax +61 2 9855 7766
www.pymblelc.nsw.edu.au



Pymble Ladies' College

International Students

Letter of intention to report for unsatisfactory course progress

Date:

Student name:

Grade:

Current address:

Phone no:

Mobile phone:

Email address:

This letter is to inform you that under section 20 of the *Education Services for Overseas Students Act 2000* (ESOS Act), Pymble Ladies' College intends to report you to the Department of Immigration and Citizenship for unsatisfactory course progress.

Under the *Migration Act 1958*, student visa condition 8202 requires student visa holders to:

- Maintain enrolment in a 'registered course'
- Attend classes, and
- Achieve a satisfactory academic result

According to our records, you have not achieved satisfactory course progress as defined in the National Code of the ESOS Act and the school's course progress policies and procedures outlined in the School's International Student Handbook.

You have 20 days in which to appeal the school's decision in accordance with the school's Complaints and Appeals Policy provided to you in the School's International Student Handbook, a copy of which is available from the Enrolments office or at www.pymblelc.nsw.edu.au

Signed

Vicki L Waters
Principal

Pymble Ladies' College
PO Box 136,
North Ryde BC
NSW 1670 Australia
Tel +61 2 9855 7799
Fax +61 2 9855 7766
www.pymblelc.nsw.edu.au



Pymble Ladies' College

International Students

Letter of intention to report for unsatisfactory attendance

Date:

Student name:

Grade:

Current address:

Phone no:

Mobile phone:

Email address:

This letter is to inform you that under section 20 of the *Education Services for Overseas Students Act 2000* (ESOS Act), Pymble Ladies' College intends to report you to the Department of Immigration and Citizenship for unsatisfactory attendance.

Under the *Migration Act 1958*, student visa condition 8202 requires student visa holders to:

- Maintain enrolment in a 'registered course'
- Attend classes, and
- Achieve a satisfactory academic result

According to our records, you have not achieved satisfactory course attendance as defined in the National Code of the ESOS Act and the school's Course Progress and Attendance Policy available in the School's International Student Handbook.

You have 20 days in which to appeal the school's decision in accordance with the school's Complaints and Appeals Policy provided to you in the School's International Student Handbook, a copy of which is available from the Enrolments office or at www.pymblelc.nsw.edu.au

Signed

Vicki L Waters
Principal

Pymble Ladies' College
PO Box 136,
North Ryde BC
NSW 1670 Australia
Tel +61 2 9855 7799
Fax +61 2 9488 3005
Email enrol@pymblelc.nsw.edu.au
www.pymblelc.nsw.edu.au



Pymble Ladies' College

International Students

Letter of offer and written agreement

(Please retain the copy for your records and return the signed copy to the above address)

Section 1. Student details

Family name: _____

Given name/s: _____ Date of birth: _____

Home address: _____

Australian residential address: _____

Country nationality: _____

Passport no: _____ Expiry date of passport: _____

Section 2. Parent(s)/Guardian details

Parent(s)/Guardian name: _____

Home address: _____

Home phone: _____ Parent fax no: _____

Mobile phone (Mother): _____ Mobile phone (Father): _____

Email address: _____

Guardian appointed per International Student Guardian form

Parent/Student Declaration

All students and parents/legal guardian (if the student is under 18 years of age) must read and sign this agreement.

I confirm I have received information from the school about:

- The course in which I am to be enrolled
- Conditions of enrolment in the course(s)
- All course and course related fees
- The school's refund policy
- The sharing of personal information
- Change of address obligations
- The school's welfare and accommodation policy

I hereby declare that the information supplied by me is true and correct;

I agree to pay all fees owing and by the due dates stated herein;

I have read, understood and agreed to be bound by the above conditions of enrolment.

Parent signature: _____ Date: _____

Student signature: _____ Date: _____

Pymble Ladies' College
PO Box 136,
North Ryde BC
NSW 1670 Australia
Tel +61 2 9855 7799
Fax +61 2 9488 3005
Email enrol@pymblelc.nsw.edu.au
www.pymblelc.nsw.edu.au



International Students

International Student Guardian Form

(Please retain the copy for your records and return the signed copy to the above address)

Section 1. Student details

Family name: _____

Given name/s: _____ Date of birth: _____

Home address: _____

Australian residential address: _____

Country nationality: _____

Passport no: _____ Expiry date of passport: _____

Section 2. Parent(s)/Guardians details

Parent(s)/Guardian name: _____

Home address: _____

Home phone: _____ Parent fax no: _____

Mobile phone (Mother): _____ Mobile phone (Father): _____

Email address: _____

Section 3. International Student Guardian details

Guardian name: _____

Home address: _____

Home phone: _____ Mobile phone: _____

Relationship to student: _____

Email address: _____

Proficiency in spoken English: Very good / Good / Average / Basic / Translator required (Circle one)

Percentage of time spent in Sydney: _____ %

Is guardian available for enrolment and Parent/Teacher interviews as they occur? Yes No

The nominated International Student Guardian is required to meet with the Director of Boarding prior to the student's commencement at Pymble Ladies' College.

Parent signature: _____ Date: _____

Guardian signature: _____ Date: _____



Application for Enrolment

OFFICE USE ONLY

C/WL:.....

Student No:.....

Class of:.....

House:.....

Day Student Boarder

Student details

Surname

Given name/s

Preferred given name

Date of birth Country of birth

DD / MM / YYYY

Proposed Year level / Calendar Year of entry Day Student

e.g. YEAR 7 e.g. 2020 Boarder

Nationality

Religion

Current school and Year level (if applicable)

Is English an additional language? Yes No

If yes, please specify additional languages spoken at home

.....

.....

Students whose first language is not English are required to have their readiness for entry into the College supported by a certificate of their English fluency from the Australian Education Assessment Service (AEAS). This certificate must accompany this Application for Enrolment form.

Student is

Australian Citizen Temporary Resident

Indigenous Overseas Student

Permanent Resident Australian Citizen born overseas
(Please provide citizenship documentation)

If your daughter is a Permanent Resident, Temporary Resident or Overseas Student please provide a photocopy of the student's passport and visa along with the following details:

Passport Number

Visa Number (if applicable)

Previous school/s, Year level/s completed and for students educated overseas please indicate primary language/s of instruction

SCHOOL NAME	YEAR LEVEL/S	PRIMARY LANGUAGE OF INSTRUCTION . EG. ENGLISH
.....
.....
.....
.....

Family details

Parent/Guardian 1

Relationship to student

Surname

Given name/s Mr Mrs Ms Dr (please circle)

Address (home)

.....

.....

Address postal (if different from above)

.....

.....

Telephone (home)

Mobile

Email

Nationality and Country of birth

Occupation

Parent/Guardian 2

Relationship to student

Surname

Given name/s Mr Mrs Ms Dr (please circle)

Address (home)

.....

.....

Address postal (if different from above)

.....

.....

Telephone (home)

Mobile

Email

Nationality and Country of birth

Occupation

Living arrangements

Student lives with

- Both parents Mother Father
 Guardian Other (specify person/address)

Is there a Court Order or Parenting Plan relevant to the student?

- No Yes (please attach a copy)

If natural parents are not living together, please indicate status below to avoid confusion

- Parents separated Father deceased Parents divorced
 Mother remarried Mother deceased Father remarried

Signatures

I/We have read and understood the College's Conditions of Enrolment and agree to abide by these as a condition of our daughter's enrolment.

I/We remain jointly and severally responsible for all fees and charges.

Parent/Guardian 1 signature

Date

DD / MM / YYYY

Parent/Guardian 2 signature

Date

DD / MM / YYYY

The application must be signed by each Parent / Guardian listed on this form. Where only one Parent / Guardian has signed, that person must satisfy the College that he/she is the sole Parent or Guardian and will be responsible for meeting the Conditions of Enrolment including the payment of all fees and charges.

Connection to College

Does the student have a family connection to Pymble?

- No Yes (if Yes, please specify below)

The student had a sister at Pymble.

Full Name

Last Year attended

House

The student currently has a sister at Pymble.

Full Name

Year Group

House

The student has a sister with a place at Pymble.

Full Name

Year of Entry

The student is a relative of an ex-student.

Relationship to student

- Daughter Grand-daughter
 Niece Great grand-daughter Cousin

Full Name

Final Year attended

House

Health and Wellbeing

Does your daughter have any social, emotional or intellectual difficulties or specific medical or learning needs or disabilities?

- Yes No

In the past 3 years, has your daughter received or is she currently receiving support from any of the following professional services

- Speech Therapist
 Psychologist
 Occupational Therapist
 Paediatrician
 Physiotherapist
 Other/s (please specify)

If you answered 'Yes' to any of the above, please submit supporting documents with this application. Failure to disclose an educational need may lead to the cancellation of the application and/or enrolment.

Does your daughter have any special talents which the College may need to accommodate?

- No Yes (if Yes, please specify below)

Additional information for Overseas Students – students without Australian residency

Pymble Ladies' College is registered by both State and Federal Government Departments to accept Full Fee-Paying Overseas Students (CRICOS 03288K).

In order to be considered for enrolment at Pymble Ladies' College, Overseas Students are required to:

- Complete an Application for Enrolment form signed by both Parents
 Pay the Application Fee of \$330
 Provide a copy of the student's birth certificate, translated into English if necessary
 Provide a copy of the information page from the student's passport
 Provide a copy of the visa page from the student's passport or the visa paperwork
 Provide a copy of the student's latest school report, translated into English if necessary
 Provide a certificate of English fluency from the Australian Education Assessment Service (AEAS)
 Take out Overseas Student Health Cover prior to a Student Visa being granted

Students enrolling at the College in Years K to 6 MUST reside permanently with their parents or a suitable relative, as defined by the Department of Immigration and Citizenship (DIAC), for the duration of the course.

The College does not offer or arrange accommodation for students in Years K to 6.

Payment of Application Fee

Student name
Date of birth DD / MM / YYYY
Credit card payment <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
Card number
Name of card holder
CW number
Expiry date
Amount \$330 (AUD)*
Signature
Telephone number
<input type="checkbox"/> If paying by cheque please make payable to Pymble Ladies' College and return to the College (address listed on page 1).
* Please note the Application Fee is non-refundable.

Checklist

You must return the following documents with your application:

- Completed Application for Enrolment
 - Cheque or completed credit card information for the non-refundable Application Fee
 - Copy of your daughter's birth certificate
 - Copy of your daughter's passport plus residency visa or citizenship papers if she was born overseas
 - Copy of your daughter's most recent school report, if applicable
 - Copy of NAPLAN results, if applicable
 - For students whose first language is not English, please provide a copy of AEAS test results
-

Enrolment Process

1. Application for Enrolment is submitted with supporting documents and Application Fee.
2. Application is processed and a provisional place offered, subject to availability and payment of the Acceptance Fee.
3. Families are interviewed prior to a confirmed place being offered.
4. Following a successful interview and payment of the Entry Fee, a place is confirmed.

This form should be completed in full and returned with any supporting documents to:

Enrolments Department
Pymble Ladies' College
PO Box 136, North Ryde BC
NSW 1670 Australia
enrol@pymblelc.nsw.edu.au

CRICOS 03288K

Conditions of Enrolment

These conditions are to be accepted by Parents or Guardians when they submit their Application of Enrolment form.

1 DEFINITION

In the context of this document, these conditions, unless the context otherwise requires:

- 1.1 'Principal' means the Principal of the College or Acting Principal of the College or any other Staff Member of the College from time to time carrying out the duties or exercising the authority of the Principal
- 1.2 'Parent' means the Parent/s or legal Guardian of the Student
- 1.3 'College' means Pymble Ladies' College
- 1.4 'Fees' means fees, charges and other payments applicable to the Student
- 1.5 'College Fee Schedule' is the document that outlines the fees and other charges set annually by the College
- 1.6 'School Year' means each calendar year
- 1.7 'Student' means the student to whom the enrolment relates
- 1.8 'Enrolment' means a contract between the parent of a student and the College to provide a course of education over a period of years
- 1.9 'Enrolment Fees' means the non-refundable fees required to be paid by the Parent to secure a confirmed place at the College for their daughter

2 STUDENT'S OBLIGATIONS

Students are required to have high standards of behaviour and attend the College and compulsory activities throughout the School Year and in particular must:

- 2.1 abide by the Student Code of Conduct
- 2.2 behave courteously and considerately at all times
- 2.3 support the goals and values of the College
- 2.4 attend all religious education classes, Chapel services, assemblies, outdoor education programs and excursions;
- 2.5 wear the College uniform as prescribed and follow conventional standards of appearance in accordance with the College guidelines and the expectations of the College community
- 2.6 attend the College during school hours, except in the case of sickness or where leave not to attend has been given

3 PARENTS' OBLIGATIONS

The Parent

- 3.1 must accept and abide by the requirements and directions of the College Council and the Principal relating to the Student or students generally and not interfere in any way with the conduct, management and administration of the College
- 3.2 must support the goals, values and Christian ethics and activities of the College
- 3.3 must read the College newsletter. The College publishes an electronic newsletter, on a weekly basis during each school term and sent by email, containing information of importance to the Parent. Both parents/guardians are required to read this newsletter
- 3.4 must advise the College in writing of any change of home, mailing, email address or contact details or other information on the Application for Enrolment, within one (1) month of such change. Applications and provisionally confirmed enrolments may be cancelled if the College loses contact with the Parent or has mail returned to it
- 3.5 acknowledges that the College's academic and other programs and activities may be altered or added to at any time. This may include discontinuance of teaching subjects and other programs;
- 3.6 must ensure the Student has each item of official required uniform, clean and in good repair, and all other requirements such as textbooks and stationery
- 3.7 acknowledges that the academic reports will be sent to the address or addresses notified by the Parents. Where the Parents are separated or divorced, reports will be sent to both Parents on request to the address notified by each Parent unless there is an Order of the Court or an agreement that the reports are to be sent to only one Parent

4 ENROLMENT FEES

All Enrolment Fees are non-refundable and are not credited towards Tuition Fees. Enrolment Fees are as follows:

- 4.1 the Application Fee must be paid at the time of application
- 4.2 the Acceptance Fee must be paid at the time a place is provisionally offered
- 4.3 the Entry Fee must be paid at the time a place is confirmed
- 4.4 Subject to paragraph 14.4, Enrolment Fees are not refundable

5 OTHER FEES AND CHARGES

- 5.1 Parents are jointly and severally responsible for the payment of Fees set out in the annual College Fees schedule and/or incurred by or on behalf of the Student.
- 5.2 All Fees must be paid:
 - a) in advance, in three equal instalments per annum at the beginning of Terms 1, 2 and 3; and
 - b) within 30 days of the date of issue of the invoice
- 5.3 No Tuition Fees are levied for Term 4 but an invoice will be sent for charges that have been incurred subsequent to the Term 3 invoice.
- 5.4 If a Student wishes to discontinue a special activity or subject for which extra Fees are payable, not less than one term's notice of such discontinuance must be given.
- 5.5 Where Fees are unpaid, except where special arrangements for payment have been made in writing and accepted by the College, the College reserves the right to:
 - a) suspend the Student until a satisfactory arrangement for payment of unpaid Fees is negotiated
 - b) terminate the enrolment of the Student at the end of the current term
 - c) exclude a Year 12 Student from sitting final exams at the College
 - d) apply a Late Payment Fee where an account is overdue
- 5.6 The College may take any appropriate action in the collection of unpaid Fees, including the use of a collection agency.
- 5.7 In all cases of unpaid Fees, including where the Student's enrolment has been terminated, the College will make every effort to recoup the debt and all expenses incurred in pursuing recovery of overdue amounts, including (but not limited to) legal fees, tracing fees, administrative costs and any fees payable to debt recovery consultants will be the responsibility of the parents/guardians.
- 5.8 The Parent acknowledges that GST may apply to some of the Fees payable to the College. Wherever possible, the College will quote its Fees on a GST inclusive basis.
- 5.9 If for any reason GST becomes payable in respect of any part of any Fees payable by the Parent to the College, then the College reserves the right to amend those Fees at any time.

6 WITHDRAWAL OF STUDENTS

- 6.1 If a Student is to be withdrawn from the College, at least one full term's notice must be given, in writing, to the Principal, otherwise 25% of the annual Tuition Fee in lieu of notice will be charged.
- 6.2 It would normally be expected that a withdrawal or change of status would take effect from the end of a school term in which case notice must be given before the end of the school term preceding the term in which the change is to occur.
- 6.3 If the withdrawal is to take place at any other time, notice of the change must be given before the beginning of the school term preceding the term in which the change is to occur.
- 6.4 If providing notice of withdrawal, under current New South Wales Board of Studies requirements, the Parent must provide the name of the school to which their daughter is being transferred.

7 BOARDING

- 7.1 Boarders are expected to remain as boarders for the full School Year unless otherwise agreed in writing with the Principal.
- 7.2 At least one school term's notice must be given to change the status of a boarder.
- 7.3 The offer of a place in the boarding house does not ensure acceptance as a day student after the Student has commenced. Such a change (from boarding to day) shall be granted subject to vacancies. All such requests for change from boarder to day student should be made, in writing, to the Principal.
- 7.4 Every student who is enrolled in the International Student Program must have a guardian as her carer during her enrolment at the College. The guardian needs to be responsible for the student in the absence of the parents and must live within a reasonable distance from the College. This is important to enable the student to be collected by the guardian and cared for should she become ill or need to be accommodated for any other reasons outside the College Boarding House.

8 ABSENCES

- 8.1 If the Student is absent from the College or arrives late to the College, a written explanation from the Parent must be provided on the next day of attendance at the College.
- 8.2 Extended leave for any reason other than illness must be sought, in writing addressed to the Principal, at least two weeks beforehand and will only be granted in special circumstances.
- 8.3 If the Student is absent from College, Fees will not be refunded in whole or in part.

9 REQUEST TO CHANGE DATE OF ENTRY

- 9.1 If the Parent wishes to transfer the date of entry of the Student to the College (either to another date in the same year or to an earlier or later enrolment year) the Parent must give notice in writing of that request to the College.
- 9.2 The College in its absolute discretion may or may not agree to that request.
- 9.3 If the College agrees to the Parent's request the Parent acknowledges that the Student will be placed on a waiting list for the year of enrolment if a place is not available in the year requested.

10 PARENTS' INSTRUCTIONS

If the College needs instructions from the Parent then:

- 10.1 If more than one Parent has signed the Application for Enrolment as Parent, the College may in its discretion act upon the instruction of either or both Parents
- 10.2 If at any time there is in force a Parenting Order or Registered Parenting Plan of the Family Court of Australia relating to the care, welfare or development of the Student, or more specifically to her education, the College will act only upon the instruction of the person on whom the Order or the Plan confers duties, powers, responsibilities or authority in relation to the particular matter upon which the College seeks instruction, regardless of who executed this Agreement as Parent
- 10.3 in the case of boarders, the Principal (or her nominee) has the authority to give permission on behalf of parents/guardians for students to participate in excursions and activities if the parents/guardians cannot be contacted within a reasonable period

11 PERSONAL BELONGINGS

Students are responsible for their personal belongings and the College will not be liable for any loss of those belongings. All items must be labelled.

12 ACADEMIC PROGRESSION

Progression from one academic year to another academic year is dependent on the Student successfully completing the requirements of the applicable academic year.

13 DISCIPLINE AND EXPULSION

- 13.1 Any breach of the terms and conditions will entitle the College Council, at its discretion, to suspend or terminate the attendance of the Student at the College.
- 13.2 The Principal (or her nominee) reserves the right to discipline, suspend or expel any student whose attitude or behaviour is not in keeping with the expectations of the College, provided that the Principal must confer with the Chair of Council or nominee before expelling a student.
- 13.3 If the Student is expelled or suspended, no refund of Tuition Fees will be made.

13 DISCIPLINE AND EXPULSION

- 13.4 The Council may also determine that the conduct of the Student prior to her taking a place at the College on the date of entry warrants termination of the Agreement, which shall be effected by written notice to the Parent. The Entry Fee will be refunded in those circumstances.
- 13.5 If the Council believes that a mutually beneficial relationship of trust and co-operation between the Parent and the College has broken down to the extent that it adversely impacts on the relationship, then the College Council may terminate this Agreement which shall be affected by written notice to the Parent. No remission of Fees will be given.

14 HEALTH AND WELLBEING

- 14.1 The Parent confirms that the Parent has disclosed in the Student's Application for Enrolment any diagnosed social, emotional or intellectual difficulties or specific medical or learning needs or disabilities that may impact on her ability to fully participate in the curricular or co-curricular programs provided by the College.
- 14.2 If the Parent has indicated in the Student's Application for Enrolment that the student has special needs (as detailed in paragraph 14.1), should any of those needs change in any way the Parent must notify the College immediately.
- 14.3 If at any time prior to or during the Student's enrolment at the College the Student has any special needs (as detailed in paragraph 14.1) which were not in existence at the time the Application for Enrolment was signed, the Parent must immediately inform the College of those special needs.
- 14.4 Students for whom English is an additional language/dialect will be required to demonstrate their proficiency in English and meet the determined proficiency levels. This proficiency is supported by a certificate of English fluency from the Australian Education Assessment Service – www.aeas.com.au. This certificate must accompany the Application for Enrolment before an interview can be arranged and a definite place offered.
- 14.5 The Parent acknowledges that if they have failed to disclose or not fully disclose any material matter, either in the Application for Enrolment form or subsequently, the College may, if the student is not enrolled, withdraw the offer, or, if enrolled, terminate the enrolment without notice.
- 14.6 In the event of any medical or other emergency arising, concerning the Student, and the College is unable to contact the Parent after making reasonable efforts the Parent authorises the College to give authority for such treatment. The Parent indemnifies the College, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

15 COLLECTION AND DISCLOSURE OF PERSONAL INFORMATION

- 15.1 The Parent acknowledges they have read and understood the College Privacy Policy. The College's full privacy policy is available at: www.pybblelc.nsw.edu.au
- 15.2 The Parent acknowledges that the College will collect personal information about the Parent and the Student from time to time which may be necessary for the College's function or activities.
- 15.3 The Parent acknowledges the College's duty at law to collect information on Student background characteristics as part of the National Goals for Schooling (1999). The enrolment of the Student will not be complete without the provision of the required information.
- 15.4 The Parent authorises and consents to the College's use of such information for purposes related to the education, health, care, welfare or development of the Student.
- 15.5 The College may take photographs, video recordings or other means of recording images of the Student and may use those photographs, videos and images in any publication such as newsletters, magazines, newspapers, social media and website which contain personal information, for marketing purposes, unless the Parent advises the College they do not wish this to occur.
- 15.6 If a Parent does not wish the College to use their daughter's personal information or photograph or image for marketing and fundraising purposes, the Parent must inform the College in writing.

16 AMENDMENT OF TERMS AND CONDITIONS

- 16.1 These conditions may be changed from time to time by giving not less than two terms notice and any new or revised conditions will apply from the commencement of the following year.



Pymble Ladies' College

Pymble Ladies' College
Avon Road, PO Box 136
North Ryde BC NSW 1670 Australia

Phone + 61 2 9855 7799
Fax + 61 2 9855 7766
www.pymblelc.nsw.edu.au
CRICCOS 03288K

ALL' ULTIMO LAVORO – STRIVE FOR THE HIGHEST