



John Paul College
Unity | Christ | Learning



STUDENT ORIENTATION KIT

(FULL FEE PAYING OVERSEAS STUDENTS)



Dear Students/Parents,

As Director of John Paul International College, I am delighted that you have joined our College. John Paul International College enrolls students from many countries around the world and prides itself in preparing these young men and women for life in the global community.

At our Daisy Hill Campus our Primary Preparation Program and our High School Preparation Program facilitate students' successful entry to John Paul College's mainstream classes.

At our Foundations Centre, the John Paul International College University Entrance Program (UEP) offers a bridge for international students by guaranteeing entry into over 100 universities throughout the world for successful students who achieve accepted requirements.

Our programs help international students to meet academic entry standards and develop study, language and cultural skills. This ensures a smooth and successful transition to their study in Australia, either at Primary School, High School or Diploma / Degree courses in Australian and international universities.

To assist your studies and ensure your time with us is a happy one, we offer a full range of support services including orientation programs, English language tuition, academic and vocational counselling and assistance with Homestay and private accommodation. While academic success is vital, your personal welfare is just as important to us.

Many of our students live with a Homestay family. Our Homestay families have become an integral part of our success, as we provide a safe and caring environment for students to learn and develop.

In partnership with the College, Homestay parents are responsible for all academic and co-curricular commitments of the students. Our Homestay families offer more than just board and lodging. They open their hearts, their homes and their families to overseas students, offering them a 'home away from home'.

As one of Australia's largest and most respected institutions, our College has been providing opportunities for international students studying in Australia for 25 years. Having been twice judged as one of the Best Ten Schools in Australia, I invite you to contact us to discuss how we can help you advance your chosen career.

I look forward to welcoming you to Brisbane.

Yours sincerely



RUSSELL WELCH
DIRECTOR



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Pre-Arrival

Before departure

A few weeks before you leave home, you should visit our school website to get more information about the school at: www.jpdc.com.au. You are also recommended to access our school website to obtain practical information about moving to and living in Queensland, and studying at John Paul College.


Make sure you take copies of all documentation with you, including your passport, visa, airline tickets. Use this checklist to make sure you have all the documents you will need:

- Airline tickets and a valid passport with student visa
- Letter of Offer or Confirmation of Enrolment slip issued by the College
- Receipts of any related payments you have made including tuition fee, health cover, etc
- English translation of prescriptions for any medications you are carrying
- Personal identification such as an identity card, including an English translation
- Health insurance details if purchased prior to entry
- You should bring enough Australian currency in cash for the first few days (\$300 - \$500) and have access to \$1500 to \$3500 in a bank account. You can open a bank account before you leave for Australia. For more information visit www.commbank.com.au/movingtoaustralia

At the airport: Customs & Immigration

When you arrive in Australia, certain items need to be declared. You will need your passport and incoming passenger card to pass through immigration. You then collect your luggage from the baggage hall and proceed to the baggage examination area:

 **Green Channel:** if you **do not** have any items to declare

 **Red Channel:** if you **do** have items to declare

DO NOT BRING THE FOLLOWING ITEMS TO AUSTRALIA:

- Cereal seeds, dried beans and peas
- Food such as poultry, fish and dairy products, fresh fruit and vegetables
- Soil and sand
- Live plants, animals and insects.





Living in Brisbane

Brisbane is the booming capital city of Queensland. It boasts a warm, sunny year round climate ranging from an average of 10 degrees Celsius (°C) in winter to 30°C in summer.

Brisbane is Australia's third-largest city. While other capitals compete loudly in their endeavour to reach top billing in the status stakes, Brisbane quietly executes its evolution in true, casual Queensland style. There's no need to advertise the virtues, locals already know it's one of the most desirable places in Australia to live.



Brisbane's comprehensive transport network gives you the freedom to move - busways, trains, high-speed ferries and an excellent motorway system take you from the challenges of the classroom to the peace of our pristine environment.

You will be living in a safe and caring multicultural society within a politically stable and economically strong environment.

Queensland offers both modern, cosmopolitan cities and a stunning and diverse landscape that includes national parks, rainforests and reefs and some of the world's most beautiful beaches.

General information

- Population: 3.8 million people in Queensland
- Second largest State in Australia
- Fastest developing State in Australia
- Brisbane is in the top 8 for the most liveable city in the world (*Economist Intelligence Unit 2004)

Climate and seasons



Summer

December to February

25° – 32°C



Autumn

March to May

18° – 26°C



Winter

June to August

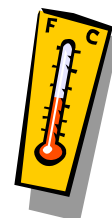
10° – 25°C



Spring

September to November

20° – 30°C



Condition 8101, 8104 and 8105 — Permission to work

8101— If you were granted a Student visa on or after 26th April 2008, you will already have Permission to Work automatically included in your visa.

If you were granted your visa before 26th April 2008:

- Applications for permission to work must be made on form 157P - *Application for a student visa with permission to work*
- **A 20 hours per week limit on work rights is strictly enforced by DIAC. If you breach this, your student visa will be subject to mandatory cancellation.**

Condition 8533 — Notifying address, change of address

- You must inform John Paul College of your residential address **within 7 days** of arriving in Australia.
- If you **change address**, you must inform the College **within 7 days**.
- John Paul College is required by **law** to keep your residential address. If you do not abide by this condition and John Paul College needs to contact you with regard to unsatisfactory attendance/academic requirements, it may lead to the automatic cancellation of your student visa.

Condition 8206 — Changing education provider

- **You must remain with the education provider** you originally enrolled with **for the full 6 months of your principal or main course**.
- **If you study at JPIC first**, you must remain with John Paul College for the length of your High School Preparation Course and then for 6 months of your Primary, Junior Secondary or Senior Secondary course.
- **If you are intending to change education provider you should contact your Head of School/Campus for information. In most circumstances the new education provider will be restricted from enrolling you if you have not completed 6 months of the main course of study for which your visa was granted.**

You can apply to change provider; however, permission is only granted in exceptional circumstances. Please contact your Head of Campus / Head of School for details on how to change provider.

Condition 8532 — Commission for Children & Young People & Child Guardian

If you are under 18 years of age and do not live with a parent, legal guardian or blood relative, you must obtain approval from John Paul College for your accommodation, support and welfare arrangements. In this instance, your homestay parent must provide either a Police Check clearance or Suitability Notice from the Commission for Children and Young Persons.

- **If you wish to change these arrangements**, you must obtain permission first from your Head of School/Campus **prior to the proposed change**.

Once the change has been approved, a standard letter titled '**Student Visa Application Under 18— Education Provider's Confirmation of Appropriate Accommodation/Welfare**' will be completed. A copy will be placed on your file and the original sent to DIAC.



Condition 8501 — Adequate arrangements for health insurance

- ***You must maintain approved Overseas Student Health Cover***

PLEASE NOTE

- On arrival, you will receive your Overseas Student Health Care card from the office.
- You should renew your Overseas Student Health Care to cover you to the end of your Visa. ***We will inform you one (1) month prior to your card expiry. You can then renew your Overseas Student Health Care Card at the John Paul International College office.***
- If you allow your Overseas Student Health Care insurance to expire, you are in breach of your Visa conditions and the College will report this breach to DIAC.
- There are other conditions which need to be upheld as well as the ones listed above. You can gain information from the DIAC's website on www.immi.gov.au



Education Services for Overseas Students Act 2000 – Section 175 Paragraph 51: Giving information to relevant bodies & Use of Personal Information

Please note that personal information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager in accordance with the ESOS Act. The provider is required to tell the Department about certain changes to the student's enrolment; and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.



On Arrival

Airport meet

If you have arranged an airport pickup with your application you will be met at the airport by BCT Transfers.

A driver will be wearing a black uniform and will be holding a signboard with your name written on it.

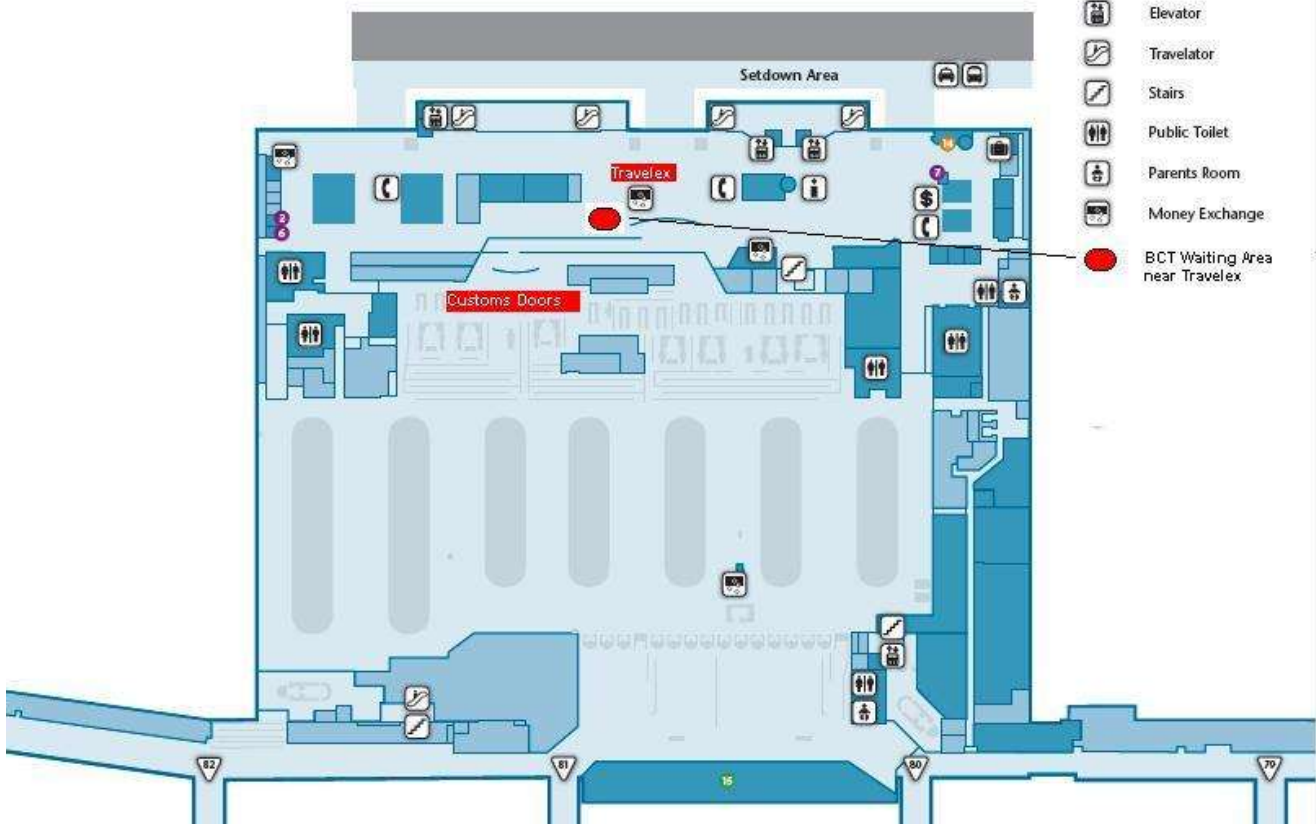


The driver will meet you at your luggage carousel for Domestic Travellers or for International Passengers, at the international customs doors and will assist with your luggage to the vehicle. The meeting areas are shown as red circle on the airport diagrams on the following page.

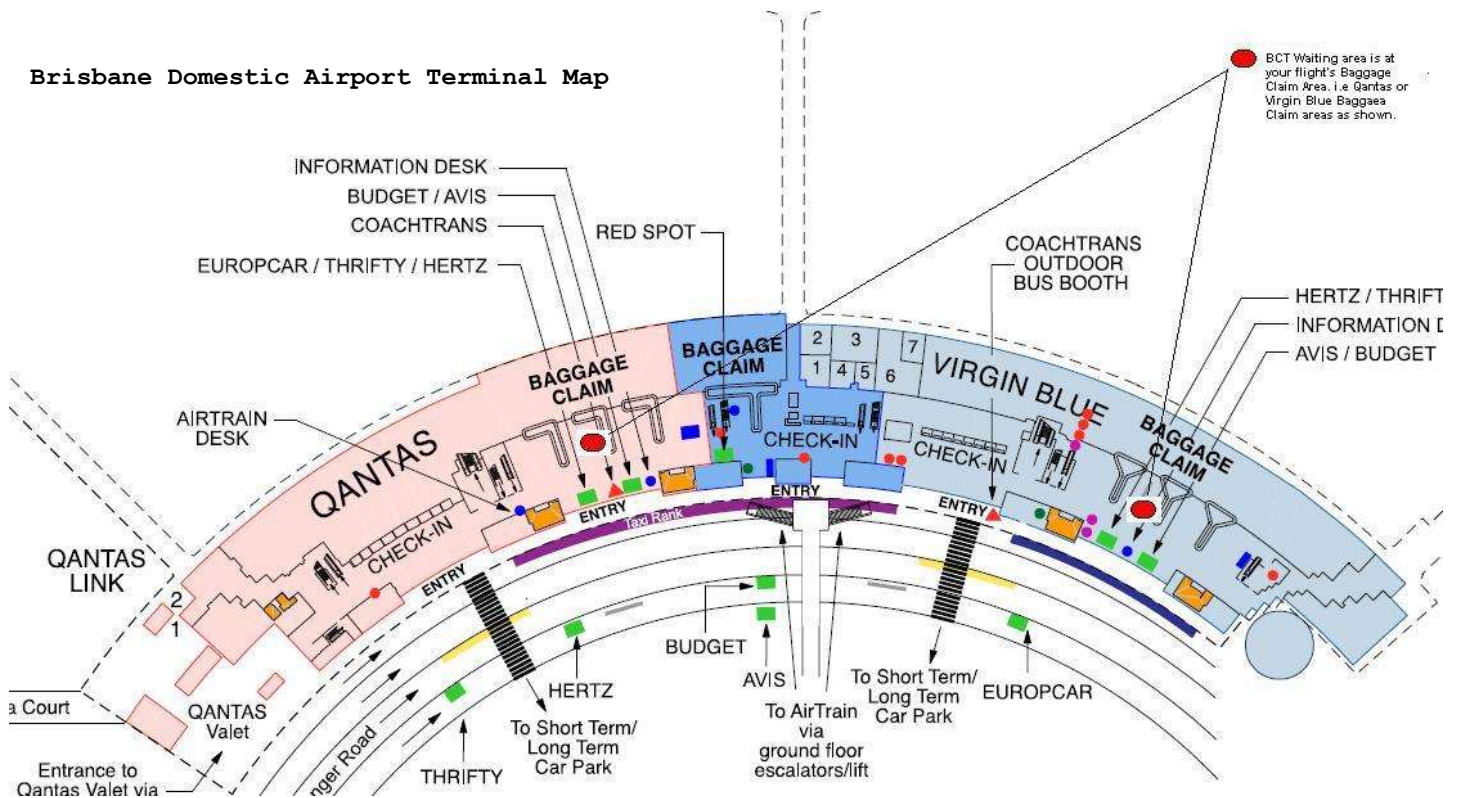
They will deliver you to your homestay in complete comfort (and you can even watch a DVD on your journey from the Airport).

You will be transferred to your homestay family to settle in prior to attending your first day at school.

Brisbane International Airport Front of Terminal Level 2 Arrivals and Concourse



Brisbane Domestic Airport Terminal Map



First day at school


Your homestay family will transport you to school on the nominated testing day. You need to bring with you:

- Your Passport / Visa
- Pencil case
- Any reports requested by the College.

You will sit for an English Placement test. When completed, your homestay parents will take you to purchase your uniform pack.

On your first day of school you will be allocated a class. Classes commence at 8:30am and finish at 3:10pm. Teachers will provide you with a stationery list which can be purchased from the retail shop. Text books will also need to be purchased at the office in the first week of each term. Your teacher will inform you of the cost and the day of purchase.

CLASS HOURS



Period 1:	8:20am	–	9:30am
Period 2:	9.30am	–	10.40am
Morning Tea:	10:40am	–	11:10am
Period 3:	11:10am	–	12:20pm
Period 4:	12.20pm	–	1.30pm
Lunch:	1:30pm	–	2:10pm
Period 5:	2:10pm	–	3:20pm

TERM DATES



2012

TERM 1	25 January <i>Wednesday</i> <i>New students will be tested on 24 January</i>	30 March <i>Friday</i>
TERM 2	17 April <i>Tuesday</i> <i>New students will be tested on 16 April</i>	22 June <i>Friday</i>
TERM 3	17 July <i>Tuesday</i> <i>New students will be tested on 16 July</i>	21 September <i>Friday</i>
TERM 4	9 October <i>Tuesday</i> <i>New students will be tested on 38 October</i>	7 December <i>Friday</i>

(Break for Christmas holidays)



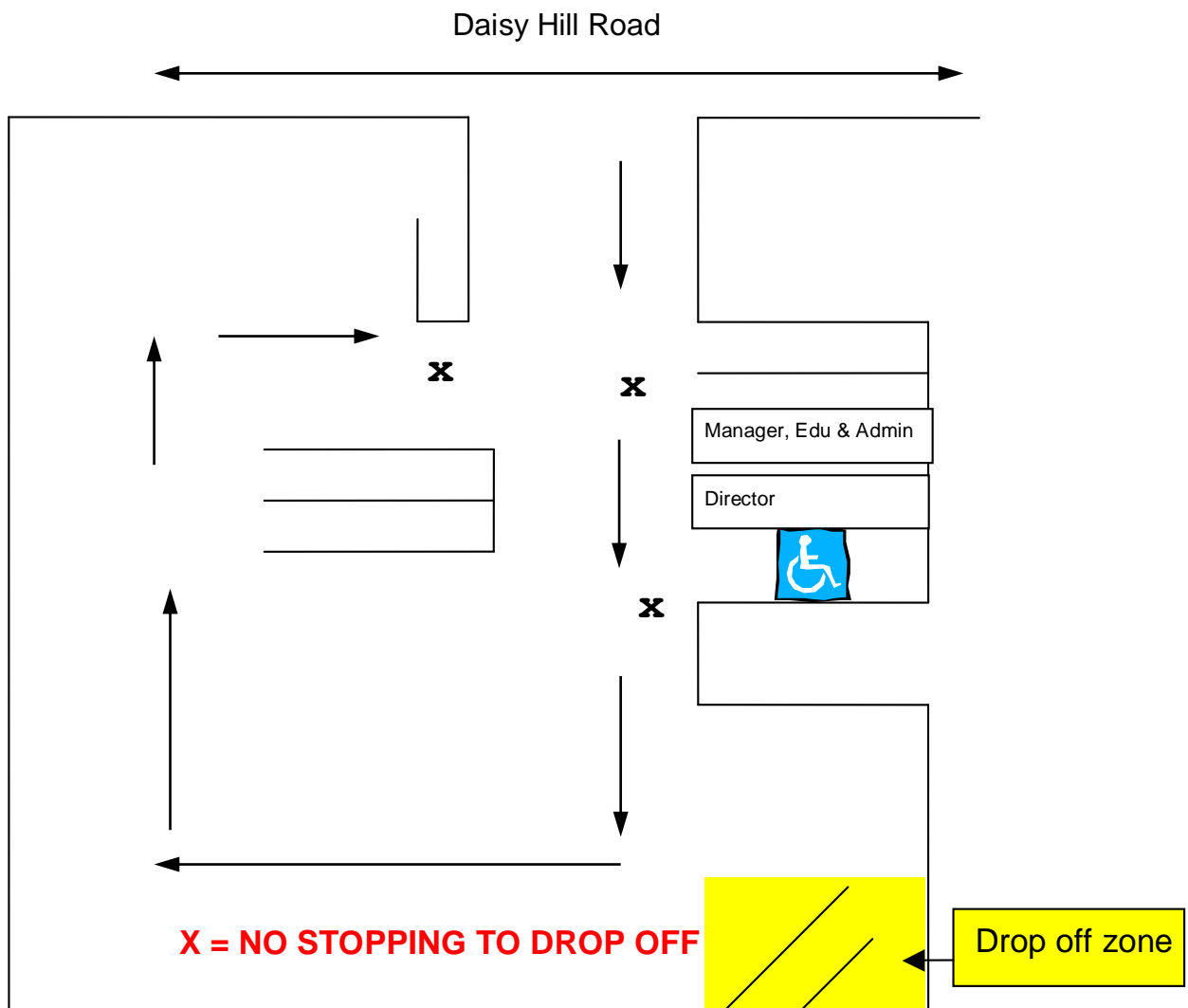


International College Car Park

To maintain the utmost safety and a smooth traffic flow in the college car parks, the following protocols have been put in place. Below is a map of the International College car park.

We ask that your homestay please drop you only at the designated yellow 'drop off' zone at the bottom of the car park. If you need to unload luggage etc, please park in one of the marked car park bays.

We have one car park space reserved for drivers with disability and two reserved for senior staff. Please respect these areas and refrain from using or stopping in front of them, even for short stop-offs.





Food at school: Tuckshop

The John Paul College Tuckshop is a cashless canteen facility that operates on a self-serve basis. The Tuckshop sells a selection of health and sports drinks and offers a varied and healthy menu of fruit, light snacks and meals. Price lists will be distributed to students during the first week of school and staff will explain how the new Tuckshop operates. More information on cashless procedures can be collected from the JPIC office.

Students do not order lunch or morning tea but are required to line up in the designated areas and to move quickly and quietly as they make their selection. Students will need to show their identification card, which can be used in the same way you would use a debit card linked to a pre-paid account. When paying for food, students are to be mindful of their manners.

Example menu:

(*Guideline only, there are more choices available at the tuckshop and prices may change without notice*)

	Item*	Amount*		Item*	Amount*
Hot Food	Steak Pie	\$3.00	Drinks	Orange Juice	\$1.70
	Chicken Burger	\$2.50		Water	\$1.50
	Hotdog and sauce	\$2.20		Soft Drink	\$1.70
	Pizza	\$3.00		Milk	\$0.90
Sandwich	Chicken & Salad	\$3.50	Snacks	Cupcake	\$1.30
	Egg & Salad	\$2.80		Fruit and Nut	\$1.00
	Ham	\$1.80		Yoghurt	\$1.70
	Ham Cheese & Tomato	\$2.50		Vege Chips	\$1.80



Uniform

Full formal school uniform including school hat is compulsory for daily attendance and for all functions in connection with the College. They must be worn when travelling to and from the school.

Uniforms can only be purchased from the College Uniform Shop on our campus.
(Refer overleaf for details)

Uniform Shop opening hours:

- Monday – Friday 7:30am - 4:00pm
















Grooming

- Uniforms must be clean and kept in good repair
- Students' hair styles or hair treatment should be neat, sensible and conservative in nature. As such, punk styles, crew cuts, spikes, wedges, ridges or any other unusual lines or shapes cut into the hair are unsuitable.
- Girls' hair, longer than the collar, should be neatly tied or plaited with burgundy ribbon, headband or scrunchie, to keep it in place. All hair accessories must be purchased from the College Retail Centre to ensure consistency.
- Colouring of hair is totally unacceptable as is the use of gel, mousse or other substances that are clearly visible. (Middle School).
- Bleaching of hair is unacceptable, as is the use of gel, mousse or other substances that are clearly visible. Hair treatment must reflect the natural colour of a student's hair. (Senior School)
- Hair treatment must reflect the natural colour of a student's hair.
- Fringes should clear the eyebrows.
- Boys' hair must be trimmed at reasonable frequent intervals, and must not be grown below the level of the collar.
- The wearing of make-up is not permitted. Clear nail polish may be worn.
- The wearing of appropriate jewellery includes watches and chains, offering medical information or of special religious significance.
- Students whose appearance is contrary to the neat, conservative nature of John Paul College may be sent home until such time as their appearance meets the expectation of the College and assurances have been received from the student, and his/her parents or guardians that appropriate dress and grooming will be maintained in the future.
- Students are not permitted to wear earphones when they are mobile. This includes when they enter school grounds in the morning, exit in the afternoon and when they are moving around during the day. The reason is twofold:
 - Courtesy – a response will not be offered if a greeting or acknowledgement cannot be heard.
 - Safety – there is a great deal of pedestrian and motor traffic which has to coexist in an environment of care and safety.











The School Uniform

Girls

											
	Blazer	Jumper	Blouse	Shirt	Formal Dress	Trousers	Skirt	Culottes	Cloth hat	Straw hat	Socks
Junior Primary and Prep	-	✓	-	✓	-	-	-	✓	✓		✓
Senior Primary	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
Middle School	-	✓	✓	-	✓	✓	✓	-	-	✓	✓
Senior School	✓*	✓	✓	-	✓	✓	✓	-	-	✓	✓

Burgundy ribbons or bands may be worn in hair. School shoes should be Black. Girls may wear pantyhose in Middle and Senior Schools.

Boys

										
	Blazer	Jumper	Shirt	Trousers	Shorts	Tie	Cloth hat	Felt hat	Long socks	Short socks
Junior Primary and Prep	-	✓	✓	-	✓	-	✓	-	-	✓
Senior Primary	-	✓	✓	✓	✓	-	-	✓	✓	✓
Middle School	-	✓	✓	✓	✓	✓	-	✓	✓	✓
Senior School	✓*	✓	✓	✓	✓	✓	-	✓	✓	✓*

School shoes should be Black.

General

									
	Tracksuit	Anorak	Back-pack	Wheeled case	Carry bag	Sports bag	Sport shirt	Sport shorts	Sport socks
Junior Primary and Prep		✓*	✓	✓	-	-	✓	✓	✓
Senior Primary	-	✓	✓	✓	-	✓	✓	✓	✓
Middle School	-	✓	✓	✓	-	✓	✓	✓	✓
Senior School	-	✓	✓	✓	✓	✓	✓	✓	✓

* Optional * Years 11 & 12 only * May be worn with long trousers only



Transport

Just one TransLink ticket will take you wherever you want to go on buses, trains and ferries within that zone. Zones, fares and concessions have been standardised across the system, providing one set of rules for everyone. For further information go to <http://www.transinfo.qld.gov.au/> As at 17 January 2012

Zones Travelled	Single Ticket
1	\$4.50
2	\$5.20
3	\$6.20
4	\$7.00
5	\$7.90

what to look out for when catching a bus

flag
(on local streets)

features:

- timetables
- network / route maps
- zone number

j pole
(on main streets)

features:

- timetables
- network / route maps
- zone number
- location name

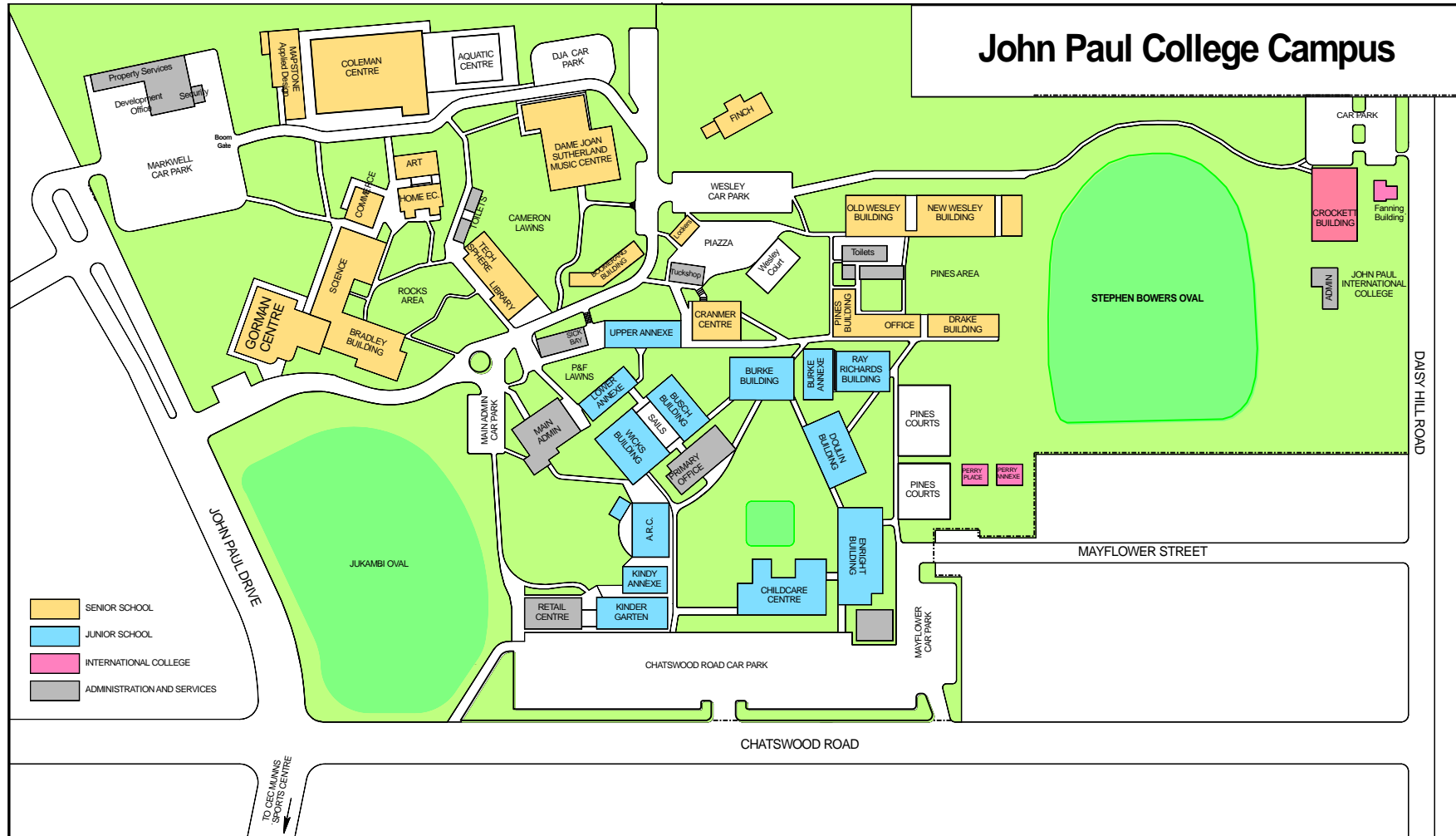
blade
(at interchanges)

features:

- timetables
- network / route maps
- locality maps
- zone number
- location name



School map





Office contact

RECEPTION: (07) 3826 3474

Mrs Leila Reid

ABSENCES: Your parent/homestay parent must phone **the office before 8.30AM** when you are absent or late. If you are sick for more than two consecutive days or any time during exam periods, you will need a doctor's certificate.

DIRECTOR:

Mr R Welch

EXECUTIVE ASSISTANT to the DIRECTOR:

Mrs S McKee

MANAGER, EDUCATION & ADMINISTRATION:

Mr M Bos

ENROLMENTS, FEES:

Mrs K Redford

ACCOMMODATION OFFICER:

Mrs K Pincott

LIAISON & WELFARE OFFICER:

Ms Hao

STUDENT LIAISON (VIETNAM):

Mr A Dam

STUDENT LIAISON (CHINA):

Ms G Jin

FINANCE/ACCOUNTS (MAIN ADMINISTRATION OFFICE):

Ph: 3826 3333

Contact Numbers:

John Paul International College:

Tel: (07) 3826 3474

Fax: (07) 3826 3475

Email: jpic@jpc.qld.edu.au

John Paul College:

Tel: (07) 3826 3333

Fax: (07) 3808 1028



Student Support Services

All students at John Paul College have access to a wide range of Student Support Services. These services include:-

John Paul International College:-

Director	Mr Welch
Manager, Education & Administration	Mr Bos
EA to the Director	Mrs McKee
Admission & Recruitment Manager	Mrs Redford
Administration Officer	Mrs Reid
Accommodation Officer	Mrs Pincott
Welfare & Student Liaison	Ms Hoa
Student Liaison (Vietnam)	Mr Dam
Student Liaison (China)	Ms Jin

Teachers

Maths/Science	Ms Teys/Mrs Steinhausen
English	Mrs Gabriel-Kavalieratos
English	Mrs Rough
English	Mrs Steinhausen
English	Mrs Sundaram
English /Business	Mrs Whinham
English	Mrs Tavares
English	Mrs Knudsen
English	Ms Burton

John Paul College:-

Headmaster

Mr Foster

Senior School

Head of Senior School	Mr A Dennis
Director of Curriculum	Mrs J Robinson
Director of Teaching & Learning (7-12)	Ms B Guerra
Careers Office	Ms Southwood & Mr Cuthbert
<i>Deputy Head of School</i>	
Year 11	Mrs P Leyden
Year 12	Ms S Jamieson
Year 10	Mr B Hamson

Middle School

Head of Middle Schooling	Mr Zietsch
Director of Teaching & Learning	Ms Guerra
Grade 7 Deputy Head of School	Ms Lang
Grade 8 Deputy Head of School	Mr Braiden
Grade 9 Deputy Head of School	Mr Crameri

Primary School

Head of Junior Primary	Mr Kerley
Director of Teaching & Learning	Ms Mundie
Deputy Head of Primary	Mr Gordon
Counsellor	Mrs Barnard

College-Wide Personnel

Registrar	Mrs K Ryan
Director of School of Performing Arts	Mrs Godfrey
Director of Activities	Mrs Graham
Chaplain	Mr Ward
Health Centre	Ms Wild
Counsellor	Mr Kozak (Middle & Senior School)
Head of Security	Mr Howard
Techsphere	Mrs Baragan
Head of Learning Centres	Mrs Fry
Retail Centre	Ms Godwin
Tuckshop	

External appeals bodies (Legal Services)

- Institute of Arbitrators and Mediators of Australia (IAMA) at <http://www.iama.org.au/>
- National Alternative Dispute Resolution Advisory Service at <http://www.nadrac.gov.au/>
- QLD Dispute Resolution Branch at <http://www.justice.qld.gov.au/mediation/home.htm>
- Overseas Students Ombudsman at www.oso.gov.au or phone 1300 362 072



Information For Students Academic Progress

Your college is required by the National Code of Practice to check your course progress to ensure that you are doing well with your studies. This is important for you because you are in Australia to study and achieve good results.

Review of course progress will take place at the end of each module of your course:

- Primary Preparation Course – At the end of week 5 and week 10 each term
- High School Preparation Course – At the end of week 5 and week 10 each term

In the Primary and High School Preparation Courses your teacher will be assessing your language skills during class. Assessment tasks are ongoing and will include tests, written essays, practical exercises, oral presentations, group work, role plays, case studies and reports that are designed to provide you with an opportunity to demonstrate your ability to undertake study and improve your English language proficiency.

Other assessment tasks may include:

- In-class participation
- Homework tasks
- Formal and informal class tests
- Interview with a staff member
- Research assignments
- Completion of online language tasks
- Participation in group activities

You will make good progress with your English language studies if you use English as much as possible, participate regularly during classes and complete all of your homework, course assignments, tests and activities.

Satisfactory Course Progress

You will be considered to have achieved satisfactory course progress at the end of each term if you have participated regularly during class, completed scheduled course assignments, tests and activities and attained the exit levels required in the modules taken in that term of study. Students graduating to JPC will need to attain the exit levels required for their level of study and successfully complete an interview with the relevant Primary/Middle/Senior School Head.

Intervention Strategy

If your teacher considers that you are not making satisfactory course progress, he or she will meet with you to talk about it, or refer you to the Manager, Education & Administration/ Counsellor. You may be given the opportunity to move to an easier class or to do extra activities to help you. Some of these activities may include:

- Developing a learning contract with your teacher or the counsellor.
- Having some individual sessions with a teacher.
- Having extra tasks set by your class teacher to work on a particular area of weakness, eg computer assisted language learning, reading tasks, grammar exercises, trial tests etc.
- Having a student mentor appointed to help you during classes.
- Student counselling – you will be counselled by the academic coordinator to identify any personal issues affecting your course progress.
- Homework Club.

The College will do everything it can to help you with your studies. However, if you still do not achieve satisfactory progress after being assisted by the college, you will be reported to immigration authorities. You will receive a notice of intention to report which includes information on accessing an appeals process.

If you believe that you have been treated unfairly, you may make an appeal through the College's complaints and appeals process. (Refer to Grievance Procedure)

COMPLAINTS AND APPEALS PROCESS

The purpose of John Paul College Complaints and Appeals process is to provide you with the opportunity to access procedures to facilitate the resolution of a dispute or complaint. In the first instance, John Paul College requests there is an attempt to informally resolve the issue. If this is unsatisfactory or does not result in a resolution of the matter, John Paul College's internal formal complaints handling procedure will follow.

- a) Students should contact the Head of School/Campus in the first instance to attempt an informal resolution of the complaint.
- b) If the matter cannot be resolved through mediation, the matter will be referred to the Headmaster/Director.
- c) At this point, the student should notify the College in writing of the nature and details of the complaint
- d) Each complainant has the opportunity to present his/her case to the Headmaster/Director. Students may be accompanied by a support person.
- e) The formal complaints process will commence within 10 working days of the lodgement.
- f) Once the Headmaster/Director has come to a decision, you will be informed in writing of the outcome and the reasons for the outcome.
- g) If the complaints procedure finds in favour of the student, John Paul College will immediately implement the decision and any corrective and preventative action required.
- h) If the complaints procedure does not find in favour of the student or the student is dissatisfied with the result of the complaints procedure, he/she will be informed of the external complaints and appeals process.
- i) John Paul College undertakes to finalise all grievance procedures within 20 working days.

- j) For the duration of the appeals process, the student is required to maintain enrolment and attendance.

If you wish to lodge an external appeal or complain about this decision, you can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.

Use of Electronic Dictionaries in Class

In order to discourage the use of electronic dictionaries by students in class, as of level 3, students must begin to use an English-English paper dictionary.

Purchase of a dictionary will be required for all level 3, 4 and 5 students. This is necessary so that the students get used to paper dictionaries, and as ESL students take the privilege of using an English-English dictionary during exams at JPC.

If students bring an electronic dictionary into the classroom, he/she should turn off the machine during class time. The teacher may have the right to confiscate the machine and leave it with the office.

Students in Levels 1 and 2 will be allowed to use electronic dictionaries at the teacher's discretion.

Student Property

Students should:

- Mark clearly all clothing, books and equipment.
- Never leave valuables, including money, watches, expensive pens etc., in ports, classrooms or lying around. Valuables should be handed in to the office for safe keeping during school hours.
- Report missing items immediately.



The Notebook Computer

The care and security of your notebook computer is of high importance. Students have been given guidelines to assist them to properly care for their notebook.

Techsphere Contact Details

Email: jpichelp@jpc.qld.edu.au
Phone: 07 3826 3474

Techsphere Hours of Operation

Techsphere's hours of operation are as follows:

- 7:45 am to 3:30 pm school days
- 9:00 am to 12:00 pm during school holidays.

Warranty and Servicing of Notebook Computer

Warranty

- Each notebook computer in the John Paul College program is covered by an extended three-year manufacturer's warranty;
- There is **no charge** to the user for **repairs that are completed under warranty**.



Insurance Cover

Insurance cover for each notebook computer is negotiated under a John Paul College Master Policy.

- Techsphere must be notified immediately if a notebook computer is lost or missing. If the owner is off-campus, the matter should be reported by phone 3826 3358 or email on techsphere@jpc.qld.edu.au;
- The user must report any lost or stolen notebook computers to the nearest police station and provide the College with a crime report number. The insurance claim cannot be forwarded to the insurance company for processing until this has been provided;
- Notebook computers damaged beyond economical repair will be written off and the owner will receive a replacement notebook computer under insurance;
 - a) *Cost of insurance excess for accidental damage or loss will be **\$100** (subject to change without notice).
 - b) *Cost of replacing parts either lost or from wilful damage will be varied (Cost will be current market price for all replacement parts required). An Invoice & receipt will be issued.
- Insurance does not cover vandalism or wilful damage to the notebook computer. Where the notebook is not covered under insurance, the full cost of the repair will be forwarded to the parent. Costs can range from \$10 to total notebook pay-out cost.



JPConnect

JPConnect.net is a private online portal designed for instant and increased three way communication between teachers, parents and students.

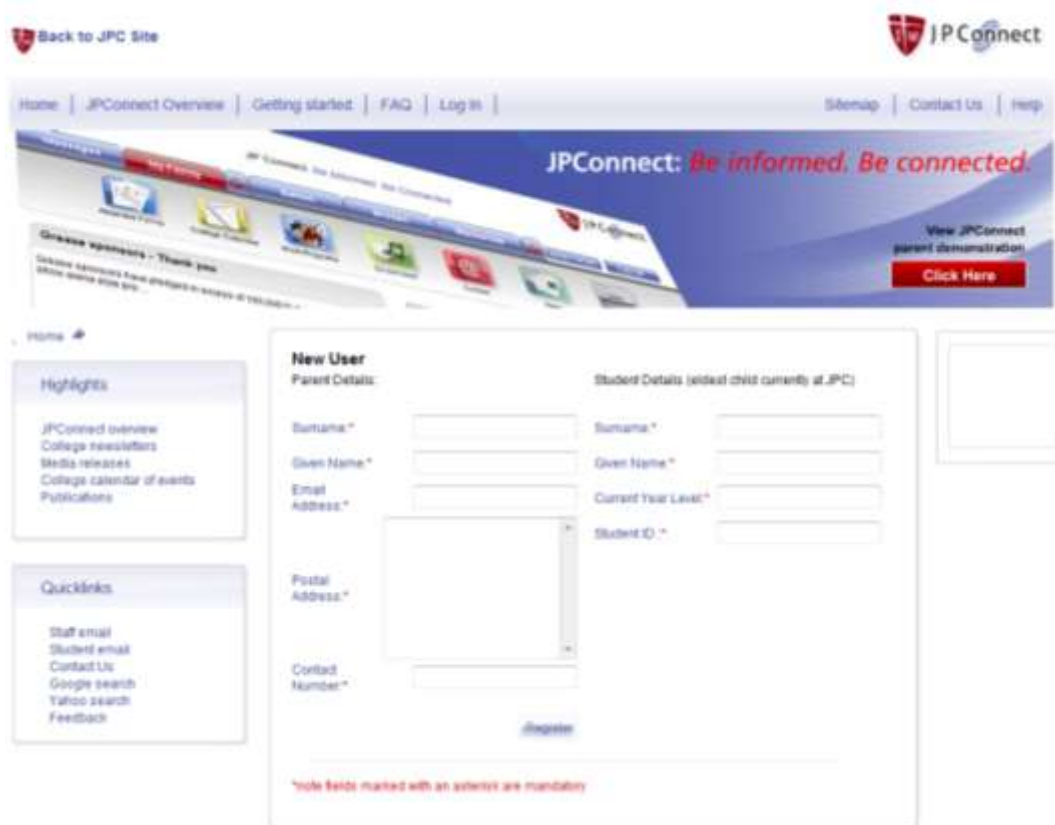
Permission slips can be completed and submitted online, and newsletters and Parents' Handbooks will be downloadable, giving parents 24/7 access to essential information.

The proposed rollout of JPConnect.net throughout 2007 will see school reports and assessment marks posted on the portal for instant viewing, as well as feedback on students' progress.

Selected classes from the new Gorman Centre lecture theatre will be filmed and will be available for download by students to review and reference, and assignments will be able to be submitted, marked and returned electronically.

Teachers will also benefit, with the ability to create digital content and assessment and to tailor work for individual students.

For access to JPConnect.net, all students, parents and teachers will require a unique username and password. Please visit www.jpconnect.net for register.





Homestay

Getting To Know Your Homestay Family

- Join in with the family; talk to them and watch TV with them. For example, ask them to “hear” your new vocabulary or listen to you read. Go out with your homestay family. This will help to improve your English and lessen homesickness.

Homework

- When your homework is finished you should ask your homestay parent to check it and sign in your homework diary.
- Ask your homestay parent to help with vocabulary, spelling and listen to you read or recite; talk to them about your writing.

Going Out / Sleeping Over

- If under 18 you should be home on school nights **before dark** unless previously agreed with your homestay. If over 18, mutually agree on a time to return home.
- Discuss what you want to do over the weekend with your homestay parent and ask permission.
- If you want to stay at a friend’s house overnight make sure that you ask your homestay. Don’t just phone at the last minute (or send an sms) and you say that you won’t be home. Your homestay **MUST** know the name, address and telephone number of where you are staying and give approval.

Weekdays (Monday through Thursday)

- Normally, school nights are work nights.
- Time in the evenings will be required for homework and study.
- Exceptions are special family activities and school events (dances, sports).

Weekends

- Destinations, transportation, return time and activities must be approved by the homestay parents.
- Student must be home by the time agreed.
- Overnight stays outside the family home are subject to the approval of the homestay parents, and/or the student’s parent.
- Out of town travel with persons other than homestay family members is subject to the approval of your natural parents.

Students who are aged 12 years and under may only go out if accompanied by their homestay parent or another responsible adult approved by the homestay parent, and should not travel unaccompanied on public transport.

Other students should reasonably be expected to be home on weekends (Friday/Saturday):

- ❖ 14 years old – 8pm
- ❖ 15 years old – 9pm
- ❖ 16 years old – 10pm
- ❖ 17 years old – 11 pm
- ❖ 18 years old and over - by mutual agreement.
- You should return home at the agreed time.
- When you go out with your homestay family on special occasions you might need to pay for yourself; (for example, movies, restaurants, theme parks).



Drugs, Alcohol Smoking and Gambling

- It is illegal for young people under 18 to smoke, drink alcohol or gamble, or visit casinos or clubs.

Phone Calls

- You need to pay for your phone calls; long distance (STD) and overseas calls are recorded on the phone bill.
- The College strongly recommends that students use only mobile phones that have a disabling facility. Students should only use their mobile phones before or after school, or during recess and lunch breaks.

Internet

The use of Internet time can be expensive. Access and user cost must be paid for by the student. If the student organises an Internet connection or private line, the student is responsible for all costs incurred in their name. The Homestay family is not responsible for any of the costs.

There will be no more issues with over usage of downloads causing enormous amounts of extra charges and slowness of the internet speed. Homestay parents may not be aware that Telstra and Optus have a new Pre-Paid Wireless Broadband with no fixed term contracts.

It is important that you check with your provider to see if your area is covered by the Satellite network. Should you wish to follow up this service, more information can be found at the following link: http://personal.optus.com.au/web/ocaportal.portal?_nfpb=true&_pageLabel=Template_wRHS&FP=/personal/internet/prepaidwirelessbroadband&site=personal.

Visitors from Home

- If you have a guardian, he or she must be approved by the school.
- When your parents visit you, be sure they make an appointment to meet your Head of Campus.

Homestay Fees

- Pay for –
 - food
 - room
 - washing and ironing facilities
 - transport (including car, bus and train) to and from school for school activities and co-curricular
- Do not pay for –
 - bus, train fares, parking, tolls for non-school related activities.
 - airport transfer
 - visa renewal
 - personal entertainment

Extra Charges (Payable Direct to Homestay Family)

(*guideline only*)

- Airport transfer (one way) \$AUD 100.00
- Visa renewal transport costs \$AUD 50.00
- Medical check for visa \$AUD 50.00

Problems

- If you have a problem, tell your homestay parent or a teacher immediately. Don't let the problem get worse.

Your study is important. Your parents and homestay parents want you to do your best at all times. Your homestay family and your teachers are here to help you.

Change of Homestay Requests

- Complete application form
- Parental permission letter
- Appointment with Manager, Education & Administration, JPIC
- Interview of new Homestay Parent
- Homestay relocation cost \$150.

Summer Vacation Expenses

The summer vacation time (December through February) requires special financial planning. Expenses for this period must be carefully estimated and added to costs for the academic year in order to give a realistic total figure for the calendar year. They are not included in the estimated cost for living expenses.

Staying in Australia for the ten week long vacation costs more but there are savings on airfares and on re-establishment costs if you do not move to a new house.

Vacation Travel

Before each holiday **ALL** students are required to fill out a holiday address form and submit it to the Head of Campus.

Any students who intend to travel outside designated school holiday dates, **MUST** bring written request from their parents to the Head of Campus, giving details of the special circumstances requiring such travel.

All students travelling overseas **MUST** bring their air tickets to the International College office for photocopying as soon as they have been purchased. The ticket should clearly indicate the date departing Brisbane and the date returning to Brisbane.

ALL STUDENTS MUST:

- **NOT LEAVE BEFORE SCHOOL CLASSES HAVE CONCLUDED**
- **RETURN IN TIME TO RESUME LESSONS ON THE DAY SCHOOL COMMENCES**





Feeling Safe

Your Personal Safety

Being a student is an exciting time where you will make new friends and experience different learning opportunities.

It is important to enjoy your city and your campus, and our tips may assist protect you from unsafe situations.

Safety on campus

- Get to know the layout of your campus including safe paths that exist.
- Contact a staff member immediately if you observe anything suspicious occurring in or around campus.
- Report any threatening behaviour immediately to a staff member.
- Move away from any threatening behavior, where possible.
- Do not leave valuables such as wallets, laptops or mobile phones unattended.
- Avoid isolated areas and move around campus with other students where possible.
- Avoid leaving the campus alone.

Safety on transport

- Use a timetable to plan your travel and avoid unnecessary delays.
- Choose well-lit busy areas rather than dark quiet spots.
- Travel close to the guard or driver.
- Where possible exit transport into well-lit busy areas.
- Be aware of who is around, including who gets off with you.

Safety on the street

- Stay alert to what is happening around you.
- Cross the street if you feel unsafe.
- Be confident and aware of your surroundings.
- Keep to well-lit major roads and paths at night and do not take short cuts through parks.
- If approached by a stranger keep a safe distance.
- If approached for money, say that you have no cash, avoid eye contact and move toward other people.
- If you are being followed change direction and seek a safe place.
- Keep personal items, such as wallets and bags, close to your body or out of sight.
- Have your keys ready to enter your home quickly.
- Do not walk in public displaying items such as iPods.

General Safety steps to take right now

- Take the time to consider where you might be at risk and what steps you can take to make it safe.
- Program the emergency number 000 into your mobile phone.
- Tell people where you are going and what time you will return.
- Avoid carrying non-essential items such as your Passport and large amounts of money.
- Report any incident to Police or campus staff.

Every student has the right to feel safe and free from harm while at John Paul College. We expect you to respect your teachers and other students and we expect that you will receive the same respect in return. If you ever feel unsafe you should report it to someone you trust.

Who should I tell if I am not feeling safe at school or at home?

You can tell anyone on staff. If you do not feel like talking to a member of staff you may like to write them a letter or send them an e-mail.



What will happen if I report what is happening to a member of staff?

If the concern is worrying you but not causing you immediate harm, then the staff member will discuss with you ways to solve your problem. If the concern is serious and the staff believes that you are being harmed or in danger of being harmed, he or she will report it to the Headmaster immediately.

What if I don't want the member of staff to tell the Headmaster?

The staff member will try to keep your concerns confidential as much as possible. However, if the staff member is aware or reasonably suspects that harm has been caused by anyone to a student of the College then the law says that the matter must be reported to the Headmaster and it may have to be reported to the Police. If the staff member has no choice about reporting what you have told them to someone else he or she will explain to you exactly what will happen next.

Remember the most important thing is that you feel safe and free from harm. You must tell someone if you are being harmed or afraid that you will be harmed.

***A student has the right to be
represented by a nominee if that
student so chooses.***

Student Assistant Hotline (After Hours)

John Paul College has a national after-hours **Student Assistant Hotline** that allows overseas students in Australia access to personal after-hours support regardless of whether they are on or off campus.

The specific and dedicated number that our international students can call after hours, at night or on the weekends is **1800 024 157**. This is a free call from landlines anywhere in Australia and standard call rates will apply from mobile phones. Mondial Assistance will provide the professional call centre support based on John Paul College's protocols, which ensures that students are quickly linked into the support service they need whether that is practical, personal or medical-related.

For any queries regarding your homestay or our support service, please contact Mrs Pincott during business hours on 3826 3442. **Please note:** After 4.30pm the phone will be redirected to the 1800 Student Assistant Hotline.



Emergency 000

In an emergency ring:

- **000**
- **Mobile: 112**

They will ask you if you want:

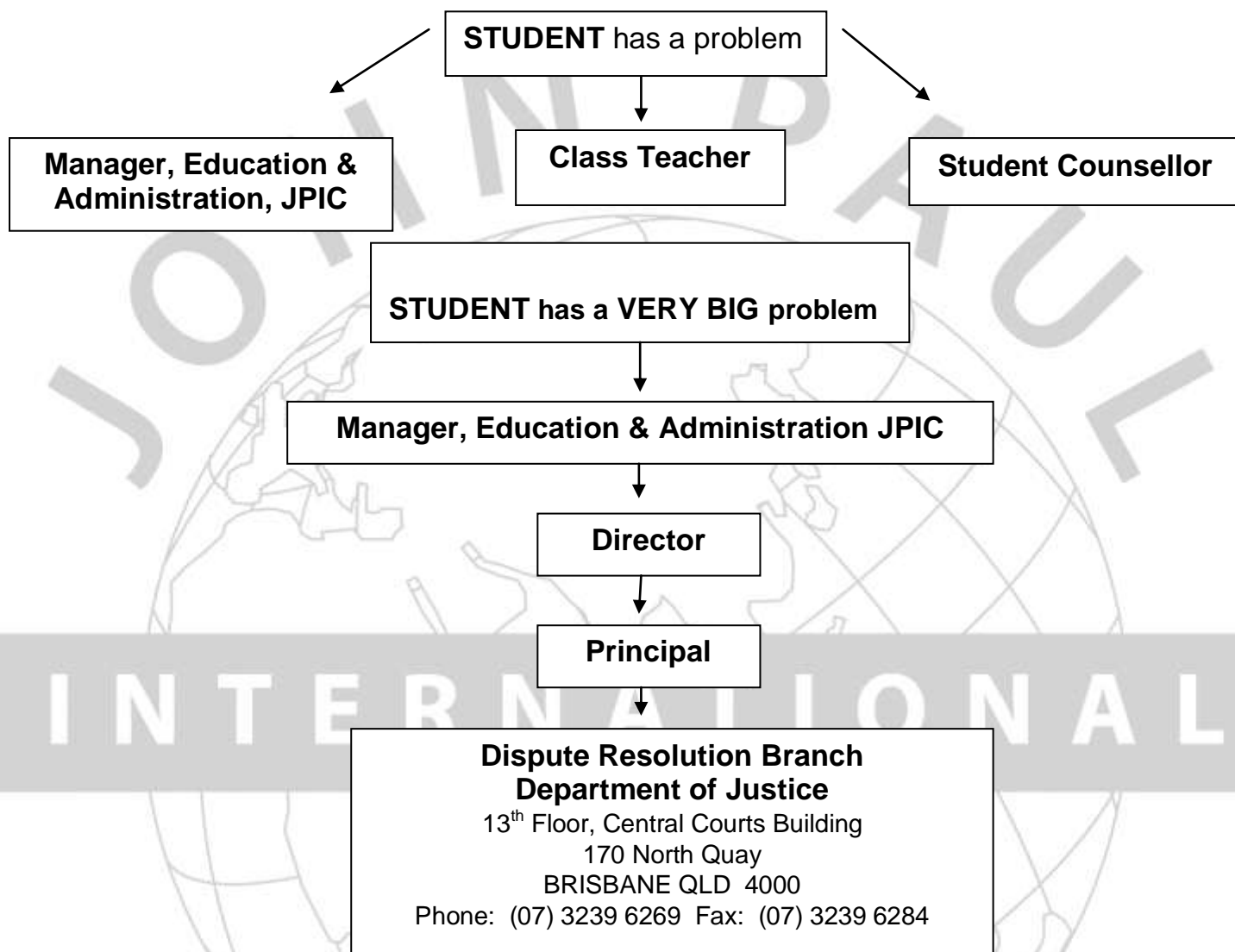
- Police?
- Fire?
- Ambulance?
- **Ask for ONE only**

DO NOT HANG UP UNTIL THEY TELL YOU TO DO SO!

If you ask for AMBULANCE, they will ask you these questions:

- What's the exact address? Or: The location of the patient?
- What is a 'call back' number?
- Give a cross street or landmark.
- What is the problem? Or: The nature of the emergency?
- Exactly what has happened?
- Are you with the patient now?
- How many people have been injured? Or: The number of people involved?
- Are they choking?
- How old are they? Or: The age of the patient?
- Are they conscious? Or: Is the patient able to talk to you?
- Are they breathing? Or: Is the patient breathing?

GRIEVANCE PROCEDURES (JPIC)



A student:

- may nominate a support person to accompany him/her at any stage of the dispute resolution process
- has the right to be represented by a nominee if they so choose

If a student is concerned about the actions of this School / College they may approach the State Authority for CRICOS Registration. In Queensland this is the Department of Education. The Director-General of the Department of Education has the power to suspend or cancel the schools/College's registration or a course if a breach of the requirements of registration provision is proved. Concerns about the conduct of the School should be addressed to The Senior Education Officer, Office of Non-State Education, Queensland Department of Education, PO Box 15033, City East, QLD 4002. Complaints must be made in writing.

Nothing in the school's dispute resolution policy negates the right of any overseas student to pursue other legal remedies.

Every attempt will be made to resolve disputes within two weeks.

If you wish to lodge an external appeal or complain about this decision, you can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.





Guidelines for Mutual Respect

ETHOS

John Paul College is a community comprising students, parents and staff who all share in the vision and responsibility of delivering a holistic education in a supportive and co-operative Christian environment. Our ethos fosters the development of the whole person in spirit, mind, body and character. All members of our community are expected to treat others with dignity, graciousness and mutual respect, understanding the importance of co-operating in a Christian community with diverse interests and traditions, a common concern for the well-being of all its members, and for the promotion of Christian values.

Every student will take personal responsibility for their own development by diligent and careful preparation for, and participation in, all the classes and activities of which they are a member. Mutual respect requires us all to be conscious of the learning needs of others and how our actions may affect them also.

ATTENDANCE

Students are expected to attend the various formal events in the College calendar, as relevant to the school that they are in. Attendance by a student is the legal responsibility of their parent(s). Students may not leave the grounds for any purpose during the College day without permission and must sign in/out at the relevant school office.

Students must be at the College and ready to start class at the designated time. If a student arrives late, he/she must report to the appropriate office to be issued with a late slip before proceeding to class. When a student is expected to arrive at school later than the normal starting time or will be absent, then the parent should notify the relevant school between 7:30am and 8:00am. For further details, refer to the Parent and Student Information Handbook.

CONDUCT

Students should conduct themselves at all times in a manner that reflects positively on them, their family and the College. The College maintains a 'no tolerance' policy towards the use or possession of tobacco, alcohol and any illegal drug or substance by students on the campus, at any College activity or while wearing the College uniform. Parents share the responsibility of ensuring that the reputation of the College is maintained at the highest level when students are beyond our direct control. Behaviour or conduct in a social context that brings the reputation of the College into disrepute, that is brought to our attention, may also have serious consequences.

GROOMING

Students are expected to reflect the conservative, professional nature of the College. High standards of dress and grooming are important at all times, and particularly when students represent their College in the wider community. Students are expected to wear their uniform with pride as appropriate to the occasion. All items of the uniform must be clean and kept in good repair. For further detail, refer to the Parent and Student Information Handbook.



CO-CURRICULAR ACTIVITIES

Holistic education means that the College offers a wide range of spiritual, cultural and sporting co-curricular activities in addition to our academic programme. Students, from Year 4, are expected to participate in at least one co-curricular activity in each school year. In the event of any clash between this commitment and involvement in a community cultural or sporting group, the College team/group must take priority. Should club sport be offered by the School, the expectation is that the student will play for the School in that competition, unless otherwise approved by the Headmaster.

Membership of a College team or group implies a commitment to attend all fixtures and training/rehearsal sessions, out of mutual respect for fellow team members and staff involved. For further detail, refer to the Parent and Student Information Handbook.

PROPERTY

Students should foster the attitude of care and concern for their own property and the property of others. Interfering with, mistreating or removing any property which is not theirs is not acceptable.

TECHNOLOGY

Students are fortunate to learn in a technology-rich environment. Appropriate use of that technology is outlined in the Student Handbook, with students expected to follow these guidelines.

CONCLUSION

In matters which are not specifically covered above or by other College policies, students, staff and parents are encouraged to apply the principles outlined above, to maintain the outstanding reputation of the College, the dignity of each person and the mutual respect that we encourage for each other.

STUDENT:

.....
Name

.....
Signed

DATE:/...../.....

WITNESS:

.....
Name

.....
Signed

DATE:/...../.....

Relationship to student (Please Circle)

Parent

Homestay parent

JPIC Staff Member

Other





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John Paul Drive
Daisy Hill, Q4122
Australia

Tel: +61 7 3826 3474
Fax: +61 7 3826 3475
www.jpic.com.au

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