

Trustees of the Anglican Diocese of Armidale

OVERSEAS STUDENT ENROLMENT INFORMATION BOOKLET

General Information

Students interested in admission to Calrossy Anglican School should consult the School's website www.calrossy.nsw.edu.au where you can request a prospectus and also read about the School. Calrossy Anglican School does not use nominated agents however you can write or email for a prospectus to the following address:

Calrossy Anglican School
140 Brisbane Street
TAMWORTH NSW 2340
Australia

Telephone: +61 5776 5100
Fax: +61 5776 5129
Email: admin@calrossy.nsw.edu.au

To be eligible for a place at Calrossy Anglican School, a student should be committed to becoming a member of the School community, and have a love of learning. English language ability is assessed; students must be at the appropriate level of entry. For the appropriate level please refer below. All students are asked to complete an AEAS (Australian Education Assessment Service) test, to do this please visit www.aeas.com.au for the location where the test can be taken and to book in for a test. If a student is not at the appropriate level of English language entry may be withheld.

Details of course content and duration, qualifications offered, modes of study and assessment methods are in the Subject Choices Handbook which is available on the website (www.calrossy.nsw.edu.au). Information about campus location, facilities, equipment and learning and library resources is available on the website.

The Fee Schedule for Overseas Students is provided with the prospectus. Fees are likely to increase annually during the student's time at the School and the School reserves the right to increase fees during a year. Full details of applicable refund policies are found in the Condition of Enrolment. Incidental costs during a student's stay at the School are sent with the letter of offer.

Parents must be aware that deferring or suspending an enrolment may affect the student visa.

Parents/students are required to refer to the DEEWR (Department of Education, Employment and Workplace Relations) website to download a description of the ESOS Framework: <http://aie.gov.au/AEI?ESOS>.

Calrossy Anglican School has five campuses:

The Primary School and Secondary Boys' School are located on the William Cowper Campus.

The PreSchool and Secondary Girls' School is located on the Brisbane Street Campus

Simpson House is the Secondary Boys' Boarding Facility.

Gloria Thew House is the Secondary Girls' Boarding Facility.

Tangara Campus is the School Farm and Trade Training Centre.

Overseas students reside in either the boys' or girls' boarding facilities. Students may attend as day students and reside with family members. Students may not reside with a guardian or friends.

How to Apply

The School requires the following documents to be provided:

- Completed Student Application Form and signed Addendum
- Notarised translations of school reports
- Notarised copy of the student's passport
- Any other relevant information

English Language ability is tested. Calrossy Anglican School uses the AEAS (Australian Education Assessment

Service). The AEAS website is www.aeas.com.au and it should be consulted for information about test centres and making arrangements to sit the tests.

Minimum levels of English language proficiency:

Learning support teachers are able to assist with language progression if necessary. Students from Year 7 are required to take the AEAS test. Depending on the year of entry into Calrossy Anglican School, the following levels of English language proficiency are required prior to entry:

Australian School Year 7

Students should be able to:

- carry out face-to-face conversations giving their own opinions and ideas
- accurately pronounce commonly used words
- listen to, understand and act on simple directions in the classroom and in everyday situations
- when listening to information ask for help if the meaning is not clear
- in reading show an understanding of the meaning of familiar and unfamiliar texts at this level
- in reading be able to select relevant information from a passage when asked
- in reading understand the overall meaning of texts and information used in Australian school at the Year 7 level on familiar topics
- write in a variety of styles used in Australian schools at this level including personal, narrative, recount, procedural, creative and informative
- use correct word order and grammatical structure in simple sentences
- research a topic and write a report using own words

Australian School Years 8 and 9

Students should be able to:

- maintain a conversation on everyday topics using correct known grammar
- pronounce known words correctly
- interact in a classroom in the same manner as an Australian student, expressing opinions and working productively in group situations
- listen to lengthy pieces of information or instructions and respond to show understanding
- research a topic from material used in Australian schools at this level, selecting relevant information and presenting this information in own words in different forms and for different purposes
- in reading show understanding of and respond accurately to mainstream texts at the Year 8 and Year 9 level
- write complex sentences showing correct use of known grammar and spelling
- use drafting to improve the overall quality of their work
- write in a variety of styles used in an Australian school including those in Levels 1 and 2 as well as explanatory and persuasive

Australia Schools Years 11 and 12

Students successfully completing this course will be able to:

- maintain conversations with Australian people, expressing their own ideas in an organised manner
- use correct pronunciation, grammar and intonation when speaking
- understand information given by Australian people at their normal speaking speed in different situations and respond appropriately
- take notes from information which is given orally
- research a topic using a wide range of material and summarise and paraphrase key points
- write essays using complex sentences, correct grammar and spelling, paragraphing structure and evidence to support own opinions
- write in a variety of styles used in Australian schools including in Levels 1, 2, 3 and 4 as well as analytical responses and argumentative text.

Receipt of Application

Following the receipt of an application and all supporting documentation, students and parents are invited to attend an interview with either the Principal or the Professional Assistant to the Principal and families are taken on a tour of the campus. Sometimes an interview can be held using teleconferencing. If both the School and the family agree that the application should proceed, a letter of offer or a provisional offer is sent by the School together with other documentation. To accept the place for the student, parents must return all the requested documentation and make payment of monies as detailed in the offer.

On receipt of payment of fees and the return of the documentation the School will issue:

- the Confirmation of Enrolment letter
- The Education Providers Confirmation of appropriate Accommodation/Welfare. This letter is often referred to as the DIAC (Department of Immigration and Citizenship) CAAW pro forma letter.

The student is then able to apply for his/her student visa.

Education Agents

The School does not use education agents.

Looking After Our Overseas Students

Where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, the School will ensure that the arrangements made to protect the personal safety and social well-being of these students are appropriate.

The School will nominate the dates for which it accepts responsibility for welfare arrangements using the DIAC pro forma letter and will also advise DIAC accordingly via this letter. The School monitors all welfare arrangements. This is overseen by the Head of Health, Welfare and Careers Advisor.

If the School has accepted welfare responsibility, and if the School suspends or cancels the student's enrolment, the School will continue to check the suitability of such arrangements until such time as - the student is accepted by another institution; the student leaves Australia; or other suitable arrangements are made that satisfy the Migration Regulations; or the School reports to DIAC that it can no longer approve of the arrangements for the student.

Orientation

Our orientation programme consists of formal orientation to school routines, expectations, services and health and welfare run by the Head of Health and Welfare. Peer support is provided and a contact teacher nominated through the Health and Welfare Programme.

Guardianship

The School requires all overseas students who board at the School, irrespective of age, to have a guardian for the duration of their enrolment. While the School has responsibility for all students from time to time a guardian is expected to fulfill the following responsibilities:

1. The guardian must obtain a Working with Children Check (WWC)
2. The guardian must be over 25 years of age.
3. The guardian acknowledges the School must comply with the National Code of Practice and will permit and cooperate in a residential visit by the School.
4. The guardian must be an Australian Citizen or a Permanent Resident of Australia; live in New South Wales

and be easily contacted.

5. If the guardian is away from their residence for a period of time that is greater than 3 days or is not contactable, a replacement must be nominated and the School notified of this change. The same conditions apply for the replacement as the permanent guardian.
6. The guardian must be able to communicate effectively with the School in English and with the student and have empathy with the student's culture and religion.
7. The guardian must be prepared to work with the student and the School as required and particularly with respect to illness, grievances, behaviour, unhappiness or discipline.
8. The guardian may be required to respond to a request from the School to accommodate the student as a consequence of illness, school suspension or any other matter for an unspecified period of time.
9. The guardian must liaise regularly with the student's parents and the student's Head of Boarding on all matters.
10. The guardian may be required to attend Parent/Teacher evenings to discuss the academic and social progress of the student.
11. In consultation with the student's parents, the guardian must be responsible (or arrange designated responsibility) for exeat arrangements and ensure that such are appropriate, adequately supervised and of benefit to the student.
12. In consultation with the student's parents, the guardian may be responsible for school holiday arrangements and any other time that the student is away from School, ensuring that the student is appropriately cared for during that time.
13. The guardian may be required to advise the student generally about personal matters including, but not limited to: travel, transport and safe-keeping of property.
14. The guardian must be able to give authority for emergency medical procedure, as well as consent for any medical treatment.
15. The guardian must be able to pay minor expenses and liaise with the student's parents on such matters.
16. To be a guardian a person must:
 - be appointed by the student's parents,
 - be aware of a guardian's responsibilities and act accordingly, and
 - meet the criteria listed above in points 1-15 and have completed all associated relevant documentation
17. Parents may change their child's guardian at any time provided the School is notified, the School Guardian Policy conditions are met and a new Guardian Application Form is completed.
18. Nomination and appointment of any person as a guardian by the student's parents does not mean that person is deemed suitable to act as a guardian by the School. In all respects it is a matter for parents to select and approve a guardian, including circumstances where the School has been requested by parents to suggest or recommend a particular person prepared to act as a guardian.
19. The School reserves the right, at its sole discretion, to deem a person unsuitable to be a guardian.

If the parents are unable to nominate a suitable guardian a paid professional guardian is required in all other circumstances. The School recommends the following Guardianship Group:

International Student Care

www.internationalstudentcare.com

Ph: +61 3 9646 8448

Fax: +61 3 96964655

Complaints and Appeals

From time to time students enrolled at the School may be concerned or disagree with School decisions relating to their academic study, discipline or enrolment. In such cases all students have the opportunity to appeal the decision or lodge a complaint regarding the processes followed if they feel that they have been unfairly treated.

Please refer to the Appeals Policy found in the Syllabus documents.

Student Visa Requirements

When the student visa is approved a student will either receive an electronic authority or a visa which is attached to the passport. For a student visa the following conditions must be met:

Comply with visa condition 8202	which relates to attendance and satisfactory academic performance
Comply with visa condition 8533	which relates to informing Calrossy Anglican School of your Australian address and any change of address
Comply with visa condition 8532	which relates to your child's accommodation and welfare arrangements: that is he/she must board at Calrossy Anglican School or live with his/her parents
Comply with visa condition 8501	which states you must maintain Overseas Student Health Cover
Comply with visa condition 8105	which relates to working while in Australia
Comply with visa condition 8516	which relates to satisfying the requirements for grant of the student visa

The following web link describes these requirements in full:

<http://www.immi.gov.au/students/visa-conditions-students.htm>

The satisfactory attendance condition is one of the visa conditions that some parents do not fully understand. If a student does not start on the first day of term, or leaves before the end of term on a regular basis, he or she is liable to be reported to the Department of Immigration as the School must report students who do not achieve satisfactory attendance.

Education providers must report students who do not maintain satisfactory course progress reports. The Department of Immigration is now becoming concerned about students who do not fulfill their visa requirements.

Calrossy Anglican School will do all it can to ensure the wellbeing of your child. The School has structures that do support the needs of the individual and, with your help, it is hoped that your child will engage in a productive and successful education. By understanding the above conditions and making your child aware of them, possible future visa issues will be avoided. It is important that the Department of Immigration conditions are fully understood.

Course Entry

Entry into any year level is subject to the assessment of the School. Course credit may only be offered as outlined below:

- For students transferring internationally, interstate or within NSW up to Year 10, the School does not offer course credit. Entry into any course is subject to the assessment of the School.
- For students transferring internationally, interstate or within NSW up to Year 11 or the beginning of Year 12, studying the NSW Higher School Certificate, the student may receive course credit for units completed based on the requirements of the Board of Studies.

Deferring, Suspending or Cancelling a Student's Enrolment

Prior to arrival the enrolment will only be deferred in the following circumstances:

- If a student is waiting to receive approval for a student visa
- Significant personal hardships eg death of an immediate relative, severe illness, the School Principal will request evidence to show that the student genuinely meets the circumstances for a deferral of enrolment.

Once a student has commenced their course at Calrossy Anglican School the enrolment can only be deferred or temporarily suspended in the following circumstances:

- compassionate or compelling reasons, and
- misbehaviour of a student.

In the situation of a compelling or compassionate reason the student must provide appropriate evidence. In the case of misbehaviour the Principal or his representative will liaise with the parents/guardians.

In cases of deferring or temporarily suspending a student enrolment the Principal, Deputy Principal and Head of Health and Welfare will make the decision. The student will be notified by the Principal, Deputy Principal and Head of Health and Welfare that deferring or suspending the enrolment may affect their student visa.

The case where suspension or cancellation is not initiated by the student, the Principal will ensure that the student is notified that he or she has 20 working days to access the School's internal complaints and appeals process. If the student accesses the complaints and appeals process the suspension or cancellation of the student's enrolment will not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.

Cancelling Student Enrolments

A student enrolment may be cancelled for the following reasons:

- inadequate response to intervention strategy for lack of student progress,
- severe misbehaviour of a student including but not limited to selling drugs or continued use after intervention strategy, continued bullying after intervention strategy, or
- not meeting student attendance requirements.

The Principal will handle all situations concerning cancelling of student enrolments.

Notification of Relevant Bodies

The Professional Assistant to the Principal is responsible for notifying the Secretary of DEEWR via PRISMS of the deferment, suspension or cancellation of any student enrolments within the timeframes specified in the ESOS Act.

Staff, Education Resources and Premises

All academic staff members employed by the School are registered in accordance with the requirements of the NSW Institute of Teachers. In accordance with the NSW Board of Studies requirements, staff undertake regular and on-going Professional Development including in-house training, workshops and conferences.

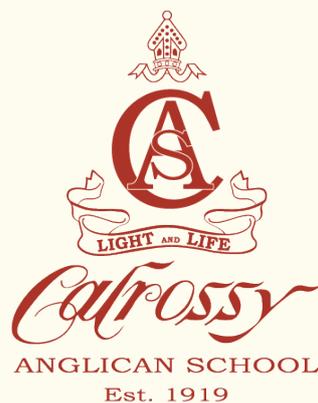
All non-teaching employees at Calrossy Anglican School must undertake a Working with Children Check prior to their appointment in accordance with the Working with Children Act 2006.

All students of the School have access to the Resources of the School including:

- School libraries
- Computer access
- Internet and network access
- Careers counselling
- Pastoral counselling
- Chapel
- Wellbeing centre incorporating: Medical Centre,
- School Shop/Wearhouse/Student Services Centre
- Pool
- Classrooms
- Sports Halls
- Music Studios
- Recreational facilities including ovals, netball courts, tennis courts

The suitability and adequacy of the School's resources are reviewed regularly by the School Board, the Principal and Senior Management team to ensure that the ongoing registration as an independent school is maintained.

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Tamworth NSW 2340
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admin@calrossy.nsw.edu.au
www.calrossy.nsw.edu.au



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