



St Catherine's School

International Student Welcome

CRICOS 00574F | Prep – Year 6 Course Code 011233C | Year 7 – Year 12 Course Code 005479J

HANDBOOK

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Welcome to St Catherine's School

It is a privilege to welcome you to St Catherine's School and to Australia. Our country is populated by people from many different corners of the world and when you come to St Catherine's School, you bring rich and diverse cultural traditions. We look forward to your much-valued contribution to our School community.

As a leading girls' school in Australia, St Catherine's is passionate about offering a first-class educational experience that provides a high level of academic monitoring and pastoral care for *all* of our International Students – living at home with parents, in Homestay or in our own Boarding House, Illawarra.

St Catherine's provides girls with dynamic and inspiring learning experiences. All students are encouraged to establish academic and personal goals, and within our vibrant and supportive learning environment, such goals can be achieved. Participating in the extensive co-curricular program will also ensure a rewarding and enjoyable schooling experience.

I wish you a very fulfilling schooling experience which will be treasured into adult life.

Mr Rob Marshall
Interim Principal

About St Catherine's School

Embedded in a St Catherine's School education is the unwavering focus on developing intellectual curiosity; we are a School committed to a rigorous Academic Program and sensitive to the needs of individual pursuits.

Our approach to learning ensures every student finds connection to the breadth of knowledge surrounding them, shaped by our seven pillars of learning; English and Literature, Mathematics, Science, Humanities and Commerce, Languages, Health Science and Physical Education and Visual and Performing Arts.

Our Academic and Wellbeing Programs are intentionally tailored to the specific needs and interests of girls. Over many years, we have earned a distinguished academic reputation, which is founded on knowing, understanding and caring about each student.

Along with our vibrant, student-led House system, the Wellbeing Program provides a holistic journey embracing emotional, social, physical and cognitive development.

Learning beyond the classroom empowers our young women to discover through experience and extend their capabilities, pursue their interests, talents and passions and find their voice in the community and world around them. Our co-curricular programs offer extensive opportunities aimed to enhance the development of our young women through exciting, authentic experiences across Sport, Performing and Visual Arts, Debating/Public Speaking, School Clubs and Global Exchange Programs and Study Tours.

Address

St Catherine's School
17 Heyington Place
Toorak 3142

Being an International Student

Living and studying in Australia is a perfect opportunity to create friendships with people from all over the world and to open yourself up to new experiences and ways of thinking.

It is natural to have mixed feelings attending school in a new country. It can be exciting to make new friends, to experience a new culture and to be more independent. You may also feel unsure, homesick or lonely. These are all valid feelings.

Life in a new school will become easier as you become more familiar with the School routine, the Australian culture and start to make new friends.

Be aware that a transition period, during which you adjust, is natural.

Experiencing Australian Culture

You may find the following information on Australian social culture useful:

- Australians often say what they think and give their opinions freely and openly. They can be very direct and expect others to be straightforward too.
- Australians follow certain protocol and etiquette by knocking on doors before entering a room (please keep this in mind if you need to see a teacher).
- Teachers are called by their title and their surname, not just by their surname, eg 'Ms Smith', not 'Smith'.
- www.studyinaustralia.gov.au/ offer some helpful advice on living in Australia.

Adjusting to Cultural Change

Exploring cultural differences can be one of the most rewarding things about living in Australia. As you make the transition to life in a new country, it is not unusual to feel a range of emotions from:

- Happiness and excitement about travelling and seeing new things
- Anxiety and loneliness when school life starts and everything seems unfamiliar
- Satisfaction and stability as you learn to adjust to your new environment and to develop a routine.
- To assist in adjusting to your new environment:
- Give it time – Take one day at a time.
- Get your bearings – Try and become familiar with your timetable and the map of the School in your School Record Book.
- Try not to place too much pressure on yourself to achieve high marks; just do your best (you need to become familiar with what is expected in a new education system).
- Talk to someone and express how you feel – it may be helpful to talk to your teacher, Head of Year or the School Counsellor about how you are feeling.
- Getting to know people from other cultures will teach you a lot about yourself, Australia, and help you adjust sooner. The more you practise speaking in English to people, the more confident you will feel.
- There is no secret to making friends. Be prepared to be open, to make the first move, and to have a sense of humour. Talk about things you are genuinely interested in or want to know more about.
- Engage in activities that you love, for example write a journal, play sport, draw, paint, play music or dance.
- Create your own space – making your space your own can help you bring a bit of home to school. Your favourite pictures, books, photos and ornaments may help to make your space more like home.

International Students in Australia

What you need to know:

The ESOS Act covers a range of information you have a right to know about and the services that must be offered to you by St Catherine's School. These include:

- Orientation to help you understand the course and about the place you are studying, as well as access to support services that can help you study and adjust to life in Australia.
- Key contacts for academic and personal support.
- Requirements for satisfactory attendance.
- Requirements for satisfactory progress in the courses that you are studying and what support is available if you are not progressing well.
- A complaints and appeals process.
- All other relevant rules, regulations and policies that are implemented by the School.

Your responsibilities:

As an international student on a student visa (sub-class 500), you are responsible for:

- Complying with your Student Visa conditions.
- Ensuring you have and continue to maintain your Overseas Student Health Cover (OSHC) for the duration of your enrolment as an international student in Australia.
- Informing the School of any change of address or other contact details.
- Adhering to the terms of the Written Agreement with the School.
- Students are required to attend 80% of school days, as outlined in the school calendar (**please note that early departures and late arrivals in the school term will affect your course attendance and may compromise your student visa**).
- Students must achieve a satisfactory or passing mark in every subject of their course to achieve satisfactory course progress

Entry Requirements

English Requirements

All International Students entering St Catherine’s School must possess an adequate command of English and sit the AEAS test. The AEAS assessment, provided by an independent test provider, includes English language proficiency, non- verbal general ability and mathematical reasoning. The test takes approximately 3 hours to complete in person under AEAS supervision. Documents, including passport, are required by AEAS to verify the test-taker’s identity. Email admin@aeas.com.au

The minimum AEAS standard accepted by St Catherine’s School:

A composite achievement score:

- Year 4 – 6: 46 or above,
- Years 7 & 8: 68 or above,
- Year 9 & 70 or above,
- Year 10 – 11: 80 or above

Score Level		WEEKS of ELICOS Primary School Entry	Weeks of ELICOS Lower Secondary School Entry Years 7-9	Weeks of ELICOS Upper Secondary School Entry Years 10-12
0-25	Beginners	12 - 20	30-40	40-48
26-35	Elementary	6 - 12	20-30	30-40
36-45	Pre-Intermediate	4 - 6	12-20	20-30
46-60	Intermediate	0	8-12	12-20
61-70	Upper-Intermediate	0	4-8	8-12
71-80	Pre-Advanced	0	0	4-8
80+	Advanced	0	0	0

English Language Intensive Course For Overseas Students (ELICOS)

The AEAS report indicates how many weeks of English language preparation the student is required to successfully complete in order to be proficient to commence at St Catherine's School.

English Language Centres are to be CRICOS and St Catherine's School approved.

ELICOS Preferred Providers:

- Avalon College
- Melbourne Language Centre
- Hawthorn-Melbourne English Language School

Recognition of Prior Learning

St Catherine's School does not offer course credit to students completing a Year 7-10 course.

At St Catherine's School course credit will only be considered for VCE Units 1-4. The student can apply to the Victorian Curriculum and Assessment Authority (VCAA) for course credit once they have commenced studies at St Catherine's School. Students will begin at St Catherine's School with a full course load until the outcome of the course credit application is determined. The number of VCE units or subjects studied may be adjusted following the VCAA's decision on course credit.

Refer to the International Students Recognition of Prior Learning Policy for more information.

Course Details

St Catherine's School is a registered provider on the Commonwealth Register of Institutions and Course for Overseas Students (CRICOS provider code 00574F).

(Prep to Year 6 Course Code – 011233C)

(Years 7 to Year 12 Course Code – 005479J)

Course Qualification

The school offers Primary and Secondary education for International Students that leads to the award of the Victorian Certificate of Education (VCE) upon the successful completion of Year 12. The VCE provides diverse pathways to further study or training at University or TAFE and to employment.

Prep to Year 6: Course Content

Course Code 011233C

SUBJECTS OFFERED

Core Curriculum

St Catherine's follows the curriculum guidelines as prescribed in the Australian Curriculum:

English
Mathematics
The Humanities and the Social Sciences (HASS)
Science and STEM
Art – Prep to Year 6
Performing Arts – Prep to Year 6
Dance
Drama
Music
French – Prep to Year 6
Library – Prep to Year 6
Health and Physical Education
Sport
Health

Co-curricular Activities

Afterschool Sport
Art Club
Chess Club
Debating
Netball
Environment Club
French Club
Junior Joggers
Music Ensembles
Swim Club (H2O)
Dance (Ballet YearsP-2)
Chinese Language
Barbreck Club

Co-curricular Music

There are also many music performance groups at Barbreck including:

Co-curricular Ensemble Groups:

Epstein Singers (Years 4 to 6)
Barbreck Strings
Junior School Percussion Ensemble
Chamber Strings
Barbreck Flutes
Barbreck Ukuleles
Petite Strings

All Barbreck students are involved in one or more of our choirs.

Years 7 to 12: Course Content

Course Code 005479J

SUBJECTS OFFERED

CORE SUBJECTS	
YEAR 7	YEAR 8
English or English Language Support	English or English Language Support
Mathematics	Mathematics
Health & Physical Education	Health & Physical Education
Humanities (History & Geography)	Humanities (History & Geography)
Science	Science
Visual Arts	Visual Arts
The Arts (Visual & Performing Arts)	The Arts (Visual & Performing Arts)

ELECTIVE SUBJECTS	
YEAR 7	YEAR 8
AUTOMATIC SELECTION (ONE PER SEMESTER)	SELECT ONE (ONE FOR WHOLE YEAR)
Languages	Languages
<ul style="list-style-type: none"> • Chinese (Non-Heritage) • Chinese (Heritage) • French • Japanese 	<ul style="list-style-type: none"> • Chinese (Non-Heritage) • Chinese (Heritage) • French • Japanese
Academic Honours Program (by invitation)	Academic Honours Program (by invitation)
<ul style="list-style-type: none"> • English • Maths • Science • Humanities 	<ul style="list-style-type: none"> • English • Maths • Science • Humanities

CORE SUBJECTS	
YEAR 9	YEAR 10
English or EAL	English or EAL
Mathematics	Mathematics
Health & Physical Education	Must select one each Semester from list below: <ul style="list-style-type: none"> • Personal Fitness (including elite sports programs) • GSV (including Rowing) • HPE Semester 1 & / or 2 • VCE HHD 1 & 2 or VCE PE 1 & 2
Humanities (History & Geography)	
Science	

ELECTIVE SUBJECTS	
YEAR 9	YEAR 10
SELECT SIX (THREE PER SEMESTER)	SELECT EIGHT (FOUR PER SEMESTER) (MAY SELECT ONE OR TWO VCE UNITS 1/2 ON APPROVAL)
Languages	Languages
MUST SELECT FOR WHOLE YEAR (COUNTS AS TWO) <ul style="list-style-type: none"> • Chinese (Non-Heritage) • Chinese (Heritage) • French • Japanese 	MUST SELECT FOR WHOLE YEAR (COUNTS AS TWO) <ul style="list-style-type: none"> • Chinese SL & SLA (Advanced) • French • Japanese
Accelerated Science	Science
<ul style="list-style-type: none"> • Advanced Biology • Advanced Psychology 	<ul style="list-style-type: none"> • Biology • Chemistry • Physics • Psychology • VCE Biology 1 & 2 • VCE Psychology 1 & 2
Arts	Arts
Visual Arts <ul style="list-style-type: none"> • Art • Media • Visual Communication Design 	Visual Arts <ul style="list-style-type: none"> • Art • Media • Visual Communication Design

Performing Arts <ul style="list-style-type: none"> • Music • Theatre Studies 	Performing Arts <ul style="list-style-type: none"> • Music • Theatre Studies • VCE Theatre Studies 1 & 2
Humanities <ul style="list-style-type: none"> • Financial Literacy & Entrepreneurship • Australian Politics & Economics • Philosophical & Critical Thinking 	Humanities <ul style="list-style-type: none"> • Pure Humanities <ul style="list-style-type: none"> • Geography • History • Philosophy • Globalisation • VCE Geography 1 & 2 • VCE Legal Studies 1 & 2 • VCE Politics 1 & 2 • VCE Modern History 1 & 2
	Commerce <ul style="list-style-type: none"> • Globalisation • Commerce (Business Management/Accounting) • VCE Accounting 1 & 2 • VCE Business Management 1 & 2 • VCE Economics 1 & 2
English <ul style="list-style-type: none"> • Literature 	English <ul style="list-style-type: none"> • Literature
Health & Physical Education <ul style="list-style-type: none"> • Advanced HPE (Sport Science) 	Health & Physical Education <ul style="list-style-type: none"> • HPE (Semester 1) • HPE (Semester 2) • VCE Health & Human Development 1 & 2 • VCE Physical Education 1 & 2
Mathematics <ul style="list-style-type: none"> • Algorithmics 	Mathematics <ul style="list-style-type: none"> • VCE General Mathematics 1 & 2 • VCE Mathematical Methods 1 & 2
	VET (Vocational Education Training) <ul style="list-style-type: none"> • Eg. Hospitality, Fashion, IT, Carpentry, etc.

CORE SUBJECTS	
YEAR 11 VCE Unit 1 & 2 Subjects	YEAR 12 VCE Unit 3 & 4 Subjects
English or EAL	English or EAL

ELECTIVE SUBJECTS	
YEAR 11 (Units 1 & 2)	YEAR 12 (Units 3 & 4)
SELECT SIX (MAY SELECT ONE VCE UNIT 3/4 ON APPROVAL)	SELECT FIVE
Languages	Languages
<ul style="list-style-type: none"> • VCE Chinese SL & SLA (Advanced) 1 & 2 • VCE French 1 & 2 • VCE Japanese 1 & 2 	<ul style="list-style-type: none"> • VCE Chinese SL & SLA (Advanced) 3 & 4 • VCE French 3 & 4 • VCE Japanese 3 & 4
Science	Science
<ul style="list-style-type: none"> • VCE Biology 1 & 2 • VCE Chemistry 1 & 2 • VCE Physics 1 & 2 • VCE Psychology 1 & 2 • VCE Biology 3 & 4 • VCE Psychology 3 & 4 	<ul style="list-style-type: none"> • VCE Biology 3 & 4 • VCE Chemistry 3 & 4 • VCE Physics 3 & 4 • VCE Psychology 3 & 4
Arts	Arts
Visual Arts <ul style="list-style-type: none"> • VCE Art Creative Practice 1 & 2 • VCE Media 1 & 2 • VCE Visual Communication Design 1 & 2 	Visual Arts <ul style="list-style-type: none"> • VCE Art Creative Practice 3 & 4 • VCE Media 3 & 4 • VCE Visual Communication Design 3 & 4
Performing Arts <ul style="list-style-type: none"> • VCE Music 1 & 2 • VCE Theatre Studies 1 & 2 	Performing Arts <ul style="list-style-type: none"> • VCE Theatre Studies 3 & 4 • VCE Music Reportoire Performance 3 & 4
Humanities	Humanities
Pure Humanities <ul style="list-style-type: none"> • VCE Geography 1 & 2 • VCE Geography 3 & 4 • VCE Legal Studies 1 & 2 • VCE Legal Studies 3 & 4 • VCE Politics 1 & 2 • VCE Global Politics 3 & 4 • VCE Modern History 1 & 2 • VCE History Revolutions 3 & 4 • VCE Philosophy 1 & 2 	Pure Humanities <ul style="list-style-type: none"> • VCE Geography 3 & 4 • VCE Global Politics 3 & 4 • VCE History Revolutions 3 & 4 • VCE Philosophy 3 & 4 • VCE Legal Studies 3 & 4

<p>Commerce</p> <ul style="list-style-type: none"> • VCE Accounting 1 & 2 • VCE Accounting 3 & 4 • VCE Business Management 1 & 2 • VCE Business Management 3 & 4 • VCE Economics 1 & 2 • VCE Economics 3 & 4 	<p>Commerce</p> <ul style="list-style-type: none"> • VCE Economics 3 & 4 • VCE Business Management 3 & 4 • VCE Accounting 3 & 4
<p>English</p> <ul style="list-style-type: none"> • VCE Literature 1 & 2 	<p>English</p> <ul style="list-style-type: none"> • VCE Literature 3 & 4
<p>Health & Physical Education</p> <ul style="list-style-type: none"> • VCE Health & Human Development 1 & 2 • VCE Health & Human Development 3 & 4 • VCE Physical Education 1 & 2 • VCE Physical Education 3 & 4 	<p>Health & Physical Education</p> <ul style="list-style-type: none"> • VCE Health & Human Development 3 & 4 • VCE Physical Education 3 & 4
<p>Mathematics</p> <ul style="list-style-type: none"> • VCE General Mathematics 1 & 2 • VCE General Mathematics 3 & 4 • VCE Mathematical Methods 1 & 2 • VCE Mathematical Methods 3 & 4 • VCE Specialist Mathematics 1 & 2 	<p>Mathematics</p> <ul style="list-style-type: none"> • VCE General Mathematics 3 & 4 • VCE Mathematical Methods 3 & 4 • VCE Specialist Mathematics 3 & 4
<p>VET (Vocational Education Training)</p> <ul style="list-style-type: none"> • Eg. Hospitality, Fashion, IT, Carpentry, etc. 	<p>VET (Vocational Education Training)</p> <ul style="list-style-type: none"> • Eg. Hospitality, Fashion, IT, Carpentry, etc.

Life at St Catherine's

The Australian education system is based on enquiry methods of learning to develop solid research and critical thinking skills, rather than on rote learning (memory work).

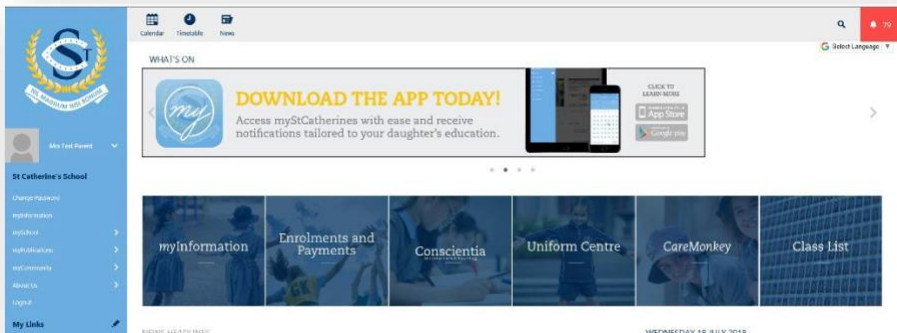
- You will find that many teachers use group work, where you are required to work as part of a team, rather than individually. It is a classroom activity designed to encourage teamwork and the sharing of ideas.
- Your teachers will encourage you to analyse information and to form your own opinions. There will not necessarily be a 'right' answer in English or Humanities based subjects.
- Students in Australia often study alone and they are expected to produce work independently.
- It is not acceptable to plagiarise (copy) work from other students, books, the internet or any other sources. Please check the plagiarism section in the Student Record Book for more information.
- If you do not understand how to do something, your teacher can help.
- If you have a problem or concern, it is best to approach your teacher, your Head of Year, the Director of Boarding Services, the School Counsellor or the School Nurse for assistance. Other support numbers are listed on your International Student Contact Card.
- Our café uses the freshest ingredients and variety of cooking techniques to create meals and spaces that are a social, positive experiences for all staff and students at St Catherine's. Our service is underpinned by the "smart food programme" which ensures well-balanced and nutritionally-sound menus, including provision for specific dietary requirements.

myStCatherines

At St Catherine's we provide a centralised secure online portal – *mystcatherines*, where students and parents can access School information specific to their relevant year level and involvement. To login please use the email address you have provided to the school and the password will be emailed yearly to you.

For parents, *mystcatherines* will give you access to School Calendar, reports, newsletters, cocurricular enrolments, interview bookings and payments.

Visit <https://myportal.stcatherines.net.au/>



For students, The Fountain will provide you with quick links to everything from ICT Support and Health Information, to Transport tips and your Year Level information. *mystcatherines* Year Level will provide you with information and resources relevant to your classes, a place to submit classwork and assignments electronically and to receive the grades and comments for submitted work. The class pages also provide immediate communication between a class and teacher, and other web-based tools such as discussion forums, embedded video and online assessments. At the end of the semester, an Academic Transcript and a House and Participation report will be provided on the Portal.

Find the Fountain at

<https://myportal.stcatherines.net.au/homepage/16599>

The Fountain

School Involvement



The St Catherine's School App will also ensure you have easy access to receive notifications from *mystcatherines*. Visit the Apple App Store or Google Play for 'St Catherine's School' to download the School App.

St Catherine's School

NEW SCHOOL APP
AVAILABLE NOW

for iPhone, Android & iPad

Download on the App Store

GET IT ON Google Play

The advertisement features two smartphones displaying the app interface. The iPhone screen shows the app's home page with the school logo, a photo of students, and a section for 'Unread Notices'. The iPad screen displays an 'EVENTS' calendar view.

Accommodation

Overseas students enrolled at St Catherine's may either:

1. Live in Australia with a parent, or a legal guardian;
2. Live in the Boarding House; or

The School will organise homestay accommodation, with the approval of the Principal, only on a case by case basis. Any prospective homestay host will be subject to stringent Child Safe screening and must agree to abide by St Catherine's Child Safety Policy and procedures.

Boarding students will need to advise the Head of Boarding Services of their holiday plans which will need to be confirmed by the parents. They will also need to liaise with the Head of Boarding Services regarding flights, pick up arrangements. More information about life in the Boarding house can be found at

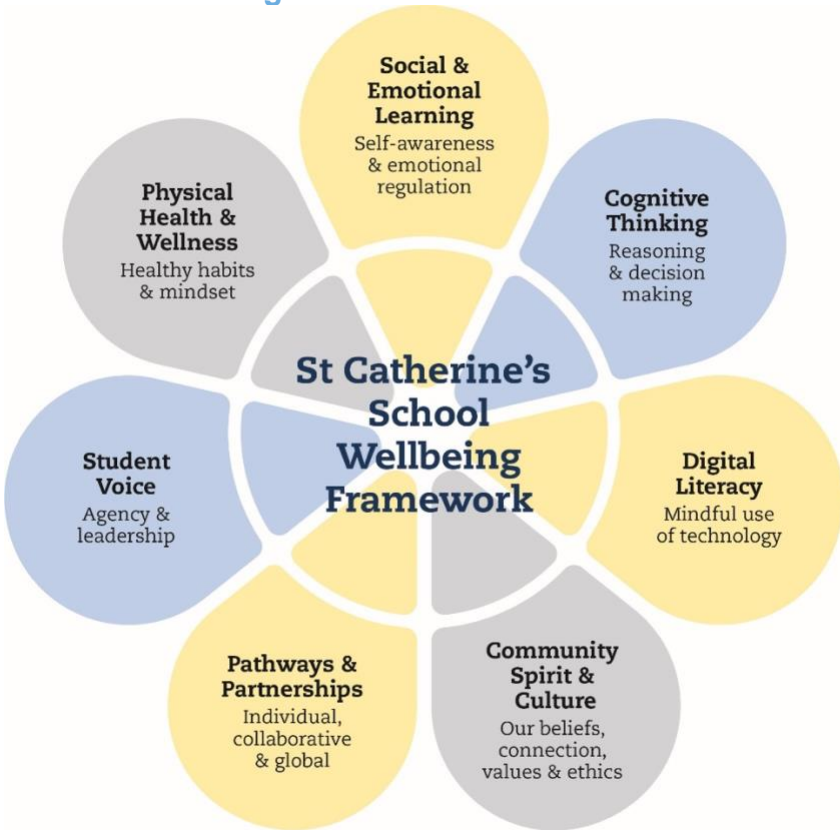
<https://myportal.stcatherines.net.au/homepage/6192>

Short Term Homestay:

As the St Catherine's Boarding House closes during school holiday periods, it may be necessary to put in place Short Term Homestay Regulations for overseas boarders if they are not in the care of their parent. Short Term Homestay regulations require that:

- All members of the household aged over 18 hold a Working with Children Check which will be verified using the *Working with Children Victoria* online validation tool;
- A referee check for suitability for child connected work is undertaken by the School;
- Personal identification is checked against the WWCC details (eg Driver's licence);
- A home visit has been undertaken by the School to ensure the accommodation is 'appropriate to the student's age and needs and that a separate bedroom has been provided;
- The *Homestay Responsibility Agreement* is signed;
- All household members aged over 18 are made aware of the Child Safety Policy, reporting procedures and sign and agree to the Child Safety Code of Conduct;

Student Wellbeing



Through a thematic, integrated and age appropriate wellbeing program, students discuss topics such as realistic and mindful thinking, emotion recognition and regulation, positive relationships, digital citizenship, optimism, gratitude and leadership.

We emphasise the importance of fostering a sense of belonging for students' wellbeing. Creating a supportive, connected, and inclusive environment is crucial. When students feel valued within their school community, it not only enhances their overall sense of purpose but also significantly contributes to their emotional and psychological resilience.

At St Catherine's, our primary goal is to equip all students with the essential knowledge, understanding, and skills. Our focus is on fostering resilience, independence, creativity, and boldness. We believe that by instilling these qualities, we empower our students to navigate challenges and thrive in their academic and personal journeys.

We know that learning and wellbeing are inextricably linked; students learn best when their wellbeing is optimised, and they develop a strong sense of wellbeing when they experience success in learning. Our weBelong Wellbeing@St Catherine's strongly aligns with our Teaching and Learning and Co-curricular to form our Academic Care model – we know that students' social and emotional skills are strong predictors for how they perform in school and their psychological wellbeing. Intellectual curiosity and persistence are strongly related to better school performance.

Our weBelong programs incorporate the seven Wellbeing Pillars that contribute to students overall wellbeing. They are the skills, knowledge, abilities, attitudes and values that are required to maintain and improve students physical, emotional, social and mental wellbeing. These pillars form the basis for the development and implementation of our student wellbeing strategies and programs from ELC through to Year 12.

Our Student Leadership, Community Service and Leadership Diploma initiatives also provide opportunities for our students to realise their personal leadership potential, reach out to their local communities and contribute to our wider School community.

We also provide on-campus Health Services and clinical support to students and their families during times of need.

Counselling Support

In addition to the support provided by your teachers, House Tutors and Head of Year, the School Counsellor is available to all students seeking assistance or advice. Simply email counselling@stcatherines.net.au to arrange an appointment or speak with your Head of Year, class teacher or the Head of Boarding, who can help to organise an appointment.

There are posters located around the school, to assist you in making an appointment with the counsellor.

Links to support lines and sites external to the School include:

youthbeyondblue.com	1300 224636
headspace.org.au	1800 650 890
kidshelpline.com.au/teens	1800 55 1800
reachout.com	
lifeline.org.au	13 11 14

Support Services – School Contacts

- St Catherine’s School,
17 Heyington Place Toorak, Victoria 3142
- Reception 8.00am – 4:00pm 9822 1285
- Illawarra Boarding House 9828 3074
- Cultural Diversity Club Ms Claire van Boxel

Academic Support

- Head of Year 7
- Head of Year 8
- Year of Year 9
- Head of Year 10
- Head of Year 11
- Head of Year 12
- Director of Senior Years
- Director of Middle Years

Personal Support and Counselling

- Head of Boarding Services and International Student
Coordinator (Claire van Boxel) 0413 713 117
cvanboxel@stcatherines.net.au
- School Counsellor 9828 3907
counselling@stcatherines.net.au
- School Nurses (Sally Jack / Anne Quirk) 0438 606 140
School Health Centre
9828 3085 nurse@stcatherines.net.au

In case of Emergency

Local Doctor – Toorak Medical Centre	9826 8437
Fire, Police or Ambulance	Call 000 or Mobile
Poisons Information Line	131126
Cabrini Hospital, Malvern	9508 1222

Student Grievances

St Catherine's School has a fair and transparent process for dealing with student grievances. In the event that such grievances cannot be resolved internally, students can seek further assistance from the following external organisations.

Victorian Registrations and Qualifications Authority (VRQA)

St Catherine's School is regulated by the Victorian Registrations and Qualifications Authority (VRQA). Students can contact the VRQA if they have concerns.

- VRQA (Monday- Friday 9.00am to 5.00pm) +61 3 9637 2806
- www.vrqa.vic.gov.au

Commonwealth Ombudsman

- **1300 362 072**
- <http://www.ombudsman.gov.au>

Child Safety at St Catherine's School

St Catherine's School complies with the Victorian Government Child Safe Standards and has a Child Safe Policy and Child Safe Code of Conduct that applies to all members of the School Community.

As a Child Safe School, St Catherine's is committed to empowering girls in an environment where they can feel safe, secure, valued and respected.

We strive to create a culture in which staff, volunteers, children and families feel comfortable and supported when talking about any child safety concerns. Children have rights and are encouraged to express any concerns about their safety to one of the designated Child Safety Champions;

Head of Psychological Services, Lena Wintermantel:

lwintermantel@stcatherines.net.au

Director of Senior Year, Alison Cassidy: acassidy@stcatherines.net.au

Director of Middle Years, Freda Armstrong:

farmstrong@stcatherines.net.au

Deputy Head of Junior School – Karen McArdle:

kmcardle@stcatherines.net.au

Head of the Early Learning Centre – Sarah Bethune:

Head of Boarding / International Student Coordinator – Claire van Boxel:

cvanboxel@stcatherines.net.au

International Student Safety Contact Card

International Students are issued with a Student Safety Contact Card to ensure that you have access to important emergency contact phone numbers. This card includes the details of the School Child Safe Officers so you can contact them if you ever have concerns for your safety at School, in the Boarding House, Homestay, or in the community.

The card also lists the VRQA and Commonwealth Ombudsman details should you wish to report a concern about an issue concerning the School.

Rules Regarding Tutoring

International Students in the Boarding House or Homestay may only engage external tutors with the permission of the Head of Boarding/International Student Coordinator and in person tutoring must conduct the session in the Boarding House.

Tutoring conducted online, is subject to the same checks and requirements as Face to Face tutoring.

All tutors will be provided with a Child Safety Induction pack and training and must provide a Working with Children Check if they are over 18 years old.

The Working with Children Check number will be verified prior to the first session and checked regularly using the Working with Children Check online validation tool.

Engaging in Education with External Providers

International Students are not permitted to enrol in programs with external Education Providers (such as VCE studies, languages studies, VET studies, and other education courses/programs) without the consent of the School.

If approved, the student must undergo a Child Safety briefing to understand their rights and responsibilities. The Education Provider must also provide the School with evidence of their Child Safe Policies and documentation verifying employee training and registration.

Students and their parent will be asked to sign a consent form, verifying their understanding of their obligations when engaging in an arrangement with an external Education Provider.

Local Contact checks:

International students must provide a local contact person to assist with liaison with the overseas parent/s.

- The Local Contact must be prepared to undergo Child Safety screening as outlined in the International Student Welfare Policy
- The Local Contact must be willing to accommodate a boarding student/homestay student in an emergency. For example: long term evacuation from the Boarding House/Homestay (i.e. overnight or multiple days) or in the case of illness or injury (until parent arrives from overseas).

Public Transport in Melbourne

Melbourne's trains, trams and buses are an easy way to travel around the city. All you need is a Myki card and you'll be ready.

St Catherine's School is located close to Heyington Station, which is on the Glen Waverley Metro Trains Line. Trams to the city can be boarded on Toorak Road at the tram stop.

Always remember to touch on and off your Myki as you enter the paid area of a train station or board a tram (except if travelling exclusively within the Free Tram Zone in the CBD) or bus.

More information on the Public Transport Victoria network and the Myki ticketing system can be found on <https://www.ptv.vic.gov.au>. Information in other languages can be accessed on <https://www.ptv.vic.gov.au/languages/>

Care should be taken when on public transport and in public places to avoid conversations with strangers.

Try to avoid walking alone at night and if this is necessary please stay on well-lit streets.

Unsafe locations

Every city across the globe has some areas that may not be safe. In your home city, you probably know of these areas and know how to avoid them. If you are not familiar with the areas to be careful of, you can check with a staff member.

Beach safety

Although Australian beaches may look beautiful, they can be unpredictable and hide some dangers that every visitor should be aware of. Here you will find some very helpful info and advice on beach safety.

Always Swim Between the Red and Yellow Flags

When you see red and yellow flags on a beach, it indicates that there is currently a lifesaving service operating on that beach. The lifeguards have chosen a section of the beach that is best for swimming and they will closely supervise this area. Lifeguards pay more attention to the area between the red and yellow flags than any other part of the beach.

Read the Safety Signs

Before you go on to the beach be sure to read the safety signs. This will ensure you are aware of any warnings or dangers on the beach. You can also find other helpful information to make your day at the beach more enjoyable

Ask a Lifeguard for advice

Lifeguards are highly trained and very knowledgeable about beach safety and conditions.

Swim with a Friend

Not only is swimming with a friend (or family member) a fun way to enjoy the beach, it is also very sensible. While you are swimming together you can keep an eye out for each other, and if further assistance is required, one person could call or go for help.

If you need help, stay calm and attract attention.

If you are not feeling comfortable in the water and you require a lifeguard's assistance to get back to shore, stay calm, raise your arm in the air and wave it from side to side. This will attract the attention of a lifeguard who will be able to come to your assistance. You should conserve your energy by floating on your back and staying calm. This will ensure you have the

energy to remain afloat until further aid arrives. More information on Beach Safety is available at <https://beachsafe.org.au/surf-safety>

Drugs and alcohol in Australia

Alcohol is readily available and legal for those over 18 years of age. Other substances such as marijuana, ecstasy, cocaine, methamphetamines, etc are not allowed by Australian law and you run the risk of legal and visa problems as well as health issues if you become involved in their use / dealing.

You are advised to familiarise yourself with the emergency response and evacuation plans. Evacuation procedures are covered during student induction.

Smoking in Australia

Federal law bans smoking in all Australian Commonwealth government buildings, public transport, airports, and international and domestic flights. Further bans are in place but are governed by individual states. Currently all Australian states and territories have banned smoking in vehicles with children, in some enclosed public places, particularly most major company- owned workplaces, and most enclosed restaurants.

Tobacco or nicotine vaping products cannot be sold or supplied to persons under 18 years old. Students are not permitted to engage in Drinking Alcohol, Smoking, vaping or illicit drug use whilst on the school premises as outlined in the Student Diary.

Critical Incidents

If a critical incident occurs, students can call a staff member listed on their Safety Card to ask for support. If the incident is life threatening, students should call Emergency Services on 000 immediately.

Any discrimination or harassment of staff, students or visitors because of their sex, pregnancy, race, colour, nationality, ethnic or ethnoreligious background, marital status, physical or intellectual or psychiatric disability, homosexuality or age will not be tolerated and is illegal under the requirements of the Anti-Discrimination Act 1977. You are responsible to ensure non-discriminatory or harassing behaviour at all times to other students, staff or visitors to the school.

Quick Links

- *mystcatherines* <https://myportal.stcatherines.net.au/>
- *mystcatherines* Boarding
<https://myportal.stcatherines.net.au/homepage/4022>
- *mystcatherines* International
<https://myportal.stcatherines.net.au/homepage/16060>
- St Catherine's Policies - <http://www.stcatherines.net.au/about-us/policies/>



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