



LABORE ET HONORE

INTERNATIONAL STUDENT

2023 HANDBOOK

IPSWICH GRAMMAR SCHOOL

Exceptional **PERFORMANCE**

We will challenge ourselves and our boys to be exceptional performers. This is a statement of intent, an aspiration, and a call to action. We understand that we may falter at times but we are compelled to commit to this standard. In doing so we will generate the energy and purpose that are fundamental to great schools.

INTRODUCTION

Opening in 1863 with an initial enrolment of 16 students, Ipswich Grammar School is the oldest secondary school in Queensland with a current enrolment of 1,200 students.

Our international students experience a diverse range of academic, extra-curricular, cultural and pastoral programs all within our Australian setting in Ipswich, centrally positioned as part of a national road network and is a 40 minute drive from Brisbane, one hour from the Gold Coast and 45 minutes from domestic and international air and sea ports.

A train service is a short walk from the Ipswich Grammar School campus. Ipswich Grammar School is committed to providing and maintaining the highest professional standards in both the marketing and delivery of its education program. This includes safeguarding the welfare and interests of all students, providing adequate facilities and resources and using appropriate and effective methods of instruction.

Board of Trustees of Ipswich Grammar School – trading as Ipswich Grammar School is an approved school under the Accreditation of Non-State Schools Act, 2019 and the Education Services for Overseas Students Act, 2000. Ipswich Grammar School is registered on the Commonwealth Register of Institutions and Courses for Overseas Student (CRICOS). The CRICOS Provider number is 00499A.

MISSION STATEMENT

We will challenge ourselves and our boys to be exceptional performers. This is a statement of intent, an aspiration, and a call to action. We understand that we may falter at times but we are compelled to commit to this standard. In doing so we will generate the energy and purpose that are fundamental to great schools.

PROCEDURE FOR ENROLMENT

1. Complete Application for Enrolment form (one per student) and return form together with certified copies of the following to the Enrolments Manager via enrolments@ipswichgrammar.com:
 - Passport
 - Current Student Visa (if applicable)
 - Latest School Reports (translated into English)
 - English results
2. Upon approval, a Letter of Offer will be issued advising the student what conditions they will need to meet before they are eligible to accept the offer. This will include an English assessment with our ESL Teacher and an interview with our Deputy Headmaster.
3. If the student wishes to proceed with the offer, an Acceptance of Enrolment/Written Agreement will be prepared outlining details of the course/s they are undertaking and fees payable.
4. Once payment of the course fees has been received an electronic Confirmation of Enrolment (eCoE) will be issued. Please refer to the Department of Immigration and Border Protection website for detailed information regarding visas www.homeaffairs.gov.au



Ms Jessica Kwok
International Student Liaison
Emergency Contact
0413 491 112



Mr Stewart Drinkeld
Director of Boarding

FEES

All current tuition and non-tuition fees can be found on our Scale of Fees issued in your enrolment pack and listed on our website www.ipswichgrammar.com/enrolments/fees

POLICY ON WRITTEN ENTRY REQUIREMENTS FOR INTERNATIONAL STUDENTS

1. Ipswich Grammar School will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.
2. Applications for enrolment must be made on the International Student Enrolment Application Form. This must be correctly completed, and must be accompanied by the following documents to support the application:
 - a. Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report;
 - b. A completed Reference Form from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
 - c. Appropriate proof of identity and age;
 - d. Written evidence of proficiency in English as a second language;
 - e. Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date; and
 - f. Letter of Offer from another registered provider if applicable.

Where the above documents are not in English, certified translations in English are required with necessary costs to be met by the applicant.

4. An enrolment application can only be processed when all of the above are in the hands of the Enrolments Manager.
5. Applications from overseas students are processed according to established policy and procedures and are dealt with on their merits. Failure to disclose details required as part of the application process may later result in cancellation of enrolment.
6. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.
7. Onshore applications for Years' 11-12, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment.
8. Offshore applications for enrolment in Years' 11-12 will not be considered after the Year 11 course has commenced unless the student can complete course assessment before the end of the first semester of Year 11.

Ipswich Grammar School requires evidence that the applicant's academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. Students undertaking a package of courses will have their academic and English language capabilities re-assessed prior to the commencement of each course in their enrolment package. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.

Applicants are required to have completed the year level comparable to the Queensland Year level preceding that to which they are applying for entry (e.g.: Student achieved an overall passing grade in Year 9 for entry into Year 10)

Academic Requirements

Students must provide evidence of above average academic performance appropriate to entry to the Year level requested on the Enrolment Application or offered as an alternative point of entry by the school in a Letter of Offer. For students entering Primary School, evidence of application to schoolwork and age-appropriate achievement in literacy and numeracy areas of the curriculum is required.

Students applying to enter Primary (Prep to Year 6) must:

- a) Have a minimum of 6 months English language tuition or come from a country where the school attended used English as the medium of instruction (e.g.: Hong Kong, Singapore, Indonesia) or be coming from another school in an English speaking country where they have been in attendance for at least one year.
- b) Show basic language proficiency in the 4 main language skills of reading, writing, speaking and listening as tested by the School's ESL teacher prior to entry (such a test is only necessary for students who have been learning English or living in an English-speaking environment for less than 4 years now).
- c) Students overall academic standard for Mathematics and Science must reflect grades no lower than 75%, or equivalent.
- d) Have an appropriate age for the year level applied for, e.g.
 - i. Prep – no older than 6 by the end of that year
 - ii. Year 1 – no older than 7 by the end of that year
 - iii. Year 2 – no older than 8 by the end of that year
 - iv. Year 3 – no older than 9 by the end of that year
 - v. Year 4 – no older than 10 by the end of that year
 - vi. Year 5 – no older than 11 by the end of that year
 - vii. Year 6 – no older than 12 by the end of that year

Students applying to enter Junior Secondary (Year 7, 8, 9 or 10) must:

- a) Have a minimum of 6 months English language tuition from a recognised English language college or come from a country where the school attended used English as the medium of instruction (e.g.: Hong Kong, Singapore, Indonesia) or be coming from another school in an English speaking country where they have been in attendance for at least one year.
- b) Show sound language proficiency in the 4 main language skills of reading, writing, speaking and listening as tested by the School's ESL teacher prior to entry (such a test is only necessary for students who have been learning English or living in an English-speaking environment for less than 4 years now).
- c) Students overall academic standard for Mathematics and Science must reflect grades no lower than 75%, or equivalent.
- d) Have an appropriate age for the year level applied for, e.g.
 - i. Year 7 – no older than 13 by the end of that year
 - ii. Year 8 – no older than 14 by the end of that year

- iii. Year 9 – no older than 15 by the end of that year
- iv. Year 10 – no older than 16 by the end of that year

The general belief is that students have the greatest chance for success if they experience as much of Years’ 7, 8 and 9 studying in English language medium as possible, before facing the academic demands of Years 10, 11 and 12 and take ESL as a compulsory subject if they have been learning English or living in an English-speaking environment for less than 4 years.

Students applying to enter Years’ 11 or 12 must:

- a) Show advanced language proficiency in the 4 main language skills of reading, writing, speaking and listening as tested by the school’s ESL teacher prior to entry (such a test is only necessary for students who have been learning English or living in an English-speaking environment for less than 4 years now).
- b) Students overall academic standard for Mathematics and Science must reflect grades no lower than 80%, or equivalent.
- c) Have an appropriate age for the year level applied for, e.g.
 - i. Year 11 – no older than 17-18 by the end of that year
 - ii. Year 12– no older than 19 by the end of that year
- d) Be aware that ESL assistance will be limited.
- e) Appropriate completion of approved academic study as determined by QCAA equivalency standards required for entry in Year 11 or 12.
- f) It is recommended that Offshore applicants enter no later than Semester 2, Year 10. Only Onshore applicants, already studying QCE subjects at another CRICOS registered provider, may apply for entry directly into Year 11 or 12.

English Language Proficiency Requirements

1. Applicants are assessed individually based on the contents of their report cards and personal references and may also be required to undertake a language proficiency test set by the school.
2. If supplied, Ipswich Grammar School will assess evidence of English language proficiency presented by a student at the time of application but reserves the right to confirm the student’s English language proficiency through additional tests.
3. If not presenting appropriate evidence of English language proficiency at the time of application, Ipswich Grammar School will assess the student’s application for entry based on satisfactory test results as follows:

Council of Europe Language Levels/ALTE	ELICOS Levels		Tests and Examinations								ACADEMIC GRADES / Overall Percentage (%)
			NLLIA	ISLPR	AEAS	IELTS	TOEIC	TOEFL	TOEFL IBT	Cambridge	
C2 Mastery/ Level 5	Level 7 (Proficient)		7	4+		7.5+	901+	607+	101+	CPE	
C1 Effective operational Proficiency/ Level 4	Level 6 (Advanced)		6	3+ -4	70+	6.5-7	751-900	567-603	86-100	CAE	
B2 Vantage / Level 3	Level 5 (Upper-Intermediate)	MINIMUM ENTRY LEVEL YEARS 11-12	5	2+ -3	61-70	5-6	526-750	527-563	71-85	FCE	80
B1 Threshold / Level 2	Level 4 (Intermediate)	MINIMUM ENTRY LEVEL YEARS 7-10	4	1+ -2	53-60	4-5	401-525	473-523	52-70	PET	80
		MINIMUM ENTRY LEVEL YEARS P-6	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	75

4. Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies.
5. Those students who have undertaken an intensive English language course before beginning mainstream studies will have their English language proficiency re-assessed at the conclusion of the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.
6. Note that where a student cannot, or will not, meet the English language or academic requirements for entry into their first mainstream course, or a subsequent course undertaken as part of an enrolment package, Ipswich Grammar School may choose to apply the Conditions of Enrolment outlined in the student's written agreement and the provisions of this Entry Requirements Policy – the outcome of which may result in the withdrawal of offer for enrolment on the grounds that entry requirements have not been met.

Alternatively, Ipswich Grammar School may (at its discretion, and if appropriate) choose to offer:

- New mainstream enrolments - entry into a mainstream course at a lower year level.
- Continuing mainstream enrolments - opportunity to repeat a year level as part of an academic intervention plan implemented by the school. Refer to the Student progress, attendance and course duration policy.

COURSE CREDIT

Ipswich Grammar School will assess all applications for entry into the School. Course Credit may only be offered as outlined below:

- Students transferring from interstate, up to Year 10 entry, the School does not offer course credit and entry into any course is subject to the assessment of the School.
- Students transferring from interstate in Years 11 and the beginning of Year 12, the student may receive course credit for units completed based on evidence provided of studies undertaken under the relevant state or territory curriculum assessment authority or nationally accredited framework.

Ipswich Grammar School is not able to offer international students a VET (Vocational Educational and Training) pathway in their Queensland Certificate of Education program.

SPORT AND ACTIVITIES

Ipswich Grammar School is proud to offer a wide range of co-curricular activities that enhance the curriculum and enrich the lives of students. These fulfilling, character-building activities help students develop their natural talents. Boys enjoy sporting, cultural, intellectual and artistic activities and are valued for their participation.

Students are encouraged to become actively involved in some form of sport or co-curricular activity. All activities are played outside school hours under the supervision of qualified coaches.

The many sports available are swimming, cricket, volleyball, cross-country, football, tennis, rugby, basketball and track and field. Also on offer is a large program of music, debating, public speaking and chess. Students can also become involved in clubs or groups such as Duke of Edinburgh and Tournament of Minds.

UNIFORMS

The wearing of the School uniform is compulsory. Shirts must be tucked in at all times, long socks pulled up; trousers or shorts worn not below the hips and jumpers worn with hands out.

The uniform requirements, pricing and opening hours of the Clothing Store are available on our website www.ipswichgrammar.com

BOOKLISTS

Booklist requirements for each year level are available on our website www.ipswichgrammar.com

PRIVATE HEALTH COVER

It is compulsory for all international students to contribute to private health cover for the duration of their course up to and including 15 March after course completion.

Ipswich Grammar School uses the services of **ahm** for student cover. Health Cover must be paid in advance as per the Acceptance of Enrolment/Written Agreement.

CAMPUS FACILITIES

The Ipswich Grammar School campus includes a The Arts Centre, STEM Centre, Auditorium, classroom complex, Library and Resource Centre, Junior School, Industrial Technology and Design workshops, gym, heated pool, Sports Dome and Junior School Library.

Less than 5 kms from campus is the Brassall Sporting Complex which hosts GPS cricket, football, rugby and tennis fixtures.

SCHOOL MAP

A map of the campus is available at www.ipswichgrammar.com/our-school/campus

REFUND POLICY

A copy of this policy is provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed as well as comprising part of student's written agreement.

1. This policy outlines refunds applicable to course fees paid to the school including any course fees paid to an education agent to be remitted to the school.
2. Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.
3. The Enrolment Application Fee and Confirmation Fee* are non-refundable (* except in the case of visa refusal, where the fee will be considered in any calculation under section 6a of this refund policy)

4. **Payment of Course Fees and Refunds**
- a) The school year is made up of two semesters (Study Periods) and each semester consists of two terms.
 - b) Accounts are sent on a term basis and are payable according to charges stated on the issued statement.
 - c) An itemised list of school fees is provided in the school's written agreement
 - d) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
 - e) Refunds will be paid to the person who enters into the written agreement unless the school receives written advice from the person who enters the written agreement to pay the refund to someone else.
5. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to Mr Richard Morrison, Headmaster.
6. **Student default because of visa refusal**
- a) If a student produces evidence of visa refusal (or provides permission for the school to verify visa refusal with the Department of Immigration) and fails to start a course on, or withdraws from the course on or before the agreed starting day, the school will refund within four weeks of receiving a written claim from the student the total amount of course fees received by the school before the student's default day, minus the lesser of 5% of the amount of course fees received, or
 - AUD \$500.
 - b) If a student whose visa has been refused withdraws from the course after it has commenced, the school will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund of any unused tuition fees* received by the school with respect to the student within the period of four weeks after the day of student default.

*Calculation of the refund due in this case is prescribed by a legislative instrument (s.10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014) <http://www.legislation.gov.au/Details/F2014L00907>.

7. **Student Default**
- a) Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).
 - b) Any refundable non-tuition fees (if applicable) will be refunded in Australian Dollars to the person/s responsible for the payment of the student's fees except where a non-refundable payment on behalf of the student has been made.
 - c) If the student, does not provide written notice of withdrawal and does not start the course on the agreed starting date, the confirmation fee of AUD\$750 and acceptance deposit of AUD\$1,750 will not be refunded.
 - d) If up to one semester (two terms) tuition fees have been prepaid, and the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the school will:
 - Retain an administration fee of AUD\$150 for the application fee, AUD\$750 Confirmation Fee and acceptance deposit of AUD\$1750 and refund the balance of the tuition fees if written notice is received up to four weeks prior to commencement of the course.
 - Refund 50 % of the tuition fees received if written notice is received less than four weeks prior to commencement of the course.
 - Refund 50 % of any tuition fees received, if written notice is received **before** one (1) term of the payment period has passed.

- No refund will be provided if written notice is received **after** 1 term of the payment period has passed.
- e) If tuition fees have been received for one Semester (or one study periods), refund provisions under (d) will apply for the first semester and any balance of unused tuition fees after this will be refunded.
- f) No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons as per the School Refund Policy:
 - i. Failure to maintain satisfactory course progress (visa condition 8202).
 - ii. Failure to maintain satisfactory attendance (visa condition 8202).
 - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
 - iv. Failure to pay course fees.
 - v. Any behaviour identified as resulting in enrolment cancellation in Ipswich Grammar School's Code of Conduct.
- g) If Ipswich Grammar School cancels a student's enrolment for failure to maintain agreed conditions as outlined in the student's written agreement, including failure to disclose required information at the point of application or a pre-existing condition requiring a high degree of specialised support or care, any refund of tuition fees will be at the discretion of the school.

8. Provider default

Any default by the school must be compliant with the current provisions of the ESOS Act 2000 and the ESOS Regulations 2019 (as amended)

- a) If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received by the school with respect to the student will be made within 14 days of the agreed course starting day.
- b) If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received by the school with respect to the student will be made within 14 days of the school's default day.
- c) In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian government's Tuition Protection Service. For information on the TPS, please see <https://tps.gov.au/StaticContent/Get/StudentInformation>.

**Calculation of the refund due in this case is prescribed by a legislative instrument (s.7 of Education Services for Overseas Students (Calculation of Refund) Specification 2014). <http://www.legislation.gov.au/Details/F2014L00907>.*

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Definitions

- a. **Non-tuition fees** – fees not directly related to provision of the student's course, including Boarding Fee, Overseas Health Cover, School Uniforms, Text Books and Year 12 expenses.

- b. Tuition fees – fees directly related to the provision of the student’s course, including Acceptance Deposit, Technology Levy, Confirmation Fee, Capital Levy and Tuition fee.
- c. Course fees – the sum of tuition fees and non-tuition fees received by the school in respect of the student in order for the student to undertake the course.
- d. Study period – the period of time students are assessed in their chosen subjects, also known as one semester (which is made up of two terms.)

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

IGS COMPLAINTS AND APPEALS POLICY

A copy of this policy will be provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed, and again during orientation or within 7 days of the commencement of student attendance of the enrolled course.

1. **Purpose**
 - a) The purpose of Ipswich Grammar School’s Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint involving Ipswich Grammar School, or an education agent or third party engaged by Ipswich Grammar School to deliver a service on behalf of Ipswich Grammar School.
 - b) The internal complaints and appeals processes are conciliatory and non-legal.
2. **Complaints against other students**
 - a) Grievances brought by a student against another student will be dealt with under the school’s Behaviour Policy/Code of Conduct.
3. **Informal Complaints Resolution**
 - a) In the first instance, Ipswich Grammar School requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
 - b) Students should contact the Head of Year in the first instance to attempt mediation/informal resolution of the complaint.
 - c) If the matter cannot be resolved through mediation, the matter will be referred to the Deputy Headmaster and Ipswich Grammar School’s internal formal complaints and appeals handling procedure will be followed.
4. **Formal Internal Complaints Handling and Appeals Process**
 - a) The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.
 - b) The student must notify the school in writing of the nature and details of the complaint or appeal.
 - c) Written complaints or appeals are to be lodged with the Headmaster.
 - d) Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him/her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.
 - e) Complaints and appeals processes are available to students at no cost.
 - f) Each complainant has the opportunity to present his case to the Headmaster.
 - g) Students and / or the School may be accompanied and assisted by a support person at all

- relevant meetings.
- h) The formal internal complaints and appeals process will commence within 10 working days of lodgement of the complaint or appeal with the Headmaster and will be finalised within 10 working days or as soon as practicable.
 - i) For the duration of the internal complaints and appeals process the student's enrolment will be maintained, as required under the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the student must continue to attend classes. However, if the Headmaster deems that the student's health or well-being, or the wellbeing of others is at risk he may decide to suspend or cancel the student's enrolment before the complaints and appeals process has been accessed or fully completed. In such cases, the student may still lodge a complaint or appeal, even if the student is offshore.
 - j) Once the Headmaster has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome, and a copy will be retained on the student's file.
 - k) If the complaints and appeals procedure finds in favour of the student, Ipswich Grammar School will immediately implement the decision and any corrective and preventative action required, and advise the student of the outcome and action taken.
 - l) Where the outcome of a complaint or appeal is not in the student's favour, the school will advise the student within 10 working days of concluding the internal review of the student's right to access the external appeals process.
 - m) However, the school is only obliged to await the outcome of an external appeal if the matter relates to a breach of course progress or attendance requirements. For all other issues, the school may take action (including making changes to the student's enrolment status in PRISMS) in accordance with the outcome of the internal appeal.

5. External Appeals Processes

- a) If the student is dissatisfied with the conduct or result of the internal complaints and appeals procedure, he/she may contact and / or seek redress through the Overseas Students Ombudsman at no cost. Please see: <http://www.ombudsman.gov.au/about/overseas-student-ombudsman-landing-page> or phone 1300 362 072 for more information.
- b) If the student wishes to appeal a decision made by Ipswich Grammar School that relates to being reported for a breach of course progress or attendance requirement (under Standard 8), the student must lodge this appeal with the Overseas Student Ombudsman's office within 10 working days of being notified of the outcome of his/her internal appeal.
If the student wishes to appeal a decision made by Ipswich Grammar School that relates to:
 - i) refusal to approve a transfer application (under Standard 7), or
 - ii) suspension or cancellation of the student's enrolment (under Standard 9)
- c) any choice to lodge an external appeal with the Overseas Student Ombudsman is at the student's discretion. The school need not await the outcome of any external appeal lodged, before implementing the outcome of the internal appeal.

6. Other legal redress

Nothing in the School's Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.

7. Definitions

- a) Working Day – any day other than a Saturday, Sunday or public holiday during term time
- b) Student – a student enrolled at Ipswich Grammar School or the parent(s)/legal guardian of a student where that student is under 18 years of age
- c) Support person – for example, a friend/teacher/relative not involved in the grievance.

POLICY FOR MONITORING COURSE PROGRESS

This policy is available to staff and to students.

Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Ipswich Grammar School has systems in place to effectively monitor individual student's progress and provides both practical and directed support to students both academically and socially.

1. Course Progress

- a) The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled:
- b) The course progress of all students will be assessed at the end of each study period of enrolling according to Ipswich Grammar's course assessment requirements.
- c) Students who have begun part way through a study period (semester) will be assessed according to Ipswich Grammar School's course assessment requirements after completing one full semester.
- d) Students will need to demonstrate satisfactory course progress in any study period/semester, as per below:

Primary School Studies: Prep – Year 6

Students must demonstrate academic outcomes each semester that allow them to remain on track for progression to the next year level. Successful progression is achieved by meeting appropriate national benchmarks that will allow a student to continue to develop across core learning areas. Students are not restricted to year levels in the junior years but rather than by age. In addition to the academic outcomes, students must maintain a formally reported level of effort of "Satisfactory" or above, in all subject areas. When a student is identified at risk of not meeting course progress requirements, the Head of Junior School will cover mentoring, additional ESL support, academic & time management, counselling.

Junior Secondary Studies: Years 7-10

At the end of each Semester, students must demonstrate a minimum overall achievement of "C" or above in core subjects, English (Literacy) and Mathematics (Numeracy). Successful progression is achieved by meeting appropriate national benchmarks that will allow a student to continue to develop across core learning areas. In addition to the academic outcomes, students must maintain a formally reported level of "Attitude Towards Learning" of "Meeting Expectations" or "Above Expectations", in all subject areas. When a student is identified at risk of not meeting course progress requirements, general support is provided by the Director of Boarding, Heads of Boarding, Boarding Masters, Heads of Year, Dean of Students, Dean of Academics, International Student Liaison Officer, Learning Support Team & School Counsellor.

Senior Secondary Studies: Years 11-12

To demonstrate satisfactory course progress, students must remain eligible to be awarded a Queensland Certificate of Education (QCE) at the conclusion of Year 12. Eligibility for a QCE is contingent upon a student achieving the set amount of learning, to the set standard, in a set pattern, while meeting literacy and numeracy requirements. Students

- enrolled for all four Units of a Senior Secondary Course will be identified and notified as being "at risk" of not achieving satisfactory course progress anytime the student does not demonstrate a 'pass' or 'satisfactory' grade (C or above) for a subject they rely on to meet their literacy and numeracy requirements, or are counting on to meet the required credit points to be awarded the QCE. Intervention strategies are put in place for students to achieve minimum standards required. When a student is identified at risk of not meeting course progress requirements, general support is provided by the Director of Boarding, Heads of Boarding, Boarding Masters, Heads of Year, Dean of Students, Dean of Academics, International Student Liaison Officer, Learning Support Team & School Counsellor.
- e) If at the end of a study unit (Semester) a student does not achieve satisfactory course progress as described above, the Deputy Headmaster will formally contact the parent(s) to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include, but not limited to:
- i. After hours tutorial support
 - ii. Subject tutorial support in class time
 - iii. Mentoring
 - iv. Additional ESL support
 - v. Change of subject selection, or reducing course load (without affecting course duration)
 - vi. Offer to repeat a year level (requiring an extension of course duration under Item 2c) ii of this policy)
 - vii. Counselling - time management
 - viii. Counselling - academic skills
 - ix. Counselling - personal
 - x. other intervention strategies as deemed necessary
- f) A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents. Parents will be advised if the proposed strategy has any implications for fees payable, the student's progression through a package of courses, or a student's visa. Where a proposed intervention plan has significant implications for the student's course of study (as originally agreed), a new written agreement will need to be established. A new CoE may also be required.
- a. The student's individual strategy for academic improvement will be monitored over the following study period (Semester) by the Head of Year and records of student response to the strategy will be kept. Parents will be kept informed of the student's academic progress while the student is receiving formal intervention.
 - b. If the student does not achieve satisfactory course progress by the end of the next study period, Ipswich Grammar School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the school's internal complaints and appeals process. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by Ipswich Grammar School, he may contact the Overseas Student Ombudsman at no cost. Please see Ipswich Grammar School's Complaints and Appeals Policy for further details.
 - c. The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
 - i. the student does not access the complaints and appeals process within 20 days, or

- ii. the complaints and appeals process results in a decision in favour of the school.
- iii. The complaints and appeals process, including any external appeal made by the student, results in a decision in favour of the school

2. Completion within expected duration of study

- a) As noted in 1.a., the school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) Part of the assessment of course progress at the end of each study period (semester) will include an assessment of whether the student's progress is such that they are expected to complete their studies within the expected duration of the course.
- c) The school will only extend the duration of the student's study where it is clear the student will not be able to complete their course by the expected date because:
 - i. the student can provide evidence of compassionate or compelling circumstances (see Definitions below)
 - ii. the student has, or is, participating in an intervention strategy as outlined in 1.e.
 - iii. an approved deferment or suspension of study has been granted in accordance with Ipswich Grammar School's Deferment, Suspension and Cancellation Policy.
- d) Where the school decides to extend the duration of the student's study, the school will report this change via PRISMS within 14 days and/or issue a new COE if required. In this case, the student will need to contact the Department of Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

3. Monitoring Course attendance

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- b) Student attendance is:
 - i. checked and recorded daily
 - ii. assessed regularly
 - iii. recorded and calculated over each study period.
- c) Late arrival at school will be recorded and will be included in attendance calculations.
- d) All absences from school will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Headmaster.
- e) Any absences longer than five (5) consecutive days without approval will be investigated.
- f) Student attendance will be monitored by International Marketing Manager and Student Liaison Officer every 2 weeks over a study period (Semester) to assess student attendance using the following method:
 - i. Calculating the number of days the student would have to be absent to fall below the attendance threshold for a study period e.g. to calculate attendance using a formula based on the number of days absent. For example, a 20-week study period with 5 days a week would equal 100 school days. 20% of this is 20 school days.
 - ii. The monitoring process will include a review of the reasons given for student absence, including a determination of whether compassionate and compelling circumstances apply (as per Definition, below).
 - iii. Where a student's absences represent grounds for the student to apply and be approved for a deferment of study or temporary suspension of enrolment, those

- absences will not be included in the student's attendance calculations for that study period (see Ipswich Grammar School's Deferment, Suspension and Cancellation Policy).
- iv. Attendance for any period of exclusion from class will be assessed under Ipswich Grammar School's Deferment, Suspension and Cancellation Policy.
 - g) Parents of students at risk of breaching Ipswich Grammar School's attendance requirements will be contacted by email and students will be counselled and offered any necessary support when they have absences totalling 10% in any study period.
 - h) If the calculation at 3.f. indicates that the student has fallen below the 80% attendance threshold for the study period, Ipswich Grammar School will assess the student against the provisions of Item 3.j. (below). Where the student has failed to meet the minimum attendance requirement, and Item 3.j. does not apply, the school will promptly advise the student of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access the school's internal complaints and appeals process
 - i) The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - i. the complaints and appeals process, including any external appeal made by the student, results in a decision in favour of the school
 - ii. the student withdraws from the complaints and appeals process by notifying the Principal of Ipswich Grammar School in writing,
 - iii. the complaints and appeals process results in a decision in favour of the school.
 - j) Students will not be reported for failing to meet the 80% attendance threshold for a study period where:
 - i. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definition, below, and
 - ii. the student's attendance has not fallen below 70% for the study period.
 - k) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study weeks x days per weeks x 30%. E.g. "20 weeks x 5 days x 30% = 30 school days".
 - l) If the student's attendance falls below the 70% threshold for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h-3.i.
 - m) If the student does not obtain a suspension of studies under the Ipswich Grammar School's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h – 3.i.

4. Definitions

- a) Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:
 - i. serious illness, where a medical certificate states that the student was unable to attend classes
 - ii. bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible)
 - iii. major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)

- v. where the school was unable to offer a pre-requisite unit
 - vi. inability to begin studying on the course commencement date due to delay in receiving a student visa.
- b) Expected Duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
 - c) School Day – any day for which the school has scheduled course contact hours.
 - d) Study period – Ipswich Grammar School defines “study period” for the purposes of monitoring course attendance and progress as a semester.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student’s progress through a course.

SCHOOL DEFERMENT, SUSPENSION AND CANCELLATION POLICY

1. **Communicating with families about changes in enrolment status**
 - a) All communications regarding changes to enrolment status will be made directly with students and parents, in accordance with the latest contact details provided to the school.
 - b) Parents must therefore keep Ipswich Grammar School informed of their current contact details, as per the conditions of the student visa.
 - c) Where relevant and where approved by the parents, the school may also share copies of correspondence with the child’s education agent to help facilitate communication about any changes in enrolment status. However, the parents with whom the school has a formal written agreement are the primary contact for the school in such matters. The school will not act on any decision affecting the student’s enrolment that is not made by the parents.

STUDENT-INITIATED CHANGES IN ENROLMENT

2. **Deferment of commencement of study requested by student**
 - a) Ipswich Grammar School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - i. illness, where a medical certificate states that the student will be unable to attend classes
 - ii. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii. major political upheaval or natural disaster in the home country that has impacted on expected commencement of studies
 - iv. a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists’ reports).
 - v. after undertaking ELICOS studies, the student has not/will not meet the English language benchmark required for entry into the desired course, and the school is willing to defer the student’s commencement in the course until a later date when the required benchmark is achieved.
 - b) All applications for deferment will be considered within Five working days.
 - c) The final decision for assessing and granting a deferment of commencement of studies lies with the Headmaster. Where a student’s request to defer his commencement of studies is refused, the student has a right of appeal (see Ipswich Grammar School’s Complaints and Appeals policy).
 - d) Deferment will be recorded on PRISMS within 14 days of being granted.
3. **Suspension of study requested by student**
 - a) Once the student has commenced the course, Ipswich Grammar School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:

- i. illness, where a medical certificate states that the student was unable to attend classes
- ii. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- iii. major political upheaval or natural disaster in the home country requiring emergency travel that has/will impact on studies
- iv. a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).
- v. Student return to their home country to sit a university exam (or similar assessment) which impacts upon their education
- vi. Where there is a significant issue impacting upon a student's attendance or course progress, it is essential that the student or parents contact the school as soon as possible to discuss the concern so that appropriate support can be put in place. Where deemed necessary, this may involve temporarily suspending the student's enrolment so that matters can be resolved without having a negative impact on the student's ability to satisfy their visa conditions
- vii. Temporary suspensions of study cannot exceed 6 months duration.
- viii. Suspensions will be recorded on PRISMS within 14 days of being granted if the student is under 18 years of age, and within 31 days if the student is over 18 years of age.
- ix. The period of suspension will not be included in attendance calculations.
- x. Applications will be assessed on merit by the Headmaster

Some examples of circumstances that are not considered compassionate and compelling at Ipswich Grammar School include:

- i. Requests for early departure or late return from vacation, including inability to secure cheap flights
- ii. Leaving early or returning late from holidays in order to attend festivals in the student's home country
- iii. Returning home to attend family gatherings that occur during term time.

As part of any assessment of a request to defer or temporarily suspend studies, the impact of the request on the student's ability to complete their intended course of study in accordance with their CoE/s and student visa will be considered. Any implications will be communicated to students.

All applications for suspension will be considered within five working days.

The final decision for assessing and granting a suspension of studies lies with the Headmaster. Where a student's request to suspend studies is refused, the student has a right of appeal (see Ipswich Grammar School's Complaints and Appeals policy).

4. Student-initiated cancellation of enrolment

- a) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Headmaster. Please see Ipswich Grammar School's Refund Policy for information regarding refunds.
- b) A student will be deemed to have inactively notified Ipswich Grammar School of cancellation of enrolment where:
 - i. the student has not yet finished his course/s of study with the school, and
 - ii. does not resume studies at the school within [14 days] after a holiday break, and
 - iii. the student has not previously provided the school with written notification of withdrawal.

- c) Student-initiated cancellation of enrolment, including “inactive” cancellation of enrolment in 4.b), above, is not subject to Ipswich Grammar School’s Complaints and Appeals Policy.

SCHOOL-INITIATED CHANGES IN ENROLMENT

5. School-initiated exclusion from class

- a) Ipswich Grammar School may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in Ipswich Grammar School’s Behaviour Policy/Code of Conduct.
- b) Students may also be excluded from class for failure to pay fees that he/she was required to pay in order to undertake or continue the course, as stated in the written agreement.
- c) Where Ipswich Grammar School intends to exclude a student from class it will first issue a letter which notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended exclusion, as well as information about how to access Ipswich Grammar School’s internal appeals process. Further information about the appeals process in the event of a school-initiated exclusion from class is outlined below.
- d) Excluded students must abide by the conditions of their exclusion from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Headmaster.
- e) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
- f) Exclusions from class will not be included in attendance calculations for the study period and will not be recorded on PRISMS.

6. School-initiated suspension of studies

- a) Ipswich Grammar School may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in Ipswich Grammar School’s Code of Conduct.
- b) Students may also be suspended for failure to pay fees that he was required to pay in order to undertake or continue the course, as stated in the student’s written agreement.
- c) Where Ipswich Grammar School intends to suspend the enrolment of a student, it will first issue a letter that notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended suspension, as well as information about how to access Ipswich Grammar School’s internal appeals process. Further information about the appeals process in the event of a school-initiated suspension is outlined below.
- d) Suspended students must abide by the conditions of their suspension from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Headmaster.
- e) Students who have been suspended for more than 28 days may need to contact Department of Immigration. (Please see contact details at: <https://immi.homeaffairs.gov.au/help-support/contact-us>).
- f) Where applied, a suspension of enrolment will impact the student’s CoE and will be recorded on PRISMS. The suspension will therefore be visible to the Department of Home Affairs.
- g) The period of suspension will not be included in attendance calculations.

7. School-initiated cancellation of enrolment

- a) Ipswich Grammar School will cancel the enrolment of a student under the following conditions:
 - i. Any breach of an agreed condition of enrolment as outlined in the student’s written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care
 - ii. Failure to pay course fees
 - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)

- iv. Any behaviour identified as resulting in cancellation in Ipswich Grammar School's Behaviour Policy/Code of Conduct
- b) Where Ipswich Grammar School intends to cancel the enrolment of a student it will first issue a letter which notifies the student and parents of this intention. The letter will also provide details of the reason/s for the intended cancellation, as well as information about how to access Ipswich Grammar School's internal appeals process. Further information about the appeals process in the event of a school-initiated cancellation is outlined below.
- c) Ipswich Grammar School is required to report any confirmed breach of course progress and attendance requirements to the Department of Immigration. Where a student is reported for breach of visa condition, his enrolment at Ipswich Grammar School will be cancelled and this may impact on the student's visa. Further information can be found in Ipswich Grammar School's Course Progress and Attendance Policy
- e) For the duration of the internal appeals process, Ipswich Grammar School will maintain the student's enrolment and the student will attend classes as normal. The Headmaster will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- f) If a student decides to access Ipswich Grammar School's complaints and appeals process because they have been notified of a school initiated suspension or cancellation of enrolment under Standard 9, the change in enrolment status will not be reported in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply (see Definitions below).
- g) The use of extenuating circumstances by Ipswich Grammar School to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- h) The final decision for evaluating extenuating circumstances lies with the Headmaster.

8. Student to seek information from Department of Immigration

- a) Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students can visit the Department of Immigration Website <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500> for further information about their visa conditions and obligations.

8. Definitions

- a) CoE – 'Confirmation of Enrolment' - The CoE provides evidence of a student's enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before Home Affairs will issue a student visa. The CoE contains information about the Provider, agent (if involved), course and duration of study in which the student has enrolled.
- b) Deferment of enrolment - To defer or suspend enrolment means to temporarily put studies on hold (adjourn, delay, postpone). Providers do this by notifying the Department of Education, PRISMS of the deferment of enrolment. A student may request a temporary deferment to his or her enrolment on the grounds of compassionate or compelling circumstances. A provider may also initiate suspension of a student's enrolment due to misbehaviour of the student.
- c) Exclusion from class – when a student is not allowed to attend classes for a period of time by may access learning material offline.
- d) Suspension from attending school - when a student is removed from school or class for a period of time. After a suspension, they will return to school or class. When considering suspending a student, the Principal must take into account the disruption to your child's learning, their disability, home circumstances, educational needs.
- e) Suspension of enrolment - To suspend enrolment means to temporarily put studies on hold (adjourn, delay, postpone). Providers do this by notifying the Department of Education, through

PRISMS of the suspension of enrolment. A student may request a temporary suspension to his or her enrolment on the grounds of compassionate or compelling circumstances. A provider may also initiate suspension of a student's enrolment due to misbehaviour of the student. It is important to note the meanings of the terms for this context – suspension of enrolment is not necessarily due to misbehaviour – suspension of enrolment may also be initiated by the student.

- f) Cancellation of enrolment - The provider notifies the Department of Education through PRISMS that it wishes to permanently cancel (terminate) the student's enrolment. Once this process is complete, the student's CoE status will be listed as 'cancelled'.
- g) PRISMS - The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Secretary of DEST by registered providers.
- h) Day – any day including weekends and public holidays in or out of term time
- i) Extenuating circumstances - if the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Examples include:

- the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
- the student is missing
- the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
- the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
- is at risk of committing a criminal offence, or
- The student is the subject of investigation relating to criminal matters

TRANSFER REQUEST POLICY

Ipswich Grammar School provides information to overseas students and staff about the School's transfer policy.

Ipswich Grammar School's Overseas student transfer policy and processes apply to:

- overseas students requesting to transfer prior to completing the first six months of their first registered school sector course or
- where the student has completed the first six months of their enrolment in their first registered school sector course and wishes to transfer but the provider holds welfare responsibility via a CAAW.

Under NC B St 7.3.1, if a student is under 18 years of age, there must be written confirmation that the parent or legal guardian supports the transfer, and the receiving provider's Letter of Offer must confirm acceptance of welfare responsibilities from the date of student release under Standard 5 (if applicable) to ensure there are no welfare gaps before the student's request can be assessed.

Information about the School's transfer policy is provided to students and staff at time of enrolment and is included in the pre-enrolment pack.

The Transfer Policy appears in

- a) Pre-enrolment information
- b) International Students' Handbook
- c) In School's website

Ipswich Grammar School's Overseas student transfer policy and processes apply to:

- overseas students requesting to transfer prior to completing the first six months of their first

- registered school sector course or where the student has completed the first six months of their enrolment in their first registered school sector course and wishes to transfer but the provider holds welfare responsibility via a CAAW.

Overseas students requesting to transfer prior to completing the first six months of their first registered school sector course:

1. Overseas students are restricted from transferring from their first registered school sector course of study for a period of six months. This restriction also applies to any course(s) packaged with their first registered school sector course of study. Exceptions to this restriction are:
 - a) If the student's course or school becomes unregistered
 - b) The school has a government sanction imposed on its registration
 - c) A government sponsor (if applicable) considers a transfer to be in the student's best interests
 - d) If the student is granted a release in PRISMS.
2. Students can apply to be released by submitting a Student Transfer Request Application at no charge to enable them to transfer to another education provider. However, if a student has not completed the first six months of the first registered school sector course of study or is under 18 years of age, conditions apply.
3. Ipswich Grammar School will only release a student before completing the first six months of their first registered school sector course in the following circumstances:
 - a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school.
 - b) The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with Ipswich Grammar School's intervention strategy to assist them in accordance with Standard 8 (Overseas student visa requirements).
 - c) The student provides evidence of compassionate or compelling circumstances.
 - d) Ipswich Grammar School fails to deliver the course as outlined in the written agreement.
 - e) The student provides evidence that their reasonable expectations about their current course are not being met.
 - f) The student provides evidence that he was misled by Ipswich Grammar School or an education or migration agent regarding Ipswich Grammar School or its course and the course is therefore unsuitable to his needs and/or study objectives.
 - g) An appeal (internal or external) on another matter results in a decision or recommendation to release the student.
 - h) Any other reason stated in the policies of Ipswich Grammar School.
4. Students under 18 years of age MUST also have:
 - a) Written evidence that the student's parent(s)/legal guardian supports the transfer application
 - b) Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative
5. Ipswich Grammar School will NOT agree to the transfer before the student completes the first six months of their first registered school sector course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged
 - b) Ipswich Grammar School is concerned that the student's application to transfer is a consequence of the adverse influence of another party
 - c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer
 - d) The student has not accessed school support services which may assist with making

- adjustments to a new environment, including academic and personal counselling services
- e) School fees have not been paid for the current term/semester.
6. To apply for transfer to another provider, students need to:
- a) Complete an Application for Student Transfer Form available in the International Students' Handbook and on the School's website
 - b) Give this completed application form and a valid offer of enrolment from another provider to the Deputy Headmaster for assessment.
 - c) If under 18 years of age, attach written confirmation of the parent/s or legal guardian/s support for the transfer to the nominated provider.

In this case, the valid offer of enrolment must also confirm the new provider's acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from Ipswich Grammar School, in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.

7. Ipswich Grammar School will assess the student's transfer request application and notify the student of a decision within 5 working days.
8. If Ipswich Grammar School grants the student's transfer request, the student will be notified and the decision will be reported to the Department of Immigration via PRISMS.
9. If Ipswich Grammar School intends to refuse the student's transfer application request, Ipswich Grammar School will provide the student with reasons for refusal in writing and include a copy of Ipswich Grammar School's complaints and appeals policy (available in the International Students' Handbook and on the School's website). The student has the right to access Ipswich Grammar School's complaints and appeals process and has 20 working days to do this. The student's transfer request application will only be finalised in PRISMS after one of the following occurs:
 - a) the student confirms in writing they choose not to access Ipswich Grammar School's complaints and appeals process, or
 - b) the student confirms in writing they withdraw from any appeals process they have commenced, or
 - c) the appeals process is completed and a decision has been made in favour of the student or Ipswich Grammar School.

Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration office as soon as possible to discuss any implications. The address of the nearest Office is: Brisbane Office. See <http://www.border.gov.au/about/contact/offices-locations/australia>. Alternatively, students can contact the Department of Immigration through their web enquiry form: <https://www.border.gov.au/about/corporate/information/forms/online/student-visa-enquiry-form>

Student who are no longer subject to the transfer restriction but Ipswich Grammar School where holds welfare responsibility via a CAAW.

10. Students under 18 years of age MUST have:
 - a) Written evidence that the student's parent(s)/legal guardian supports the transfer application
 - b) Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative

11. To apply for transfer to another provider, students need to:
 - a) Complete an Application for Student Transfer Form available from the International Students' Handbook
 - b) Give this completed application form and a valid offer of enrolment from another provider to Ipswich Grammar School for assessment and response within 5 working days.
 - c) If under 18 years of age, attach written confirmation of support for the transfer to the nominated provider by a parent/s or legal guardian/s.

In this case, the valid offer of enrolment must confirm acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from Ipswich Grammar School in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.

12. Ipswich Grammar School will negotiate the welfare transfer date with the receiving provider and will advise the student of the welfare transfer date within 10 working days.
13. Transfers to another registered provider may have visa implications. The student is advised to contact the Department of Immigration office as soon as possible to discuss any implications. See <http://www.border.gov.au/about/contact/offices-locations/australia>. Alternatively, students can contact the Department of Immigration through their web enquiry form: <https://www.border.gov.au/about/corporate/information/forms/online/student-visa-enquiry-form>.

IGS SCHOOL ACCOMMODATION AND WELFARE POLICY

Care for younger students under 18 years

Ipswich Grammar School is a CRICOS-registered provider which enrolls younger students under 18 years of age.

As part of its registration obligations Ipswich Grammar School must satisfy Commonwealth and state legislation, as well as any other regulatory requirements, relating to child welfare and protection for any overseas student enrolled who is under 18 years of age.

These obligations include ensuring that all overseas students under 18 years of age are given age- and culturally-appropriate information on:

- who to contact in emergency situations, including contact number/s of a nominated staff member, and
- how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

Ipswich Grammar School has documented procedures relating to child welfare and safety, and will implement these procedures in the event that there are any concerns for the welfare of a student under 18 years of age.

Accommodation and care options for overseas students under 18 years

Ipswich Grammar School approves the following accommodation and care options for overseas students:

1. The student will live with a parent or relative approved by the Department of Home Affairs (Immigration).

In this case:

 - i. The School does not provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to Department of Home

Affairs (Immigration) at the time of visa application for approval of these arrangements. The Department of Home Affairs (Immigration) must also approve any further change of welfare arrangements.

- ii. If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a Student guardian Visa (subclass 590), all obligations and conditions of this visa must be met, including:
 - not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the School has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence, and
 - advising the Department of Immigration of any change of address, passport or other changes of circumstances.

Ipswich Grammar School requires holders of Student Guardian Visas to:

- i. maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia
- ii. immediately advise the School of any change to address or contact details
- iii. immediately advise the School if there are any compassionate or compelling reasons to travel overseas or not be at home for an extended period of time to care for the student.

If there is a valid reason for travelling overseas, and the School is able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the School will provide documentation approving temporary care arrangements for the student to the student's guardian and for the Department of Home Affairs (Immigration) via PRISMS.

If there is not a valid reason for travelling overseas, or if the School is not able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the student will need to travel overseas with the holder of the student guardian visa. In this case, the School will advise if compulsory attendance requirements will or will not be affected by the student's absence.

2. The student will live in school approved accommodation and welfare arrangements and Ipswich Grammar School will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).

Accommodation options that may be approved by Ipswich Grammar School for full fee paying 500 (formerly 571) visa subclass students under 18 years of age include:

- i. School Boarding House
- ii. Private accommodation and care arrangements requested by the parent

Ipswich Grammar School will maintain approval of accommodation and care arrangements until:

- i. The student completes the course and departs Australia
- ii. the student turns 18 years
- iii. any appeals processes in relation to Ipswich Grammar School's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance)
- iv. the student has alternative welfare arrangements approved by another registered provider
- v. a parent or nominated relative approved by the Department of Home Affairs (Immigration) assumes care of the student
- vi. Ipswich Grammar School has notified the Department of Home Affairs (Immigration) that it

is no longer able to approve the student's welfare arrangements and has taken the required action after not being able to contact the student.

Any accommodation, welfare and other support arrangements for the student must be approved by Ipswich Grammar School, including arrangements provided by third parties.

Accommodation and care arrangements are checked prior to approval and at least every six months thereafter to ensure they are appropriate to the student's age and needs.

Any adults involved in or providing accommodation and welfare arrangements to the student have a blue card as appropriate (<https://www.bluecard.qld.gov.au/>).

Any changes to approved arrangements must also be approved by the School. This includes any requests by students under 18 years of age to attend "Schoolies Week" on completion of Year 12.

If a student cannot be located and the School has concerns for his welfare, the School will contact the student's parents / legal guardian and notify the police and any other relevant authorities.

If a student for whom the School has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Immigration and advise the student to contact the Department of Immigration to ensure visa implications are understood. (See Department of Home Affairs (Immigration) office addresses at: www.homeaffairs.gov.au/help-support/contact-us/offices-and-locations)

If a parent / nominated guardian wishes to assume welfare responsibility, the parent / nominated guardian must notify the school as soon as practicable of their intentions and must provide the school with written evidence of a guardian visa grant.

3. For School vacation periods, students under 18 years of age for whom Ipswich Grammar School has issued a CAAW will:
 - i. Students return home to parents, or
 - ii. Student may apply for approval to spend the vacation with relatives or a friend's family, or
 - iii. is placed in Homestay arranged and approved by School
4. Accommodation options for students 18 years and older include:
 - i. School Boarding House
5. For School vacation periods, the following accommodation options are available to students 18 years or older:
 - i. Student returns home to parents, or
 - ii. Student may spend vacation with friend's family or relatives, provided details are given
 - iii. is placed in Homestay arranged and approved by School
 - iv. Student may attend a supervised excursion, camp etc provided details are given
6. Private Accommodation arrangements at Ipswich Grammar School
The private accommodation arrangements approved by Ipswich Grammar School meet Queensland legislative requirements for child protection as well as Standard 5 of the 2018 National Code of Practice for Providers of Education and Training to Overseas Students.
These include:
 - i. Continuous dates for approved welfare arrangements
 - ii. Documented procedures for checking suitability of accommodation, support and general

welfare arrangements before a student is placed in an approved arrangement, and at least every six months thereafter, covering:

- Guidelines for selecting, screening and monitoring each family and ensuring the family can provide age appropriate care and facilities for the duration of the student's enrolment at the school
 - Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services
 - Orientation program for families new to provision of homestay services
 - Compliant Homestay risk management strategy, reviewed annually, undertaken by school
- iii. Blue cards as required for adults living in the private arrangement, other than overseas students, or who otherwise have regular contact with the student.*

***Note:** As of 31 August 2020, "No card, No start" blue card requirements apply for providers of child accommodation services, unless an exemption applies.

CODE OF CONDUCT

It is one of the aims of this School to continue the training in decency and good manners received by students at home from their parents and to further their training so that the student's character is readily recognisable as that of a gentleman.

Accordingly, rules and regulations are defined to ensure that:

- (a) a student's conduct, through self control and moderation reflects credit on the student, himself, his parents and on this School.
- (b) the comfort, rights and safety of all School members are protected.

Day boys are reminded that they are subject to School discipline from the time they leave home to attend School or a School function until the time they return to their homes at the expiration of the School day or School function.

Boarders are reminded that they are subject to School discipline at all times other than when they are under the direct control of their parents or guardians. The Code of Conduct exists for both Students and Staff. The following list is a sample of some of these regulations.

1. Students will at all times respect and follow instructions given by all staff and senior leaders.
2. A student's personal appearance will be beyond reproach at all times. He will conform to the standard of dress prescribed.
3. No student is permitted to smoke or drink alcoholic liquor on School premises, when wearing School uniform or when attending a function as a member of the School. Boarders are not to have in their possession any tablets, medicine or drugs of any description. Any prescription drugs, vitamins or herbal medicines are to be handed to the Health Centre for care and distribution.
4. The theft of, or the wilful damage or destruction of, any item of private, public or School property will not be tolerated and serious consequences will ensue.
5. Matches, cigarette lighters, knives, firearms, fireworks, aerosol cans and pornographic material as well as the instructions for or materials for the preparation, or the actual preparation of explosives

are strictly forbidden. Any form of substance abuse will be treated as an extremely serious offence.

6. Any form of bullying will not be tolerated.
7. Students are expressly forbidden to play games or loiter in the vicinity of motor cars belonging to visitors or to any members of the School's academic, administrative, domestic or ancillary staff.
8. Students may drive motor cars to and from the school only by complying with the legislation laid down. For further directions on this matter they will report to the Year 12 Master.
9. Students may not go beyond the School boundaries without obtaining an Exeat.
10. Each Student must attend as a spectator or participant at two of the three GPS Championship events (Swimming, Cross Country, Track and Field).
11. Cheating is regarded as a very serious offence and will be dealt with accordingly.
12. Our main aim in the discipline is to ensure students exhibit behaviours that identify them as young gentlemen and that no student interferes with the right of another to learn. To achieve this, a wide variety of deterrents exist. These include: lunchtime detentions, loss of privileges, letters of apology, behaviour contracts, work cards, suspension and exclusion.

STUDENT SERVICES

Ipswich Grammar School will ensure that students have access to:

- Orientation on arrival with the International Student Liaison Officer
- Introduction and explanation of all student related policies including Child Protection and Safety procedures and the provision of emergency contact information
- Accommodation services
- Assistance and information about their academic progress
- Information regarding entry to further study
- Ongoing counselling as required in relation to health and family matters
- A designated student liaison officer (staff member, teacher, Head of Year, member of Leadership Team) who will assist the student to adjust to life and study at an Australian Institution and to help resolve problems
- A copy of the School Dispute Resolution Policy

PRIVACY OF PERSONAL INFORMATION

Ipswich Grammar School will meet all requirements of the Privacy Act 2001 in relation to the way it handles personal and sensitive information about students.

STUDENT GRIEVANCES

Ipswich Grammar School will have a fair and transparent process for dealing with student grievances. In the event that such grievances cannot be resolved internally, Ipswich Grammar School will advise students of the appropriate bodies from which they can seek further assistance.

THE ESOS FRAMEWORK

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS Framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. Please see <https://www.education.gov.au/esos-framework/resources/general-factsheet>.

ADDITIONAL INFORMATION ON SCHOOL ORGANISATION

Accidents and Illness

To report ill, a student must first see his Boarding Master to be referred to the Health Centre. The Health Centre will determine if the student can be treated and sent back to class or if he should stay in the Health Centre. In the case of an accident, the student will be sent directly to the Health Centre.

Haircuts

The following guidelines about hair are non-negotiable and the School reserves the right to remove educational services to any boy who is unwilling to meet the required standard. In the case of a Boarder, the Director of Boarding (or an appointed representative) will organise a hair stylist to rectify non-conforming haircuts. Please contact your son's Head of Year before proceeding with a change of hair style if you are unsure of the requirements.

1. Hair is to be cut short so that it can be kept neat and tidy at all times.
2. Hair should not be cut any shorter than an equivalent blade 3 comb.
3. No artificial colouring is acceptable.
4. Sideburns should be no lower than $\frac{3}{4}$ length of the ear.
5. Hair is to be cut so it sits off the ears and collar. Fringes, when brushed forward, should not be any longer than the line of the eyebrows. Appropriate to length of side.
6. No abrupt change in length; cut-in designs or tracking; etc. will be unacceptable.
7. Hair products will not be used to spike hair to achieve an 'unkempt' look.
8. The School reserves the right to direct a student to get a haircut if the style is deemed unacceptable.
9. A Head of Year/Head of School has the final judgment on the appropriate length and style of each student's hair.

Jewellery

Apart from watches, no jewellery, e.g. rings, earrings, bracelets, necklaces, etc, is to be worn unless for religious purposes. A note needs to be provided for consideration.

Library Resource Centre

Each boy, whilst a student of Ipswich Grammar School, can borrow books throughout the year including holidays, except when he has an overdue book.

Lockers

Each student is issued with a locker for their school supplies.

Lost Property

Students who lose property during the school day are to check with Reception. If there is significant reason to believe the property may have been appropriated by another student, the Deputy Headmaster should be informed.

Health Centre

The Health Centre is staffed by qualified nurses and is open Monday - Friday 7.30am to 8pm and Saturday 8am to 8pm. On Sundays and after hours (8pm-7.30am) a registered nurse is on call.

Valuables

In general, no valuables should be brought to school. No boy should carry a large sum of money. If there is a reason to deviate from this rule, the valuables or money should be taken to the Accounts Office for safe-keeping while the boy is at school.

LAWS AND SAFETY IN AUSTRALIA

What to Bring

Students are often surprised by how strict Australian Customs Services and Quarantine can be. If you are in doubt about whether material you are carrying is prohibited or not, declare it anyway on the Incoming Passenger Card which you will receive on the plane. Students have received on-the-spot fines for not declaring items. Visit the Australian Quarantine and Inspection Service (AQIS) homepage www.aqis.gov.au, read "What can I take into Australia?" Also let your family and friends know "What can be mailed to Australia" as outlined on the site.

Baggage allowances for flying into Australia will vary according to your carrier, flight class and country of origin. Please check with your carrier prior to departure. Economy passengers are generally permitted 1x checked luggage (20kg) and 1 carry-on (7kg) for international flights, and 20kg of checked luggage on domestic flights within Australia. This will significantly limit the number of items you can bring, especially if you fly within Australia to get to your final destination.

Therefore, it is essential to think the packing process through very carefully. You will be able to purchase most things upon arrival in Australia.

Obeying the Law

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

Having been granted a visa to study in Australia, you signed a document (Australian Values Statement Temporary) agreeing to respect Australian values and obey the laws of Australia for the duration of your stay. Failure to comply with the laws of this land (including State and Territory laws) could result in a fine or the cancellation of your visa and possible deportation back home. If you are convicted of a serious crime, it could result in imprisonment.

Beach Safety

When visiting the beach, only swim between the red and yellow flags, raise your hand in the air if you require assistance whilst in the water and always listen to the lifeguards on duty.

AUSTRALIAN CULTURE - SOCIAL CUSTOMS

Greeting People

When meeting people for the first time, it is usual to shake the person's right hand with your right hand.

People who do not know each other generally do not kiss or hug when meeting. When you first meet someone, it is polite not to talk about personal matters. Many Australians look at the eyes of the people that they are talking with. They consider this a sign of respect and an indication that they are listening but do not stare at the person for a long time.

Polite Behaviour

"Please" and "Thank you" are words that are very helpful when dealing with other people and buying goods or services. When asked if you would like something, like a cup of tea, it is polite to say, 'Yes please' or just 'please' if you would like it, or "No thank you" if you do not. Australians tend to think that people who do not say 'please' and 'thank you' are being rude.

Australian Slang

Much common word usage or 'slang' may seem strange to people new to Australia. Slang words start from many different sources. Some words are shortened versions of longer words. Many were expressions already used by migrants who came from the north of England. If you are unsure what an expression means, it is alright to ask the person who said it to explain.

Some common expressions are:

- Bring a Plate: When you are invited to a party and asked to 'bring a plate' this means to bring a dish of food to share with your host and other guests. Take the food to the party in any type of dish, not just a plate, and it is usually ready to serve. If you are unsure what to bring, you can ask the host.
- BYO: When an invitation to a party says BYO, this means 'bring your own' drink.
- Arvo: This is short for afternoon. 'Drop by this arvo', means please come and visit this afternoon.
- Barbecue, BBQ, Barbie: Outdoor cooking, usually meat or seafood over a grill or hotplate using gas or coals. The host serves the meat with salads and bread rolls.
- Snag: The sausages usually cooked at a barbecue. They can be made of pork, beef or chicken.
- Chook: The term chook means a chicken, usually a hen.
- Cuppa: A cup of tea or coffee. 'Drop by this arvo for a cuppa' means please come and visit this afternoon for a cup of tea or coffee.
- Fair Dinkum: Honest, the truth. 'Fair Dinkum?' When used as a question means, 'Is it really true?'
- To be Crook: To be sick or ill.
- Flat Out: Busy.
- Bloke: A man. Sometimes if you ask for help, you may get an answer 'See that bloke over there'
- How ya goin? 'How are you going?' This means "How are you?", or "How do you do?" It does not mean "What form of transport you are taking?"

PUBLIC HOLIDAYS AND SPECIAL CELEBRATIONS

Australians hold certain days each year as special days of national meaning. We may recognise the day with a holiday for everyone or we can celebrate the special day as a nation with unique events.

New Year

Australians love to celebrate New Year. There are festivals, celebrations and parties all over the country to welcome in the New Year. New Year in Australia is often celebrated with a fireworks display. January 1 is a public holiday.

ANZAC Day

ANZAC Day is on April 25, the day the Australian and New Zealand Army Corps (ANZAC) landed at Gallipoli in Turkey in 1915 during World War 1.

This day is set apart to hold dear the memory of those who fought for our nation and those who lost their lives to war. The day is a public holiday. We remember the fallen with ceremonies, wreath laying and military

parades. You will find many towns have an ANZAC Day parade and ceremony culminating in the laying of memorial wreaths at a monument or war memorial. These services can be very moving and a wonderful way of experiencing some Australian National pride, as the courage of our fallen soldiers is commemorated. As Australia is such a multicultural country, these days it is common to see many other countries also represented in these parades.

INFORMATION FOR STUDENTS ABOUT LIVING IN AUSTRALIA

Setting up a Bank Account

You can choose to open a bank account in any bank, credit union or building society in Australia. Ipswich Grammar School banks with Westpac Banking Corporation.

To open a bank account you will need the following:

- Passport (with arrival date stamped by Australian immigration)
- Student ID Card
- Money to deposit into the account (this can be as little as \$10)

On your Flight

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

Seasonal Considerations

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

Before landing in Australia, passengers are given an Incoming Passenger Card to fill in. This is a legal document. You must tick YES if you are carrying any food, plant material including wooden souvenirs, or animal products. This includes fruit given to you during your flight. If you have items you do not wish to declare, you can dispose of them in quarantine bins in the airport terminal. Don't be afraid to ask airline staff if you have any questions.

If you are carrying more than AU\$10,000 in cash, you must also declare this on your Incoming Passenger Card. It is strongly recommended, however, that you do not carry large sums of cash but arrange for an electronic transfer into your Australian bank account.

Keeping In Contact

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





IPSWICH GRAMMAR SCHOOL

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