Kilvington
Grammar School

International Student Handbook

kilvington.vic.gov.au

Help for non-English speakers. If you need help to understand this policy, please contact us at enquiries@kilvington.vic.edu.au

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This Handbook should be read in conjunction with the Kilvington School Planner and Insider Guides International Student Guide (the Guide). To find the Guide, visit the website: insiderguides.com.au

2 Leila Road Ormond VIC 3204
Telephone: 9578 6231
Facsimile: 9578 3378

We are focused on the mind and heart, and believe in promoting the intellectual, emotional, physical, social and spiritual development of each student.

Principal's Welcome

Welcome to Kilvington

Kilvington is an independent school in Melbourne with a friendly atmosphere, a strong sense of community and a rich history, offering comprehensive education from the Early Learning Centre to VCE.

Situated on one campus in the Melbourne suburb of Ormond, our School has been closely linked to the local community since it was founded in 1923. Thousands of students have completed their education at Kilvington, becoming part of a vibrant Alumni network in Australia and overseas.

By learning within a rich and diverse coeducational environment, you will gain broader opportunities to achieve academically and to experience situations you will encounter in the world, supporting Kilvington's goal of providing a comprehensive education within a safe and happy learning environment. We are focused on the mind and heart, and believe in promoting the intellectual, emotional, physical, social and spiritual development of each student.

A Kilvington education is based on four key pillars – Academic Excellence, Character, Community and Care. These pillars are interdependent to help our students become thinking, strong, caring and respectful people who once leaving school, will positively engage with and contribute meaningfully to the world around them.

We hope that your experience at Kilvington is a happy and memorable one, and that this handbook helps support you as you navigate this exciting journey.

Rob French
Principal

Whether your love is robotics, writing, music, chess, drama, dance, cooking, sport or mathematics, our programs are designed to help you realise your individual potential.

International Student Coordinator's Welcome

It is my great pleasure to be able to welcome you to Kilvington Grammar School. I have no doubt that you will find Kilvington to be a friendly and inclusive community and you will benefit greatly from being a part of our school.

At Kilvington, you will find that your teachers and peers quickly get to know you as an individual and you will get to know them too. Your Head of Year/House Mentor and teachers are all here to help support you as you face the linguistic, cultural and social challenges of adjusting to a new school in a new country.

I encourage you to embrace the many co-curricular opportunities on offer at Kilvington and use them to develop or discover your passions and form lasting friendships during your time here. Whether your love is robotics, writing, music, chess, drama, dance, cooking, sport or mathematics, our programs are designed to help you realise your individual potential and develop your ability to contribute meaningfully to the school community.

Remember, to achieve your academic potential it is essential that you use your initiative to be proactive in seeking help from your teachers and academic support staff. All who are deeply committed to your success.

Kirsten Maruff
international student coordinator

Kilvington Grammar School ABN: 79 117 529 932
CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
CRICOS Course Code Years 7 - 12: 005349G

School Support Services and Staff Contact Details

Kilvington Grammar School

Street Address
2 Leila Road
Ormond VIC 3204

Mailing Address
PO Box 144
Ormond VIC 3204

Main Reception
Telephone Number: 03 9578 6231
Reception Hours: 8.00am to 5.00pm, Monday to Friday

Absentee Notification Telephone Numbers

Senior School	Junior School
03 8574 7601	03 8574 7603

All of the support services we provide international students, including any referrals to services and programs, are at no additional cost to international students.

Primary Contact: International Student Coordinator

The first person to contact is the International Student Coordinator, Mrs Kirsten Maruff.
Mrs Maruff's contact details are:

- Email: maruffk@kilvington.vic.edu.au
- Telephone (school hours): 03 9578 6231
- **Mobile (24-hour emergency number): +61 385 757 851**

Secondary Contact: Director of Business

If you are unable to reach Mrs Maruff, contact the Director of Business, Mr Hirian Hinson.
Mr Hinson's contact details are:

- Email: hinsonh@kilvington.vic.edu.au
- Telephone (school hours): 03 9578 6231
- **Mobile (24-hour emergency number): +61 413 886 559**

Health and Personal Support Services

The School has a number of health and other personal support service personnel who are here to help you.
You can see the School Nurse and/or one of the School Psychologists during school hours.

Personal and/or General Support Services

If you need any other type of personal and/or general support, you can see any one of the following members of staff:

- International Student Coordinator – Mrs Kirsten Maruff.
- Head of Senior School – Mr Matt Brinson.
- Deputy Head of Senior School – Mr Jon Williams.
- Heads of House/Year – see the table below for the names of each of the Heads of House/Year.
- Mentor – every student will have a School Mentor. Your timetable will include the teacher's name and room number for your Mentor Group.
- School Nurse – Ms Anna Noonan.
- School Psychologists – Ms Sally Kenney and Ms Evangeline Wai.

Careers Support

For careers counselling and subject selection, contact the School's Careers Advisor, Mr Andrew Johnson.

Contact Details of Other Staff Providing Support Services

Principal	Mr Rob French	Office: Administration Building Ground Floor Email: frenchr@kilvington.vic.edu.au
Deputy Principal	Mrs Katie White	Office: Administration Building Level 1 Email: whitekj@kilvington.vic.edu.au
Head of Senior School	Mr Matt Brinson	Office: Ken Cleghorn Building (KCB) Level 1 Email: brinsonm@kilvington.vic.edu.au
Deputy Head of Senior School	Mr Jon Williams	Office: The HIVE Level 1 Email: williamsj@kilvington.vic.edu.au
Head of Junior School	Ms Jackie Graham	Office: Next to Junior School Reception Email: grahamj@kilvington.vic.edu.au
Director of Admissions	Ms Liz Chegwin	Office: Administration Building Ground Floor Email: chegwinl@kilvington.vic.edu.au
Senior School Reception	Ms Judith Mair	Office: KCB Ground Floor Email: mairj@kilvington.vic.edu.au Telephone: 03 8574 7616
HEADS OF HOUSE		
Years 10 – 12 Barrett House	Ms Maree Locco	Office: KCB Level 1 Email: loccom@kilvington.vic.edu.au
Years 10 – 12 Burman House	Ms Lisa Valentine	Office: KCB Level 1 Email: valentinel@kilvington.vic.edu.au
Years 10 – 12 Fethers House (Acting)	Mrs Kirsten Emerton	Office: KCB Level 1 Email: emertonk@kilvington.vic.edu.au
Years 10 – 12 Fysh House	Mrs Jacqui Goldenberg	Office: KCB Level 1 Email: goldenbergj@kilvington.vic.edu.au
HEADS OF YEAR		
Year 7	Ms Dee Broughton	Office: MSC Level 1 Email: barryj@kilvington.vic.edu.au
Year 8	Ms Julia Barry	Office: MSC Level 1 Email: broughtond@kilvington.vic.edu.au
Year 9	Miss Emma Hedger	Office: MSC Level 1 Email: hedgerem@kilvington.vic.edu.au
VCE Coordinator	Ms Dasha Lepustin	Office: KCB Level 1 Email: lepustind@kilvington.vic.edu.au
School Nurse	Ms Anna Noonan	Office: Administration Building Ground Floor Email: nurse@kilvington.vic.edu.au
School Psychologist	Ms Sally Kenney	Office: Administration Building Ground Floor Email: kenneys@kilvington.vic.edu.au
	Ms Evangeline Wai	Office: KCB Level 1 Email: waie@kilvington.vic.edu.au
Chaplain	Reverend Janet Woodlock	Office: KCB Level 1 Email: woodlockj@kilvington.vic.edu.au
Careers Counsellor	Mr Andrew Johnson	Office: The HIVE Ground Floor Email: johnsona@kilvington.vic.edu.au
Information Technology (IT)	IT Helpdesk	Office: Barring-buluk Ground Floor Email: IT@Kilvington.vic.edu.au

We place great importance on creating learning spaces that allow students to feel comfortable in their environment.

Campus Facilities, Resources and Equipment

Ormond Campus – a Welcoming Environment

Kilvington's bright and modern campus, located in the leafy Melbourne suburb of Ormond, embodies our School's friendly and welcoming atmosphere. We place great importance on creating learning spaces that allow students to feel comfortable in their environment.

Our buildings have been specifically designed to cater for the needs and activities of students of different ages, such as spacious classrooms, a sport centre, science and technology centre, sports courts, playgrounds, gardens, and a well-equipped library.

One of our primary concerns is safety in the classroom and the playground. We have taken great care to ensure that the School offers areas in which students can play and explore.

Technology is also fully integrated into all of our classrooms, with electronic whiteboards and wireless internet. Students are encouraged to decorate the classrooms with their own work, giving each a sense of life and colour, and providing all students with a meaningful link to their own space.

Map of the School

Academic Program

Attendance and Academic Progress

The School offers classes to overseas students from Prep to VCE.

In order to meet your visa requirements, there are course attendance and progress requirements you need to meet as part of your student visa.

For more information about the minimum course progress and attendance requirements for face-to-face learning, and the process the School follows to monitor and record course and attendance, please see the School's Full Fee Paying Overseas Student Academic Progress and Attendance Policy. To find this policy, please visit our website: kilvington.vic.edu.au

English Proficiency

If English is not your first language, you will be required to undertake an English assessment and meet the minimum requirements as outlined in the School's policy (see below) prior to consideration being given to your application for enrolment.

Your family must meet the cost associated with English language proficiency testing on each occasion.

For more information about the English language proficiency prerequisites, please see the School's Full Fee Paying Overseas Student Assessment of English Language Proficiency Policy. To find this policy, please visit our website: kilvington.vic.edu.au

English Language and Study Assistance Programs

You will be taught in mainstream classes for all subjects, including English. You may receive EAL support which may be provided by the School during normal school hours at no additional cost.

If you are eligible to study VCE EAL, you will be in a mainstream English class with EAL support where practicable.

You can also find extra support with any of your other subjects by speaking to your subject teacher or the International Student Coordinator. The International Student Coordinator will help you to find the staff member, activity or third party provider that may be most effective in helping you with your study.

Face-to-Face Learning

Our Junior School is a place of rich and rewarding learning experiences. We place students' needs, abilities and interests at the centre of the curriculum.

As a Senior School student, you will build on your previously acquired skills, while developing the resilience and maturity necessary to enter adulthood with confidence.

For more information about learning at the School, including the cocurricular academic programs we offer, please please visit our website: kilvington.vic.edu.au

Prep – Year 10

Students enrolled in Year 10 or below must generally achieve a satisfactory or passing mark of Low – At Standard in every subject of their course.

Students receive a report at the end of each Semester (twice a year) that outlines their achievement in relation to the relevant Australian Curriculum Achievement Standards for the Year Level Prep – Year 10. This is supplemented by continuous online reporting of feedback for key assessment tasks on the School's intranet KCEE.

Victorian Certificate of Education

Kilvington Grammar School offers the internationally-recognised Victorian Certificate of Education (VCE), which provides students with pathways to tertiary study or employment.

VCE Units 1, 2, 3 and 4 subject reports include a completion of unit results of S or N in line with the way in which VCE results are reported to the Victorian Curriculum and Assessment Authority (VCAA).

Students receive a report at the end of each Semester (twice a year) that outlines their achievement in relation to the relevant VCE Unit 1 – 3. Unit 4 students do not receive an End of Semester Report, as this is superseded by the VCE Statement of Results. This is supplemented by continuous online reporting of feedback for key assessment tasks on he School's intranet KCEE.

For more information about the attendance and course requirements to achieve the VCE, please see the School's Full Fee Paying Overseas Student Academic Progress and Attendance Policy. To find this policy, please visit our website: kilvington.vic.edu.au.

Online Learning and Vocational Education and Training

You can study up to two online subjects or up to one third of course per semester, whichever is the lower, provided the online learning is through a School Approved Online Education Provider.

You can study up to one Vocational Education and Training (VET) subjects or up to one third of course per semester, whichever is the lower per semester provided the learning is through a School Approved VET Provider. For a list of the current VET Providers, please visit our website: kilvington.vic.edu.au. Please note that the VET course you undertake may include a work-based training.

For more information about School Approved VET and Online Education Providers, please see the School's Full Fee Paying Overseas Student Academic Progress and Attendance Policy. To find this policy, please visit our website: kilvington.vic.edu.au

Support for Online Learning and Vocational Education and Training and Other Courses

Although we expect you to participate in face-to-face study at the School wherever possible, where this is not available and there are no other study options, we will support you when undertaking either online learning, a VET subject, or an additional language subject.

You will be provided additional study sessions and the International Student Coordinator will meet with you twice a term (or more often if required) to discuss your attendance and course progress, and to make sure your academic needs are being met.

Where you are undertaking online education or VET study or other course as part of your Victorian Certificate of Education (VCE), you will be supported by the VCE Coordinator and the International Student Coordinator.

Online Learning Assessment Tasks

Where required. the VCE Coordinator will meet with you two weeks before the scheduled assessment task to organise the completion of Outcomes (for Units 1 and 2) and Student-assessed Coursework (for Units 3 and 4).

The VCE Coordinator is responsible for receiving, and distributing each assessment task, and will organise a staff member to supervise each student when undertaking an assessment task. The VCE Coordinator will contact the Online Education Provider directly to coordinate the return of each assessment task.

For subjects other than VCE, the International Student Coordinator is responsible for receiving and distributing each assessment task and will organise a staff member to supervise each student when undertaking an assessment task. The International Student Coordinator will contact the Online or Distance Education Provider directly to coordinate the return of each assessment task.

Concerns Regarding Non-Attendance and/or Course Progress Requirements

We will respond to any attendance and/or course progress concerns raised by the Online Learning Studies Provider in their mid and end of semester reports or any other communication by contacting your parents. If you are at risk of not meeting attendance and/or course progress requirements, the International Student Coordinator will write to your parents.

We will respond to any attendance and/or course progress concerns raised by a VET Provider by contacting your parents. If you are at risk of not meeting attendance and/or course progress requirements, the International Student Coordinator will write to your parents.

The School will report any international student who cannot meet the attendance and/or course progress requirements to the Department of Home Affairs (DHA).

For more information about the minimum course and attendance requirements for online and VET learning, and the process the School will follow to monitor and record course and attendance, please see the School's Full Fee Paying Overseas Student Academic Progress and Attendance Policy. To find this policy, please visit our website:

Privacy

The School will handle your personal information in accordance with our Privacy Policy and the legislation. To find this policy, please visit our website: kilvington.vic.edu.au

Translating and Interpreting Service

The Translating and Interpreting Service (TIS) is an interpreting service provided by the Department of Home Affairs for people who do not speak English and for agencies and businesses that need to communicate with their non-English speaking clients.

You can call and request an interpreter from the TIS 24 hours a day, every day of the year. Telephone: 131 450 (within Australia)

Telephone: +613 9268 8332 (outside Australia)

When you call the TIS to speak to someone in your first language, tell the operator:

- Your language
- The name of the organisation you want to speak to
- The phone number of the organisation you want to speak to.

Child Safety and Wellbeing

Kilvington Grammar School is committed to providing a child safe environment. We believe our students have the right to feel and be safe. We value and respect student empowerment and participation when making decisions that affect them.

We have zero tolerance for child abuse and are committed to acting in our students' best interests and keeping them safe from harm. We regard our child safety responsibilities with the utmost importance and, as such, are committed to providing the necessary resources to ensure compliance with all relevant child safety laws and regulations and maintaining a child safe culture.

Our commitment to child safety is an integral part of every aspect of the School. Therefore, every member of the school community has a responsibility to understand the important specific role they play individually and collectively to ensure the safety and wellbeing of our students is at the forefront of all that they do and every decision that they make.

We encourage the Kilvington community including parents, guardians and students to read the School's Child Safety and Wellbeing Policies, Procedures and supporting documents. To find these documents, please visit our website: kilvington.vic.edu.au

What do you do if you feel unsafe at school?

If you are feeling unsafe or have any concerns for your safety or that of a fellow student whilst at School, on an excursion or camp, or when participating in any online activities, you should immediately discuss the matter with your parents or any member of the Kilvington staff that you feel comfortable with.

The School has several staff members who are Child Safety Officers. Their role is to be the first point of contact for raising child protection concerns within the School.

Kilvington Grammar Child Safety Officers are:

POSITION	NAME	EMAIL
Head of Senior School	Mr Matt Brinson	brinsonm@kilvington.vic.edu.au
Head of Junior School	Mr Lucas Collins	collinsl@kilvington.vic.edu.au
Deputy Head of Senior School.	Mr Jonathon Williams	williamsj@kilvington.vic.edu.au
Deputy Head of Junior School	Mrs Karen Chandler	chandlerk@kilvington.vic.edu.au
School Psychologists	Ms Sally Kenny Ms Evangeline Wai	kenneys@kilvington.vic.edu.au waie@kilvington.vic.edu.au
Director of Human Resources and Operations	Mrs Alex Giamoukoglou	giamoukogloua@kilvington.vic.edu.au

Kilvington Staff and Child Safety Officers involved will:

- Ensure that they accurately document your concerns.
- Ensure the matter is handled sensitively and in a confidential manner.
- Take steps to protect you from further harm.

Kilvington has clear behavioural expectations from all our staff and all adults who may interact with you. If you have any concerns, please ensure you speak to your parents or contact a Kilvington staff member or Child Safety Officer you are comfortable with.

Emergency and Health Services

In an emergency phone triple zero '000'. In Australia you can also dial 112 from a mobile phone if you are out of phone network range.

What to Expect When You Dial 000

When you dial 000, first you must say if you need police, fire or ambulance. If you need an interpreter, tell the operator. Tell them the name of your language in English.

1. When you are connected to the service you need, the operator will ask you questions so they know how to help you.
2. The operator may ask you to tell them where you are, including your address and the phone number you are calling from.
3. During the call, stay calm. Don't shout or scream. Speak slowly and clearly.
4. Tell the operator exactly where to come. Give an exact address or location. The operator may ask to know the nearest intersection (cross street).
5. The person talking to you is trained and knows what to do. Listen carefully to their instructions.

You Can Dial 112 from a Mobile

Even if you do not have a network connection, you can dial 112 from a mobile phone. If you dial 112 you will be connected to the 000 service.

Dial 106 if You Have a Hearing or Speech Impairment

If you are deaf or have a speech or hearing impairment call 106.

1. 106 is a Text Emergency Call. Call 106. Do not SMS.
2. You can call 106 from teletypewriters.
3. Tell the operator which service you need and where to come.

Hospital Emergency Departments

Most major hospitals have emergency departments where you can go in a health crisis if an ambulance is not required. If you go to an emergency department, a health professional assesses your situation.

If there are many people in the waiting room, you may have to wait while the staff help other people with more urgent needs than yours. Stay calm, even if you feel anxious and upset.

Emergency department staff may ask you for details of your health insurance. Take your health insurance documents with you when you go to the hospital.

Local Doctors and Hospitals

There are a number of medical centres in the area surrounding Ormond. Some of these are provided below.

Medical One – Moorabbin
Private General Practitioner
Opening hours vary. Visit: medicalone.com.au
Address: 844 Nepean Highway, Moorabbin 3189
Telephone: 03 9553 4544

Mackie Road Clinic
Private General Practitioner
Opening hours vary. Visit: mrclinic.com.au
Address: 82 Mackie Road, Bentleigh East 3165
Telephone: 03 9579 3866

Monash Medical Centre (Open 24 hours every day of the year)
Public Hospital with Emergency Department
Address: 246 Clayton Road, Clayton 3168
Telephone: 03 9594 6666

The Alfred Hospital (Open 24 hours every day of the year)
Public Hospital with Emergency and Trauma Centre
Address: 55 Commercial Road, Melbourne 3004
Telephone: 03 9026 2000

The Royal Dental Hospital of Melbourne (RDHM)
Public Hospital for Dental Emergency. The RDHM may refer you to a clinic closer to where you live.
Open 8.30am to 6pm, Monday to Sunday
Address: 720 Swanston Street, Carlton 3153
Telephone: 03 9341 1000

Other Emergency Services

Victorian Poisons Information Centre – 131 126
Open 24 hours, seven days a week.
Call if someone has been poisoned, has overdosed, has made a mistake with medicines or has been bitten or stung by something venomous (for example a snake, spider, bee or wasp).

Nurse-on-Call – 1300 60 60 24
The Victorian Government's Nurse-on-Call service is a free helpline that will connect you to a nurse 24 hours a day, 7 days a week. Sometimes if you call Nurse-on-Call, the nurse may tell you to go to your nearest hospital emergency department.

Mental Health Emergencies – 131 114
If you or someone you know is talking about suicide get help immediately.
Contact Lifeline 24-hour crisis phone line on 131 114.
Lifeline connects you with someone who will listen and give you help at any time. This is a free service available 24 hours a day, 7 days a week.

Other Health Services

Better Health Channel – 03 9096 8840
The Better Health Channel aims to help people understand and manage their health and medical conditions, and make lifestyle choices based on their needs. This service does not replace care provided by medical practitioners and other qualified health professionals. Visit the website: betterhealth.vic.gov.au.

Overseas Student Health Cover

All students on a student visa must have Overseas Student Health Cover (OSHC). OSHC covers:

- out-of-hospital medical services for doctors
- pathology and radiology
- in-hospital medical services
- ambulance services.

Your OSHC website and app will list international student friendly doctors you can seek help from. The insurance provider will pay these doctors on your behalf.

For more information about what you, the School and your Homestay Host needs to do, please see the School's

Full Fee Paying Overseas Students Business Regulations – International Students Enrolment and Written Agreement. To find this document, please visit our website: kilvington.vic.edu.au

Safety Messages for International Students

Please be aware international students may not experience the same safety dangers in Australia as they may in their home country.

We have included some information below that are commonly asked or misunderstood by international students in Australia.

Crime and Safety

- Call **Triple Zero '000'** for any emergency, including the need for an ambulance, fire or police. It is free.
- If you feel unsafe, if possible find a crowded and well-lit area and call the police **Triple Zero '000'**.
- If you are the victim of a crime, eg online/phone scams, assault, theft), reporting it to the police will not affect your visa, police checks, job applications, studies or grades.
- If you want to report a crime and are **not** in danger, call **Crime Stoppers 1300 333 000** or report to crimestoppersvic.com.au. They are 100% confidential.

Fire Safety

- It is compulsory to have a working smoke alarm in your house. Check that batteries are still good once a year. They save lives.
- Just in case of fire, make sure you have an evacuation plan where you live.
- Do not leave your cooking alone – cook your food, not your house.
- If there is a fire or explosion, call the Fire Brigade Triple Zero '000'. It is free.

Personal Safety

- Do not leave your personal belongings unattended in public areas (including library, campus, where there are cameras). Lose your spot, not your belongings.
- At the beach, swim between the red and yellow flags. If you don't, you could drown. For more information, visit Surf Life Saving's website: sls.com.au.

Australian Government Laws Protecting International Students

We fully support and strictly adhere to all laws and regulations that provide protections to international students.

The Australian Government has laws and regulations to ensure all overseas students enrolled in an Australian school, including Kilvington Grammar School, are protected.

The Education Services for Overseas Students (ESOS) Framework is a collection of laws that provide protection to you as an international student.

To access Australian Government material, please visit the following website: education.gov.au/esos-framework

Student Visa Requirements

From 1 January 2025, the Department of Home Affairs will no longer accept Letters of Offers from any person applying in Australia for a student visa.

This means you will be required to include a Confirmation of Enrolment (CoE) at the time of your application. If you do not include a CoE at the time you apply for a student visa, your application will be invalid and will therefore not be accepted. You will not be granted a bridging visa.

On its website, the Department of Home Affairs has stated:

'Visa holders in Australia are responsible for ensuring they maintain a lawful status. If you are intending to study and not able to obtain a CoE before your current visa expires, you will need to either depart Australia or Explore other visa options. However, there are now restrictions to applying for a student visa while in Australia when holding certain visas. For more information see Ending 'visa hopping' in the migration system.'

For more information, visit the Department of Home Affairs website: homeaffairs.gov.au

Legal Services

Victoria Legal Aid

Victoria Legal Aid provides free legal advice. For help in your first language, telephone 1300 792 387 and ask for an interpreter.

Website: legalaid.vic.gov.au

Telephone: 1300 792 387

Open 8.45am to 5.15pm, Monday to Friday.

Peninsula Community Legal Centre

The Peninsula Community Legal Centre (the Centre) is an independent, not-for-profit organisation that provides free legal services to Melbourne's south-eastern communities.

The Centre helps people use the law to protect and advance their rights, offering free advice on most legal issues, including Family Law, Child Support, Intervention Orders, Infringements, Tenancy and Consumer.

Website: pclc.org.au

Telephone: 03 9783 3600 or 1800 064 784

751 Centre Rd, Bentleigh East VIC 3165

Open 9.30am to 4.30pm, Monday to Thursday

Working in Australia

Having a part-time job can provide you with important social, financial and language-development opportunities.

Remember, as an international student working in Australia, you have the same protections as any Australian in the workplace. If you feel uncomfortable at work or are unsure about anything, speak to the International Student Coordinator.

Before you apply for a position of employment, there are some factors you need to consider and steps you will need to take. Here are some things you need to know.

- **Your pay:** Australia has a minimum wage. You must be paid at least this amount.
- **Superannuation:** You should also receive superannuation payments from your employer. These payments are known as 'super' and are a form of retirement savings.
- **Fair Work Ombudsman:** To find out more about working in Australia, including your employment rights, such as pay, leave and other conditions as well as your obligations, visit the website: fairwork.gov.au. For information in your first language, visit the website: fairwork.gov.au.
- **Fair Work Commission:** For help about workplace disputes or if you believe you are being bullied at work and, contact the 1300 799 675, 9am to 5pm, Monday to Friday.
- **Tax File Number:** You must have a Tax File Number (TFN) before starting work and make sure you give your TFN to your employer to make sure you pay the right amount of tax. Visit the Australian Tax Office (ATO) website: ato.gov.au to apply for Tax File Number (TFN). The ATO can also help you find out if you need to pay tax. Only apply for a TFN once – it is yours for life!
- **Paying tax:** If you're working in Australia, you might need to pay tax depending on how much you earn. If you study in Australia for longer than six months, you will be considered a resident for tax purposes. You must pay tax on income earned, at the same tax rate as all other residents in Australia. Your employer will pay the tax to the ATO for you on any amount you earn above AU$18,200 each year.
- **Payslips:** In Australia, your employer must provide you with a payslip within one working day of getting paid. This may be an electronic or hard copy document. Normally, workers get paid weekly, fortnightly (every two weeks) or monthly. The payslip is an important document.
- **Minimum working age:** In Australia, the minimum age to work is from around 13 to 15 years old, depending on the industry.
- **Work hours:** In most cases, an international student holding a 500 Student School visa is able to work for up to 48 hours every two weeks during term time and unlimited hours during the school holiday/study breaks.
- **Casual work:** In Australia, you will find many casual roles. In casual work, you don't have a fixed number of hours every week, provided you do not exceed the work hours limit as outlined above. This means you can manage your own time event better.

For more information, visit the following Australian Government websites:

- Study in Australia: studyaustralia.gov.au.
- Study and Work in Australia: studyaustralia.gov.au.
- Department of Home Affairs: immi.homeaffairs.gov.au.

Living in Australia

Your living arrangements will depend on a number of things. If the School is responsible for your living arrangements, you will live with a Homestay Host who has been approved by us. If you live in a Homestay, your parents/legal guardian and you will need to agree to and sign the School's Homestay Responsibility Agreement. If you would like to read this document, please contact the International Student Coordinator.

If the Department of Home Affairs has approved your parent, legal guardian or relative to live in Australia, you may live with them.

To find out more about your living arrangements, please see the School's Full Fee Paying Overseas Student Younger Overseas Student Policy (Parents, Guardians and Student). To find this document, please visit our website: kilvington.vic.edu.au.

Living Costs in Australia

Knowing the average living costs in Australia is an important part of your financial preparation. For help on how to reduce your expenses and manage your finances whilst living in Melbourne, visit the Study Melbourne website: studymelbourne.vic.gov.au

The Australian Government also provides information and guidance on managing your finances. You can read more at moneysmart.gov.au.

The 'Insider Guides Cost of Living Calculator' is also a useful tool to help estimate your cost of living in Australia insiderguides.com.au/cost-of-living-calculator.

If you experience financial trouble while in Australia, talk to Kilvington's International Student Coordinator for assistance.

Minimum Cost of Living

From 10 May 2024, the financial requirement that applies to student and student guardian visas is set at **AUD$29,710**

for an individual student. This does not include school fees.

For more information, visit the Department of Home Affairs website. All costs are per year in Australian dollars. To convert to your own currency, visit xe.com.

Complaints and Appeals Processes

If you are unhappy or disagree with a decision made by the School, you have the right to make a complaint and/or lodge an appeal.

The School has a Complaints Resolution Policy (Parents, Guardians and Student) that outlines the steps you need to take when making a complaint or lodging an appeal. To find this policy, please visit our website: kilvington.vic.edu.au.

Appendix A: International Student Updated Contact Information Details Form

Kilvington Grammar International Student Updated Contact Information Form

All international students at Kilvington Grammar must provide up-to-date current address and email address or contact details. By law, the School is required to advise the Department of Immigration and Border Protection of any changes. If you change your address, including your email address, you must tell the International Coordinator or Director of Admissions immediately.

There are no excuses and no exceptions to this.

FAILURE TO DO THIS IS GROUNDS FOR VISA CANCELLATION.

STUDENT DETAILS

Name of Student: (as per current passport)

Previous Home Address

New Home Address

Mobile Number

Nationality

Passport No.

Passport Issued at

Visa Expiry Date

Visa Status

COE No.

PARENT DETAILS

Previous Home Address

New Home Address

Father's Name

Mother's Name

Father's Mobile

Mother's Mobile

Father's Email

Mother's Email

PARENT REPRESENTATIVE DETAILS

Name of Student

Name of Parent Representative

Address Details

Home Telephone Number

Email Address

Mobile Telephone Number

Appendix B: Term Dates for 2026

Please note dates are subject to change. Please see the School's website for current and future term dates: kilvington.vic.edu.au

TERM 1	
Friday 23 January	New Staff Induction Day
Monday 26 January	Australia Day Holiday
Tuesday 27 January	Staff Day
Wednesday 28 January	Staff Day
Thursday 29 January	Year 7 and Year 12 students commence
Friday 30 January	Years 1–6 and Years 8–11 students commence
Monday 2 February	Prep students commence
Monday 9 March	Labour Day Holiday
Thursday 2 April	Term 1 concludes

TERM 2	
Monday 20 April	Staff and students commence
Friday 5 June	Student Free Day for Prep – Year 12
Monday 8 June	King's Birthday Holiday
Friday 19 June	Term 2 concludes

TERM 3	
Monday 13 July	Staff Day
Tuesday 14 July	Students commence
Friday 18 September	Term 3 concludes

TERM 4	
Monday 5 October	Staff and students commence
Monday 2 November	Mid-Term Holiday
Tuesday 3 November	Melbourne Cup Day Holiday
Tuesday 8 December	Term 4 concludes for students
Friday 11 December	Term 4 concludes for staff