

Cavendish Road



State High School International Student Handbook

Nil Sine Pulvere, Nil Praeter Optima

Department of Education, trading as, Education Queensland International (EQI)
CRICOS Registration No 00608A



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1 Principal's Welcome to Cavendish Road SHS

Welcome to a school community where pride and spirit underpins academic excellence. Cavendish Road State High is a select public school which has achieved international recognition in the academic and sporting arenas. This is a modern and dynamic school of outward outlook, where tradition and innovation is couched in the pursuit of excellence for every young person in a caring and inclusive community. A strong culture of learning is evident across the school with high expectations for all students and staff.

Our vision is to achieve and celebrate success through a commitment to individual excellence.

As a community we value: Challenge, Courtesy, Commitment, Consideration and Co-operation (known as The Five C's).

Whilst we enjoy some of the best facilities and offer a wide range of acceleration and excellence programs in Mathematics, Science, Philosophy, Music, Football, Touch Football and Netball, the greatest aspect of Cavendish Road High School is the positive environment afforded to every child. Being happy, feeling safe, being resilient, and having a strong sense of pride in belonging in their school is evident in our young people at Cavendish Road SHS. We provide support, encouragement to lead, and challenge to think and act as well informed active global citizens.

Our students are warm, welcoming and genuine young people who are provided with many and varied local, national and international learning opportunities by a very committed and hardworking teaching team.

Parents, students and teachers will tell you that this a great school where students are strongly encouraged to perform at their very best, both individually and as part of a team, to ensure they are well prepared for their future.

Our students espouse the personal qualities that are absolutely essential for achieving individual success. All students, with the support of their teachers, families and the school community will continue to achieve outstanding results in the coming years.

Most importantly, we are a school that values personal excellence, positivity, innovation and inclusivity. With a population of students with backgrounds from across the globe, we are confident that you will find our school an exciting place to study while in Australia.

Mr R Usher
Principal



2 School Details

695 Cavendish Road
HOLLAND PARK Q 4121

Office hours	Monday – Friday 8:00 am – 3:45 pm
Telephone.....	07 3394 0777
International Office (Student Co-Ordinator).....	07 3394 0709
International Student Co-Ordinator Mobile.....	0402 825 648
International Office (Homestay Co-Ordinator).....	07 3394 0797
Homestay mobile.....	0402 825 460
Fax.....	07 3394 0700
Absence Line.....	07 3394 0736
Administration Email	admin@cavendishroadshs.eq.edu.au
Website	https://cavendishroadshs.eq.edu.au
Facebook	https://www.facebook.com/cavroadshs

School Postal Address (All Correspondence)

The Principal
Cavendish Road State High School
PO Box 156
HOLLAND PARK QLD 4121

INTERNATIONAL STUDENT HOTLINE OUTSIDE SCHOOL HOURS 1800QSTUDY – 1800 778 839

If you need help before 8:00 am or after 3:00 pm school days, any time on the weekend or during the school holidays you need to call 1800QSTUDY (1800 778 839).

This is an afterhours support and emergency contact number that has been set up by EQI. They will help you and refer you on if you need more help or support.

If you are absent from school contact Miss Masselos on 0402 825 648 NOT 1800QSTUDY

**Key Semester Dates**



Semester 2 – Term 3	
Date	Event
10 July	First Day Term 3
16 August	Ekka Show Holiday – DO NOT COME TO SCHOOL
28 – 31 August	Interruption free period Yr 7 – 10 & 12
To be confirmed	Year 12 Formal
1 September	Student Free – DO NOT COME TO SCHOOL
4 – 8 September	Interruption free period Yr 7 - 12
11 – 15 September	Interruption free period Yr 11
15 September	Last Day Term 3
Semester 2 – Term 4	
Date	Event
2 October	Queen's Birthday Public Holiday
3 October	First school day for Term 4
3 October – 3 November	Interruption free period Yr 12
6 – 10 November	Interruption free period Yr 10 & 11
13 – 17 November	Interruption free period Yr 7 - 11
14 November	Awards Ceremony Yr 7 - 9
15 November	Awards Ceremony Yr 10 - 12
23 October – 14 November	Year 12 External Block exams
17 November	Last School day for Year 12
24 November	Last school day for Year 10 & 11
27 November – 1 December	Yr 9 Camp
8 December	Last school day for Year 7, 8 & 9





3 International Staff

The International Team are here to help you with your studies and support you during your time at Cavendish Road State High School.







The International office is located at the International Language Unit (ILU).

Position	Name	Photo	Located
International Student Co-Ordinator	Ms M Masselos		International Language Unit
Home Stay Co-Ordinator	Mrs P Carlin		International Language Unit
ESL Help	Mrs A Carius		Monday - Thursday to work with students – 3 - 5:00 pm in D16




4 Administration

Position	Name	Telephone	Photo
Executive Principal A Block	R Usher	3394 0777	
Associate Principal A Block	D Beebe	3394 0777	










Associate Principal A Block	C McCarthy	3394 0777	
Deputy Principal – Year 12 A Block	J Hazzard	3394 0777	
Deputy Principal – Year 11 B Block	D Thomson	3394 0777	
Deputy Principal – Year 10 B Block	N Faulkner	3394 0777	
Deputy Principal – Year 9 A Block	A Nuell	3394 0777	
Deputy Principal – Year 7 & 8 B Block	P Cox	3394 0777	



Heads of Department			
Creative Art and Industries	G Tippett	3394 0743	
Inclusion - Educational Support Services	C Beers	3394 0729	
English	J Cuba	3394 0748	
Health & Physical Education & Sport	A Caruso	3394 0769	
HPE Director of Sport Academies and Sport	N Bairstow	3394 0768	
Humanities and Business	L Signorini	3394 0704	
Humanities and Business	B Grech	3394 0715	
International & Languages	M Masselos	3394 0709	
Innovation & Practice	S Griffiths	3394 0753	
Mathematics	T Moran	3394 0749	
Science	M Robin	3394 0756	
Sport Director	N Bairstow	3394 0768	
Pathways & Performance Senior School	K Trapp	3394 0732	
Learning Education Services	B Reynolds	3394 0744	
Technologies	E Schloss	3394 0739	
Student Attendance		3394 0736	
Deans			
Year 12 K Block	S Potter	3394 0751	
Year 11 B Block	J Mitchell	3394 0705	
Year 10 S Block	P Batchler	3394 0754	



Year 9 WO Block	M Rutter	3394 0747	
Year 8 Y Block	J Young	3394 0751	
Year 7 WO Block	M Baker	3394 0747	
Guidance Officers			
B Block	M Lynch	3394 0775	
	J Larsen	3394 0708	
	T Perchard	3394 0706	
	A Wilkinson	3394 0741	



5 School Values

OUR MOTTO: Nil Sine Pulvere, Nil Praeter Optima
“NOTHING WITHOUT EFFORT – NOTHING BUT THE BEST”

OUR VISION is to achieve and celebrate success through a commitment to individual excellence.

Values and Beliefs

Our purpose is to provide an outstanding education within a caring community. Our core values include Co-operation, Courtesy, Commitment, Consideration and Challenge.

Our Underlying Principles

- Outstanding education is a balance of academic, cultural, sporting and personal development endeavours.
- Every student’s commitment to outstanding education involves a strong work ethic, high levels of organisation and a positive attitude in all aspects of school life.
- Staff commitment to outstanding education involves quality curriculum, purposeful pedagogy and timely feedback in a caring and inclusive environment.
- Achieving excellence involves identifying individual gifts and talents, setting personal learning goals, accessing all opportunities and not accepting mediocrity.
- We celebrate success, whenever excellence is achieved, in our classrooms, across our school and within the broader community.
- We acknowledge our heritage and diverse cultural backgrounds and traditions in our celebrations.

Code of Conduct

At Cavendish Road State High School, we believe that our students will learn to be people of integrity who will develop the strength of character to live as moral and ethical citizens who contribute positively to the society in which they live.

The CODE OF CONDUCT is developed around five words:

- **Courtesy**
- **Consideration**
- **Co-Operation**
- **Commitment**
- **Challenge**



Students and Staff at Cavendish Road State High School will:

- Be COURTEOUS and RESPECT the rights and feelings of others.
- Be CONSIDERATE of the rights of all.
- Be CO-OPERATIVE in working together and TOLERANT of others.
- Be COMMITTED to making a positive effort.
- Be CHALLENGED to achieve their best.

STUDENTS ARE TO:

- Observe The Code of Conduct.
- Accept responsibility for their own behaviour and learning.
- Develop self-control/self-discipline.
- Contribute to a POSITIVE learning environment.
- Work hard to contribute to their own success.
- Observe the SCHOOL RULES.
- Dress in the SCHOOL UNIFORM as set out in this “Handbook”.
- Be PUNCTUAL to school and to classes.

6 Emergency Contacts (During School Hours)

An emergency is a situation that may/ does affect your health, safety or welfare.

In the event of an emergency during school hours please contact any of the people below immediately.

Name	Role	Contact
Mr Beebe	Associate Principal	3394 0777
Ms Masselos	ISC	3394 0709/0402 825 648
Mrs Carlin	Homestay Co-ordinator Monday/Tuesday/Thursday only	3394 0797/0402 825 640
Mrs Noden	Student Services	3394 0707
Main Office		3394 0777



7 Emergency Contacts (After School Hours and Weekends)



Your safety is our number one priority. Because of this, we work with our partners to ensure you enjoy a safe and high-quality study experience. All Overseas students studying an international program at an accredited International Student Program (ISP) school can use our student support service called 1800 QSTUDY (1800 778 839).

The 1800QSTUDY service provides support for you, your authorised contacts and Education Queensland International (EQI) homestay hosts, and responds to incidents that involve Overseas students outside school hours.

You can call 1800QSTUDY before **9.00am** and after **3.00pm** on school days, and **24 hours** a day during weekends, public holidays and school vacations.

For more information read the [1800 QSTUDY brochure for international students \(PDF, 1.1MB\)](#).




What is the free call 1800 QSTUDY? 1800 QSTUDY

1800 QSTUDY (+61 1800 778 839) is a free support phone service for Overseas students studying in state schools in Queensland. The service provides access to advice and assistance 24 hours a day, seven days a week. This also includes an emergency after-hours service which manages incidents for Overseas students participating in the International Student Program, Exchanges and Study Tours.

When should I use the 1800 QSTUDY service?

During school hours, school staff are your main point of contact but when school is closed and you would like to report an issue or you need urgent assistance, then phone free call 1800 QSTUDY.






At these times:

-  Monday to Friday before 9am and after 3pm.
-  Any time on the weekends (Saturday and Sunday).
-  Any time during school holidays and public holidays.



8 Critical or Life Threatening Situations - Dial Triple Zero (000)

A critical or life threatening situation includes:

-  immediate danger
-  physical or sexual assault
-  serious injury or illness
-  student threatened with violence
-  there has been a death.

You can download the [Emergency+](#) application (app) from the Apple, Google and Microsoft app stores. The [Emergency+](#) app helps provide critical location to emergency services.

9 Evacuation Procedures

The continuous siren and/or the battery operated portable alarm will indicate an evacuation. Teachers will escort students under their supervision at the time of the alarm to that block's Assembly Point.

Fire - Upon the Evacuation Signal

At the sound of the fire alarm siren the steps below are to be followed in **NUMBERED SEQUENCE**.

1. Students are to remain stationary whilst a head count is **immediately** taken.

NOTE: Students must not delay to collect books or other personal belongings.

2. **If possible**, close all windows and doors (**DO NOT LOCK**), turn off gas taps, electricity, etc., and switch off any machinery (only if time permits).
3. The class is to proceed to the Assembly Point. If stairs are involved, descend no more than two abreast. Keep to the **LEFT** of stairways to provide access for emergency personnel. **STUDENTS ARE NOT TO WALK UNDER ANY WALKWAY ROOVES. ALL MOVEMENT IS TO BE AS FAR FROM ANY BUILDING STRUCTURE AS PRACTICAL.**

Health and Physical Education classes which are outside are to report to the nearest Assembly Point.

4. Upon arrival at the evacuation Assembly Point students are to sit down immediately in their class lines to be counted.
5. Students will **NOT** be dismissed from their class lines and may **NOT** leave the area until the **ALL CLEAR** is given.



The teacher in charge of the Assembly Point will give any necessary instructions and then dismiss the Assembly. The "all clear" signal will be the ringing of the bell in one long continuous sound or announcement over the P.A. system.

Evacuation Procedure When Students Are Not In Rooms

(i.e. before school, lunch times, and sporting carnivals)

Students who are in the school grounds will report to the closer of the to (2) ovals – see map next page – (with their bags if they have them at the time of the Alarm) and are to follow the instructions of stall upon arrival:

1. All students and staff are to remain at the Assembly Point until the usual "All Clear" signal is sounded.
2. In the event of a fire/bomb threat after 3.05pm, students left in the school grounds are to leave the school via the nearest gate/entrance which does not necessitate walking under or near buildings.

Lockdown Procedure

To be followed in situations where:

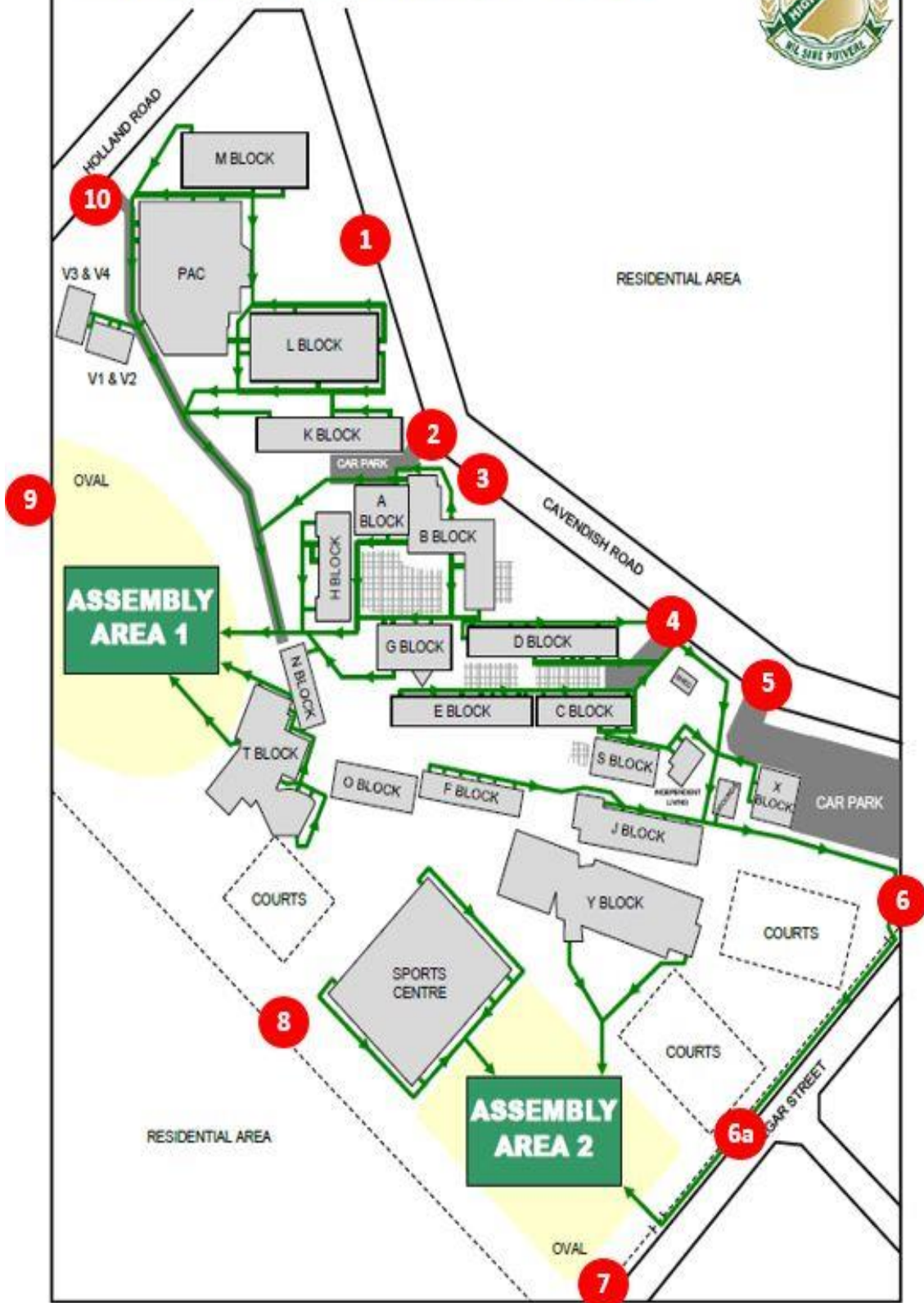
- ◆ ***THERE IS A SCHOOL "INVASION" BY DANGEROUS PERSONS;***
- ◆ ***THERE IS A NATURAL DISASTER SUCH AS A STORM; OR***
- ◆ ***THERE IS A HAZARDOUS SITUATION NEAR THE SCHOOL***

E.G. A CHEMICAL SPILL, BOMB, ETC

1. The foghorn will sound continuously for about 30 seconds to advise the school that a lockdown is in place.
2. In classrooms, teachers will close doors and windows and students and teachers will get down on the floor, out of sight as much as possible (preferably under desks). All are to remain as silent and calm as possible until the "all clear" sounds.
3. Students out of class move to the Auditorium and classes on the oval are to move to the side furthest away from the buildings with their teacher.
4. Students are **NOT** to use mobile phones.
5. The "all-clear" (a continuous ringing of the **bell**) will end the lockdown.



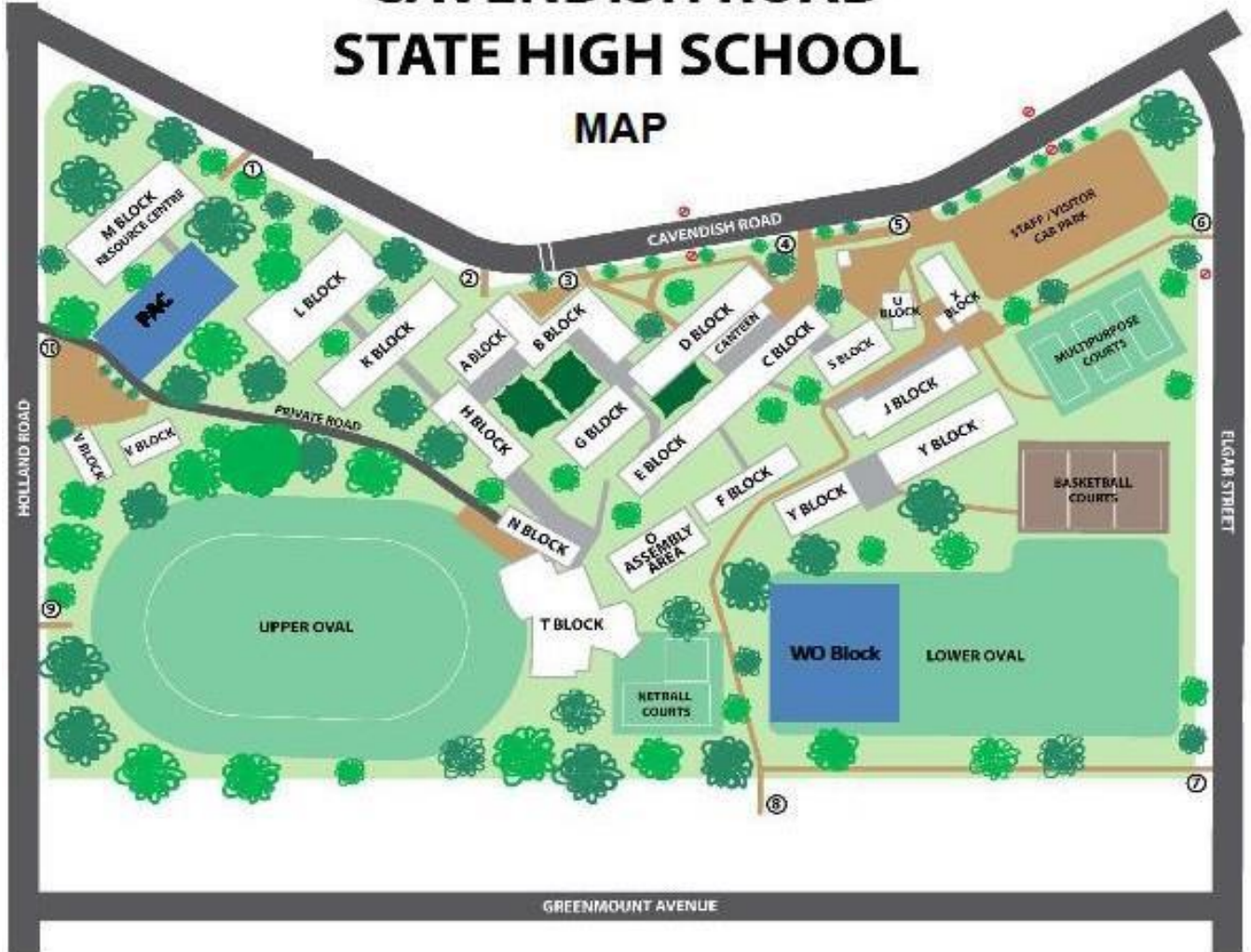
EVACUATION ROUTES OVERVIEW MAP CAVENDISH ROAD STATE HIGH SCHOOL





10 School Map and Facilities

CAVENDISH ROAD STATE HIGH SCHOOL MAP



LEGEND

- A ADMIN
- B STUDEN
- BUSIN
- MANA
- FINAN
- GUIDA
- SEK B
- HUMA
- HOME
- BUSIN
- IT SER
- CANTE
- BOOKS
- UNIFO
- E MATHE
- F GRAPH
- G SCIEN
- ART P
- H ENG IS
- HUMA
- J MANU
- K ENG IS
- L SCIEN
- M RESOU
- N AMEN
- O ASSEM
- P ASSEM
- DRAMA
- S SPECIA
- T BIOSCI
- U ULLU
- V LANGU
- X SPECIA
- Y JUNIOR
- AND A

- TOILETS BLOC
- GIRLS K&N
- BOYS F&N

- WALK
- BUS ST
- ①-⑩ SCHO



11 Orientation

The Cavendish Road State High School Overseas student Orientation has been designed to:

- support your wellbeing
- help you adjust to study life in Australia
- support your academic success.

Before you arrived in Queensland you would have been provided with a pin code to download your [Passport to Queensland](#).

The Passport to Queensland is a mobile app exclusively developed for you as an Overseas student studying in an EQI high school program. This unique app contains lots of fun games, videos, activities and information designed to help you settle into your new life and school in Queensland, so you can focus on enjoying your study experience. It also includes modules showing you how to stay safe at the beach, in the bush and in the city.

You can learn more about the app on at the [Frequently Asked Questions](#) page. Alternatively, you can email any questions about the app by emailing yourpassport@qed.qld.gov.au.



Daily Timetable

MONDAY		TUESDAY & WEDNESDAY		THURSDAY & FRIDAY	
Warning Bell	8.40	Warning Bell	8.40	Warning Bell	8.40
Peer Support / Period 1	8.45 to 10.05	Period 1	8.45 to 10.05	Peer Support	8.45 to 8.55
				Period 1	8.55 to 10.05
Period 2	10.05 to 11.15	Period 2	10.05 to 11.15	Period 2	10.05 to 11.15
FIRST BREAK	11.15 to 12.00	FIRST BREAK	11.15 to 11.45	FIRST BREAK	11.15 to 12.00
Warning Bell	11.55	Warning Bell	11.40	Warning Bell	11.55
Period 3	12.00 to 1.10	Period 3	11.45 to 12.55	Period 3	12.00 to 1.10
SECOND BREAK	1.10 to 1.40	SECOND BREAK	12.55 to 1.40	SECOND BREAK	1.10 to 1.40
Warning Bell	1.35	Warning Bell	1.35	Warning Bell	1.35
Period 4	1.40 to 2.50	Period 4	1.40 to 2.50 SPORT	Period 4	1.40 to 2.50

**Orientation Timetable Day 1**

Date	Time	Venue	Orientation topic
Day 1	8:15	Main Office and Uniform Shop	<ul style="list-style-type: none"> • Arrive at school – organise uniforms (if necessary) • Meet International Ambassadors • Tour ILU to show refrigerator, microwaves and lockers
	9:00	International Language Unit (ILU) Or D16	Welcome & Introductions: <ul style="list-style-type: none"> • International Student Co-Ordinator • Homestay Co-Ordinator • Guidance Officer • Give welcome pack to students (includes: Student Handbook, Welcome letter, Timetable, Letter for Bus and BCC Library card, ESSOS Form, SRS Form, Treasure Hunt Form, What Do I Do When sheet, Sun Safety Flyer, Bell Times, School Map, School Diary, Locker Key, 1800QSTUDY Business Card, Business Cards for ISC and HSC USB, EQI Pocket Guide)
	9:15		Collect – Students Forms. Visa, Passport, Complete ESSOS and SRS forms, Enrolment, Subject Selection, Code of Behaviour, Homestay Code of Conduct
	9:15 – 10:00	Guidance Officer Rooms – B30	Meet individually with Guidance Officer to check subject selection (May meet with Deputy Principal to place students in class)
	9.30		Go through PowerPoint presentation 1
	10:05	Various locations around school	<ul style="list-style-type: none"> • International Ambassadors arrive • Treasure Hunt with International Ambassadors to visit key locations around the school • Collect required textbooks/access keys for etextbooks
	10:45	ILU/D16	Take ID photo
	11:00	ILU/D16	Go through PowerPoint presentation 2
First Break			Go with International Ambassador and have lunch
	11:55		Attend Period 3 (Ambassadors take student to Period 3 class and introduce student to the teacher. Ambassador collects student at the end of the lesson)
Second Break			With International Ambassador
	1:35		Attend Period 4 (Ambassadors take student to Period 4 class and introduce student to the teacher. Ambassador collects student at the end of the lesson)
	2:55	ILU	Ambassadors brings student to ISC to answer any questions
	3:00		Travel home

**Orientation Timetable Day 2**

Date	Time	Venue	Orientation topic
Day 2	8:15	ILU	Meet with ISC to check in
	8:30	ILU	Meet Ambassador to go to Peer Support and Period 1 - 4
			Students taken by Ambassador to classes for full day, spend breaks with Ambassador
			Organise Sport for student
			See ISC at breaks and after school to check in

Orientation Timetable Day 3

Date	Time	Venue	Orientation topic
Day 2	8:15	ILU	Meet with ISC to check in
	8:30	ILU	Meet Ambassador to go to Peer Support and Period 1, 2, 3
			Students taken by Ambassador to classes for full day, spend breaks with Ambassador
	1:30 – 2:50	D16/ILU	<ul style="list-style-type: none"> • Complete PowerPoint presentation 2 • Pair ID card to Photocopier • Go through Student Handbook including: • Money and Banking, personal safety



Orientation PowerPoint presentations contain:

PowerPoint 1	PowerPoint 2
<ul style="list-style-type: none"> • Basic Facts about Cav Rd • Executive Principal • Associate Principals • Deputy Principals • Dean • Uniform • Travel Forms • Excursions • Swimming/Water Safety • Sport and ID Photos • 1800QSTUDY • Sondar Information • Absence or late to school • Lockers • Holiday Adventure Programs (HAP) 	<ul style="list-style-type: none"> • International Student Co-Ordinator • Homestay Co-Ordinator • EAL/D ESL teacher and times • School Values • Sun Safety Policy • Jewellery • Emergency procedures: <ul style="list-style-type: none"> ○ Fire ○ Lockdown • People Who Can Help <ul style="list-style-type: none"> ○ IT Department ○ Guidance Officers ○ Main Office ○ Student Services ○ Chaplin ○ School Nurse ○ Payment window • Visa Conditions <ul style="list-style-type: none"> ○ Attendance ○ Course Progress ○ Behaviour • What To Do If • Uniform Shop • Bell Times • Grievance Policy • Culture Shock

Parades

Parades at Cavendish Road SHS are held as follows:

Odd Weeks	Monday – Whole School	9:00 – 9:20 am in Sports Centre
Even Weeks	Monday – Year Level	9:00 – 9:20 am Yr 7 – Basketball Courts Yr 8 – Synthetic Courts Yr 9 – A Parade Yr 10 – Auditorium Yr 11 – Under PAC Yr 12 – Sports Centre

International Student Meetings

Formal meetings may be called once a term. Informal meetings are held as required. ISC will text/email students.



12 What To Do When

<i>I arrive late...</i>	Go to the Student Services in B Block and get a late pass. Please note students are required to bring a note on the day of late arrival. If Office staff are concerned about validity of your reason for being late they will be referred to their year Level Co-Ordinator and to the International Student Co-Ordinator. Make up the late with Miss Masselos after school
<i>I have been absent from school...</i>	Present a signed and dated, parent/guardian explanation note to your Peer Support Teacher on the day you return to school. The note must include: your student number, peer support, form class, name and dates absent.
<i>I will be absent for more than 3 consecutive days...</i>	Ask your homestay parent/guardian to telephone the student absentee number (3394 0736) and notify the school of your absence. The International Student Co-Ordinator will also follow up your absence.
<i>I will be absent for an exam or assignment due date...</i>	Refer to the Assessment Policy in your Student Planner.
<i>I need to leave school early...</i>	You must get a leave pass from Student Services before you leave the school grounds. A note from your homestay parent/guardian must be presented and include a reason, time of departure, time of return (if applicable). If returning to school you must report to Student Services to record your presence before returning to class.
<i>I have lost/misplaced something at school...</i>	Check with Student Services in B Block. Also check with your teachers and the International Office.
<i>I am hurt or feel unwell...</i>	In class inform your teacher who will arrange for the necessary attention; outside the classroom you are to report to Student Services in B Block. No student is to go to sick bay without official approval. If you are injured at school you must report to Student Services. In cases of a more serious injury, have someone notify the Office immediately. If you are not able to be moved, a Deputy Principal or Teacher is to be sent for immediately.
<i>I need to take medication during school...</i>	Asthma inhalers are the only form of medication to be carried by students. If you are likely to need to use the school's nebulizer, then written permission from your parent/guardian is required. All other medications must be left at Student Services with specific instructions from a Doctor or Pharmacist as to their use and dosage. School staff are not permitted to hand out Panadol or other pain killers. No medication is to be given by any student to another.
<i>I am unable to participate in a lesson/activity...</i>	You must bring a note from your homestay parent/guardian explaining why you cannot participate in a lesson/activity. The note should be handed to the teacher/s concerned. A message in your diary, signed and dated by your homestay parent/guardian, is preferred when more than one teacher is involved.
<i>I can't find my class...</i>	Check your timetable, then go to Student Services and ask for help.
<i>I am lost...</i>	Check your student planner – there is a map of the school in there. If you are still lost, ask another student or teacher for help.
<i>I need to contact my parents urgently...</i>	Go to the International Office at the ILU and speak to either the International Co-Ordinator (Miss Masselos) or the Homestay Co-Ordinator (Mrs Carlin). DO NOT USE YOUR PHONE ANYWHERE ELSE AT SCHOOL.



<i>I feel threatened or 'bullied'...</i>	Tell one of your teachers/administration staff/Guidance Officer or International staff immediately . Cavendish Road State High School does not tolerate bullying.
<i>I cannot wear my formal uniform to school ...</i>	Have a note written by your Homestay parents and present it before school to Ms Masselos or Teacher Aide in B Block. You will be issued with the correct uniform for the day. This must be washed and returned the next day. You will also have a uniform detention. If in doubt see Miss Masselos or Mrs Carlin in the ILU.
<i>I am unhappy or have a personal problem...</i>	Make an appointment to speak to one of the Guidance Officers or the Chaplain (in the T Block). You can also speak to one of your teachers or the International Staff in the ILU.
<i>I am having problems with homestay...</i>	Speak to Mrs Carlin or Miss Masselos in the ILU.
<i>I need to speak to a teacher...</i>	Go to their staffroom, knock on the door, and then politely ask to speak to your teacher. Please wait patiently and quietly.
<i>I want to stay overnight with a friend or travel</i>	Speak to Miss Masselos and ask for a Travel form.
<i>I want to change subjects ...</i>	Speak to Ms Masselos first. Students in Yr 11 & 12 need to speak to Ms Trapp. Students in Yr 9 & 10 need to see a Guidance Officer or their Deputy Principal.
<i>I want to see a Guidance Officer ...</i>	You need to make an appointment via student services
<i>I need to go to the toilet during class ...</i>	Make sure you go to the toilet during break times. If you need to go during class time: Raise your hand in class and ask your teacher if you can go to the toilet. Your teacher needs to complete the table in your Study Planner on page 144.

13 Contact Details

You must let your school know your residential address in Australia within seven days of arriving in Australia. You must also tell the school of any changes of residential address within seven days. Failure to do this may affect your student visa.

We also need your current telephone number and email contact details, as well as the contact details of your parent/s/legal custodians and emergency contact person/s. Any changes need to be given to us within seven days.

14 EQI Standard Terms and Conditions

Before you arrived in Australia you were provided with a copy of the EQI Standard Terms and Conditions (<https://eqi.com.au/apply-now/terms-and-conditions>). The Standard Terms and Condition outline EQI policies that relate your responsibilities and rights and EQI's responsibilities and actions required to be taken during your course of study in Queensland.



If you have not read the Standard Terms and Conditions please do so. The Standard Terms and Conditions are available in the following languages:

[Simplified Chinese](#)

[German](#)

[Italian](#)

[Japanese](#)

[Vietnamese](#)

15 Visa Conditions

15.1 Attendance

Cavendish Road State High School's attendance policy

(<https://cavendishroadshs.eq.edu.au/our-school/rules-and-policies/attendance-policy>)

aims to ensure students are actively engaged in school and attend every day to ensure optimal individual outcomes and student engagement. We have high expectations of student attendance. Once you have enrolled at Cavendish Road State High School it is your responsibility to ensure that you are at school every day and that you arrive on time, ready to start class at 8.45am.

You are expected to maintain 100% attendance unless you are sick. You should always tell the school if you cannot attend for all or part of the day.

In the event that you are going to be absent from school ask your homestay parent to notify the school on the day of the absence via the **absentee line [3394 0736]** stating your name and class, the name of the person reporting the absence, the reason for the absence and the expected return date. **You must also text Ms Masselos on 0402 825 648.**

The school will record your attendance or absence every day. All absences are recorded on your school report. Electronic rolls will be marked every period. An SMS message will be sent to your homestay parents/carers for an unexplained full day absence.

It is a condition of your Sub-class 500 (schools) visa that you maintain satisfactory attendance during your period of study. Commonwealth law requires EQI to be proactive in notifying and counselling Overseas students who are at risk of failing to meet attendance requirements. EQI is required by law to report Overseas students who have breached attendance requirements.

Important Information about Attendance

- Start and finish times 8:45 am – 2:50 pm
- Late arrival process When you arrive report to Student Services
- School absence telephone number 3394 0736
- Serious, injury or incident process Report to Student Services



Late Arrival at School

Students are expected to be punctual at all times. If students are arriving late at school, the parent/guardian should phone Student Services on 3394 0707 or send a note with their child. Upon arrival, students must report to Student Services for a late slip, which should be presented to the student's teacher.

At Risk of Failing to Meet Attendance Requirements

In the [EQI Standard Terms and Conditions](#) you are considered to be at risk of failing to meet attendance requirements if:

- you are absent for five consecutive days or more;
- your attendance falls to 90% of your course contact hours in any [school term](#); or
- if the school has concerns about your attendance record.

Your International Student Co-Ordinator will require you to meet with them about your attendance record and provide evidence explaining your absences (such as medical certificates) if they are concerned.

If your attendance falls to 85% of your course contact hours in any term, we will give you and your parents/legal custodians and your Department of Home Affairs approved guardian (DHA approved guardian) a written warning.

Unsatisfactory Attendance

If you do not attend at least 80% of your course contact hours, EQI will notify you in writing of their intention to report you to authorities for not achieving satisfactory attendance. EQI may exercise discretion not to report you if:

- you provide evidence of compassionate or compelling circumstances explaining your absences;
- EQI are satisfied that, in all the circumstances, it is reasonable not to report you; and
- your attendance record is at least 70% (if your attendance falls below 70%, EQI is required to report you).

If you receive a notice of EQI's intention to report you to authorities, you have the rights set out under the Appeals Policy section of the [EQI Standard Terms and Conditions](#). You can read in more detail about your attendance requirements at:

- EQI Standard Terms and Conditions (<https://eqi.com.au/apply-now/terms-and-conditions>)
- EQI Attendance – Subclass 500 (schools) visa procedure ([https://eqi.com.au/ISP%20PP%20PDFs/attendance-subclass-500-\(schools\)-visa-procedure.pdf](https://eqi.com.au/ISP%20PP%20PDFs/attendance-subclass-500-(schools)-visa-procedure.pdf))
- Cavendish Road State High School Attendance Policy (<https://cavendishroadshs.eq.edu.au/our-school/rules-and-policies/attendance-policy>)



15.2 Course Progress

You must maintain satisfactory course progress for each study period as required by us and outlined in the [Entry and course requirement standards](#). Maintaining satisfactory course progress is a condition of your student visa. If your course progress is not satisfactory, EQI will report it to authorities and your student visa may be cancelled.

At Cavendish Road State High School we provide written reports to you and your parents or legal custodians every semester as per the [P-12 curriculum assessment and reporting framework](#) available on the Queensland Department of Education website.

You must complete your course within the time set out in the Confirmation of Enrolment that EQI sent you.

EQI may extend the time to complete your course only if:

- there are compassionate or compelling circumstances;
- your course load is reduced because you are having difficulty making satisfactory course progress; or
- a deferral or suspension of study is approved (see the [Deferral, Suspension and Cancellation Policy](#) section of the EQI Standard Terms and Conditions (<https://eqi.com.au/for-students/policies-procedures/deferral-suspension-and-cancellation>)).

Where there is an adjustment to course length you must contact the Department of Home Affairs to seek advice about any potential impacts on your visa, including the need to obtain a new visa.

Unsatisfactory Course Progress

Cavendish Road State High School will monitor your workload and your results to ensure you complete the course on time. We will also assist you if you are having difficulties. If you are at risk of not meeting course progress requirements, we will implement suitable intervention strategies with enough time for you to achieve satisfactory course progress.



Formal Intervention

If you are not making satisfactory course progress, the principal will give you and your parents or legal custodians a written warning. You will be required to meet with the principal to develop a plan to improve your performance.

If your next study period report indicates continuing unsatisfactory course progress, EQI will notify you in writing of our intention to report you to authorities for breaching the requirement of your visa to achieve satisfactory course progress.

EQI may notify you earlier if, in their opinion, you will not be capable of meeting the course requirements. If you receive a notice of EQI's intention to report you to authorities, you have the rights set out under the **Appeals Policy** section of [EQI Standard Terms and Conditions \(https://eqi.com.au/apply-now/terms-and-conditions\)](https://eqi.com.au/apply-now/terms-and-conditions)

You can read in more detail about your attendance requirements at:

- [EQI Standard Terms and Conditions](#)
- [Course progress – Subclass 500 \(schools visa procedure\)](#)

15.3 Behaviour

Cavendish Road State High School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire support for their lifelong wellbeing.

The Cavendish Road State High School Responsible Behaviour Plan (<https://cavendishroadshs.eq.edu.au/our-school/rules-and-policies>) is available on the school website. The Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

A set of behavioural expectations has been attached to each of our five behavioural expectations in our [Code of Conduct](#). The School wide Expectations Teaching Matrix below outlines our agreed facets of the Code of Conduct and specific behavioural expectations in all school settings.



SCHOOLWIDE EXPECTATIONS TEACHING MATRIX		
COURTESY	CONSIDERATION	CO-OPERATION
<ul style="list-style-type: none"> Remove hats in classrooms Speak politely and be mindful of others Follow entry and exit signs Represent the school with pride Place all litter in the bin Use footpaths when travelling to and from school Offer your seat in the bus to others Behave appropriately on buses Leave classrooms in an orderly manner 	<ul style="list-style-type: none"> Respect yourself Respect the good reputation of our school Respect others Respect property Respect other's privacy Respect the rights and beliefs of others Hands-off policy Use resources appropriately Work quietly without disturbing others Place bags in racks where provided Access lockers in an orderly manner Follow safe travel and transport procedures Report irresponsible behaviour 	<ul style="list-style-type: none"> Follow directions given Put your hand up to speak Leave classroom tidy Students wait for teacher direction before entry and exit Turn off and place all electronic devices out of sight Move to class on the bell Walk calmly and keep to the left Line up outside classrooms Abide by conditions of venue/facility Be actively involved Be co-operative when working with others Comply with school uniform requirements
COMMITMENT		CHALLENGE
<ul style="list-style-type: none"> Be prepared for the day's activities Be on time and on task Maintain a clean area Be in full school uniform Manage impulsivity Use resources appropriately Report incidents of concern Have your study planner with you at all times Honour your internet agreement Arrive at school on time Return consent forms/money by required date Make a positive effort Accept responsibility for your own behaviour 		<ul style="list-style-type: none"> Challenge yourself to always do your best Respond appropriately when you find yourself in a challenging situation Rise to a challenge

[EQI Standard Terms and Conditions](#) state that at school you must:

- participate actively at school;
- take responsibility for your own behaviour and learning;
- respect other members of the school community and the school environment and property;
- cooperate with staff and others in authority; and



- comply with your Cavendish Road State High School's rules – student code of conduct and school policy and procedures (<https://cavendishroadshs.eq.edu.au/our-school/rules-and-policies>)

At all times you must:

- comply with Australian laws and with the conditions of your student visa;
- not drink alcohol, smoke, misuse prescription medication or use illegal drugs;
- not do anything that endangers your safety or the safety of other people; and
- not do anything that may bring your school or the International Student Program into disrepute.

If your behaviour is unsatisfactory, EQI may cancel or suspend your enrolment. This may affect your student visa.

16 English as a Second Language or Dialect (EAL/D)

At Cavendish Road State High School EAL/D support is offered to Year 11 and 12 students in class. The International program provides a qualified EAL/D teacher to join all the Year 11 and 12 English as an Additional Language class to provide support.

EAL/D support is offered every Monday to Thursday afternoon from 3 – 5 pm. It is recommended that you need to attend a minimum of one session per week for the first month.

The sessions are open to all international students and there is no charge.

17 Additional Study Support Programs

Cavendish Road State High School provides the following free study programs to support you in your studies.

TUTORING SESSIONS/HOMEWORK CLUB OFFERED AT CAV RD SHS IN 2023

The 2023 Tutoring Timetable will be put on the noticeboard in the ILU when it has been finalised.



18 Academic Policy

The Academic Policy at Cavendish Road State High school is in alignment with EQI's Course Progress Policy.

- All International students must maintain a **Sound level [C]** of achievement in **all** subjects.
- Improvement should be noted and hard work displayed especially in areas of difficulty.
- Homework and study must be done every night and English must be practised.
- Failure to do homework may result in detentions.
- Assignment drafts must be handed in to the subject teacher on the **due date**.
- Assignments must be handed in on the **due date**.
- Extensions may be granted but this must be organised through the subject teacher and the Head of Department.
- People who can assist you with your studies are:
 - Class teachers
 - Head of Department – e.g. Maths tutorials – various Maths teachers (Thursday afternoons)
 - International Student Co-Ordinator and ESL Teacher
 - The Guidance Officer can help with study skills, subject choice/review and tertiary study queries.
- Regular reports from teachers based on *Academic progress, Attendance – late, Behaviour* will be generated to ascertain if there are any problems.
- **Intervention strategies will be implemented if a student is experiencing difficulties.**
- Academic monitoring letter will be sent to agent, parents EQI if the student is failing
- Process of cancelling Visa will be implemented if student still fails after two interventions.

19 Assignment Drafting Policy

A draft is a preliminary version of a student's response to an assessment instrument. The quality of a draft may vary from a brief outline to a response that is nearing completion. A draft can be used to provide feedback on a response as well as to authenticate student work.

Before submitting a draft, students may be required to develop an outline or discuss their approach with the class teacher. This checkpoint could occur in the form of a planning document, an introduction, an outline, a graphic organiser or student-teacher discussion.

The type of draft students submit differs depending on the subject and assessment technique. For example, if an assessment instrument requires a presentation as the response, a draft might be a rehearsal of this presentation.

Providing feedback on a draft

Teachers provide feedback on a maximum of one draft of each student's response. Across Years 7 – 12, students will be expected to develop their response to an assessment instrument with increasing independence. For instance, students in Years 7 – 9 *may* also receive feedback provided at several stages of progression.



Providing feedback is a consultative process, not a marking process. Teachers should not allocate a result for the draft student response.

Feedback on a draft must not compromise the authenticity of student work. Teachers may not introduce new ideas, language or research to improve the quality of student responses. Similarly, teachers may indicate some key errors in spelling, grammar, punctuation and calculations, and remind students that the draft requires more editing, but should not edit or correct all errors in a draft.

Feedback should encourage a student to reflect on strategies they might use to refine their response. In providing feedback on a draft, teachers indicate aspects of the response that need to be improved or developed to meet the requirements of the assessment instrument, criteria/ISMG, instrument-specific standards or syllabus standards. Students may be advised to:

- consider other aspects of the text, report, performance or activity they are creating or responding to
- develop their response to show more awareness of the audience
- give priority to the most important points by rearranging the sequence and structure of ideas
- conduct further investigation to support an argument or communicate meaning
- adhere more closely to the referencing style selected by the school.

Teachers may use a range of suitable strategies to provide feedback on the draft response. The strategy chosen may differ depending on the mode of response.

Possible strategies include:

- written feedback
 - verbal feedback
 - feedback provided through questioning
- a summary of feedback and advice to the whole class.

20 Legal Services

There are a variety of legal services in the community around our school. If you need to access legal services please see the International Student Co-Ordinator.

[Legal Aid Queensland](http://www.legalaid.qld.gov.au) can help with free advice about most personal legal problems including civil law problems such as consumer issues. You can contact Legal Aid Queensland at www.legalaid.qld.gov.au or call 1300 651 188 Monday to Friday 8:30am to 5:00pm.

For legal advice you can also contact a private solicitor or a [Community Legal Centre](#).

If you are unsure about your immigration rights and responsibilities, you can contact the [Refugee and Immigration Legal Service](#) (RAILS) for advice and assistance relating to immigration matters.



21 Emergency and Health Services

If you have a medical emergency or need assistance with a medical matter you can call **1800QSTUDY** (1800 778 839). You can also call your Overseas Student Health Cover (OSHC) provider.

Overseas Student Health Cover (OSHC)

OSHC is insurance to assist Overseas students meet the costs of (Public) medical and hospital care that they may need while in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services.

Details and costs of policies, including what an OSHC policy will and will not cover, and any waiting periods that may apply to certain treatment types, can be obtained by contacting each insurer directly.

OSHC is considered adequate health insurance, however, if you find your OSHC policy does not cover you for everything you want, you can take out additional private health/travel insurance.

Your OSHC provider can help you with a range of medical advice. You **should** check with your OSHC provider website as the services and support provided can vary from provider to provider.

Common advice and support OSHC providers may provide include:

- medical assistance
- referral to a doctor for medical treatment
- getting access to an interpreting service
- counselling services
- referral to a legal service
- family and friends messaging services in the event of an emergency
- personal safety

OSHC providers in Australia include:

Australian Health Management (ahm)	www.ahmoshc.com.au
Allianz	www.allianzassistancehealth.com.au
BUPA Australia	www.bupa.com.au/health-insurance/oshc
Medibank Private	www.medibank.com.au/overseas-health-insurance/oshc
NIB Health Funds Limited	www.nib.com.au/overseas-students



22 Medical Matters

Health Information

To help us support you, we need you to tell us everything we might need to know about your physical and mental health. This includes your medical history, conditions and allergies, and all medications you use so we can organise anything you might need and (if you are living with a homestay provider) approve and monitor your support and general welfare arrangements as required by your student visa. This applies before you arrive in Australia and during your stay.

Visiting a Doctor

If you need to visit a doctor ask your homestay family to help you make the arrangements.

Medication

If you need to take medication while at school, the medication needs to have a pharmacy label and be handed in to Student Services. Your homestay family will need to complete a Consent to Administer medical form. You will need to come to the office at the time the medication is required.

23 Medical Treatment

If you need medical or other health care (other than routine care for minor illness or injury), we will try to contact your parents, legal custodians and homestay provider as soon as reasonably possible.

We may, as we think appropriate and in your best interests:

- provide or administer over-the-counter or prescribed medications;
- administer first aid.

If we think you need treatment from a health care professional, we may authorise any medical and other professional treatment that we believe to be in your best interests. This includes hospital transfers, emergency procedures, and administering drugs and medications. To do this, we may sign consents to medical and other health procedures on your behalf.

You must reimburse us for all costs associated with medical or other treatment that we authorise for you.

For further information please refer to the [EQI Standard Terms and Conditions](#)



24 Fees

24.1 Tuition

You will be responsible for additional fees that you may incur. This includes competition fees (Maths Competition, Big Science Competition) and any sports fees eg 3D printing, Yoga.

Tuition fees for EQI (CRICOS Provider Code: 00608A) cover:

- all curriculum schooling and teaching costs
- curriculum-related excursions

24.2 Non-Tuition Fees

Some non-tuition fees may also apply for items such as school uniforms and non-curriculum activities. Please check with your International Student Co-Ordinator.

24.3 Overseas Student Health Cover (OHSHC)

OSHC fees are determined by the OSHC provider and are subject to change. For further information on OSHC, please refer to your OSHC provider.

More information regarding fees click on the link below:

- [Fees](#)

25 Transfer Policy

You may apply to transfer between Queensland Government schools, a non-government school or another institution registered under Australian law to provide education to overseas students.

Additional tuition, homestay or other non-tuition fees may apply for the new school, depending on the school and course chosen.

Before applying for a transfer, you should talk to your International Student Co-Ordinator and school Guidance Officer and consider any relevant enrolment deadlines at other schools or institutions.

For more detailed information please see the following documents.

- [Entry and course requirements](#)
- [Standard Terms and conditions](#)



26 Complaints

Before you lodge a customer complaint with the department, you are encouraged to contact your school to try to resolve your issue. If you have an issue with your course, your living arrangements or your welfare, you should discuss this with your International Student Co-Ordinator.

If you have an issue relating to your International Student Co-Ordinator or a decision they have made, you should discuss this with your school Principal. You can bring a support person to help you at any meeting.

Customer complaints are managed in accordance with the Department of Education's Customer [Complaints Management Framework](#) and the [Standard Terms and Conditions](#) you were provided with prior to commencing your course.

You can make a formal complaint if you are dissatisfied about the service or action of a school, the department, its staff, or education agents with which EQI has arrangements to deliver your course-related service. EQI does not charge a fee for accessing the complaints process.

You can ask for help writing your complaint (for example, from your parents, your homestay provider or a lawyer) and can bring a support person to help you at any meetings we have to discuss your complaint.

More detailed information can be found in the links provided above.

27 Appeals

You can appeal a decision EQI makes (**Internal Appeal**):

- to report you to authorities (see the [Attendance Policy](#) and [Course Progress Policy](#))
- not to defer or suspend your enrolment, as requested by you (see the [Deferral, Suspension and Cancellation Policy](#));
- to suspend or cancel your enrolment, as initiated by us (see the [Deferral, Suspension and Cancellation Policy](#));
- to refuse your request for a transfer (see the [Transfer Policy](#)); or
- as a result of your complaint to us (see the [Complaints Policy](#)).

EQI does not charge a fee for using the appeals process.

External Appeal

If you are not satisfied with the decision, you can lodge a complaint (**External Appeal**) with the Queensland Ombudsman by email to ombudsman@ombudsman.qld.gov.au or by post to Queensland Ombudsman, GPO Box 3314, and Brisbane Qld 4001 within 10 working days of receiving our decision.

EQI will comply with any decision the Ombudsman makes.



28 Travel and Activities

28.1 Routine Activities for Homestay Students

While living in homestay you must discuss routine activities with your homestay provider and comply with homestay provider decisions. Routine activities includes travel to and from school or off-site school activities, everyday travel with the homestay provider, and normal domestic activities such as shopping, entertainment, sports, visiting friends and health care consultations. It does not include overnight stays away from your homestay address.

28.2 Non-Routine Activities for Homestay Students

You must obtain our permission for all non-routine activities. This includes overnight travel away from your homestay provider's residence (with or without your homestay provider), activities where the Department of Education (trading as Education Queensland) has assessed a sports, leisure and recreation provider. Also any activities that require supervision other than your homestay provider. These requests need parental consent.

To request permission to participate in non-routine activities, please complete the Travel and Activities Request Form (link below) and submit it to your International Student and/or Homestay Co-Ordinator.

In assessing your request, all consideration will be given to relevant circumstances including the nature of the activity, the arrangements for supervision, your welfare, your age and maturity. We may also consider the views of your parents, legal custodians and homestay provider but we will not necessarily grant permission even if they consent.

28.3 End of Year/Return Home Travel

This form is for travel home for vacations. It must be completed and sent to your parents for their signature. This form also requires a copy of your electronic ticket.

Related documents

- [Non routine travel and activities for homestay students](#)
- [EQI sports leisure and recreation provider procedure](#)
- [Travel and activities request form](#)

28.4 No High-Risk Activities

You must not undertake high-risk activities, even if you have the permission of your parents, legal custodians or homestay provider, unless the activities are approved by EQI.



“High-risk activities” means any activity which inherently poses an increased risk of harm, illness or injury. Examples of high-risk activities are extreme sports, water activities and recreational activities with dangerous elements.

29 Refund Policy

Your Rights

If you do not complete your course, you may apply for a refund of some fees already paid by you (in certain circumstances). Some tuition and non-tuition fees charged by EQI are not refundable.

EQI will also pay any other refunds required by Australian law. If you demonstrate compassionate or compelling circumstances, EQI may, at their discretion, agree to refund other unspent fees.

Refund requests for OSHC fees must be made to your Overseas Student Health Insurance (OSHC) provider.

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.

More detail regarding refunds can be accessed at:

- [Standard Terms and Conditions](#)
- [Refund request form](#)

30 School Policy and Procedures

30.1 Anti-Bullying Policy

Cavendish Road State High School’s anti-bullying policy is included in the Responsible Behaviour Plan for students. It includes Cyber bullying.

The anti-bullying procedures at Cavendish Road State High School are an addition to our already research-validated school wide positive behaviour support processes. This means that all students are being explicitly taught the expected school behaviour and receiving high levels of social acknowledgement for doing so. Adding lessons on bullying and how to prevent and respond to it is a subset of procedures to which our students are already accustomed.

[Cavendish Road State High Anti-Bullying Policy](#)



30.2 Bring Your Own Device

Laptops will need to meet specific requirements in order to connect to the school network. Please see specifications below. The school has links with three retailers as an option for parents purchasing a Bring Your Own (BYOD) device. The use of these retailers is not mandatory and they are provided as a convenience for parents. Links to the retailer websites are below on this page.

Joining the program

An annual parental contribution of \$100 will apply for the BYOD program. This is payable in full at the start of each school year. Connection to the network will not be available until this fee is paid. All students will be required to complete the BYOD Charter Agreement each year.

The annual fee contributes to the following items:

- BYOD Connection Licence
- Technical support for connection and software access
- Pool device for limited loan when BYOD device is non-functional
- Software for your BYOD computer.

For additional information or help in purchasing your BYOD laptop see the school website: [Laptop 1 to 1 – BYOD](#)

30.3 School Network and Internet Policy

1to1 Laptop Usage – Take Home and At School Usage

- The *School's Student Network/Internet Access Agreement* and *Internet Usage Policy* also apply to your use of the network/internet when you are accessing the internet using the Laptop.
- You must not allow anyone else to use the Laptop for their own purposes, including family members and friends. You must not tell anyone else your account name and password.
- The Laptop must not be taken out of Australia.
- You accept responsibility for the security and care of the Laptop. You must transport the laptop to and from school and around school in its protective case provided by the school.
- School owned laptops must be kept in a non-damaged condition at all times. Any problems/damages with your school owned laptop must be reported to D10 – Information Services as soon as possible.
- You are responsible for backing-up all necessary data. The school is not responsible for any data loss. Therefore please ensure all our schoolwork and important documents are backed up onto disc or other device.
- The software loaded on to either your laptop or a school owned laptop is licensed to the Department of Education and Training or the School. You must ensure that the software is not copied, deleted or transferred, for any reason at all. Unauthorized use may breach copyright laws.
- All software installed on a laptop connected to the Cavendish Road SHS network must have a legitimate licence. If you have been authorised as a Local Administrator on the laptop, you may install software provided you have a legitimate licence. The school has the right to inspect the licence for any software in-stalled on the laptop at any time. If the school has not



authorised you as Local Administrator, then the School's Technical Administrator must install all software.

- You may upload/download onto the laptop music, images, video and other data files provided you have a licence or ownership for such files. Any personal data files stored on the laptop are not to be uploaded to school server(s).
- You must not open, or allow anyone else to open, the hardware case of the Laptop to install additional hardware (including video card, sound card, network card, modem or disk drive), or, to alter the hard drive specifications of the Laptop, without the School's written consent.
- You must take all reasonable steps to prevent a virus from infecting the laptop, including never disabling the installed anti-virus software, monitoring any data that is downloaded or uploaded onto the Laptop from the Internet or any device and virus checking any USB drives in the Laptop.
- School owned laptop, genuine charger and original case must be returned to the school at the end of your enrolment.
- Mobile phones provided to students by parents must not be: seen or heard during lesson times; used inappropriately to photograph, film or record any student or event without prior authorisation of a teacher; used to disrupt the good order and management of the school in any way. Defining 'disruption' is at the discretion of the Principal.

ICT Policy and Student Acceptable Use Agreement

Usage

- Don't use technology devices on soft surfaces (e.g. sofa, bed or carpet) because it can restrict airflow and cause overheating.
- Avoid dropping or bumping technology devices.
- Don't place technology devices in areas that may get very hot.
- Don't get technology devices wet, even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow all instructions given by teachers.
- Login correctly and logoff when finished.
- Always shut down computers through the 'Start – Shutdown' mechanism.
- Always package, carry and store technology devices in appropriate and secure carry cases for transporting.
- Don't place objects on top of your laptop and never carry it around while it is turned on.
- Avoid exposing your laptop computer to direct sunlight or sources of heat such as desk lamps; dust, dirt, rain, liquids or moisture; heavy shock or vibration
- Don't eat or drink whilst using your laptop.

Handling Your Laptop Computer

- Try to avoid moving your laptop around when it is on. Before switching on, gently place your laptop on a stable surface and then switch on.
- Be careful with your laptop while it is in the bag. Do not drop the bag from your shoulder. Always place the laptop bag gently down.
- Be careful when putting the laptop in the car so that no other items are on top of it and nothing will roll onto the laptop bag.
- Switch off laptops before placing into the bag.

Packing Away Your Laptop Computer

- Always store your laptop bottom down and with the LCD facing away from the front of the



backpack.

- Do not wrap the cord too tightly around the power adaptor or the cord will become damaged.

Care of Your Laptop Computer Bag

- The bag should be fully zipped or velcroed up before being carried
- The bag should be fully unzipped before removing the laptop to avoid non-warranty bag damage.

LCD Screen

- LCD screens are delicate - they don't like being poked, prodded, pushed or slammed. Never pick up your laptop by its screen. Don't slam the screen closed and always be gentle when putting your laptop down.
- To clean your LCD screen:
- Switch off your laptop computer.
- Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion.
- Do not directly apply water or cleaner to the screen.
- Avoid applying pressure to the screen.

AC Power Adaptor

- Connect your adaptor only to your laptop computer.
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord tightly around the adaptor box.

Battery Pack

- Once a week fully flatten your batteries. Then re-charge the batteries fully. This will extend the life of your battery cells.
- Do not tamper with the connections.

Keyboard

- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.
- If any key tops are missing or keys are in a damaged state, take your laptop to Technicians to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

Case Cleaning

- Wipe with a dampened non-abrasive cloth. Do not spray any cleaners directly on to the casing.
- Gently rub your laptop casing with the moistened cloth to remove any dirty marks.

Security

- Report any technology device fault or suspected virus activity to the nearest staff member.
- Undertake virus scans of computers after home usage and prior to reconnecting to the



school's ICT network.

- Make regular backups of your saved work.
- Keep your login and password confidential.
- Don't tamper either physically or electronically with either hardware or software settings.
- Don't attempt or undertake any malicious behaviour towards the School's ICT resources.
- Don't attempt to make unauthorised access to ICT resources or entities.
- Don't have food or drink near the technology device.
- A good idea is to attach a fairly large name tag in a bright colour to the case or bag so it is easy to identify. Remember, over the life of the program this laptop may not be with the same student the whole time, and it may need to be returned for servicing at any time.

Software

- Don't copy any software from the school's ICT network or system unless directed by the IT Department.
- All technology equipment should only have operating systems loaded that are compliant with departmental standards.
- Keep your virus check software up-to-date. If your virus check software detects virus activity then carefully follow the instructions for removal and advise the nearest staff member. If unsure, quarantine your computer and disks and immediately consult with the IT staff.
- Always adhere to licensing and copying agreements.
- Never use technology devices to engage in illegal activity, including violation of copyright.

Batteries

- Don't use incompatible computer batteries and chargers.
- Computer batteries can get hot during use. Do not use your computer on your lap.
- Have fully charged battery/batteries at the start of each school day. All charging should be undertaken at home, as the school will not have the infrastructure or resources available to charge batteries for every student.
- Don't permit a loose battery to come in contact with metal objects, such as coins, keys or jewellery.
- Don't crush, puncture or put a high degree of pressure on the battery as this can cause an internal short-circuit, resulting in overheating.
- Don't get your battery wet, even though it will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow battery usage, storage and charging guidelines found in the computer's user guide.

Wet weather

- Particular care needs to be taken during wet weather, whether at school or while travelling to/from school or at home
- Never drop your bag into a puddle, leave it out in the rain or where water might cause damage. If your school bag gets wet, your laptop might also.

Any problems with your laptop must be reported to D10 – Information Services as soon as possible.



30.4 Use of Mobile Phones

Appropriate Use of Electronic Devices by Students

Cavendish Road State High school has established the following policy for mobile phones and electronic devices (ie music players, tablets) that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones and electronic devices when at school.

This policy reflects the importance the school places on students respecting the school's values, the 5 Cs: Commitment, Co-operation, Courtesy, Consideration and Challenge.

Key Points

1. **In class time** mobile phones and electronic devices may not be used (except at the direction of the teacher as part of the learning program) and must be switched off or turned to a soundless setting and be kept out of sight.
2. **At all other times during the hours of instruction, including at break times**, mobile phones and electronic devices may not be used and must be switched off or turned to a soundless setting and be kept out of sight.
3. **Security of a personal device.** Where the student elects to keep the phone with them during the day, it is strongly recommended that it remains out of sight in a pocket rather than in their bag unattended.
4. **Safety and Emergency contact.** Parents are reminded that in cases of emergency, or in cases where a student becomes ill at school or any other scenario where a student needs to leave school, the school office remains the only point of contact. This ensures your child is reached quickly, assisted in the appropriate way and accounted for.
5. **During exams**, all mobile phones and smart watches are to be turned off and placed in a secure location inside the classroom where students are unable to access them. This location could include placing the device upside down on the floor next to the student desk, in a box/basket at the front of the room or lined up against the whiteboard.

Where a student does not follow this school policy, the mobile phone or electronic device will be confiscated and taken to Student Services where it will be logged into ID Attend and remain for rest of the school day. The student will collect the mobile phone or electronic device from Student Services at the end of the school day.

On the 3rd occasion this occurs, Student Services will email the student and parent/guardians to inform them of this ongoing issue. A behaviour warning letter will be issued.

On the 4th occasion, Student Services will email the student, parent/guardian and the year level Deputy Principal to inform them of the ongoing issue and that, from the 5th occasion on, the mobile phone or electronic device will be given to a Deputy Principal who will contact the parent/guardian indicating the device will only be returned to the parent/guardian.

On the 5th occasion, Student Services will give the phone to the year level Deputy Principal who will contact parents/guardians. The second behaviour warning letter will be issued.



30.5 Make Up and Jewellery Policy

30.5.1 Jewellery and Tattoos

- Visible tattoos are not permitted. Students who have or acquire a tattoo are to ensure the tattoo is covered
- A wristwatch or other wrist device may be worn. Wristbands of any description apart from medical bracelets are not to be worn
- One SMALL earring (a maximum 3mm stud or sleeper, gold or silver) in each ear, placed in the lower end of the ear lobe is permissible. Stretchers or spacers are not permitted.
- Students who have or acquire other visible piercings are not to wear associated jewellery, such as nose, chin, eyebrow, tongue studs or rings (including clear plastic ones) except for earrings as detailed above. The covering of piercings jewellery is not permitted.
- Authorised medical bracelets or medical necklaces are exempt from this policy. Anklets are not to be visible.
- Necklaces must not be worn or must be concealed beneath the blouse or shirt. They are not to be visible. Students wishing to visibly wear necklaces espousing or declaring their religious or cultural belief must apply for and be granted an exemption by the Principal.
- Head Scarves are to be the bottle green Cav Road scarf.

30.5.2 Makeup

The wearing of make-up is not permitted. This includes:

- Heavy foundation, blusher, eyeliner or mascara
- Skin treatments requiring the application of skin toned applications may be worn and must be supported by medical evidence

30.5.3 Nail Polish

- Nail polish/decorated nails are not permitted.
- Acrylic or other nail applications should not be worn as to cause a potential hazard to players or self in sport or where such may hinder the student's safe participation in practical activities.

30.5.4 Hair

- Must be neatly groomed
- Hair which is dyed must be in natural toning.
- Hair which is longer than shoulder length must be off the face and neatly tied back for both boys and girls.
- Extreme hair styles including 'Mohawks', 'mulletts', 'rats tails', 'undercuts', shaved sections, 'tracks', 'man bun' etc. are not permitted.
- Excessive use of hair product is also not permitted.
- Hair accessories must be in the school colours of green and white.
- Boys must be clean shaven.

Students will be asked to remove items that are not part of the school uniform. Any cases of students espousing or declaring their religious or cultural beliefs must apply for and be granted an exemption from the Principal who will consider safety and other matters consistent with legislation and policy.



30.6 Uniform Requirements

30.6.1 Uniform and Dress Code Policy 2023

The Cavendish Road State High School Parents' & Citizens' Association has determined the policy of the wearing of a school uniform and that students must be professionally presented at all times.

Our school dress code was developed under the authority of S.360 and 361 of the Education (General Provisions) Act, 2006 and is specific in the standards of what is acceptable in relation to clothing, including headwear and footwear and other aspects of personal presentation. Gender neutral options are provided to ensure inclusivity of all students.

Pride in personal presentation and wearing the school uniform to a high standard is expected and maintained.

FORMAL UNIFORMS are worn to and from school every day except Tuesday (Years 7, 8 and 9) or Wednesday (Years 10, 11 and 12), when full sports uniform may be worn.

When Physical Education classes require the wearing of the sports uniform, students will change during break times before class and change back into their formal uniform at the end of the class.

All aspects of the uniform are to be well maintained, clean and, where applicable, recently ironed.

Short Term Uniform Problems

When a student has a problem with the uniform code, he/she must contact the Wellbeing Teacher Aide in room **B Block** before school to obtain a replacement uniform. Detentions will be given to students who do not conform and have not followed school procedures. Persistent offenders of the dress code will be disciplined.





30.6.2 Consequences for Not Wearing Correct School Uniform

Supporting and correcting is our first response to students not wearing correct uniform to dress code standard. Consistent with the Education Act, students are not suspended or excluded from school as a result of uniform non-compliance that may result in denying access to instruction.

Our inclusive practice and policy in our school helps students who have difficulty due to family financial circumstance or hardship to acquire the school uniform and for any minor dress code non-compliance. Hardship is dealt with compassionately and in confidence.

Students who are not wearing the correct school uniform should report to a Wellbeing Teacher Aide before school (from 8.10am). They will be provided with a replacement uniform or uniform item requiring correction eg. school tie, belt, correct shirt or blouse, fingernail polish and make up removed.

As provided in the school's Responsible Behaviour Plan, consequences for non-compliance with the dress code policy, i.e. attending school and not seeking assistance, will result in a 30 minute detention must be completed.

Significant dress code non-compliance including matters of extreme hair styles or other matters as outlined in the dress code policy, may result in students being required to access instruction by alternative means at school. For example removed from class and being supervised by the Wellbeing staff.

If a student does not report to the Wellbeing Teacher Aide before school the Peer Support teacher will record a uniform violation in ID Attend and will immediately send the student to the Wellbeing Teacher Aide for a replacement uniform.

All borrowed items are to be returned washed and ironed within 3 days.

If a student is in class during the day and is not wearing the appropriate uniform, the teacher records a uniform violation and will immediately send the student to the Wellbeing Teacher Aide for a replacement uniform.

30.6.3 Sun Safe

All students, in all year levels (Year 7-12), are required to wear a school hat (formal hat, bucket hat or cap) whenever students are in the sun. The school formal hat is compulsory for all Year 7 to 11 students.

30.6.4 School Bag

A formal school bag is compulsory for Year 7 to 11 students in 2023 with gradual implementation each year and for any interested Year 12 students.



30.6.5 Senior Jerseys

Each year, Year 12 students have the opportunity to purchase a senior jersey, which is designed and organised by a team of Year 11 students under the leadership of the Year 11 Dean. These senior jerseys are designed as a memento of the students' senior year. Student's first name or last name only is to be printed on the back of and high on the jersey. No nick names are permitted. Students may choose to not have a name printed on the back of the jersey. Ordering is arranged by the school not the Uniform Shop.

30.6.6 Formal School Shoes

Please note that polished **black college leather** shoes with a heel and black laces, are required to be worn with the formal uniform. (Please refer to the picture for acceptable black leather college shoes.)


The Principal must approve all changes to the Uniform and Dress Code policy after consultation with the P&C Executive and members, staff, parents and students.





Girls' Formal Uniform



(Items indicated with an * need to be purchased from the school uniform shop.)

ITEM	DETAILS	HOW/WHEN WORN
*BLOUSE: 	White overblouse with short sleeves, button opening at the center front and with a scooped hemline. A wide roll collar is attached to a V-neckline. The pocket, embroidered with the school logo, is compulsory from 2023 .	Top button must be done up. Blouses need to be of an appropriate size which does not allow the mid-riff to be seen when arms are raised. The blouse is not worn tightly.
*TIE:	Year 7 to 9 bottle green "cross" tie. Year 10 to 11 bottle green "knotted" tie. Year 12 bottle green "Senior" tie.	The tie is knotted at the collar. The knot of the tie must cover the top button.
*SKIRT:	A-line bottle green skirt with 3 hip-stitched pleats either side of the centre front and centre back, and a side zipper opening.	The finished length is on or below the knee. Skirts are worn on the waist and not to be rolled up.
* or SHORTS	Formal Shorts in bottle green.	Can only be worn with the formal blouse.
* or LONG PANTS	Formal grey long pants	Can be worn with formal blouse only.
*SOCKS:	Compulsory - Cavendish Road white socks.	Worn unfolded
STOCKINGS:	Black full length stockings – not knee-hi stockings.	Can be worn with formal uniform only.
SHOES:	Polished black college leather shoes with black laces. Non-leather sports shoes/slip-on shoes/contemporary urban design shoes from the likes of Nike or Globe are NOT permitted. (Canvas shoes do not conform to Workplace Health and Safety requirements.)	Laces are to be tied with a bow at the top. The backs must always be firm to support the heel. Shoes must be in good order and polished at all times.
*FORMAL HAT	The school broad brimmed white hat with the school crest on the band.	The formal hat is compulsory for all students to be worn on assemblies, formal occasions, excursions into public venues where formal uniform is required.
HAIR ACCESSORIES	Plain bottle green or white.	The uniform shop has a selection
FAITH BASED HEAD SCARVES:	Plain bottle green or white – no decorations or tassels.	



Boys' Formal Uniform

(Items indicated with an * need to be purchased from the school uniform shop.)



ITEM	DETAILS	HOW/WHEN WORN
*FORMAL SHIRT  	Years 7 – 9 Bottle green short sleeved shirt open necked, with white facings on collar and sleeve. The pocket, embroidered with the school logo is compulsory from 2023 .	It must be worn tucked into shorts or trousers. The collar must be turned down.
	Year 10 - 11 students A white short or long-sleeved shirt open necked with pocket embroidered with the school logo is compulsory from 2023 .	It must be worn tucked into shorts or trousers. The collar must be turned down. The sleeves of the long sleeved shirt must not be rolled up above the elbows.
	Year 12 students Year 12 students wear a bottle green "Senior" tie with their white embroidered shirts, which is gifted to students by the P&C	It must be worn tucked into shorts or trousers. The collar must be turned down. The sleeves must not be rolled up above the elbows. The knot of the tie must cover the top button.
UNDER SHIRT Option with the FORMAL SHIRT	A plain BOTTLE GREEN or WHITE T-shirt ONLY can be worn under the BOTTLE GREEN formal shirt. A plain WHITE T-shirt ONLY can be worn under the WHITE formal shirt.	The under shirt must only be visible at the collar of the formal shirt. It must not extend below the formal shirt sleeve.
*TROUSERS/ SHORTS	College grey tailored short or college grey long trousers.	Shorts and trousers must be worn with the belt described below.
*SOCKS (Worn with college grey tailored shorts)	Year 7 – 9 Cavendish Road white socks with this being phased in to include Year 9 students from 2022. Years 10 – 12 Long grey socks with school colour tops.	White socks worn unfolded. Long grey socks must be pulled up at all times, the top of sock must be turned over with the stripes visible and be worn below the knee. Garters are available from the uniform shop and should be worn if socks are sliding down.
SOCKS (Worn with college grey long trousers)	Short grey or black socks.	These socks are ONLY to be worn under the college grey long trousers.
BELT	Plain black belt with a plain buckle.	Worn with shorts or trousers.
SHOES - FORMAL	Black college leather polished shoes with black laces. Non-leather sports shoes/slip-on shoes/contemporary urban design shoes from the likes of Nike or Globe are NOT permitted. (Canvas shoes do not conform to Workplace Health & Safety requirements.)	Laces are to be tied with a bow at the top. The backs must always be firm to support the heel. Shoes must be in good order and polished at all times.
*FORMAL HAT	The school broad brimmed green hat with the school crest on the band.	In 2023 the formal hat is compulsory for all students .



Boys' and Girls' Winter Clothing – optional

ITEM	DETAILS	HOW/WHEN WORN
*JUMPER	Pullover – bottle green with white stripes on the neck.	Jumper sleeve is to be worn at the wrist and must be in good condition. Sleeves are not to be pulled over the hands.
*JACKET	Bottle green with white trim	Can be worn with either the formal or sports' uniform.
BLAZER	Bottle green with monogram on pocket.	Worn with formal uniform by Year 12 Leaders only.
*TRACKPANTS	Bottle green school track pants with white pin stripes are only to be worn with the sports uniform.	Worn over the sports shorts.
*SCARVES	Bottle green scarf with white monogram.	Worn around the neck.

Boys' and Girls' Sports Uniform

ITEM	DETAILS	HOW/WHEN WORN
*SHORTS 	Bottle green purchased from the Uniform Shop.	To be worn at a length that finishes at the top of the knee.
*SHIRT 	Green polo shirt with white piping, white school logo and white CAV RD on the back is compulsory from 2023 .	Shirt is not tucked in.
*SOCKS	Compulsory Cavendish Road white sports socks.	
SHOES - SPORTS	Low cut lace-up runners/track shoes/runners/sports shoes. Vans, skate shoes, deck-shoes, slip-ons and canvas casual shoes are not permitted.	Laces are to be tied with a bow. Shoes must be clean and in good order.





The **Uniform Shop** is located in D Block, next to the Canteen.

Opening hours are:

Monday	8:00 – 11:30 am
Wednesday	8:00 – 9:00 am
Friday	8:00 – 9:00 am

31 General School Policies

31.1 Homework and Assignments

Homework is set for the following reasons:

- It enables students to consolidate learning through independent practice.
- Major tasks such as assignments can be spread over an appropriate length of time.
- It encourages the development of appropriate study habits.
- It provides opportunities for acquiring time management skills.
- It provides opportunity for frequent and regular revisiting of work.

31.2 Study Planner

All students are given a School Study Planner in which to record homework. This is to be used for school purposes only and must not be defaced. Should it be lost or defaced, it must be replaced at the student's cost. Homework should be entered into



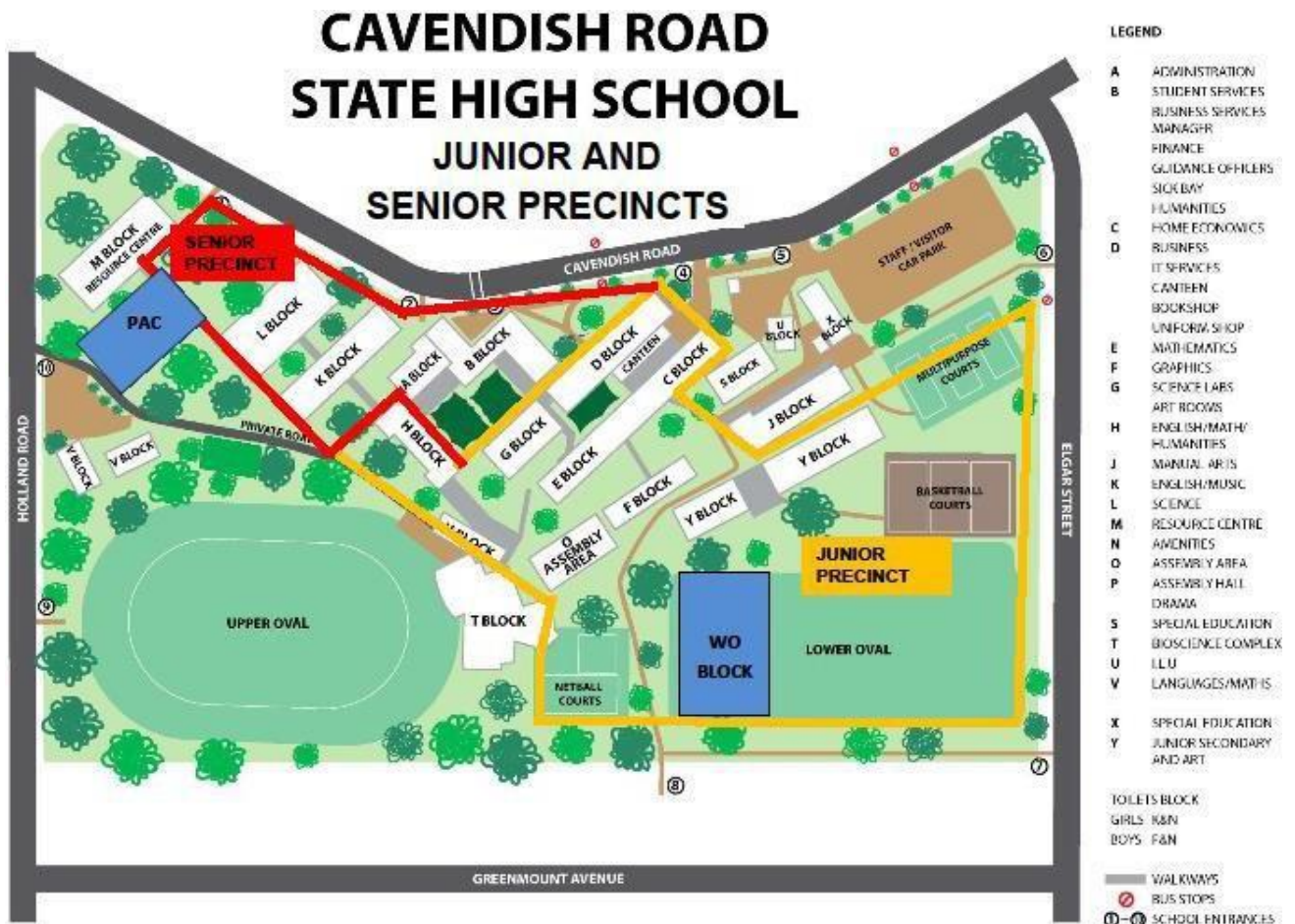
the appropriate section each lesson. In addition, due dates for assignments should be shown in the study planner. On some occasions, teachers and parents will sign the planner to indicate work set and work completed.

31.3 Assignments

All assignment topics and due dates will be given to students at the commencement of each semester. Assignments must be completed and presented by the due date unless there are exceptional circumstances and an application for special provision has been lodged. Application forms can be obtained from Heads of Department.

32 Year Level Precincts – 2023

The following areas have been designated as areas for the exclusive use of the particular year level.





YEAR LEVEL	DESIGNATED AREA	HANDBALL AREA
7, 8 & 9	Y Block and area from Y Block to the bottom oval	Basketball Courts
	Under O Block; between O and T block; between G and T block; between E and F block	Under O Block
	Below G block and between G and N block	Under H block;
10, 11 & 12	Cav Road side of D block; B block and canteen; under D block	Between D and E block
	Amphitheatre below the hall; scenic rim area which is the astro-turf area above the top oval near V Block; outside and under K Block- and under H Block	A Parade
	Resource Centre side of P block; L block and around hall; between K and L Blocks	Outside Resource Centre

33 Banking

To open and operate a bank account the following information is offered as a guideline as practice may vary from bank to bank.

If you are experiencing difficulties please see the International Student Co-Ordinator to help you:

- To open an Australian bank account you will need to present your passport and possibly additional information, for example your Confirmation of Enrolment (CoE) or visa.
- The majority of banks and building societies have internet banking, telephone banking, Automatic Teller Machines (ATM's) and branch access.

Some banks are now offering an app that you download to your smartphone to do your banking.

- Once your account is opened you will receive a card in the mail and a pin code Personal Identification Number code (PIN Code). You should **NEVER** disclose your PIN code to anyone.
- For your parents to transfer funds into your account you will need to provide them with the local branch identification number, your account number, bank contact details and swift code. Check with your bank to confirm their process and requirements.
- Credit cards such as Visa, MasterCard and American Express are widely accepted across Australia.
- Check with your bank to confirm opening hours during the week and on weekends.
- Do not carry large sums of money at school or when out in public.



Banking Terms

ATM	Automatic Teller Machine – allows you to withdraw or deposit any money into your account. If you use an ATM that does not belong to your bank you will be charged a fee that will vary between \$2.00 - \$2.50 per transaction
B-Pay	Allows you to pay bills quickly through your online bank account
Cash Out	An easy way to withdraw money without having to go to an ATM. When paying using EFTPOS, you can specify the amount you want when the cashier asks “Any cash out?”
Direct Debit	If you choose to pay a bill by direct debit (you need to set this up in your online banking) the amount will automatically be taken out of your account each month. You must make sure you have enough money in your account to meet your payments otherwise the bank will charge you a fee of up to \$30 - \$50.
EFTPOS	Method of paying using your bank’s card. Widely used and a minimum spend usually applies. Just swipe/insert/tap and go into the EFTPOS
PayWave and PayPass	The latest method of paying that allows you to “tap and go” for purchases under \$100. No PIN or signature is required.

34 Transport

Students usually walk (if close) or may ride a bicycle to school. Many students also catch a bus to and from school. Check the Brisbane City Council Journey planner and speak to your homestay family or the Homestay Co-Ordinator if you need help.

[Brisbane City Council Journey Planner](#)

As a high school student you are entitled to a **Concession Go Card** to use on the bus, train and ferry services around Brisbane. For information on [Go Cards](#) click on the above site.

Bicycles are to be parked in the racks provided and must not be ridden in the grounds. The bicycle racks are out of bounds during the day.

Skateboards and scooters are not to be brought into the school grounds unless the student is part of the Tuesday afternoon skateboarding group. In this situation, on arrival at school, the skateboard is to be deposited at the relevant sport teacher’s staffroom.

Buses – All student behaviour on buses is governed by the Queensland Government Transport Code of Conduct for School Bus Travel. If you require further information on bus services go to translink.com.au or call 13 12 30.

Travelling to and from school – Students are to ensure that their behaviour whilst travelling to and from school is such that the school’s good reputation is preserved.



Student Drop Off and Pick Up

There is a student pick up and drop off zone located in Elgar Street. There is also a bus zone in this street for daily drop off and pick up of commuting students, to and from school.

35 Driving

You must refer to the [Standard terms and conditions](#) and contact your International Student and/Homestay Co-Ordinator for further advice and approvals when considering:

- driving a vehicle
- becoming a passenger in a vehicle driven by a driver with a learner (L plate) driver's licence or provisional (P plate) driver's licence.

36 House Structure

School Houses & Sport

On enrolment, students are placed in a "House". The school's houses are named after past students who excelled in their chosen field.

Harpur House

As a boy, **Paul Harpur** was fit and fast. He was a student at Cav Road between 1994 and 1997. In true Cavroadian spirit, continued his love for sport and began working upon a pathway to life after school. After graduating, Paul went on to complete degrees in Business and Law with Honours, a Masters in Law, and a PhD. Paul was admitted as a solicitor February 2004.

Dr Paul Harpur's research and teaching expertise are in the areas of disability rights, anti-discrimination laws, work health and safety laws and corporate social responsibility.

Dr Harpur's PhD concerned labour rights and human rights. Building on this research base, Dr Harpur has published widely in Australia, the United Kingdom and the United States on employment, anti-discrimination and human rights laws.



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Dr Harpur has a mixture of practice and research experience, having formerly practiced as a lawyer and continues to work as an industrial relations special advisor in a private practice. In the past Dr Harpur has held a range of research posts, including, research fellowships at The University of Queensland, Griffith Law School and on an Australian Research Council grant with Griffith University, Queensland University of Technology, the United Nations University, New York University and the Centre for International Governance (Canada).

Dr Harpur has led a range of projects, including an International Labour Organization project assessing labour rights in the South Pacific, including a particular focus on the rights of persons with disabilities.

Dr Harpur has an extremely strong international reputation and has held visiting fellowship positions with the Centre for Disability Law and Policy, Institute for Lifecourse & Society, National University of Ireland, Galway and with the [Burton Blatt Institute](#), College of Law, Syracuse University, New York. Following his work at Syracuse University, Dr Harpur has been appointed an [International Distinguished Fellow](#) with the Burton Blatt Institute.

Johnson House



Dick Johnson was a student at Cav Road between 1952 and 1956. He is a five-time Australian Touring Car Champion and three-time Bathurst 1000 winner. Dick is a supporter of over 100 charities annually, including organisations supporting children. In 1997 he was awarded the Member of the Order of Australia.

Now retired from driving, Dick Johnson has no intention of stepping away from the sport that has made him a popular national sporting personality and one of the most successful racing drivers in Australian history.

The colourful Queenslander is today readily identified with Ford's proud blue and white oval badge, but Johnson actually started his long and successful career in the rival camp, racing an FJ Holden in 1964 in which he won his first race at only his second attempt.

Early in 1999, Dick Johnson announced his retirement from driving. Despite many setbacks over the years, Johnson soldiered on, preserving a statistic that saw him finish in the top ten every year since 1981.



Page House

Brisbane-born **Stephen Page** is the first choreographer of Aboriginal and Torres Strait Islander descent to have achieved major national and international recognition. His Aboriginal ties are to his father's community that of the Munaldjali people of the Yugambah tribe whose traditional land in south-eastern Queensland extends from Charleville in the west across to Surfers Paradise in the east. Stephen was a past student at Cav Road. He progressed to become a nationally and internationally renowned Indigenous dancer and choreographer, a member of Sydney Dance Company and Aboriginal Islander Dance Theatre.

Some of his most famous work includes choreographing dance for:

- 2000 Sydney Olympics
- Sydney Theatre Company
- Australian Ballet
- Bangarra Dance Theatre
- Director of the Adelaide Festival 2004.



He is the recipient of two Australian Dance Awards. In 1997 he received the award for outstanding choreographic achievement and in 2010 the award for services to dance. He is currently the Artistic Director of Bangarra. In 2008 he was named NSW Australian of the Year.

Harrop House

Four members of the **HARROP** family attended Cav Road.

Loretta attended Cav Rd between 1988 and 1992. She represented Australia in swimming between 1986 and 1990 and competed as a Triathlete in the 2000 Sydney Olympics finishing 5th. Loretta also won Silver at the 2004 Athens Olympics.



Rebecca attended Cav Road between 1985 and 1989 and was School Captain in 1989.

Luke attended Cav Road in 1990 and was a world-class Professional Triathlete. Sadly, at the age of 24, Luke tragically died after being hit by a stolen car when on a training ride for the national Australian triathlon series at Surfers Paradise. "He was an absolute world-class athlete," coach Col Stewart said of Harrop, who was second in the 2001 Triathlon Australia national series.

Finally **Russell Harrop** (attended in the early 60's) was the proud father of Rebecca, Loretta and Luke and a very generous supporter of Cavendish Rd SHS.



37 School Leadership Opportunities

Cavendish Road State High School's Student Leadership Program provides students with leadership training and skills that enable them to be positive and influential in their many life contexts. Leadership at Cavendish Road is nurtured through opportunities in both formal and informal avenues. Our philosophical commitment is to engender in every Cavendish Road State High School student a belief that leadership is within their capacity.

Our holistic approach to the development of leadership attributes in all students expands personal growth and skills that are vital to success both academically and for life. The school looks forward to the future as every one of our students recognise their potential and goes on to influence the world for the better.

Student Leadership

The promotion of student leadership is a vital feature of successful education communities. Cavendish Road State High School actively provides increased opportunities for leadership each year. We offer a Junior Secondary and Senior Secondary prefect structure in which students are elected to the following positions:

- School Captains
- Vice Captains
- Community Leader
- Arts Leader
- Cultural/International Leader
- Indigenous Leader
- STEM Leader (Science, Technology, Engineering and Mathematics)
- Sport Leader
- House Leader

These leadership positions contribute to a strong leadership culture where the Student Voice is fostered and valued.



38 Accommodation and Welfare

Care arrangements

While studying you must live with:

- a parent, legal custodian or Department of Home Affairs (DHA) approved guardian; or
- an approved homestay provider, if you are enrolled in high school, even if you turn 18 before completing your course.

You must not change these arrangements unless we give you written approval.

You must report any serious or urgent threat to your welfare to us immediately.

If you live with a Department of Home Affairs approved guardian to provide for your accommodation and welfare, we will communicate with that guardian on all matters to do with your enrolment and schooling (including welfare matters) as if the guardian is your parent. You can read more about EQI's Welfare and accommodation in the following documents:

Standard Terms and Conditions - <https://eqi.com.au/apply-now/terms-and-conditions>

Accommodation and Welfare – <https://eqi.com.au/for-students/policies-procedures/accommodation-and-welfare>

39 Living with a Homestay Family

Your homestay family plays an important part in your time in Australia. They have been carefully selected and will be eager to welcome you into their home. It may take some time for both you and your homestay family to settle in, so please take the time to develop this relationship as it will play a very important part in your happiness and success.

It is important to establish clear expectations from the beginning. If you are unsure about how things are done or what to do, make sure you ask. Your homestay family is there to give you the opportunity to learn about Australian culture and assist you in any way that they can.

Following are some suggestions on what to ask your homestay family.

- What would you like me to call you?
- What do you expect me to do daily?
- Where do I put my clothes that need washing?
- Can I use the washing machine or iron at any time?
- Can I help myself to food and drink at any time?
- Can I move my bedroom furniture around if I wish?
- Is there a special getting up time on weekends?
- Is there a bedtime?



- Can I invite friends around?
- What are the rules for using the telephone?
- What are the rules for using the internet?
- What time am I expected home on the weekends?
- Can I use household appliances when I wish?
- When and how loudly can I play music?
- What are the general procedures in the household?

The way of life in Australia may be different from how you live in your country. Expectations and the degree of independence may differ and your homestay family will try to understand these differences. You also need to try and understand the differences so that everyone has a good homestay experience. If you feel you are being asked to do too much or that rules are unreasonable in your homestay, talk to the International Student Co-Ordinator, who will discuss your concerns with the family.

When living in a homestay you must:

- respect members of the family, their property and the home environment;
- participate actively as a member of the household;
- take responsibility for your own behaviour;
- comply with the household rules;
- comply with the homestay provider's decisions about your actions and welfare, including outings and curfews;
- have a mobile telephone and carry it on your person when travelling;
- keep the homestay provider informed of your whereabouts, and remain contactable by them, at all times.

If you fail to meet these standards, we may consider your conduct to be unsatisfactory behaviour and may cancel or suspend your enrolment, or we may withdraw approval of your welfare arrangements. This may affect your student visa.

If you want to live with a different homestay provider, you should talk to the Homestay Co-Ordinator and the school Guidance Officer. We will not approve new homestay arrangements within the first four weeks of your stay unless there are exceptional circumstances.

If we are required to move you to a different homestay, we will generally give you at least two weeks' written notice. In exceptional circumstances (for example, if we are concerned about your safety), we may move you immediately.

If your homestay provider is temporarily unable to provide homestay for you, we will arrange for you to be temporarily placed with another homestay provider.



Curfews

You are required to comply with curfew times set by EQI while living in your homestay.

Sunday to Thursday:

- no later than 6.00 pm, unless for a school-approved extra-curricular activity (Years 7 to 10);
- no later than 7.00 pm, unless for a school-approved extra-curricular activity (Years 11 and 12)

Friday/Saturday and school holidays:

- no later than 9.30 pm, unless for a school approved extra-curricular activity (Years 7 to 10);
- no later than 10.30 pm, unless for a school-approved extra-curricular activity (Years 11 and 12)

40 Australian Families

In Australia there is no typical family and families differ widely from each other in many ways. This is in part due to Australia being a *multicultural* society i.e. many cultures from all over the world choose to settle in Australia.

Australian families *usually* have a mother and a father, children and pets. It is also common to find *single parent* families with either the mother or father responsible for keeping the home and caring for children.

It is expected in most Australian homes that people living in the home help with household tasks. These tasks may include helping with food preparation and cleaning up, keeping their own bedroom clean, washing and ironing their own clothes.

41 Australian Teenagers

Australian parents expect to be told where their teenagers are going, whom they are going with, what they will be doing and the time they will be home. Homestay parents expect the same courtesy from their Overseas student. It is extremely important that international students let their homestay parents know as this will avoid a lot of worry.

It is also polite to tell homestay parents in advance if you will not be home for dinner. Most parents set a time by which their children must return home, and also usually set a time for going to bed. Some Overseas students find this difficult because they usually stay up very late. Australians generally get up early in the mornings. Australian teenagers participate in a wide range of parties, using their computer, visiting friends and shopping.



42 Mealtimes

42.1 Breakfast

You will be expected to make your own breakfast with food provided by the homestay family. In Australia, the typical breakfast can include:

- **Cereal** (a carbohydrate consisting of grains such as wheat, oats or corn) served with milk
- **Toast** (sliced bread that is heated in an electrical appliance called a toaster) with toppings such as peanut butter spread, Vegemite or cheese
- **Eggs** that are cooked and served with toast

Ask your homestay family what food is available for breakfast and ask them to show you how to prepare it. Let your homestay know if there are certain foods that you like or dislike so that they know what to buy when shopping. Please wake up early enough to allow yourself time to prepare a nutritious breakfast before leaving for school, and remember to clean up afterwards.

42.2 Lunch

It is most likely that you will also be required to *make and pack* your own school lunch using food provided by the homestay. In Australia, it is common for lunches to consist of sandwiches (two slices of bread with fillings such as spreads, cooked meats or salads), something sweet like biscuits or cake, a piece of fruit and a cold drink. Sometimes families give students leftover food from dinner and it can be heated up using the microwave at school. Talk to your homestay family about the choice of foods available for lunches, and if you have any problems please see the Homestay Co-Ordinator.

42.3 Dinner

Dinner time varies depending on the age of the children living in the home and the hours the parent/s work, but generally dinner is served anywhere between 5.30pm to 7.30pm. Food that is served for dinner varies greatly. However, dinner usually consists of a kind of meat (such as chicken, fish, beef, lamb or pork), a variety of vegetables (potato, beans, peas, broccoli, carrots) and a serve of a carbohydrate (rice, pasta, potato, couscous or bread).

Food is usually served on an individual plate, rather than shared dishes in the centre of the table. People eat off their own plate. Generally all members of the family sit to eat the meal together and talk about the day's events. It is important to participate in *table conversation* as this is an excellent chance for you to improve your conversational English and get to know your homestay family better.



Expected Table Manners	
Do	Don't
Wait until everyone is seated before eating	Talk with your mouth full
Eat with your mouth closed	Eat noisily – Try not to slurp your food
Make a positive comment on the meal	Leave the table without asking, or thanking the cook

Food customs vary greatly between cultures, so ask your homestay parent if you are unsure about what is expected at the dinner table. Eating dinner with your family should be an enjoyable experience. Remember, it is okay to ask for more food if you are still hungry.

43 Socialising With Friends

Hopefully you will make many friends while you are in Australia, and want to go out with them on the weekends. Please be considerate of your host family and always ask for permission. Let them know where you are and when you will be home. As a general rule, socialising should be limited to weekends, as week nights are for study and to spend with your host family. If friends ask you to stay over, discuss this with your host family. They may also allow you to have friends to stay, but remember not to inconvenience your host family by always having your friends in the house. Please ask your homestay parent before inviting friends over to your homestay.

Please remember to complete a travel form for overnight travel.

44 Expressing Emotions

Australians tend to express their emotions openly and are not usually embarrassed about showing others that they are happy, sad, etc.

Many Australians find it quite acceptable to openly disagree with another person's opinion, as long as this is done in a non-aggressive and reasonable manner. In most cases, it is also considered acceptable to discuss personal problems with other people, especially friends, family and trained professionals (i.e. guidance officers in schools).

45 Culture Shock

Culture shock refers to the emotional and psychological reactions to an unfamiliar culture and environment.

For Overseas students, culture shock is often uncomfortable and disorienting. Although culture shock can be positive in some ways, it's important for students to understand what culture shock is, what causes it, and how to manage its effects.

Some of the signs of culture shock include:

- feeling isolated
- increasing frustration with your host country, the school and host family
- irregular sleep patterns



- spending a lot of time alone in your room
- being upset and can't concentrate at school.

Culture shock can be described as consisting of at least one of four distinct phases: honeymoon, negotiation, adjustment and adaptation.

Honeymoon phase

The first stage of culture shock is usually positive. During the honeymoon phase the differences between the old and new culture are seen in a romantic light. For example, in moving to Australia to study, you might love the new food, the pace of life, and the locals' habits. During the first few weeks most students are fascinated by the new culture.

Frustration/ Distress phase

After some time (usually around three months, depending on the individual), differences between the old and new culture become apparent and you may feel uneasy. Excitement may eventually give way to unpleasant feelings of frustration as a person continues to experience unfavourable events that may feel strange. Language barriers, traffic safety and food differences may heighten the sense of disconnection from the surroundings.

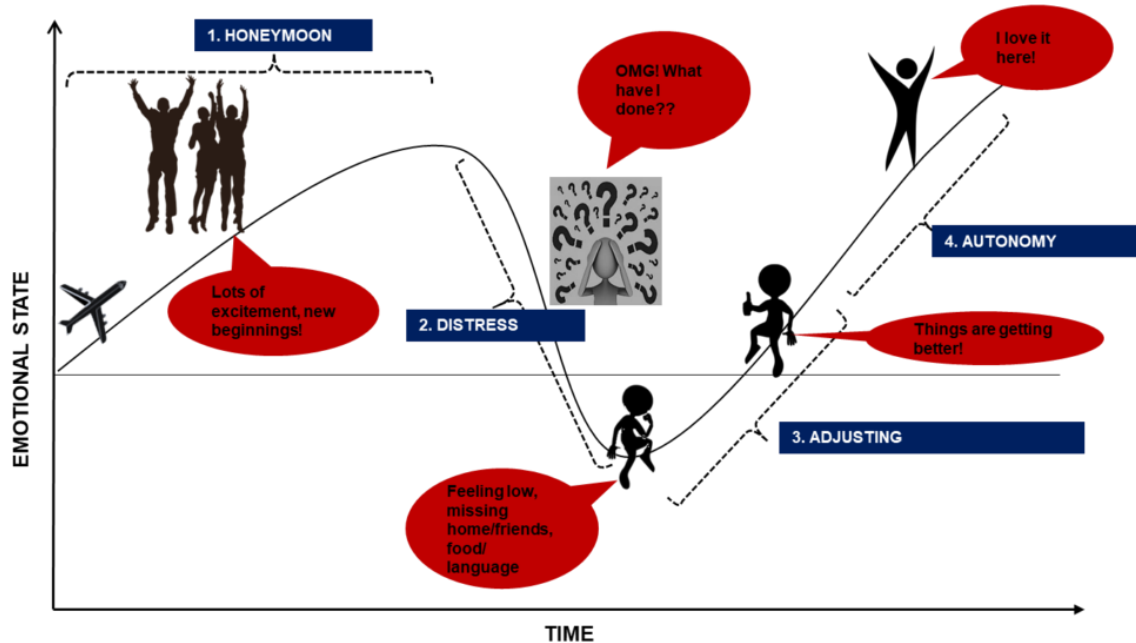
During this phase students adjusting to a new culture may feel lonely and homesick because they are not yet used to the new environment and new people they are meeting.

Adjusting phase

After some time (usually 6 to 12 months), a person grows accustomed to the new culture and develops routines. During this phase a person knows what to expect in most situations and the host country no longer feels very new. During this phase people develop problem-solving skills for dealing with the culture and begin to accept the culture's ways with a positive attitude. The culture begins to make sense, and negative reactions and responses to the culture are reduced.

Acceptance/ Autonomy phase

Individuals in the acceptance phase are able to participate fully and comfortably in the host culture. Mastery does not mean total conversion; people often keep many traits from their earlier culture, such as accents and languages.



If you think you are feeling culture shock, here are some things that you can do:

- Be patient with yourself as culture shock is a normal reaction to a changed environment.
- Talk about how you are feeling with your host family, friends or a member of the international team.
- Keep in contact with your loved ones back home.
- Socialise and make new friends.

It is important to remember the following:

- Culture shock is a perfectly normal part of the study abroad experience.
- It is important to remember that it will pass.
- Use the experience as an important learning opportunity, helping you to become versatile and adaptable to change. It will equip you with valuable life skills that are some of the greatest benefits of studying abroad.
- Step outside of your comfort zone, make new friends, and take full advantage of the once-in-a-lifetime experiences while you can.
- Once your study abroad experience is over, your family and friends will be ready and waiting to hear all about your adventures.

The international team are here to support you so that you meet your academic goals and have a wonderful study and homestay experience while at Cavendish Road State High School.



46 Communication

It is normal to feel nervous when you first meet your homestay family. You will begin to feel happier when you get to know the family better. Talking to your homestay family about any worries or questions you have when you first arrive will help you adjust to living in a new country.

If you do not speak English well, you can still communicate by using the following:

- Use Google Translate or an electronic dictionary
- Draw a picture of what you want to say
- Use hand gestures or mime
- Ask another student to interpret for you

Spend some time each day with your homestay family. You can do this by watching a TV show with them, helping with dinner preparation, asking questions about Australia or talking about your home country. Don't spend all of the time in your bedroom on the computer. It is very important to make the effort to get to know your family and build a friendship with them. If you have difficulty communicating with your family please see the Homestay Co-Ordinator for some advice and guidance.

47 Manners

Manners are very important in Australian culture, and parents encourage their children to say "please" and "thank you" when they ask for something. They also encourage them to apologise (say "I am sorry") when they have done something wrong, or have upset someone. When asking for something, please remember to say, "May I *please* have ..." and say "thank you" when you receive it.

48 Swimming

Before engaging in water sports (for example swimming and surfing) all international students are required to complete a water skills assessment. Please contact your International Student Co-Ordinator to arrange a water skills assessment.

Please also see the EQI [Non-routine travel and activities for homestay student's](#) procedure.

49 Surf and Beach Safety

Queensland has some of the most beautiful beaches in the world. However, they can be dangerous for people who are not used to the ocean. Understanding the ocean is very important – the more you know about how waves, wind and tides affect conditions in the water, the better able you are to keep yourself safe.

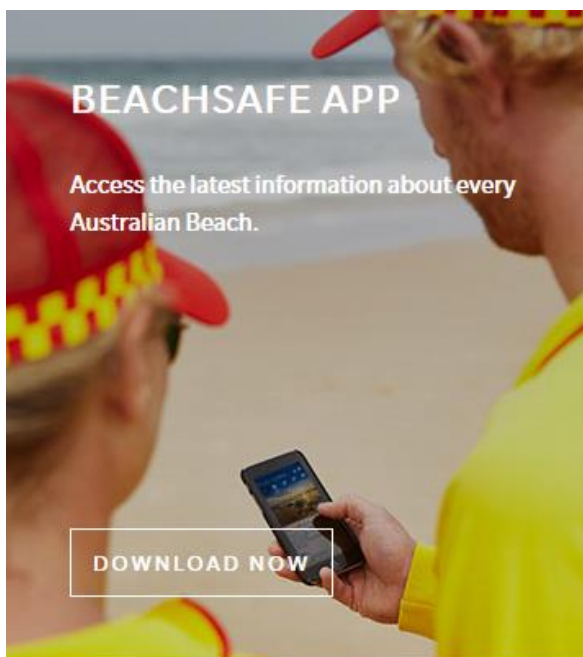


Surf Life Saving Australia's 10 Surf Safety Hints

1. Always swim or surf at places patrolled by surf lifesavers or lifeguards.
2. Swim between the red and yellow flags. They mark the safest area to swim.
3. Always swim under supervision or with a friend.
4. Read and obey the signs.
5. Don't swim directly after a meal.
6. Don't swim under the influence of drugs or alcohol.
7. If you are unsure of surf conditions, ask a lifesaver or lifeguard.
8. Never run and dive into the water. Even if you have checked before, conditions can change.
9. If you get into trouble in the water, don't panic. Raise your arm for help, float and wait for assistance.
10. Float with a current or undertow. Stay calm. Don't try to swim against it. Signal for help and wait for assistance.

Useful links

- [Queensland Surf Lifesaving](#)
- <https://beachsafe.org.au/> at this link you can download their Beach Safe app.



Sun Safe

Most of the sun's dangerous UV radiation (as much as 70%) occurs in the middle of the day, so if you are heading outside then you need to take particular care to seek shade, cover up, wear a hat and use sunscreen. Drink plenty of water in hot weather so as not to become dehydrated.



Be sun safe:

- avoid direct sun when possible
- drink plenty of water
- wear a long-sleeve shirt, wide brim hat and sunglasses
- regularly apply an SPF 30+ high protection sunscreen.

50 Road Safety

Australian roads can be quite busy during peak time (mornings and afternoons). It is important to take care when crossing roads, and always cross at intersections with traffic lights and/or pedestrian crossing zones. In Australia we drive on the left-hand side of the road and, as such, you will need to **look right, look left, and then look right again before crossing.**

51 Permission to Leave the School Grounds

Only in exceptional circumstances will students be given permission to leave the school grounds. In these circumstances, a note from a parent or a phone call requesting permission to do so must be received by the office. Students must present their note to the school office at first break.

52 Sickness and Accident

In cases of serious illness or accident, a parent/carer will be notified by telephone, in order to determine what course of action the school is to take. In the case of serious injury, the child will be transported to the public hospital by ambulance.

Any medical conditions your student may have must be notified to the school at enrolment or as the condition arises whilst attending the school.

53 Medication at School

All medications (including **Panadol, cough syrups, prescription medicines, etc.**) should be delivered to Student Services with:

1. A letter from the parent /legal guardian requesting the medication be given.
2. The medication should have the instructions provided on the medication container by the medical practitioner, health care professional or pharmacist as directed. The administering officer cannot solely accept the instructions of the parent/guardian.
3. The instructions on the medication container need to indicate the student's name, specific times at as well as the dosage of medication to be administered.
4. All unused medication will be returned to the student at the end of year or disposed of.

Asthma puffers are not available at school. Students in Years 7—12 are permitted to carry their own asthma puffers.



54 Canteen

The canteen is open before school as well as at first break (morning tea) and second break (lunch time). Volunteers are vital to continue to make this service affordable to our school community.

The canteen provides healthy, varied and nutritious food for students and staff. The menu follows the Smart Choices - healthy food and drink supply strategy.

55 Programs of Excellence

55.1 Science

Cavendish Road State High School offers the Science Academy, beginning in Year 9, for students who have been identified as excelling in Year 8 science. The Academy classes complete the Australian Curriculum requirements, as well as undertake extension topics. Students continuing with the Science Academy in Year 10 accelerate their learning, and complete the first semester of Year 11 Biology in the second half of Year 10. In Year 11, students in the Science Academy complete a Griffith University Cell Biology course, which is integrated into the remaining Year 11 work (predominantly in semester 1). Completion of this course guarantees entry into Griffith University science courses and students who study science at Griffith University in the future will receive credit for this course. Students in the Science Academy complete the same Year 12 Biology course as the remainder of the cohort.

55.2 Mathematics

Diagnostic Assessment is used to identify our high performing Mathematics students and inform our decision making over class groups. Higher performing mathematics students are engaged with extension tasks and activities. Our top performing Year 7 students are invited into the program. Students within the program are accelerated through Years 8 and 9 with the aim to complete Year 10 Mathematics by the end of second semester Year 9. Students then commence Senior Mathematical Methods. In addition they have the choice to select Specialist Mathematics Preparation. This is an elective subject and is aimed at preparing students for Specialist Mathematics studies. This course is open to all students. During Year 11, students continue their studies in Mathematical Methods. In Year 12, students complete one university subject (University of Queensland and/or Griffith University).

55.3 Instrumental Music Excellence (IMEX) Academy

The Cavendish Road Jazz Music Academy provides an opportunity for Instrumental and Extra Curricular Music Students to be extended beyond their perceived ability by providing learning experiences performing music in a Jazz and Contemporary context.

Students in the Middle school will participate in Stage Band which focuses on building basic stylistic knowledge and improvisational skills. As students progress they will be invited to perform in more advanced ensembles. In Instrumental lessons, Advanced



students get the option to study an alternate curriculum with a greater focus in Jazz, contemporary music and improvisation and can start working towards obtaining a Certificate III in Jazz Studies through our industry partner, Jazz Music Institute.

55.4 Ideas and Philosophy – giving extension opportunities to our gifted and talented students.

In 2019, the Humanities faculty will use a variety of proven diagnostic strategies and teacher observation to identify gifted and talented students in years 7 and 8. These students will then be invited to take part in a passport to independence (P2i) program that will be implemented from term 2. The aim of the P2i is to develop independent life-long learners who are capable of adapting to an ever changing world.

The pedagogical approach within the programme centres on cooperative and inquiry based learning strategies and the intent is to engage the students with challenging higher order thinking tasks from various subjects such as Philosophy, History, Geography and Economics. The P2i program is offered before and after school as extension opportunities for students. As students attend/complete each course their progress over the two years is tracked in their learning passport. The program will be 4-8 weeks in duration (one session per week) and will be offered in traditional classroom settings and online.

55.5 Sporting

Cavendish Road SHS has a proud sporting tradition. The school offers three sporting academies designed for high level and elite athletes in Football, Touch Football and Netball. Placement in the academies offers students a unique opportunity to develop as players and study the HPE curriculum through the lens of their sport. Enrolment in these programs also allows access to a range of elite level state and national competitions. Selection into any of the Academies occurs only by trial. A student's ongoing position within the subject is based on performance, academic results, attitude and behaviour.

56 Student Wellbeing

Our school has an extensive framework for the provision of support and care for all students. Our extensive Pastoral Care Program fosters peer-mentoring, teamwork and citizenship with a focus on developing the whole student. The specific elements of the program include:

- Whole school, multi-age Peer Support system which encourages students to work together on team building skills in vertical groups.
- 'Bullying: No Way' policy.
- Drug and Alcohol awareness in Years 10 and 11.
- An active student council led by prefects.
- School values which focus on Courtesy, Consideration, Co-operation, Commitment and Challenge.



- Behaviour intervention and self-esteem programs including Rock n Water.
- 'RISE' personal program for girls.
- House system and House captains for competitions, both sporting and co-curricular.
- A senior leadership and mentoring program.
- Student led assemblies.
- Year 7 and 8 Resilience and Independence Program and camp.
- Year 10 Senior Education and Training Plans.
- Year 11 Personal Development and Leadership Program and camp.
- Year 12 Health and Wellbeing Seminar and QCS Preparation Program.

All of these elements encourage an atmosphere in which team spirit, participation and school pride are valued in a strong culture of learning.

56.1 Student Council

The student council is co-ordinated by Year 11 Aspiring Leaders and House Captains from Years 7 to 10. The major roles of the Council are:

- To contribute to and maintain the outstanding culture of the school.
- To gauge and communicate student issues and concerns to the Administration.
- To develop projects to enhance the physical environment of the school.
- To develop and sustain links with community organisations.

56.2 Year Level Deans

Each year level cohort of students has a Dean who oversees the implementation of the pastoral care program. Students may refer to the Dean for assistance. The Co-Ordinators also assist in the implementation of school policies and procedures.

56.3 Peer Support Teachers

Each student belongs to a peer support class which in turn belongs to one of the four houses. Peer Support classes meet daily with their peer support teacher. During this meeting, the attendance roll is marked, uniforms are checked and daily notices are read. Peer Support teachers are active in promoting student welfare.

57 The Student Support Team

In addition to the International Student Co-Ordinator and Homestay Co-Ordinator the following Support Staff are available to assist students with a variety of issues: the **Guidance Officer, School Health Nurse, Chaplain, and Youth Pathways Provider**. You can make appointments with them in person, or through a friend or teacher. If you're not sure who is the best person to talk to about your situation, all members of the support team will be able to point you in the right direction.



57.1 Guidance Officer

Guidance officers are experienced teachers who have completed further study in guidance and counselling. They also undergo training in other areas such as behaviour management, family therapy, grief counselling, mental health issues and career development. Guidance Officers work closely with administration and teaching staff to ensure that the welfare needs of students are met.

Guidance Officers provide a direct service to both individuals and groups of students. Students may self-refer or be referred by parents, teachers or members of the administration. Guidance Officers provide counselling and advice on personal issues, resources and advice on careers and courses, personal development and mental health issues. Although a member of the school staff, they are able to extend beyond the teacher role and handle sensitive situations in a confidential manner. They also maintain links with and can refer students and families to outside agencies.

The role of a Guidance Officer is very broad and they are involved in many areas.

The activities of the Guidance officer may include:

- Assessing students' placement and specialist support needs.
- Personal counselling in relation to individual safety and crisis management.
- Helping students manage relationships and behavioural difficulties.
- Study skills development.
- Verification of students with special needs.
- Career counselling and advice.
- Subject and Course selection.
- Career planning and decision making.
- Overseeing tertiary applications through QTAC.
- Information on jobs and how to get them.
- Supporting Independent Students

There are 4 Guidance Officers at Cavendish Road, **Mr M Lynch, Mrs J Larsen, Ms T Perchard** and **Ms A Wilkinson**. All Guidance Officers are at school every day.

57.2 School Health Nurse

The Youth Health Nurse can see young people in private to talk about anything that affects health and wellbeing. These issues could include:

- Health and Relationships Problems
- Personal and family problems
- Smoking, alcohol and drug use
- Sexual Health
- Feeling unhappy or stressed
- Puberty, growing up and feeling good
- Healthy eating, exercise, weight and eating issues
- Getting in touch with the right service

The School Health Nurse is Ms Sandra Chesney. The nurse's room is in L Block near Science Staffroom). The nurse is at school every Thursday and Friday.



57.3 Chaplain

The School Chaplain aims to provide practical and spiritual support not just for religious students, but for the entire school community (including parents and staff).

The Chaplain does this through:

- Pastoral care, practical support and friendship
- Spiritual and Practical care for those facing difficult personal situations
- Discussion regarding meaning, purpose and values
- Hospital and home visitation when required
- Coordinating the Religious Education programme for the school
- Lunchtime groups e.g. Chaplains Club and Inter School Christian Fellowship
- Linking interested students with the local religious communities (with parental permission)
- Promoting social justice initiatives such as the World Vision 40 Hour Famine and Child Sponsorship
- Support of the school programs and activities e.g. sport, classroom assistance

The school Chaplain **Jules** is located in T Block.

57.4 Further Support

There are many other people at school who can offer support or guidance, work with students on issues affecting the student body or link you with the Support Staff at the school. Some of them include the Year Level Co-Ordinators, Teachers, the Principal and Deputies, Prefects, Student Representative Council (SRC) and Friends. No problem or issue is too big, small, different or scary that you need to keep it to yourself, first talk to whoever you feel comfortable with and trust and go from there.

We look forward to meeting you, The Student Support Team.

58 Personal Safety

1. Right to safety
2. Keeping violence in perspective
3. Confidence
4. Commitment
5. Body Language
6. Being aware of surroundings
7. Trusting and acting on instinct
8. Assertiveness
9. Networks
10. Personal Safety Plan



59 Want to Work While Studying?

Your visa will allow you to work a maximum of 20 hours per week. The Queensland Government has reduced this to 12 hours per school week (38 hours for non-school weeks eg School holidays).

Good sources of work opportunities include career/jobs boards at school and on business websites as well as online job sites. Larger organisations usually recruit directly through their website so head there to have a look. Small businesses such as cafes and retail shops will sometimes post vacancies on their shopfront window. If there is a particular organisation that is not advertising, but for which you would like to work, get in contact with the manager and hand in your resume. If you make a good impression, they may remember you the next time they are hiring. You are allowed to work 20 hours per week maximum – **remember you are here to study and you are on a student visa.**

59.1 Tax File Number (TFN)

Anyone who works in Australia has to pay taxes and the amount is determined by how much you earn. You will need to complete an application for a TFN, otherwise the government will take 50% of your money. Some students get a job that pays cash only. Be careful, as you will not be covered if something happens at work.

59.2 Superannuation

This is basically a retirement fund. If your monthly salary is more than \$450, your employer must contribute an additional 9.5% of your wage into your superannuation fund. You may only access those funds when you are the retirement age or older.

59.3 Your Rights and Responsibilities in the Workplace

Make sure you know your responsibilities and rights at the workplace. Visit the Fair Work Ombudsman website (fairwork.gov.au) or call 13 13 94 for more advice and/or information.

With regards to pay, you are entitled to at least the basic rate of pay for your age and job classification.

- You must be paid accordingly for the number of hours you work.
- You must be paid on a regular basis (either fortnightly or weekly).
- Your pay slip must include your employer's details (including ABN), number of hours for which you are being paid, amount of income tax you are paying, amount of the superannuation contribution and how much you have been paid.
- You should not have money taken out of your pay to cover things such as customers shoplifting
- You should be paid for "trial work"
- Working on a public holiday and weekends entitles you to a higher rate of pay.