

Welcome to Ivanhoe Grammar School

Induction Manual for International Students



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A LETTER TO NEW INTERNATIONAL STUDENTS OF IVANHOE GRAMMAR SCHOOL



Dear International Student,

You have just begun a new stage in your life, possibly more challenging than anything you have ever decided to do before. Getting to know another language and culture, in a foreign country, far away from your family and friends, can be a bit scary. But the rewards for those who succeed are very worthwhile. An international education can help you to work, travel or do business in many parts of the world and to understand the world you live in so much better. You will also have the opportunity to make friends from many interesting backgrounds and to learn to manage your own life without relying on your parents.

Ivanhoe Grammar School has approximately one hundred international students and most of them have experienced the “high” and “low” moods that are shown in the graph on the following page. You can learn from the experiences of other students how to handle your own low times, when homesickness or language problems make you feel discouraged. Don’t try to deal with these times on your own, but talk to friends and teachers, who can help you to regain a positive attitude. These times will pass if you persevere, and you will be proud of the strong, independent person you are becoming.

No doubt you will have many questions about your new country, city and school. You might want to know how to find your way around Melbourne on public transport, what to do if you’re sick, what subjects and university courses you can study, where you can go to relax at the weekends. I hope that this manual will answer some of them. There is also a list of people at The School who can help you with particular questions.

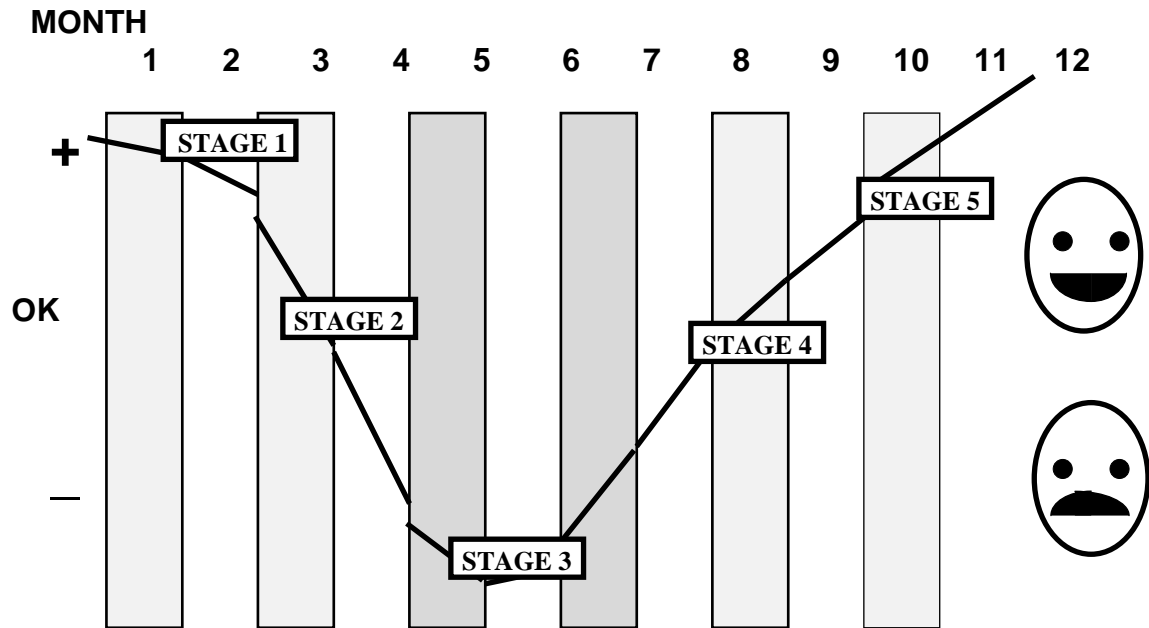
Many of you will feel comfortable at school from the beginning and might even decide that the work in some subjects is “easier” than in your previous school. It would be a mistake to decide that the work is easy. Although you may have learned some of the topics before, there will most likely be different learning tasks, which require you to think and study more independently than you are used to. The students who succeed are those who have a well-organized homework program, who enjoy their study and who are willing to ask teachers for help when they don’t understand something.

I look forward to getting to know you and hope that your time with us will be a happy and rewarding one.

Yours sincerely

Leisl Bruhn
Dean of International Students

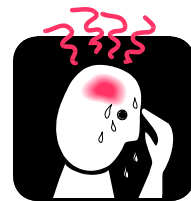
YOUR ADJUSTMENT CYCLE



- | | |
|----------------|--|
| Stage 1 | A period of great enthusiasm and excitement. |
| Stage 2 | The excitement is gone and your doubts begin. |
| Stage 3 | You long for familiar ways and may become critical of others. |
| Stage 4 | You become more positive and you have a purpose. |
| Stage 5 | You feel comfortable and more at home. |

Some symptoms of homesickness and or culture shock

- Not wanting to go to school
- Tiredness-sleeping in
- Anger and frustration towards others
- Sickness especially stomach disorders and headaches



Some people who can help you.

Director of Ivanhoe International



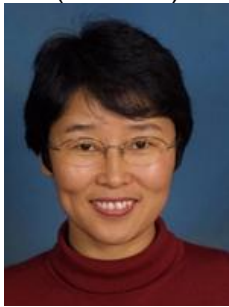
Mrs Lyn Gilbert

Dean of International Studies



Ms Leisl Bruhn

Senior Tutor for Overseas Students
(Chinese)



Ms Hong Li

School Nurse



Mrs Rita Dawe

ELICOS Staff members



Mrs Susan Andreevski



Mrs Sophie Young



Ms Judith Rhode

ESL Co-ordinator



Mrs Anne Height

ELICOS Mathematics Teacher



Mrs Jan Cracknell

The letters in the following pages have been written by past and present students.



Andy Choi writes from a Korean perspective. Andy studied in the ELICOS Centre, then entered mainstream in Year 9, soon demonstrating that a different language back-ground need not be a barrier to academic success.



Vincent Lee is now studying Arts at Melbourne University. Vincent comes from Hong Kong.



Sakdipat Krishanachinda (Game) is one of a small number of Thai students in the School. Game joined us in Year 11, but quickly settled in and made friends.



Kartadinata is from Indonesia. One of the friendliest students in the School, "Karta" has found time to hold a part-time job as well as study Hospitality and play drums for the Cadet Unit.



Steven Zhang is from Wuhan in China. Steven is interested in music and has been a member of the Choir. Steven studied in the ELICOS Program before moving to Year 11.

Welcome to Ivanhoe Grammar School. Our school was founded in 1915 and it's one of the schools of high reputation in Australia. When you first came to Australia, you would have worried about being apart from your parents and having to do everything yourself, and you would have had difficulty adapting to a strange and new environment. You would feel awkward about everything, from staying in a home-stay to school life, but I believe all of these experiences will help you to become more mature. You will find, as you stay longer in Australia, that it is not that difficult to adapt. Many overseas students are living with a good adaptation so don't worry too much about it.

You'd better try to mix with people from other countries rather than meeting Korean people and speaking Korean all the time. It will help you to improve your English and will help you to understand other cultures as well. I think it's the experience that you couldn't have in Korea; you can experience these new things because you came to Australia.

Some students have a hard time with homesickness but all overseas students have experienced this at least once so don't worry about it. If you have an enjoyable time with your friends, your feeling will be much better.

Our school is interested in sport and you will have many chances to play different sports. I recommend that you choose one of your favourite sports, or whatever you want to play, and play every Saturday. It will be good for your health and also it will be a good chance to make new friends.

If you have any difficulty with school life as well as staying in Australia, ask some of the older school students or Ms Bruhn. They know about overseas students' difficulties and they will help you the best they can. Don't forget you're a civil diplomat. Every one of your behaviours can be seen as Korean by Australians or people from other countries. As a saying goes, "the sky helps people who do their best". If you do your best with Korean pride, I'm sure your study abroad life will be enjoyable and you will achieve your goals. I hope your study abroad life will be enjoyable and will be completed successfully.

Choi Byung Min (Andy)

My name is Zhang Deng. I come from Wuhan, China and I am studying at Ivanhoe Grammar School.

Since I have been studying in Australia, it is a total new start of my life and a new challenge for me! It is also a very important event in my life. I take Ivanhoe Grammar School as my big family in Australia, I am very happy that I have been able to get used to the life of this school in a short period of time. When I first came here, I found it was very interesting to study in Australia because people of the same age are from different parts of the world and I realized it would be interesting to meet different people and to learn about different cultures. I think it is one of the characteristics of Australia---Multiculturalism. It is a good experience for everyone, either at school or later in life, to learn to mix with many different kinds of people.

As a foreign student with English as a second language, my suggestion to those who are in the same situation as me is to be active to make friends. Once you have made friends from different places, you won't be lonely and your life will be fulfilling. Don't be afraid that your English is not as good as others. Everyone has doubts about their abilities; you must be confident that you can do well too. Communication with people can make you feel happy and make you appreciate different traditions and values. When you are facing difficulties, please do not worry. Just bravely face them, carefully find the reasons, choose the solutions and overcome the problems! When you have difficulties that you cannot overcome by yourself, ask for help from your teachers and friends! In my experience, I really overcome most of my study and life difficulties by using the above ways. It is worth mentioning that teachers are the most reliable people you can ask for help. They will assist you as soon as and as much as they can. If you have questions and problems, always remember to ask teachers and talk to your friends. You will find you are not alone, you are a member of a big family! As for your study, do not pretend to understand if you really do not understand; otherwise it might cause a vicious circle. Do not ignore out-of-school activities; health is most important for everyone.

I am willing to share my experience in study and life at Ivanhoe Grammar School. I sincerely hope everyone in this school will achieve their goals and appreciate their own value. I hope you will enjoy your life at Ivanhoe Grammar School!

Zhang Deng (Steven)

Nama saya Kartadinata. Saya adalah siswa di sekolah Ivanhoe Grammar. Saya berasal dari Indonesia. Sebelum datang ke Australia, saya tinggal di Medan dan Jakarta. Pada tahun 1999 saya datang ke Melbourne untuk bersekolah. Mula-mula saya belajar bahasa Inggris di Taylor College selama 10 minggu, dan setelah itu saya masuk ke sekolah Ivanhoe Grammar. Sewaktu pertama kali saya masuk ke sekolah ini, saya harus mengikuti program ELICOS (English Language Intensive Course For Overseas Students) untuk memper lancar bahasa Inggris saya.

Sekolah Ivanhoe Grammar adalah salah satu sekolah terbaik yang pernah saya temui. Di sekolah ini tersedia berbagai macam kegiatan non curricular yang diberikan kepada murid-murid, seperti Round Square, Cadets, Ski, Debating, Music, Sports, Camp, St John's Ambulance, and School Plays. Saya mengikuti aktivitas Round Square, Cadets dan Sports. Di dalam kegiatan Round Square, saya ikut membantu mengumpulkan dana untuk disumbangkan kepada orang-orang miskin di dunia, saya juga terlibat dalam kegiatan musik dan Cadets di sekolah ini. Siswa-siswa di sekolah ini sangat aktif dalam bidang olah raga. Saya juga terlibat dalam beberapa kegiatan olahraga yang tersedia di sekolah ini seperti pada musim dingin, saya bermain sepak bola dan pada musim panas saya berolahraga bola volley atau bulu-tangkis.

Mungkin semua orang berpikir bahwa sekolah di mana saja sama. Dulu sewaktu saya masih tinggal di Indonesia, saya juga berpikir seperti itu, akan tetapi pikiran seperti itu tidaklah benar. Karena sesungguhnya setiap sekolah mempunyai mutu yang berbeda, seperti di sekolah ini guru-guru mengharapkan agar para siswa bersikap lebih terbuka. Sehingga, kita akan memiliki wawasan yang luas dan mempunyai kebebasan dalam mengemukakan pendapat dan juga dalam menjalani pendidikan baik akademik maupun non akademik..

Selama saya bersekolah di luar negeri, saya mendapatkan pendidikan dan pengalaman yang baru. Dalam bidang pendidikan misalnya, saya belajar tentang hal-hal yang baru seperti bahasa asing, kebudayaan asing dan pemikiran serta wawasan yang luas tentang pelajaran-pelajaran yang saya pelajari. Pengalaman yang sangat berharga yang saya dapat selama saya bersekolah di luar negeri adalah bekerja paruh waktu untuk mendapatkan uang saku. Akan tetapi, saran-saran yang ingin saya berikan kepada kalian adalah pusatkan perhatian pada pelajaran sekolah, dan jangan memikirkan bekerja paruh waktu seperti saya, karena tugas utama kamu adalah untuk belajar bukan untuk melakukan hal-hal yang lain.

Saran-saran saya yang lain adalah sekolah Ivanhoe Grammar tidaklah menakutkan. Saya berani menjamin, bagi kalian yang akan bersekolah di Ivanhoe Grammar akan menikmati lingkungan yang indah dan suasana belajar yang nyaman dan menyenangkan. Dulu, saya juga merasa takut karena saya tinggal sendirian di Melbourne dan orang tua saya di Indonesia, akan tetapi saya mencoba untuk beradaptasi dengan lingkungan di sekitar saya dan saya berhasil. Mungkin untuk setengah tahun pertama, kita akan merasa kesepian dan rindu tanah air, tapi lama kelamaan kita akan merasa terbiasa di Australi dan kita juga harus berteman dengan orang-orang yang ada di sekitar kita.

Kartadinata.

INTRODUCING MELBOURNE



The Australian Flag

Melbourne is similar to many modern cities around the world. However, it is also quite unique. No matter where you are from you will feel at home, with the 170 or so ethnic groups who have made Melbourne their home.

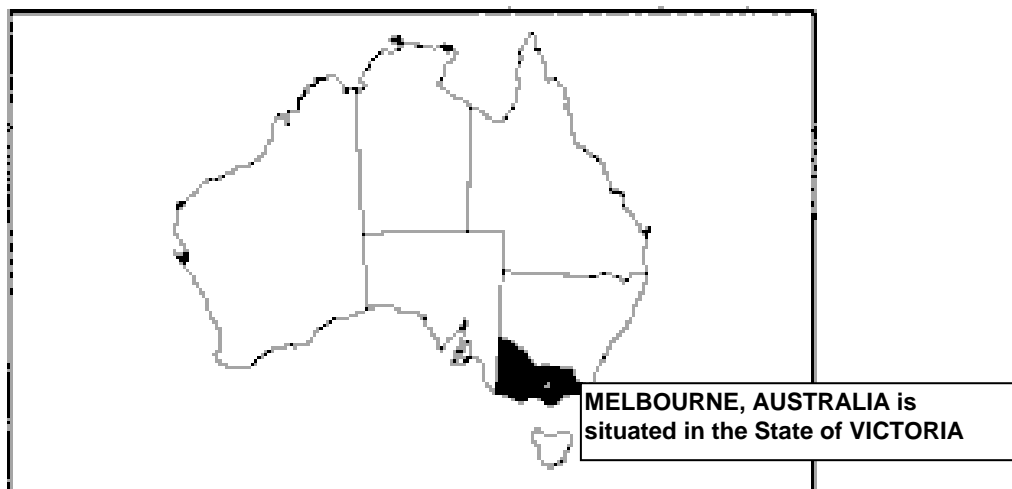
You will find few cities in the world contain as many parklands as Melbourne. Set amongst as much parkland as there is development, the Garden City of the Garden State lives up to its reputation. The city of Melbourne is surrounded by over 650 hectares of luscious, peaceful, public gardens and parklands for you to enjoy.

Melbourne also has a reputation as the Culture Capital of Australia. Its restaurants, museums, galleries and theatres are highly recommended to all visitors.

Melbourne and its inhabitants are said to be sports mad. We can't get enough sport; we play it, we watch it, we love it. Australian Rules Football, cricket, basketball are some of the games that you must see. Watching a game of Australian football with up to 100,000 other spectators is an experience that you must not miss. In your first week in Melbourne you will be required to choose a football team to support as those you meet will often ask you, "What team do you barrack for?"

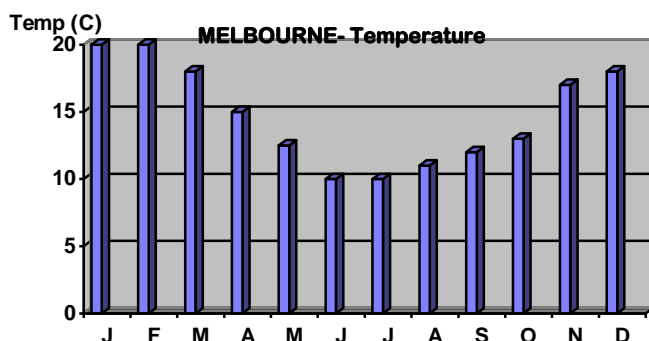
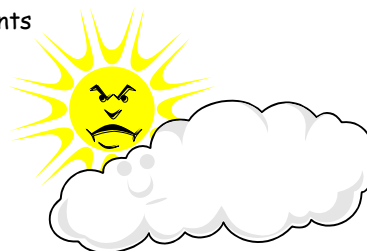


A view of Melbourne by the banks of the Yarra River



WEATHER

Melbourne's weather can vary greatly and it is often said that you can experience four seasons in one day. In the summer months (December-February) temperatures can range from 15 to 40 degrees Celsius. Hot days are usually bearable because the heat is dry rather than humid. In winter (June-August) temperatures can range from 8 to 15 degrees Celsius with the nights as low as 3.



Melbourne's annual average temperature is 14.9 °C. Annual rainfall is 655mm.

EATING OUT

Melbourne is renowned for the variety and quality of its restaurants. Food of all nations can be found in the city and neighbouring Carlton, Fitzroy and St Kilda. You may wish to purchase a restaurant guide such as "The Age Good Food Guide" or "The Age Cheap Eats" from a book shop. This will help you to find the food of your choice as well as the cost..

TRANSPORT

The Melbourne public transport system is known as "**Metlink**" and runs a comprehensive tram, train and bus service that you will find cheap and easy to use. It operates between 5.00am and midnight Monday to Saturday and 8.00am to 11.00pm on Sundays. The School is only minutes from two train stations and buses run to and from the School. It is against the law to travel without a ticket and fines can be substantial.



Melbourne's International Airport - Tullamarine is approximately 22km from the city. "**Skybus**" departs every thirty minutes from 5.40am to 11.30pm with coaches travelling to and from Southern Cross Station, a major rail terminal (\$15). Taxis are also available or a private service that will meet you at the airport can be arranged through the school.

Concession cards for government subsidised travel are not available to full fee paying International students.

SPECIAL EVENTS IN MELBOURNE

JANUARY

WORLD CRICKET SERIES FINALS - Melbourne Cricket Ground
AUSTRALIAN TENNIS OPEN - Melbourne Park

FEBRUARY

CHINESE NEW YEAR FESTIVAL

MARCH

THE MOOMBA FESTIVAL
THE GRAND PRIX - Albert Park



SEPTEMBER

THE ROYAL MELBOURNE SHOW
AUSTRALIAN FOOTBALL LEAGUE FINALS SERIES
CHINESE AUTUMN MOON FESTIVAL

OCTOBER

MELBOURNE ARTS FESTIVAL
LYGON STREET FESTA



NOVEMBER

ASIAN FOOD FESTIVAL
MELBOURNE CUP

PLACES TO VISIT

- THE VICTORIAN SNOWFIELDS
- PHILLIP ISLAND PENGUINS
- THE MELBOURNE CRICKET GROUND
- RIALTO TOWERS OBSERVATION DECK
- HEALESVILLE SANCTUARY
- THE VICTORIAN ARTS CENTRE
- NATIONAL GALLERY OF VICTORIA – Federation Square and St Kilda Road
- MUSEUM OF VICTORIA
- MELBOURNE'S ROYAL BOTANICAL GARDENS
- THE MELBOURNE AQUARIUM
- SOVEREIGN HILL MUSEUM BALLARAT
- LYGON STREET, CARLTON
- CHINA TOWN, LITTLE BOURKE STEET, MELBOURNE



BANKING

Banks are open from 9.30am till 4.00pm Monday to Thursday and until 5.00pm on Friday. (Some banks also open on Saturday mornings.) You will find branches of all major Australian banks in the main shopping centre near the School. **ATM'S** (Automatic Teller Machines) are available 24 hours a day. To use an ATM you will need a plastic card which can be obtained from the bank or you may be able to use your existing card eg Master Card. Check before leaving home. These cards can also be used in the Ivanhoe Grammar School office to pay your School Fees.



Remember your PIN or security number must not be given to anyone.

OPENING AN ACCOUNT It may be a good idea to arrange your Australian bank account before you leave home. For example **ANZ** (Australia and New Zealand Banking Group Limited) has an office in your country and is one of the four major banks in Australia. When opening an account in Australia you will need your passport. Interest earned will be taxed at 48.5% unless you have a tax file number. However, you can claim it back when you lodge an income tax return, or you can apply for a tax file number.

ELECTRICITY VOLTAGE

Australia's electricity voltage for domestic use is **AC 240 volts, 50 cycle** and we use a distinctive three pronged pin. Adaptors can be bought at the airport or at hardware stores.



TELEPHONE

Calls from public telephones cost 50 cents. Many phones now use pre-paid Telecom Phone Cards which can be purchased in newsagents, gift shops and many other outlets.

USEFUL NUMBERS

Directory Assistance-	Melbourne	1223
Directory Assistance-	International	1225
Fire, Police and Ambulance	000	
Dean of International Students (Ms Bruhn)		0429 490 600

COUNTRY CODES When making an international call, dial the International Access Code (**0011**), then the Country Code, the Area Code and then the Telephone Number.

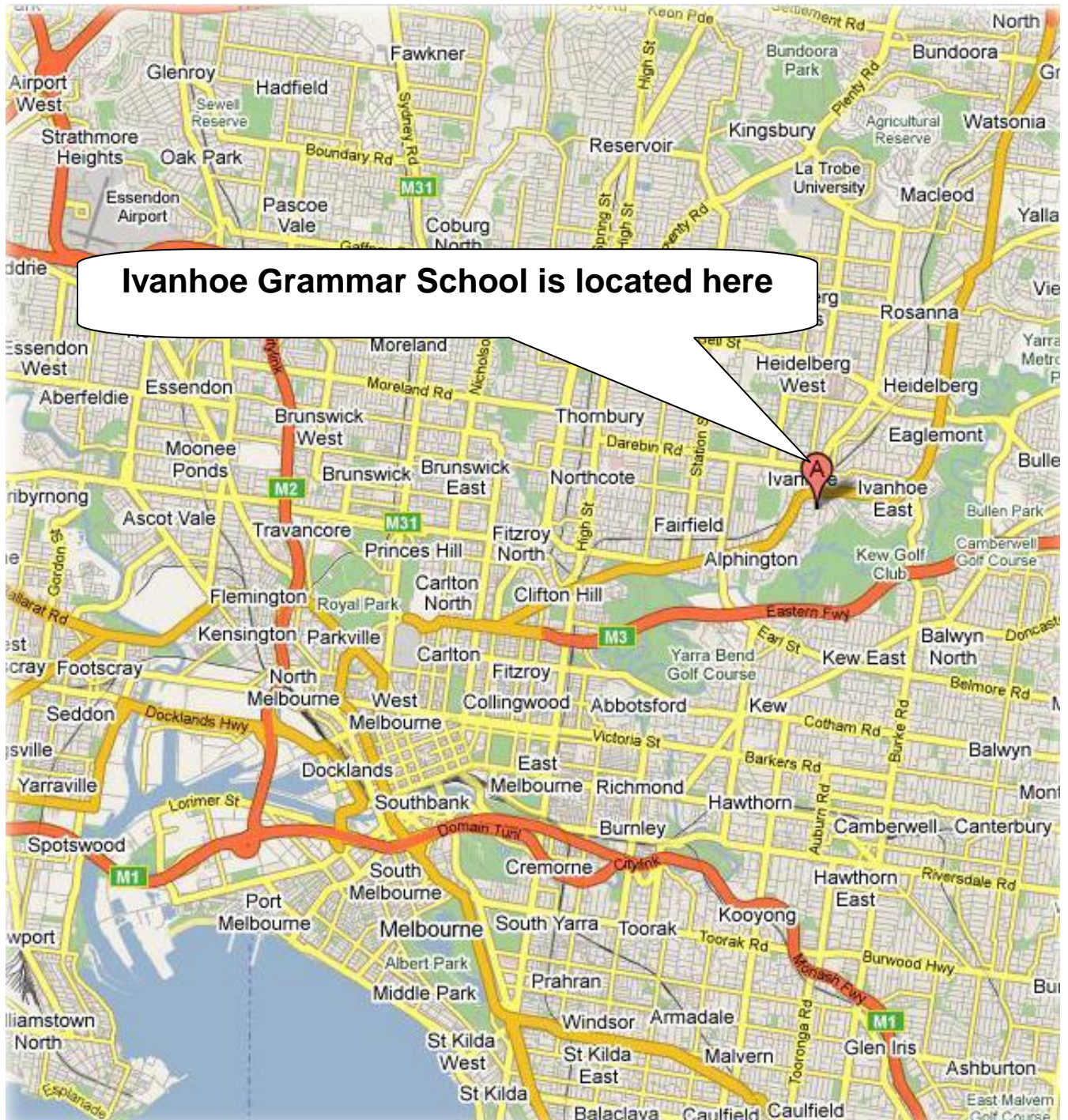
Country Codes

China	86
Hong Kong	852
Indonesia	62
Japan	81
Korea	82
Malaysia	60
Taiwan	886
Thailand	66



INTRODUCING IVANHOE GRAMMAR SCHOOL

Ivanhoe Grammar School's The Ridgeway Campus was founded in 1915 as a small boys' school and is now a very well-regarded, co-educational independent school. The Ridgeway Campus is situated approximately 11km north east of the City of Melbourne. The Plenty Campus, which commenced in 1990, enrolls boys and girls from Preparatory to Year 12, and is situated about 32km north of the City of Melbourne.



IVANHOE GRAMMAR SCHOOL

ARRIVAL

When you arrive in Melbourne you should make an appointment to see the Director of Ivanhoe International. You will be given details regarding:

- The purchase of uniforms
- Transport to and from school
- Subject choices
- Booklists & book stores

You will also be asked to undertake a number of written tests, including English language tests, to help the School to place you in the most appropriate study program.

Your first day at Ivanhoe Grammar School

On your first day of classes you will be asked to report to the Reception Desk in Ivanhoe House at 8.15am. You must be in full school uniform in order to start at the School. You will then be introduced to your Pastoral Co-ordinator or the Dean of International Students who will introduce you to your class mates.

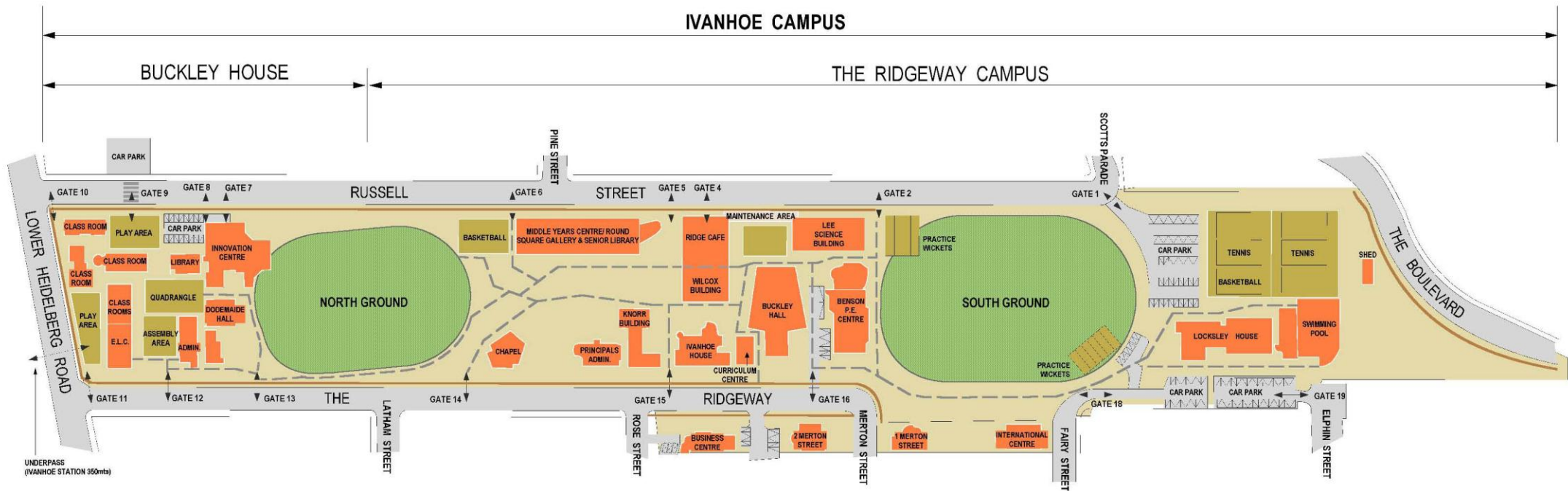
You will meet fellow International students who will provide continued support to you, and will be assisted by the Dean of International Students, whose task it is to help International students with any matter during their stay at the School.

A VIEW of the LOCAL AREA

IVANHOE GRAMMAR SCHOOL



The Ridgeway Campus



Gymnasium
John Benson Physical Education Centre

“The Ridge” School Cafeteria



PASTORAL SUPPORT (*Caring for the International Student*)

If you experience problems there are a number of people who can help:

- **Dean of International Students:** (Ms Bruhn) will be able to solve most of your problems or will direct you to someone who can. She should be your first stop with any concern, especially if you are in the ELICOS Program. Feel free to bring along a senior student if you have any language difficulties.
- **Homestay Co-ordinator:** (Ms Young) can assist you with homestay issues. Please contact Ms Bruhn initially if you have homestay concerns, and she will arrange for Ms Young to assist you.
- **ELICOS Director of Studies:** (Ms Bruhn) can help with information on your progress in the ELICOS program, course selection and other academic matters.
- **Senior Tutor Overseas Students:** (Ms Li) can assist with many aspects of your adjustment to life here in Melbourne and at Ivanhoe Grammar School.
- **Director of Ivanhoe International:** (Ms Gilbert) will assist with all administrative, enrolment and visa matters
- **Pastoral Group Heads:** If you are in mainstream classes, these senior teachers will be able to answer your questions and solve most of your problems. They may refer you to other staff members, including the Dean of International Students, or the Director of Ivanhoe International, on matters such as: passport or visa, accommodation, homesickness, difficulties with other students.
- **Form Tutor:** Each student will be allocated to a form group with a form teacher. You will meet with this teacher each morning at 8.30am to check your attendance. Information will also be given to you at this session. There is also an allocated "Pastoral Period" with your Form Tutor each week, when common problems may be discussed. For ELICOS students, your classroom language teacher is also your form tutor.
- **ESL and ELICOS classroom teachers:** These teachers will often be the people who know you best in the School, and can help you with many day-to-day problems, especially those related to language and study.
- **LOTE (Languages Other Than English) teachers - of Chinese, Japanese, Indonesian:** If you come from one of these backgrounds, these teachers may be very important "bridges" between your own language and culture and the one you are getting to know.
- **The Chaplain** can be contacted for pastoral matters eg. Death of a family member, personal difficulties, religious issues.
- **Counselling Service:** Trained counsellors are available to assist you with your personal problems. Please arrange an appointment through your Pastoral Group Head.
- **Senior International Students:** Students from your home country can be a great source of support.
- **The School Nurse:** (Mrs Dawe) can assist you with health and medical insurance matters.

GRIEVANCES

Policy for the Resolution of Student Grievances

Students and/or their guardians may have concerns or grievances regarding:

- a) **Student Attendance and Conduct e.g.**
- behavioural expectations of the School
 - sanctions applied for misconduct
 - the behaviour of other students

All students are expected to abide by the published rules of conduct of the School. Peer Support leaders (older students from the same ethnic-linguistic backgrounds) are available to help students become familiar with, and understand the School's expectations regarding attendance and conduct, and to listen to their concerns. Form Tutors, Heads of Pastoral Groups and the Dean of International Students are available to listen to students' concerns and to resolve difficulties, where possible. In cases where rules have been breached, staff will apply penalties fairly and without favour.

Where students believe they have not been treated fairly, they may appeal to the Head of The Ridgeway Secondary Campus, the Deputy Principal, or ultimately to the Principal, for a determination of the dispute. Independent external mediation may be sought if the matter cannot be resolved within the School.

- b) **Service and Academic Programs e.g.**
- the quality of teaching provided
 - level of placement and the length of time in a particular ELICOS or mainstream class
 - support services within the School

The student or guardian should raise their concerns in the first instance with the relevant coordinator, e.g. the ELICOS Director of Studies, the VCE Coordinator or the Head of the relevant subject area, who may refer the matter to the Deputy Principal or Principal for resolution. Ultimately, the Principal will confer with the parties in dispute and the Principal's decision will be final.

This decision will be conveyed in writing to the parties. If the student remains dissatisfied with the outcome, he or she may seek independent external mediation.

- c) **Financial and Contractual Issues e.g.**
- interpretation of conditions of enrolment
 - the payment or refund of moneys

The School policy on these matters is clearly stated in the Business Notice. Any queries relating to fees will be dealt with by the Accounts Department. If the student, parent or guardian is dissatisfied with the decision, he or she may write to the Business Manager who will convey a decision in writing to the student. If the student, parent or guardian is still dissatisfied with the outcome, he or she may take the dispute to the Small Claims Tribunal of Victoria.

In the event of an unresolved dispute, further assistance may be sought from:

Dispute Settlement Centre of Victoria
235 Queen Street, Melbourne, 3000
Telephone: 9603 8370

In settling disputes you have the right to be represented by a person of your own choosing.

ATTENDANCE

If you are absent from school for any reason, the School must be advised. Please telephone the School on 9490 1877 (or ask your home-stay to phone) and leave a message with the School's receptionist before 9am. ELICOS students may phone the ELICOS Centre on 9490 3796. If you are ill, a letter from your guardian or home-stay is required. For an extended period of illness see a doctor and obtain a medical certificate. The letter or certificate should be given to your form tutor when you return to school. ELICOS students are expected to attend to personal business, such as banking and travel arrangements, in lesson free time on Friday afternoons.

You are expected to attend school for the whole of each term and arrange your flights around the published term dates. Please seek permission from the School if you are planning to leave school for any reason. You must seek permission from the Dean of International Students, MS Bruhn, if you have a need to vary these requirements.

NOTE: Flights to Asia during December are booked out early, so please make your return flight booking early in the year.

Some students find it difficult to cope with the pressures of school life and are absent on a regular basis. The School will not tolerate this as a method of solving your difficulties as it only makes matters worse. Ivanhoe Grammar School expects **100% attendance**, except where illness, or similar unavoidable circumstances, prevent you from coming to school. In Years 11 and 12 especially, it may not be possible for a teacher to give you a pass in his or her subject if you have missed a number of classes. Please note that unsatisfactory attendance can result in your being reported to the Immigration Department and this, in turn, may mean that your visa is cancelled.



Students walking to their classes

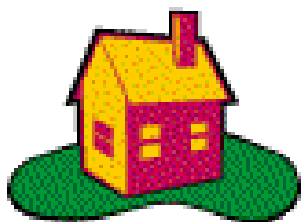
LEGAL ASSISTANCE

If you require legal advice at any time, the following law firms would be prepared to assist, or you may access any other legal service you choose. These companies have agreed to provide assistance at an appropriate fee, payable by you or your parents.

P R Rule
608 High Street
Preston 3072
Tel. 9470 5233
Contact: Mr Peter Rule

Rouch Lawyers
105 Upper Heidelberg Road
Ivanhoe 3079
Tel. 9499 3854
Contact: Mr Colin Rouch

ACCOMMODATION



It is crucial that you live in a home that will enhance your success at school. The School will only allow you to live in an environment that provides supervision and encouragement to you. Unsuitable living arrangements can lead to absenteeism, tiredness, illness and a reduction in your academic success. Many students arrange to live with relatives. Alternatively, the School's Homestay agency, Student Accommodation Services, will find a local family for you.

- **Home-stay**

A local family will provide you with your own bedroom with study facilities, meals and laundry facilities. English will be spoken and you will be expected to fit in with the family's expectations. They may also be able to meet you at the airport on your arrival in Melbourne.



If you are living with Australians be patient and try to learn their ways. Do not be critical of their customs, but try to fit in with what they are doing. For example, they may go to bed earlier than you are used to, but you should respect this and avoid noisy activities late at night. Remember you are their guest so do not treat them as your servants. Offer to clean up after a meal or perhaps you could cook a meal from your own country and share part of your culture with them. In Australia, also, it is common to thank someone for the smallest deeds. At home or school, when someone hands you a drink or a book or offers you directions to your next class, say "thank you".

- **Eating**

If you are not able to eat certain foods due to health or religious reasons, let someone know beforehand and they will be happy to make other arrangements for you. Eat your meal quietly and not too quickly and do not leave the table until everyone has finished.



It may take some time to get used to our foods but be patient as most students are able to adapt. You will be able to buy many of your favourite foods from the many Asian Food Markets in Melbourne.

• Expectations of Students in Homestays

You are expected to behave as a contributing member of the household. This means taking responsibility for your room and belongings and treating other members of the household with respect.

You should be home by 6pm each evening for dinner and should check with your homestay provider if you want to make different arrangements on any evening. Remember that your parents have sent you to Australia to study, and your evenings during the week will mostly be taken up with homework. You should plan on 2 to 3 hours' homework most week nights. In general, outings after the evening meal should be limited to Friday and Saturday nights, unless they have been organized by the School or homestay parents.

On week nights, you are expected to be in bed before midnight. Your homestay parent will tell you what time the household usually "shuts down" for the night and you should avoid all telephone calls, Internet use, showers and television after this time.

On Friday and Saturday nights, you should be home by midnight and the homestay should be contacted if problems arise while you are out. You should tell your homestay beforehand where you are going and provide a contact number if possible. Mobile phones should be switched on at all times so that you are able to be contacted. Games parlours are not appropriate places to spend your free time.

If you want a friend to stay overnight, you should ask your homestay at least one night beforehand and this should only be on a Friday or Saturday night (one friend per visit.) You should also ask your homestay beforehand if you would like a friend to stay for a meal.

Remember that it is customary and courteous here to **ask** rather than **tell** homestays about planned activities.

Smoking is not permitted at homestays, at school, or in school uniform.



Be thoughtful of the needs of other family members in regard to bathroom use, especially in the mornings. You should

- Limit your showers to 5 to 10 minutes, as hot water is expensive and may be in limited supply. You should also remember that Australia is a dry country and water is a scarce resource.
- Get dressed and attend to your hair etc back in your bedroom.

You should ask if you wish to use extra electrical appliances in your room, for reasons of both cost and safety. Fan heaters should not be left running all night. If heating is a problem, you should discuss this with your homestay.

Fees

The standard homestay cost is \$250 per week for full board. This means your own room, laundry and three meals per day, although students may be required to make their own breakfast and lunch from food provided.

You are required to take responsibility for the cost of all telephone calls, both local and international. Phone cards and mobile phones may be suitable ways to do this.

You will be required to pay two weeks' board on arrival and every two weeks after that. All fees should be paid as they become due. Some homestays provide Internet access but this is an extra expense. In some cases, students are permitted to install a separate telephone line for Internet use but this is not standard.

Two weeks' notice is required if you intend to leave. A holding fee of \$70 per week may be charged during midyear vacation periods if you are returning home, and during school camps.

A small charge will be made during the summer vacation if you are returning home. You may be required to pack and store your belongings in an agreed area of the homestay's house if the homestay wishes to use the room in your absence. You need to advise your homestay before the vacation if you do not intend to return to that homestay, in which case your belongings should be packed and removed from your room before the vacation

Students and homestays should keep records of all financial payments. The homestay arrangement is essentially a good will agreement and no formal contract is signed.

Student Accommodation Services charges a homestay placement fee of \$130 and an airport pickup fee of \$90. (All charges include Goods and Services Tax.)

You may find that your accommodation is unsuitable for you on arrival or after a period of time. If this is the case, and provided the reason for moving is a reasonable one, the School's homestay agent will be asked to arrange other accommodation for you. **Two weeks' notice must be given to your current homestay.** Please see Ms Bruhn in the first instance if you have homestay problems.

Note: A change of accommodation must be approved by the Dean of International Students. Groups of students are not permitted to live together in rented flats or houses regardless of age. For students under 18, your visa conditions require you to be under the supervision of a responsible adult.

PASSPORTS & VISAS

You are responsible for ensuring that your passport and visa are up to date. Your consulates are listed in the white pages telephone directory. One month before your visa expires, bring your passport to the office of The Director of Ivanhoe International (Ms Gilbert) and we will assist you in renewing your Visa

Failure to maintain a valid passport can result in legal action against you.

Failure to maintain satisfactory attendance at classes can result in the cancellation of your student Visa.

Failure to maintain satisfactory academic performance can result in the cancellation of your student Visa.

It is your responsibility to keep the School fully informed of all your contact details (address, telephone numbers and email address). Failure to do this can also result in the cancellation of your student Visa.

OVERSEAS STUDENT HEALTH COVER (OSHC)

Health cover is provided to you by Medibank Private (or other providers) who have offices throughout Melbourne. Before arrival you are required to take out OSHC and it is your responsibility to ensure that your cover is renewed throughout the duration of your student visa.



On arrival, you will be issued with a temporary card, which will allow you to make medical claims immediately if necessary. You will later receive a permanent plastic card. You will be required to keep this card until you finish your education in Australia.

One month before your OSHC expires, bring your card to the School Nurse (Mrs Dawe) and she will renew it for you, with the cost added to your account. It is possible to pay your entire medical insurance in advance, for the whole time you will be studying in Australia, and this has clear advantages in both cost and convenience.

OSHC provides the following cover:

- OSHC will pay 100% of your costs for services performed in a public or private hospital. If the doctor charges more than the scheduled fee you will be required to pay the difference.
- OSHC will generally pay 85% of the Government scheduled fee for services performed out of a hospital, eg a visit to the doctor.

OSHC does not provide cover for the following:

- Treatment in the first 18 months after your arrival in Australia for a medical condition or disability in existence before you came to Australia.
- Dental work, chiropractor, physiotherapy, ambulance, glasses, medicine.

ADDITIONAL HEALTH COVER for the above services may be purchased. The Yellow Pages telephone directory contains a list of private health insurers or you can obtain cover from most Chemist shops.

HOW TO CLAIM Some doctors will send the account directly to Medibank and you will pay nothing if the scheduled fee is charged. Otherwise pay the account and then take your receipt to a Medibank office. The closest offices to the School are in the Northland and Doncaster Shopping Centres. You can also complete a claim form and send it to Medibank. See the School Nurse if you require a claim form or need further assistance.

Advice for newly arrived International Students

The Dean of International Students (Ms Bruhn) is the person you should see if you have problems related to your accommodation. You should make sure that she, as well as your Pastoral Leader (if you are in mainstream classes) knows your movements at all times, especially if you are planning to change your address or to return to Asia before the end of term.

As already explained, if you are in a homestay, treat your homestay family with courtesy and consideration. They need to know if you will be home for meals. It is polite to tell them when you will be going out and when you are returning. Whatever accommodation you have, keep to **reasonable hours**. Weeknights are for study and rest, and you should keep your outings for the weekend.

DISCIPLINE AND SCHOOL RULES

Australian schools and classrooms are more informal than many overseas schools. This does not mean that they are easy or that discipline is weak. There are many rules that you must know.

These are the most important ones:

- You must attend all classes on your timetable unless you have permission from a teacher to be absent. This includes form assembly and other assemblies, sport and activities and private study periods.
- If you are ill, you or your guardian or homestay parent must advise the School by telephone in the morning.
- You must be on time for classes. School starting time is 8.30a.m.
- You may not leave the school grounds during the day unless you have permission from your Pastoral Leader or Ms Bruhn. (Special rules apply to Year 12).
- Smoking, alcohol and drugs are not permitted at School.
- Proper school uniform is expected at all times.
- Fighting or any aggressive behaviour towards others is forbidden.
- You are encouraged to become fully involved in the School. There is a wide variety of sports to choose from. Music, singing, drama and other activities should also be considered.
- Physical punishment is not used in Australian Schools

However, this does not mean that bad behaviour is accepted.

The punishments you may be given include:

- extra homework.
- after-school detention.
- Saturday morning detention.
- suspension from school for a number of days.
- a request to leave the School (if the behaviour is very bad).
- guardians and parents are normally contacted in cases of bad behaviour by students.
- repeated absence may result in a cancellation of your student visa.
- **AT SCHOOL** you may find that some Australian students are noisier or appear more aggressive than you may have expected. Do not be frightened or offended by their behaviour as generally no offence is meant. Try and mix with them where possible and sit next to them in class. Australian students will respect you if you make an effort to participate in their activities eg sport, music etc. **Remember this is part of your learning also.**

IN THE CLASSROOM

Your teachers will encourage you to speak and ask questions in class and will give you many activities to develop your speaking and listening skills. These are not just games and your English will improve much more quickly if you take them seriously and try hard.

You will normally be allowed to use your own language in class to help each other understand new work or instructions. However, if you are using your own language in order to misbehave, you may be told to "speak English only".

Class work is often followed up by homework, but even when there is no homework, you should read over your written work every night, as this is the basis of tests. You may also be asked to watch television news programs and read newspapers.

Regular tests are given in most classes. For ELICOS students, English tests at the end of each term help to determine whether you are ready to move into mainstream classes. Teachers will always help you if you ask. If you wish, tutors can be arranged.

ADVICE FOR STUDENTS MOVING INTO MAINSTREAM COURSES

- You will not get as much personal attention from teachers as you received in the ELICOS Program. This is mainly because classes are larger.
- Research projects and assignments will be given in most subjects. Teachers will not always tell you exactly what to do and when to do it and you will often need to work on your own or in the library. You must learn to plan your time and ask teachers for help if you don't understand. International students often find it difficult to do this.
- Australian education does not value "rote learning" (learning the exact words of the teacher or text book). You are encouraged to use your own words in essays and assignments to show that you understand. Copying information from books is also not an acceptable way to do homework. It is your own thinking that teachers are interested in. Copying from other students is of course not allowed.
- It is not considered rude to have a different opinion from the teacher about topics studied in class, especially in "Humanities" subjects (e.g. English, History, Australian Studies, Religious Education). Teachers in Australia encourage you to develop your own opinions and to explain why you think that way by giving reasons and evidence. Your answers will not often be considered "wrong".
- Teachers expect you to look at them when they talk to you and to tell them the truth. If you say "yes" to a question in order to be polite (such as "Do you understand?"), when the real answer is "no", you will cause confusion and in some cases you may be seen as untruthful.
- Teachers at Ivanhoe Grammar School are your friends and want to help you. Always tell them when you have a problem or do not understand. You will find that learning English and understanding life in Australia gets easier all the time.