



St Mary's
ANGLICAN GIRLS' SCHOOL
FOUNDED 1921



international
STUDENT HANDBOOK



discovering
her best



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st mary's campus



School Overview

SENIOR SCHOOL	Tel: +61 8 9341 9111	Email: stmarys@stmarys.wa.edu.au
BOARDING RECEPTION	Tel: +61 8 9341 9200	Email: boarding@stmarys.wa.edu.au
HEALTH CENTRE	Tel: +61 8 9341 9202	Email: medicalstaff@stmarys.wa.edu.au
UNIFORM SHOP	Tel: +61 8 9341 9143	Email: ushop@stmarys.wa.edu.au

Important Telephone Numbers *and* Websites

FIRE, POLICE, AMBULANCE: Telephone **000** (within Australia)

DEPARTMENT OF HOME AFFAIRS: **13 18 81**

Located at: 836 Wellington Street, West Perth 6005

This Department provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application. The latest information can be found at: → www.immi.gov.au/students

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE (DFAT):

→ www.defat.gov.au

Provides details of Australian Embassies, High Commissions, Consulates and Representative Offices around the world.

St Mary's is registered for international students under the ESOS (Education Services for Overseas Students) framework which is supported by the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Information on the framework can be found under the ESOS Framework tab at:

→ www.internationaleducation.gov.au; and the National Code 2018 can be found at:

→ www.legislation.gov.au/Details/F2017L01182

STUDY PERTH is a useful website for students considering studying in Perth: → www.studypertth.com.au

A **help sheet for international students** which gives more details in regard to becoming an international student can be found at:

→ <https://docs.education.gov.au/documents/international-student-fact-sheet>

Staff Directory – People you will meet

MRS JUDITH TUDBALL – PRINCIPAL

PHONE: +61 8 9341 9101
EMAIL: principal@stmarys.wa.edu.au



MRS CHERYL HAAK – DEPUTY PRINCIPAL/ DEAN OF CURRICULUM

PHONE: +61 8 9341 9110
EMAIL: chaak@stmarys.wa.edu.au



MRS FIONA MCGLINN – INTERNATIONAL STUDENT CO-ORDINATOR

PHONE: +61 8 9341 9205
EMAIL: fmcglinn@stmarys.wa.edu.au



MS ERICA HERRON – DEAN OF STUDENTS

PHONE: +61 8 9341 9103
EMAIL: eherron@stmarys.wa.edu.au



MRS SHEEVAUN DARBY – DEAN OF ADMINISTRATION

PHONE: +61 8 9341 9109
EMAIL: sdarby@stmarys.wa.edu.au



MRS HELEN ADAMS – HEAD OF JUNIOR SCHOOL

PHONE: +61 8 9341 9231
EMAIL: hadams@stmarys.wa.edu.au



FATHER TERRY CURTIS – SCHOOL CHAPLAIN (SEMESTER 1, 2019)

PHONE: +61 8 9341 9102
EMAIL: tcurtis@stmarys.wa.edu.au



REVEREND RICHARD PENGELLEY – SCHOOL CHAPLAIN (FROM SEMESTER 2, 2019 ONWARDS)

PHONE: +61 8 9341 9102
EMAIL: rpengelley@stmarys.wa.edu.au



MS FELICITY MONCK – HEAD OF PSYCHOLOGY SERVICES

PHONE: +61 8 9341 9108
EMAIL: fmonck@stmarys.wa.edu.au



MRS HAZEL TAYLOR – ENROLMENTS REGISTRAR

PHONE: +61 8 9341 9121
EMAIL: htaylor@stmarys.wa.edu.au



ANNE SYMINGTON BOARDING HOUSE

MRS TINA CAMPBELL – HEAD OF BOARDING

Available 8.00am to 8.00pm, Monday to Friday,
and in the event of any and all emergencies.
PHONE: 0407 476 343 or 9341 9201
(from overseas +61 407 476 343 or +61 8 9341 9201)
EMAIL: tcampbell@stmarys.wa.edu.au



MRS KATHRYN MCLEAN - BOARDING ADMINISTRATOR

Available 8.30am to 4.30pm, Monday to Friday
PHONE: +61 8 9341 9200 (from overseas +61 8 9341 9200)
EMAIL: kmclean@stmarys.wa.edu.au



MRS JULIE GARNETT – BOARDING ACADEMIC SUPPORT

Available 8.30am to 4.30pm Tuesday, Thursday and Friday
and 8.30am to 8.30pm Monday and Wednesday
PHONE: +61 8 9341 9111
EMAIL: jgarnett@stmarys.wa.edu.au





About St Mary's

St Mary's Anglican Girls' School is an independent day and boarding school for girls from Kindergarten to Year 12. It is located close to the ocean in the northern suburb of Karrinyup, approximately twelve kilometres from Perth's city centre and within walking distance of some of Perth's finest beaches. The School's well-appointed, air-conditioned buildings and modern facilities are set on 16 hectares of landscaped grounds and natural bushland.

The School has an enviable reputation for academic excellence as well as achievement at the highest levels in music, drama, art, debating, sport and outdoor education.

We are also renowned for encouraging participation by students of all levels of ability in a wide range of exciting co-curricular activities.



The best way to experience all that St Mary's has to offer is to visit us.

Please contact our Enrolments Registrar Mrs Hazel Taylor, on **+61 8 9341 9111**.

Welcome to St Mary's from the Principal



I am delighted to introduce you to St Mary's Anglican Girls' School.

For almost 100 years, St Mary's has been proudly educating girls to be the best they can be. We are committed to nurturing

confident and caring young women who embrace opportunities and contribute meaningfully to their community, both within and beyond school.

With a reputation for outstanding academic achievement in an Anglican faith-based environment, St Mary's is a caring and inclusive community. Our highly qualified and professional staff are supported by excellent facilities and provide a warm and supportive learning environment to enable our girls to thrive. Discovery is at the heart of the St Mary's student experience, and our staff are faithfully committed to the holistic development of each girl. Importantly, we recognise that at the heart of happiness is knowing yourself, understanding

others, and being a good human being. We aim to develop the unique qualities of our students while encouraging them to strive for personal excellence.

A rich co-curricular programme provides our girls with outstanding opportunities to engage in service activities, outdoor education, surf and diving programmes, drama, dance, debating, music and sport.

Our St Mary's boarding family also plays a significant role in the life of our school. The girls feel a true sense of home living in the safe, secure and happy environment that is a hallmark of the St Mary's boarding experience. I look forward to contributing to the safe, secure and happy environment that is a hallmark of the St Mary's boarding experience.

As the 10th Principal of St Mary's, I am charged with a special responsibility to instil in your daughter a love of lifelong learning and to guide her towards a future full of educational opportunities, happiness and confidence. I look forward to welcoming you to St Mary's to explore the possibilities.

MRS JUDITH TUDBALL | PRINCIPAL

Welcome from the International Student Co-ordinator



Welcome. Huānyíng. Bienvenue. Selamat datang.

We are so thrilled you have chosen St Mary's to be your school. Moving to a new country is exciting and can also be quite

stressful. We can help you with all the things you'll need to make your cultural and educational transition as smooth as possible.

We care about your success and welfare and

provide high quality ongoing pastoral care and support. Our hope for your time with us is that the exchange of culture, traditions and lifestyle is mutually enriching.

Please don't hesitate to contact us if you have any questions about living in Perth or studying with us. We very much look forward to welcoming you to our beautiful school, as well as to our close-knit international student family.

I will be your daughter's emergency contact while she is a student at St Mary's. There will be many ways for you to contact me, including a mobile telephone number, WhatsApp, Viber and WeChat.

MRS FIONA MCGLINN | INTERNATIONAL STUDENT CO-ORDINATOR

welcome



About Western Australia

Western Australia, the largest of the Australian states and territories, has it all: ecological diversity from the sub-tropical northern regions to the cool forests of the south west, mineral wealth, stunning scenery, sandy beaches, a modern city and a sound and stable government.

Perth is the capital and largest city of the Australian state of Western Australia. It is the fourth most populous city in Australia, with an estimated population of just over 2 million.

Perth enjoys a Mediterranean climate with an annual rainfall of approximately 880mm, most of

which falls between May and September. It has the highest number of average daily sunshine hours of any major Australian city. Humidity and pollution levels are low. Perth offers a safe and clean environment and an exciting multi-cultural and cosmopolitan atmosphere. The city is only a short drive from the School.

Perth provides an excellent quality of life with respect to personal safety, health, education, transport and the environment. It often ranks as one of the most liveable places in the world.

TRAVELLING TO PERTH

Perth International Airport serves flights from Australia and around the world. Perth is a five-hour flight from Singapore, a six-hour flight from Malaysia, a four-and-a-half-hour flight from Jakarta and an eight-hour flight from Hong Kong. Most major airlines fly out of Perth International Airport.

Perth is on the same time zone as Hong Kong, Singapore, China, Macau, Taiwan and Kuala Lumpur, making communication with home for our international students remarkably easy.

International students can be collected from or delivered to Perth airport by the boarding house staff at the beginning and end of each term and at mid-term breaks. This service is provided without cost.

St Mary's Anglican Girls' School is only a 20-minute drive from the centre of Perth and 35 minutes by car from Perth International Airport.

LIVING IN AUSTRALIA

Australia is one of the best places to live while you learn. The standard of living is amongst the highest in the world, yet costs are competitive. Australia is a natural wonderland of beautiful beaches, crystal blue waters, amazing ancient rock formations and pristine rainforests. Australia is the sixth largest country in the world and has the lowest

population density per square kilometre. It has historic townships, bustling cities, vivid landscapes and exotic flora and fauna, all adding to its unique appeal.

It is also extremely safe and therefore an excellent choice as an education destination for your daughter.

WHAT TO BRING

International students are often surprised by how strict Australian customs services and quarantines can be. If you are in doubt about whether or not your goods are prohibited, declare them anyway on the Incoming Passenger Card which you will receive on the plane before you land.

Further details can be obtained from the Australian Quarantine and Inspection Service (AQIS) website: ➔ www.australia.gov.au/information-and-services/passports-and-travel/customs-and-quarantine

Baggage allowances flying into Australia will vary according to your carrier, flight class and country

of origin. Economy passengers are generally permitted one piece of checked luggage (25kg) and 1 piece carry-on (7kg) for international flights, but only 20kg of checked baggage on domestic flights within Australia. However, this varies between airlines so we advise you check your ticket.

This will limit the amount of things that you can bring; however, you can buy most things upon arrival in Australia and international students are allowed to store things within the boarding house in between each term and at the end of the school year to make things easier as an international student.

MONEY

You will need to make sure that you have enough money to support you when you first arrive. It is recommended that you have approximately AUD\$500 to AUD\$1000 available for the first two to three weeks to pay for any initial purchases you might need, including books and stationery. You should bring most of this money on an international credit card or travel card. The spare card can be kept by the International Student

Co-ordinator in the boarding house safe. All money over AUD\$50 should be kept in the safe for safe-keeping.

You should open a bank account when you arrive. The International Student Co-ordinator can assist you with this as there are plenty of banks at the local shopping centre in Karrinyup, which is only a short 10 minutes' walk from the School.

ATMS

Automatic Teller Machines are located everywhere within Australia. You can withdraw cash from an overseas bank account from these immediately, if it has the Cirrus logo. Before you

travel we recommend you check with your bank provider at home to make sure that your ATM card has international access.

Australian Laws

ALCOHOL

People under 18 are not permitted to consume alcohol. If you buy alcohol, or are given it at a licensed premises, both you and the person selling the alcohol have committed an offence. There are heavy penalties for people who drink and drive.

St Mary's does not permit the consumption of alcohol. Students will be suspended for use or

possession of alcohol, regardless of their age. This applies to any student having alcohol or having consumed alcohol at a school event or being under the influence of alcohol either at school or within the boarding house.

DRUGS

There are severe penalties for illegal drug use or dealing drugs. Avoid being in any situation where illegal drugs are involved. At school, St Mary's has very strict guidelines regarding alcohol and drugs as both are illegal. These guidelines are in place until after you have finished school, even if you

have turned 18 years of age before completing your final year.

Any student found to either be using or having drugs in their possession would be expelled. This would have severe consequences for your International student visa.

SMOKING

Smoking is not permitted in many areas. It is illegal to lend, give or sell cigarettes or tobacco to anyone under 18 years of age. It is also illegal to buy cigarettes or tobacco for anyone under the

age of 18. It is illegal to smoke in enclosed public spaces. St Mary's Anglican Girls School is a non-smoking campus and any girls in possession of or using tobacco will be suspended..

GAMBLING

Young people under the age of 18 are not permitted to gamble. If you are under the age of

18 you may not enter gambling establishments such as the casino or gaming areas in pubs.

NIGHTCLUBS

Anyone under the age of 18 is not allowed in a licensed entertainment venue after 9pm. You may need to provide proof of age to buy alcohol or

enter a licensed venue. It is an offence to provide false identification.

STEALING AND VANDALISM

There are severe penalties for anyone involved in stealing, shoplifting or damaging public or private

property. Penalties will vary depending on the severity of the crime.

HARASSMENT AND DISCRIMINATION

Perth prides itself on being a multicultural and tolerant society. In Australia it is generally illegal to discriminate against anyone based on gender, sexuality, marital status, pregnancy, race, physical

or intellectual impairment or age. There are strong anti-discrimination policies in place to safeguard this and to allow everyone to live harmoniously together.

australian

laws



Benefits of a Girls' School?

St Mary's Anglican Girls' School is a proud member of the Alliance of Girls' Schools Australasia (AGSA) and believes in the many benefits that girls' schools have to offer. Below is an excerpt from the Alliance of Girls' Schools website outlining the benefits of an all-girl education:

"Girls' schools are ideally positioned to educate, inspire and nurture the girls of today, who will be

the leaders of tomorrow. While in co-educational schools, girls have to compete for attention and leadership positions with boys, in single-sex schools every girl has a voice. Curriculums are tailored for girls, who are given opportunities to develop and excel. Girls in single-sex schools can captain the debating team, choose to study physics or be part of a football team."

GIRLS' SCHOOLS ARE SPECIALISTS IN GIRLS' EDUCATION

The Alliance of Girls' Schools Australasia produces a brochure *Why a Girls' School?* which can be ordered from the Executive Officer.

Highlighted below are some of the many benefits of choosing a single-sex education for your daughter.

ACADEMIC ADVANTAGES

Girls in girls' schools achieve significantly stronger academic results than any other group in Australia. Without the competition from boys, girls are

free to pursue academic excellence and each achievement is celebrated.

ROLE MODELS AND LEADERSHIP

All the leadership roles in girls' schools are filled by girls: from the captain of the football team to the head of the student body; from the first trombone in the school orchestra to the main part in the

school play; and from student leadership groups to the leaders of every school club. Younger students see these female leaders as role models and learn that girls can lead in any field.

A TAILORED CURRICULUM

Girls' education is a specialised field. Teachers tailor their classes and curriculum for the girls. This means that students are more likely to be engaged with the content and the methods used

in each subject. Girls are free to participate in class without the teacher's attention being dominated by boys.

COUNTLESS OPPORTUNITIES

Girls at girls' schools enjoy not only equal opportunity but every opportunity. All activities are open to girls: they participate, influence and

lead. There is no gender stereotyping with subject selection. Girls are able and encouraged to explore a career or future in any area.

COUNTERACTING NEGATIVE INFLUENCES

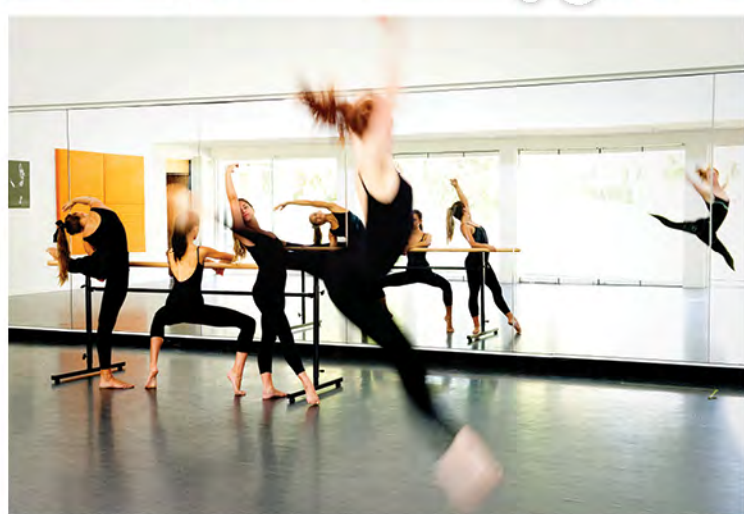
Girls can work through the challenges of adolescence without embarrassment. Many single-sex girls' schools run specific programmes that counteract negative body imagery and ideals of

how girls and women are portrayed in the media. Educators in girls' schools believe strongly in helping girls to accept and be comfortable with 'who they are'.

GLOBAL CITIZENS

Girls' schools prepare students to be citizens of the world, using rapidly developing technology and forming connections with girls in other countries. There is an emphasis on social justice

and community as girls are encouraged to make connections with others outside the classroom walls.





St Mary's at Metricup

St Mary's at Metricup: The Lady Treatt Centre for Learning and Leadership provides a base for our camp programmes. There are countless opportunities to take part in a wide range of extracurricular outdoor education camps whilst a student at St Mary's.

The Outdoor Education programme, a fundamental part of learning at St Mary's, is centred on camps for Years 5 to 9 and Year 11. All are designed as an important component of the School curriculum and assist in developing leadership and learning outside of the classroom.

School Values

Our motto Fideliter meaning faithfully and conceived at the foundation of the School in 1921, underpins all that we are and do. It proclaims being faithful to God, school and self, encompassing the Christian values of loyalty, honesty and constancy.

A ST MARY'S
GIRL





General Information for International Students

St Mary's Anglican Girls' School is an approved school to accept Full Fee Paying Overseas Students. The School encourages the enrolment of overseas students as they enrich our culture and bring a greater understanding and appreciation of

other communities' lives and values. Each year we welcome girls from countries all over the world, including Singapore, Malaysia, Hong Kong, Jakarta, China and Thailand.

ESOS FRAMEWORK

The Australian Government wants international students in Australia to have a safe, enjoyable and rewarding place to study.

Australia's laws promote quality education and consumer protection for all international students.

These laws are known as the ESOS Framework and they include the Education Services for International Students (ESOS) Act 2000 and the National Code 2018.

PROTECTION FOR INTERNATIONAL STUDENTS

As an international student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for International Students (CRICOS):
➔ <http://cricos.education.gov.au>

CRICOS registration guarantees that the course and the education provider at which you study meets the high standards necessary for international students. St Mary's CRICOS Provider Code is 00454C and is registered as a provider trading under the name St Mary's Anglican Girls' School INC.

ST MARY'S CRICOS CODE	COURSE CODE	COURSE NAME	COURSE LEVEL AND DURATION
00454C	021986A	PRIMARY EDUCATION YEARS 1 – 6 GIRLS ONLY	PRIMARY SCHOOL STUDIES 312 WEEKS
00454C	005245E	SECONDARY EDUCATION YEARS 7 – 12 GIRLS ONLY	SENIOR SECONDARY CERTIFICATE OF EDUCATION 312 WEEKS

Rights and Responsibilities

YOUR RIGHTS

The ESOS framework protects your rights, including:

- Your right to sign a written agreement with St Mary's Anglican Girls' School before, or as you pay fees, setting out clearly the services to be provided, the fees payable and information about refunds. Both parents and students should keep a copy of this agreement.
- Your right to get the education that you have paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course of study if St Mary's Anglican Girls' School is unable to teach your course.
- Your right to receive, before enrolling, current and accurate information about the courses offered, the fees due, mode of study and other information from St Mary's Anglican Girls' School and its approved agents. If you are under 18, to ensure your safety, you will only be granted a visa if there are structures in place for your accommodation, support and welfare. At St Mary's this is within the School's boarding house unless you are living with your parents.

The ESOS framework sets out the standards Australian education providers offering education services to international students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:

- orientation and access to support services to help you study and adjust to life in Australia;
- who the contact officer or officers are for international students;
- when your enrolment can be deferred, suspended or cancelled;
- what St Mary's Anglican Girls' School's requirements are for satisfactory progress in the courses you have selected to study and what help is available to you if you are struggling;
- how attendance will be monitored during your course of study; and
- a complaints and appeals process.

All of these will be discussed with you personally at St Mary's by Mrs Fiona McGlinn, our International Student Co-ordinator.

YOUR RESPONSIBILITIES

As an international student on a student visa, you have responsibilities to:

- satisfy your student visa conditions;
- maintain your International Student Health Cover (OSHC) for the period of your stay;
- meet the terms of the written agreement with St Mary's Anglican Girls' School;
- keep a copy of the written agreement with St Mary's Anglican Girls' School, as supplied with

the offer of your place, along with receipts of any payments of tuition fees and non-tuition fees;

- inform St Mary's Anglican Girls' School if your contact details change at any time;
- maintain satisfactory course progress at all times; and
- ensure that you meet with the expected 90% attendance expectations.

Marketing and Information Practices

St Mary's Anglican Girls' School markets its education services in an ethical and professional manner to maintain the integrity and reputation of the School.

St Mary's Anglican Girls' School marketing materials do not make false claims or provide misleading information regarding the school, its courses or course outcomes, including:

- claims of associations between providers;
- employment outcomes associated with a course;
- automatic acceptance into another course; and/or
- possible migration outcomes.

Students are allocated places via the standard, non-discriminatory enrolment procedure. The maximum number of international students that St Mary's can have enrolled at any one time is specified by the Department of Education. Pre-enrolment information, including the rights and responsibilities of both parties, is outlined in the Fees and Charges and Enrolment Application details which will be sent to you. Copies of St Mary's Anglican Girls' School pre-enrolment and marketing materials, such as the School Prospectus, Application for Enrolment Form, International Student Booklet and International Student Handbook and the curriculum handbooks are provided to all international students prior to their enrolment.

These documents are also available on the St Mary's website: ➔ www.stmarys.wa.edu.au

International Agents

Many of our international students come to St Mary's through word of mouth or are recommended by family and friends. We do, however, have formal agreements with a small number of educational agents that we work with for referrals in a variety of countries.

A detailed list of these agents can be gained by contacting Ms Michelle Houwen, Director of Finance and Administration via email: mhouwen@stmarys.wa.edu.au



Application and Enrolment Process

Applications are assessed and considered on the basis of:

- the number of positions available at the appropriate year level within the School.
- the student's academic records and English language proficiency level for the proposed course of study.

St Mary's Anglican Girls' School will consider enrolment applications from students wishing to apply for a student visa, subject to compliance

with the minimum requirements and conditions set out by both the School and legislative requirements of the State of Western Australia and Commonwealth of Australia.

Recruitment of students will be conducted at all times in an ethical and responsible manner and be consistent with the requirements of the National Code 2018.

Applications from overseas students are processed according to established policy and procedures and are dealt with on their merits.

Students may be required to undertake intensive English Language study prior to their entry to the School. St Mary's has no direct affiliation with any language school but can provide parents with details of schools in Perth able to offer this service with whom the School has worked with previously.

St Mary's requires that all international students have a High Intermediate Score level or above on their AEAS Testing before being offered a place at the School. All AEAS test results should be given with the application for enrolment.

Enrolling *your* Daughter

STEP ONE: LODGEMENT OF ST MARY'S ANGLICAN GIRLS' SCHOOL APPLICATION FOR ENROLMENT

To enrol your daughter at St Mary's, please complete our Application for Enrolment form, which is available to download from our website, and return this to us along with the non-refundable application fee.

As part of the application form you will need to include a copy of your daughter's latest school report translated and validated, a copy of her

passport and if applicable, her visa details and a copy of your daughter's birth certificate.

You should also include your daughter's AEAS Report if you have one.

These should be returned to the Enrolments Registrar, who will advise if a place is available and if any further documentation is required before furthering your application.

STEP TWO: INTERVIEW

All students applying for enrolment to the School undertake a formal interview prior to being offered a place.

The interview with parents, a local carer and the student is usually conducted by a member of the School Executive in person at the School. This is to allow both the family and the student to tour the School and the boarding house to see for

themselves the campus and where they will be both learning and living. All international students at St Mary's either live in the boarding house as full-time boarders or with a parent in Perth.

These interviews can also be undertaken via SKYPE or when the School Principal and Head of Boarding visit some of our overseas families in a number of different countries annually.

STEP THREE: OFFER/RECOMMENDATIONS

A conditional letter of offer will be sent by the School from the Principal to prospective parents after the interview, where vacancies exist, and English competency requirements have been met by the student.

The acceptance of the place requires the return of the letter of offer plus the payment of the non-refundable and non-transferable endowment fee, equal to 25% of the Year 7 annual tuition fee. Please note that this fee is not deducted from the tuition fees.

All other payments and charges, with the refund policies and the dates that charges are due, are in the current Fees and Charges brochure, available to

download from the School's website:
➔ www.stmarys.wa.edu.au/fees

Upon receipt of the signed written agreement and the Endowment Fee and Overseas Student Health Cover Fee, a Confirmation of Enrolment (C of E) form will be issued and a Confirmation of Appropriate Accommodation and Welfare (CAWW) letter issued, which will allow you to apply for the student visa 571, should this be required. Issuing of the C of E will usually occur in the September prior to entry to St Mary's. All other fees, including tuition, boarding and other associated fees, will be invoiced in January of the year of entry.



STEP THREE: OFFER/RECOMMENDATIONS (CONT)

In confirming their acceptance of a place for their daughter at the School, parents or legal guardians agree:

- to be bound by the present and future rules and regulations of the School and that their daughter will be bound by these rules and regulations;
- To provide to the School your change of residential address and contact details, such as mobile telephone number, home number, email address and who to contact in the event of an emergency, as changes occur and upon the School's request every six months. This is part of our legal requirements. These changes must be notified to the School

within seven days of any changes occurring, as part of the National Code 2018;

- authorise the School, in the event of their daughter's sickness or injury, to take such action as is deemed necessary to obtain medical or hospital care and attention for their daughter and to pay all costs and expenses incurred on behalf of their daughter; and
- to initial and subsequent payment of fees by the due date shown on the School account and accept that in the event of overdue amounts, these may incur the prescribed late payment fee.

Health Cover

All visa applications must provide evidence of Overseas Student Health Cover (OSHC) for the proposed duration of their visa. OSHC is an insurance that provides cover on the costs for medical and hospital care which international students may need while in Australia. OSHC will also pay for most prescription drugs and emergency ambulance transport. OSHC provides a safety net for international students, similar to that provided to Australians through Medicare, and includes access to some private hospitals, day surgeries, ambulance cover and benefits for

pharmaceuticals.

St Mary's will organise Overseas Student Health Cover through our nominated medical insurer, AHM for all international students.

A visa length cover fee is payable at the time of accepting a place at the School and prior to the issue of the Confirmation of Enrolment for Visa Application purposes.

Payment of School Fees

School fees can be paid directly into the School's bank, by credit card over the telephone or by electronic funds transfer.

BPAY Biller Code: 606483

Biller reference BPAY Code
- located on your statement

BPOINT Biller Code: 1001405

Biller reference BPOINT Code
- located on your statement

Surname

The link to BPOINT can be accessed via the St Mary's Portal by selecting the tab "\$ Payments".

CREDIT CARD Please telephone the Accounts Department on +61 8 9341 9124 and provide details.

ELECTRONIC FUNDS TRANSFER

Commonwealth Bank of Australia,
Karrinyup WA

BSB No: 066 157

Account No: 1012 3268

In the reference field please type "Family Code and Surname"

If a student is to be withdrawn from the School, at least one term's notice is required in writing to the School Principal, such notice being given no later than the last day of the previous term. In the absence of the required notice being given, one term's fees, both tuition and boarding as applicable, will be payable. Receipts of all payments of tuition and non-tuition fees should be kept by both the student and the parent.

Enrolment Documents

For further information on enrolling as an international student, including our:

- International Student Brochure
- International Student Fees and Charges
- A St Mary's Enrolment Application Form

Please visit:

➔ www.stmarys.wa.edu.au/international-students-1

St Mary's Scholarships

The Board of Governors offers academic, boarding and music scholarships to students in Years 7 to 11.

Scholarships are awarded for a portion of the annual tuition fee and continuation is dependent upon ongoing excellence, both academic and personal.

Financial assistance, in the form of bursaries,

is sometimes available for students who may otherwise have to leave the School due to financial difficulties. Bursaries are normally awarded in secondary school only and are at the discretion of the School Principal.

For further information and to apply for a St Mary's scholarship, please visit our website:
→ www.stmarys.wa.edu.au/scholarships

INTERNATIONAL MUSIC SCHOLARSHIPS

The International Music Scholarship is available to students entering Year 8, Year 9, Year 10 or Year 11, and in special circumstances, to students entering Year 7.

Any combination of instruments and/or voice may be offered. Although students should be at approximately Grade 7 standard, or above, on their principal instrument, some candidates will be given consideration for a scholarship even if the standard is below Grade 7, provided that sufficient evidence of musical potential is shown. A second instrument, or experience of singing in choirs, will also be a distinct advantage in applying for a scholarship.

It is expected that all students on scholarships will work and practise hard and show musical leadership by playing a full and active part in school-based music activities, throughout their time at the school.

Music scholarship holders are also required to select the classroom academic music subjects offered in the curriculum in Year 10, and in Years 11 and 12 they are required to take WACE Music as part of their academic programme.

The Music Scholarship offers the following:

- Free music tuition
- 50% remission of academic tuition
- 50% remission of boarding fees

Students on music scholarships would still be expected to pay the Endowment Fee and take out Overseas Student Health Cover.

All enquiries regarding music scholarships and music at St Mary's should be directed to the music department via email: music@stmarys.wa.edu.au



scholarships

English Language Proficiency

International students require an adequate command of English so that they can manage the work in mainstream classes at St Mary's Anglican Girls' School.

A condition of enrolment is that in the case of English being the student's second language, a student may be required to undertake a formal English Language Assessment upon application for admission.

This can be carried out in their country of origin through the Australian Education Assessment Services (AEAS):

→ www.aeas.com.au/home/welcome

We may also request that the student complete an intensive English Language course before commencing at St Mary's. Whilst not associated with St Mary's, Phoenix Academy provides language tuition from beginner to advanced level. The syllabus covers speaking, listening, reading and

writing skills to expand the student's vocabulary and improve their fluency in oral language skills in order to prepare for mainstream school.

Phoenix Academy is located at 223 Vincent Street, West Perth, and can be contacted by telephone: +61 8 9235 6000 or email: info@phoenixela.com.au

St Mary's requires that all international students have a High Intermediate Score level or above on the AEAS Testing before being offered a place at St Mary's.

St Mary's also offers an English as an Additional Language (EALD) course to those students in Years 11 and 12, whose first language is not English.

Additional tuition is also given once a week within the boarding house to assist our international girls to become more proficient, capable and confident in their English language skills. This will benefit them both academically and socially. This weekly tutoring is provided at no additional cost.



Accommodation

International students at St Mary's must be resident as boarders in our boarding house. They are not permitted to be day students unless a parent comes to Australia and lives in Perth with them. This ensures that the appropriate accommodation, care and support are available whilst the international students are away from their family homes.

All international students are to have a Perth based, family-appointed local carer. The School will

take responsibility for the care and well-being of the international student once she has been signed in to the boarding house by the local carer, and the School will relinquish responsibility when the local carer signs the student out at the end of the academic term or for approved weekend leave.

All term dates and holidays are clearly provided on the School's website and discussed with our international families annually.



ACCOMMODATION (CONT)

The Head of Boarding, Mrs Tina Campbell, her staff, and the School's pastoral care staff care for your daughter whilst she is living here at school.

Additional mentoring and support for international students is provided by the School's Psychologists and the International Student Co-ordinator.

It is the International Student Co-ordinator who is the key contact person for every international student, and she is the emergency contact for all parents and students.

Following the orientation programme, which is held both in October and January each year, the International Student Co-ordinator will help the students settle into the boarding house and ensure that their transition into the St Mary's community

is as smooth as possible.

She will provide them with her emergency contact details and discuss child protection policies pertaining to their care as minors within Australia.

➔ www.stmarys.wa.au/policies

The International Student Co-ordinator also works with the international students on a range of activities and provides opportunities for them to meet with other international students attending a range of Perth-based schools, particularly our brother school, Hale.

All international boarding students are required to remain in the care of the boarding house until they have completed Year 12. This is a condition of their enrolment and is not negotiable.

LOCAL CARER

Parents must nominate an adult living in Perth over the age of 25 to act as a local carer. The appointed local carer must have Australian PR or Citizenship. The local carer will be required to provide accommodation when the boarding facilities are closed. In the case of emergencies both the local carer and parents will be contacted. The parents will always remain the main point of contact.

The School will take responsibility for the care and well-being of the international student once she has been signed in to the boarding house by the local carer, and the School will relinquish responsibility when the local carer signs the

student out at the end of the academic term, at mid-term breaks or for approved weekend leave. Term dates are discussed annually with both students and parents by the International Student Co-ordinator.

All leave from the boarding house is managed through the REACH electronic leave programme and this can be managed internationally by the international student's parents in their country of origin or by the local carer. All leave from the boarding house requires the approval of either the international student's parent or local carer, and is additionally approved by the Head of Boarding.

MEDICAL CARE

St Mary's provides 24-hour access to medical care for all its boarders. The Health Centre is located within the boarding house, with day nurses on duty during week days, and on call at the weekend, and a night nurse on duty overnight from 10.00pm to 6.00am.

A doctor visits the boarding house each week, and a courier is available to take girls to appointments off campus. A physiotherapist and beautician also visit the boarding house weekly to support the girls, as well as a podiatrist when required.

Boarding house staff are all trained and accredited in Senior First Aid and Youth Mental Health First Aid and are available at all times during the term to support the international students with any issues they may face, medical, social or emotional.

The International Student Co-ordinator also works within the boarding house and is available in the evenings and after school to the international students.



Attendance

Attendance is recorded daily by class teachers throughout the day and recorded through our records management system, Synergetic.

It is checked at the end of each school day by the International Student Co-ordinator and followed up where absences are not fully explained. For students in the Junior School, this follow-up is done by the classroom teacher and the Head of Junior School, in consultation with the International Student Co-ordinator.

When students arrive late to class this is recorded and if a student needs to leave school early, this is also recorded through the main administration office in both the Junior and Senior School.

St Mary's does not allow students to leave before the end of term or to return late from vacation unless there are exceptional circumstances. International students must seek permission from the Dean of Students or Head of Junior School, depending on their year group, and the International Student Co-ordinator for any planned absences that do not allow them to fulfil the requirements of the full school term. They would be expected to provide documentary

evidence for all absences. Documented sickness will be regarded as a satisfactory reason for non-attendance. Term dates are available online, so parents can book flights home to ensure that their daughters commit to the full-term attendance as required by their student visa.

Absences for which documentary explanations are not presented, or for which the explanation is not satisfactory, will be regarded as unexplained absences.

Under subsection 19 (2) of the ESOS Act, the School is required to notify the Commonwealth when international students have breached their student visa conditions, such as failing to maintain satisfactory course attendance or progress.

International students are to maintain 90% attendance as a requirement of their visa, and as stipulated by Western Australian state requirements.

All absences must be cleared, therefore, with the International Student Co-ordinator, who will consult with the Head of Junior School or Dean of Students in this regard.

PROCEDURES FOR ABSENCES

Absences will be monitored by the International Student Co-ordinator in conjunction with the Head of Junior School or Dean of Students, depending on the age of the international student.

A student will be considered to be at risk of not meeting attendance requirements upon accumulation of five (5) unexplained absences in a ten-week term.

A student at risk of not meeting attendance requirements will be seen by both the International Student Co-ordinator and Dean of Students or Head of Junior School.

At this meeting it will be explained that the student's pattern of attendance is unsatisfactory and that, unless corrected, may place her position at the School in jeopardy. It will be explained that satisfactory attendance is expected for the remainder of the year and will address any concerns or issues raised by the student that may be causing the pattern of absences, and provide her with support where required.

When a student's absence is in breach of attendance requirements, she will be reported as required by the ESOS Act and National Code, through PRISMS.



Course Progress

St Mary's Anglican Girls' School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled. No course credits are given for prior learning.

The academic progress of all students at St Mary's is carefully monitored; however, the School provides additional mentoring and support for international students through the International Student Co-ordinator and the Boarders Academic Support Teacher for girls in the Senior School, and the Head of Junior School, Deputy Head of Junior School – Curriculum, and classroom teacher, for

Junior School students. These staff regularly check and manage the progress of our international students academically.

Academic progress is managed using SEQTA and regular meetings are held with the students to ensure that they are reaching their potential academically.

All students receive interim progress reports, semester reports and concern and commendation notes, and parents are encouraged to attend the termly Boarder Parent-Teacher Meetings if the student is a boarder, or the Parent-Teacher

meetings for day girls. These meetings can also occur via SKYPE and international families can make direct contact with their daughters' teachers via their school email address or organise to have face-to-face meetings with their daughters' teachers whenever they are in Perth during term time. The International Student Co-ordinator will help to manage this on the parents' behalf, in consultation with the Dean of Students or Head of Junior School.

Designated course programmes, for which attendance is compulsory, include class excursions, Link time, camps, Year 10 work experience and scheduled examination periods.

For international students, satisfactory course progress is a visa requirement. To achieve satisfactory course progress a student must achieve results which, projected as final results, will achieve a WACE certificate.

To demonstrate satisfactory course progress, students will need to compile drafts and assessments on time, attend class and achieve a satisfactory result in all subjects, which in most cases would be considered to be a C grade or better.

If a student does not achieve a satisfactory result, academic staff will meet with the student to develop an intervention strategy. In the Junior School this would be the classroom teacher and Deputy Head of Junior School - Curriculum; in the Senior School this would be the International Student Co-ordinator and the Boarding Academic Support Teacher. The Head of Year and Dean of Curriculum may also be involved where necessary.

The details pertaining to this meeting will be discussed with the parents by the International Student Co-ordinator and also with the relevant Head of Year and Deans or Head of Junior School, as applicable.

Intervention may include:

- after hours tutorial support either before or after school or in prep time for boarders;
- subject tutorial support in class time with the teacher;
- additional revision topics to be done at home;
- mentoring support within the boarding house;
- additional EALD support and literacy guidance;
- change of course or subjects in consultation with parents and the Dean of Administration; and
- School psychologist's intervention for study structures and guidance.

Additional English language support is provided weekly within the boarding house, for all international students. These sessions support their English language skills and competencies to ensure their ongoing success.

The International Student Co-ordinator or Deputy Head of Junior School – Curriculum, will continue to monitor the student carefully to ensure that improvements occur with their academic progress.

If the School needs to implement strategies for monitoring attendance or improving course progress under the standards provided by the National Code, parents and local carers would be kept informed. If a student's attendance or course progress do not improve to the required levels after this intervention, the School is required to report the student to DIAC through PRISMS for failure to meet visa conditions.

Full details of our Course Progress and Attendance Policy can be found on the School's website and will be reviewed with the students by the International Student Co-ordinator as part of their orientation, and annually thereafter.

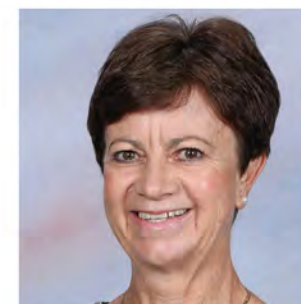


course

progress



Curriculum



At St Mary's, we want girls to love learning, to be excited by discoveries and be engrossed in the exploration of ideas.

Variety and diversity underpin our learning environment which is challenging, engaging and enriching. It furnishes content, skills and processes, practice and exploratory opportunities.

St Mary's students from Kindergarten to Year 10 study the West Australian Curriculum (available at: → k10outline.scsa.wa.edu.au) in English, Mathematics, Science, Humanities and Social Sciences, Health Education, Physical Education and Digital Technologies. A range of electives in the Arts, Languages, Technology and Science is offered to cater for varying interests and to enable students to experience a breadth of learning.

The Junior School offers specialist subjects: Art, Physical Education, Religious Education, Chinese and Music. Protective Behaviours is taught from Kindergarten to Year 6.

St Mary's offers the students the chance to study French, Japanese and Italian in the Senior School, and Chinese Mandarin from Years 1 to 6.

In Years 11 and 12, the final years of schooling within Australia, students can choose to study either WACE (West Australian Certificate of Education) or the Elevate Programme. A wide range of Year 11 and 12 ATAR courses, from Physics to French, Economics to Physical Education Studies, Accounting to Drama, provides for students planning to pursue a university degree.

Other General courses, such as Food Science and Business Management, prepare students for destinations such as TAFE, for employment, traineeships, and specialist colleges and for life in an ever-changing world. In addition, students can participate in our Elevate Programme, a selective programme in association with employers, which allows Year 12 students to gain a VET certificate as well as workplace training one day a week and provides an excellent foundation for prospective employment. VET certificate courses in Visual Arts, Design, and Sport and Recreation are also offered. Students can choose a combination of ATAR, General and VET courses.

A summary of our students' WACE results and awards and School Performance Information Measures are available on the School website.

St Mary's prides itself on ensuring that each student reaches her potential, and academic enrichment, extension and support programmes are available to manage the needs of all girls within the School.

Subject teachers and the Careers Advisor will provide students with guidance as to the best course of study for the pathway that they are wishing to follow.

English as an Additional Language (EALD) is taught in Years 11 and 12 to allow support for students whose first language is not English.

An overview of the school curriculum can be found in the School Prospectus and website. The subject handbooks relating to individual year groups are available to both parents and students when a place at St Mary's has been confirmed.

MRS CHERYL HAAK | DEPUTY PRINCIPAL/DEAN OF CURRICULUM



Learning Support

The Learning Support programme is available to students who may be experiencing difficulty in some aspect of their learning and require additional assistance.

Students are nurtured, supported and encouraged to develop their skills and individual strengths. For some students, difficulties with learning may be short-term and can be managed with additional teaching and support time. Other students may be challenged throughout their school years. In all cases, innovative and effective programmes are designed to help each student participate as an active and engaged learner.

The Learning Support programme is underpinned by the following philosophies, to:

- provide systematic and explicit instruction;
- use a framework that provides a measure of independence but at the same time assists the learner;

- target a student's specific weakness and provide appropriate strategies to address learning requirements;
- ensure students achieve success by being placed on an appropriate level of work, thus increasing self-esteem and confidence; and
- give regular feedback on work and re-teach skills if necessary.

Assisting students with learning difficulties is a whole-school effort. Learning Support staff, classroom teachers and the school psychologists work closely with parents in order to build their daughter's confidence, independence and competence.

Before school, classes are available for students to work on an intensive spelling programme. Low student/teacher ratio ensures that each girl has an opportunity to work individually with a teacher. In the Junior School, specific targeted academic programmes are implemented to assist students.

Students *with* Special Needs

STUDENTS WITH DISABILITIES

Although disabled students are assessed according to how they meet the criteria of a course, appropriate opportunities to demonstrate achievement of course objectives will be provided for them within the scope of the School's existing facilities.

Extra time or use of computers in tests or exams will be granted to those students who have

medical or psychometric testing which indicates that they fit the established criteria of the SCSA for special conditions in external examinations.

Existence of such conditions should be declared to the Dean of Curriculum or the Dean of Administration as soon as they become known and must be advised in good time for the first set of examinations in any year.

LONG-TERM ILLNESS

A student with a long-term illness will be given special consideration according to the School's

assessment of the prevailing circumstances.

PROLONGED ABSENCES

In the event of a prolonged absence due to illness or disability, allowances can be made for both ATAR and General courses. Special arrangements

concerning assignments and tests can be made through the Deans and subject teachers and will vary according to the circumstances.

Homework/Study Time

Homework may consist of:

- finishing or continuing what was started in class;
- research assignments;
- revision for tests;
- learning vocabulary for languages other than English;
- creative writing;

- general revision of work etc; and
- reading of an English text, or novel from the library.

Boarders study is a set prep time from 6.00pm – 8.00pm Monday to Thursday, and on a Sunday from 2.00pm – 4.00pm term time. Academic tutors, as well as teaching staff, are available at this time to support the girls. A strong focus on study and giving of your best is cultivated within the boarding house at St Mary's.

Daily Timetable

The Junior School has a 5-day school week with 6 periods per day. School begins at 8.40am and

concludes at staggered times for different year levels, 3.20pm being for Years 2 to 6.

JUNIOR SCHOOL TIMETABLE	
REGISTRATION	8.40 – 8.50
PERIOD 1	8.50 – 9.45
PERIOD 2	9.45 – 10.40
RECESS	10.40 – 11.00
PERIOD 3	11.00 – 11.55
PERIOD 4	11.55 – 12.50
LUNCH	12.50 – 1.30
PERIOD 5	1.30 – 2.25
PERIOD 6	2.25 – 3.20

In the Senior School, St Mary's has a 6-day school timetable with 7 classes (or periods) per day. School begins at 8.55am and concludes at 3.35pm, Monday to Friday.

SENIOR SCHOOL TIMETABLE			
DAYS 1, 3 AND 5		DAYS 2, 4 AND 6	
LINK	8.55 – 9.10	LINK	8.55 – 9.10
PERIOD 1	9.10 – 10.00	PERIOD 1	9.10 – 9.55
PERIOD 2	10.00 – 10.50	PERIOD 2	9.55 – 10.40
RECESS	10.50 – 11.05	RECESS	10.40 – 10.55
PERIOD 3	11.05 – 11.55	PERIOD 3	10.55 – 11.40
PERIOD 4	11.55 – 12.45	PERIOD 4	11.40 – 12.25
PERIOD 5 (MAPS)	12.45 – 1.10	PERIOD 5	12.25 – 1.10
LUNCH	1.10 – 1.50	LUNCH	1.10 – 1.50
PERIOD 6	1.55 – 2.45	PERIOD 6	1.55 – 2.45
PERIOD 7	2.45 – 3.35	PERIOD 7	2.45 – 3.35

Student Well-being

St Mary's provides thorough care for international students to ensure that their well-being is maintained. In her role as the International Student Co-ordinator, Mrs Fiona McGlinn, Deputy Head of Boarding, oversees the programme of all international students, in consultation with a wide range of support staff, within both the school and boarding domains. This includes international students in both the Junior School and Senior School, day girls and boarders.

St Mary's is committed to helping international students integrate into the School and western

culture by providing them with a range of activities and opportunities. Mrs Fiona McGlinn works closely with the school psychologists, boarding house staff and teachers to ensure that the students feel safe, well-supported and able to achieve to their highest academic potential whilst students at the School.

We encourage parents and local carers to contact Mrs McGlinn directly to discuss their daughter's personal needs. Mrs McGlinn's email address is: fmcglinn@stmarys.wa.edu.au



School Uniform

St Mary's students are proud to wear their school uniform and an expectation is that they will wear the correct uniform and wear it well. No part of the school uniform is to be worn with casual clothes.

A detailed statement of uniform regulations can be obtained from the website and is provided as part of the enrolment process.

➔ www.stmarys.wa.edu.au/uniform

UNIFORM SHOP

All items of St Mary's school uniform (except for shoes) are sold at the School's uniform shop. New uniforms and a range of second-hand uniforms are available. The uniform shop is located next to the School's main gate.

OPENING HOURS

Monday, Wednesday and Friday 8.30am to 4.00pm

On the first day of each school term
8.00am to 4.00pm

ORIENTATION DAY 8.30am to 4.00pm
and in the day leading up to the new school year.

To enquire and for appointments, please phone:
+61 8 9341 9143 or
email: ushop@stmarys.wa.edu.au

BOOKS AND STATIONERY

Book lists are sent to new and current students in late November each year, together with information on how to purchase texts, stationery and equipment. Most texts (including e-books) and stationery may be ordered online from OfficeMax. The School uniform shop carries a small amount of stationery to meet students' day-to-day needs and boarders can easily manage their demands from the local Karrinyup shops. Junior School texts and

stationery supplies are purchased by the School and parents are invoiced in Term 1.

St Mary's also offers a second-hand book purchasing/selling facility, details of which are provided with the book lists.

International students' textbooks and stationery can be ordered online and delivered to the School.

1:1 Notebook Computer Programme

St Mary's has a 1:1 programme where students bring their own notebook computer to school to

help support and enrich their learning experience from Year 5 to Year 12.

CHOICE OF NOTEBOOK COMPUTER

Our recommended machine is the MacBook Air 13" 256 GB model. If students already own a relatively new Apple laptop computer, then they may bring this to school. The requirements of this computer are that it is Wi-Fi enabled and has

a battery capacity that will last the school day without needing to be re-charged and that it is compatible with Australian power supplies and programmes.

PURCHASING OPTIONS

In order to streamline the process, and assist parents with good pricing options, we have negotiated an agreement with Winthrop Australia as our preferred supplier.

The advantages of this decision are:

- purchasing in volume through Winthrop Australia will enable discount pricing;
- comprehensive insurance is available if your daughter is not already covered by your "house and contents" insurance;

- in most cases, Winthrop Australia will service the MacBook Air 13" notebook computers at school; and
- for boarders, the machine can be delivered to the girls at the School.

The Winthrop portal can be accessed at the following link:

➔ sales.winaust.com.au/shop/stmarys

Alternatively, parents may make their own arrangements to purchase their daughters' computers through another supplier.



SOFTWARE

We would like the girls to arrive at school with Office 365 installed on their computer. We will make arrangements for boarders to do this at school if this is needed. The software is available from <http://portal.office.com> and the girls use their school email and password to log in. If your daughter is new to St Mary's she will receive her school email and password in early December, the year before she starts at St Mary's as a student. There is no cost to parents for this software. If you are unsure how to install this software, then please email: 1to1@stmarys.wa.edu.au

Your daughter will also need an anti-virus utility installed on her computer. Any reputable AV utility is acceptable, but the School recommends the free Sophos AV utility available from: www.sophos.com

There is no doubt that for smooth operation at school, it would be best for your daughter to have administrator rights to her notebook computer.

We do, however, respect your rights not to give your daughter administrator rights to her machine. If you have not given your daughter administrator rights, please provide the St Mary's Help Desk with the administrator username and password for your daughter's machine (email: helpdesk@stmarys.wa.edu.au). We undertake that we will not share this information with your daughter, but we are likely to share it with other staff as appropriate. The only time that we would need to use the administrator username and password is when your daughter's computer requires attention whilst at school and administrator rights are required to make the computer operational for your daughter's lessons.

There may be additional software that your daughter will use. There will be no charge for this unless it appears on the book list. We will seek parent permission for your daughter to use this software.

in, need to be socially appropriate.

SCREEN SAVERS/WALLPAPER USED ON LAPTOPS

If a photo is used, all people are to be appropriately dressed and situations people are photographed

USE AND CARE OF LAPTOP

It is essential that the laptop is carried around school in a protective bag. The laptop and bag must be clearly named.

Your daughter will receive a series of lessons on how to use and look after her laptop from her classroom teacher.

If you have any queries regarding the 1:1 Notebook Computer Programme, please contact the School via email at: 1to1@stmarys.wa.edu.au

Student Code of Conduct

STUDENTS' RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES	EXPECTATIONS
I have the right to learn without disruption.	I have a responsibility not to distract other students from their work.	I will not talk in class. I will not call out. I will remain in my seat. I will get to class on time and bring all my equipment.
I have the right to be taught by teachers who are competent, fair and understanding.	I have a responsibility to do my best and to follow my teachers' instructions.	I will treat my teachers with respect. I will work conscientiously. I will do all my homework and hand it in on time.
I have the right to be happy, respected, accepted and valued as an individual.	I have a responsibility to respect and value all other members of the School community and uphold the good name of St Mary's.	I will not bully or put down other people. I will respect differences. I will treat others as I expect to be treated myself. I will behave sensibly and wear my uniform neatly at all times.
I have the right to be in a safe, secure, clean and pleasant environment.	I have a responsibility to respect other people's well-being and their property, to look after my own property and to keep the school environment clean.	I will not interfere with or take other people's property. I will not drop litter. I will not damage school property.



personal conduct

PERSONAL CONDUCT

St Mary's is a school that values commitment to the principles of truth, honesty and honour in personal conduct. This means that St Mary's students show care, consideration and respect for others and uphold the standards of the School in their personal demeanour, that they are respectful of the beliefs and opinions of others and have the courage to uphold their own.

Students should take pride in their uniform and general appearance and are expected to conduct themselves with dignity and self-respect at all times, both online and off line.

Appropriate manners and speech are an expectation and include common courtesies such as please and thank you, addressing people by their name, anticipating the needs of others and assisting them where practicable.

An appreciation of the immediate surroundings and the environment at large means that students would treat all resources with care, take responsibility for preventing waste, loss, damage,

deterioration or destruction and that any area would be left clean and in good condition for all who follow.

As a school, student safety and the well-being of all St Mary's girls is of the highest priority and each year all students are supported in seeking assistance and reporting any incident or allegation or any types of abuse, to ensure that they always have someone to turn to in the event of a crisis. Child protection is discussed at school both in year meetings and in Link groups, to ensure that all St Mary's girls know how to access support and guidance should they need to.

School psychologists can also be contacted via email for confidential appointments regarding any issues or concerns.

All teaching and boarding staff have Working with Children Checks and are all mandatory reporters, as required by the Government of Western Australia Department of Communities Child Protection and Family Support Services.

SCHOOL REGULATIONS

A St Mary's homework diary is to be kept by all girls and should be taken to all classes and be ready for inspection at any time. This diary is to be kept exclusively for school work and must be kept free of decoration and graffiti.

Sickness: If a student needs some urgent medical assistance she should leave class with a note of explanation from her teacher and go straight to the Health Centre, with an escort. Where possible, students should go to the Health Centre at recess or lunchtime, rather than missing class time.

Accidents or injury should be reported to a staff member immediately.

Chewing gum within the School is forbidden.

Cigarettes, alcohol and illegal drugs are prohibited in the School at all times.

Medication brought to school must be done so under the supervision of parents or Health Centre staff and must have all details written in English.

PERSONAL PROPERTY

Names on all personal property are essential. They should be clearly written in an obvious position. Books should have the owner's name on the front cover, musical instrument cases should be clearly named, and calculators engraved.

Laptop computers and their bags should be clearly named.

To help ensure the security of property, the School provides a locker for all students and a combination lock which should be retained from

year to year. Only padlocks issued by the School can be used. The cost of the lock is charged to the family account. Lockers should be kept padlocked at all times when not being accessed.

Access to lockers is permitted before school, at recess, at lunchtime and after school. Girls should not go to lockers between other lessons. All personal items must be stored in lockers.

Bags must be kept in lockers. Bags placed in an inappropriate area may be confiscated.

STUDENT USE OF MOBILE PHONES

As with any personal property, the School cannot take responsibility for the loss of mobile phones brought to school.

Mobile phones should be kept, turned off, in a student's locked locker throughout the day. Under no circumstances should mobile phones be taken into class, chapel, assemblies or any other meeting. Should a staff member become aware that a student has a phone at any of these times,

the phone will be confiscated and handed to the Dean of Students.

Students at St Mary's are not permitted to use their phones during the school day for any other purpose than contacting parents or a local carer.

In the Junior School, students are required to hand in their mobile phones to the Junior School Administration upon arrival at school. They collect them at the end of the school day.

CRITICAL INCIDENT POLICY

St Mary's Anglican Girls' School takes seriously its responsibility for duty of care for all members of the School community and has in place a number of policies, programmes and procedures to create a safe and supportive environment for all students, employees, parents and visitors.

Critical incidents by their very nature are disruptive events that can have serious effects on people. The St Mary's Critical Incident Policy has been developed to enable the School to respond promptly and effectively to situations that are likely to cause trauma to individuals and the School in general. The policy allows the School to manage the situation professionally and minimise the potential adverse effects of the incident.

Response to specific incidents is always at the direction of the Principal who will assess the situation and determine the best possible response

given the unique situation of the incident. The School has also established a network of persons who form the Critical Incident Response Team.

Drills for fire evacuation and school lockdowns are carried out regularly at school and within the boarding house, to help students manage such events. The procedures are reviewed with the girls by their classroom teacher, boarding staff member and International Student Co-ordinator, to ensure that they know the evacuation points and drills when studying at St Mary's.

With regard to critical incidents pertaining to an individual student or students, St Mary's maintains a written record of the incident and remedial action taken. These records are kept on the individual student's file.



All teachers at St Mary's are required to be qualified teachers and registered with the Teacher Registration Board of Western Australia (TRBWA).

As part of the School's Child Protection responsibilities, all staff, including those who assist on a voluntary basis, complete the Working with Children Check as mandated by the Commission

for Children and Young People and Child Guardians under the Commission for Children and Young People and Child Guardian Act 2000 for people working in child-related employment.

All boarding staff hold nationally recognised qualifications in residential care as well as Senior First Aid and Youth Mental Health First Aid.

Outside of the Classroom

From surfing to sewing, dancing to debating, the vibrant extracurricular programme at St Mary's provides for a broad variety of student interest.

St Mary's is affiliated with the Independent Girls' Schools Sports Association (IGSSA) and the State Schoolgirls Association, which provide a full programme of sporting competition throughout the school year, comprising most of the major sports.

TERM 1 Swimming, volleyball, tennis and cricket

TERM 2 Netball, hockey, cross country and gymnastics

TERM 3 Athletics, soccer and basketball

TERM 4 Softball and waterpolo

Involvement in interschool sport is not compulsory but strongly encouraged. There is also a wide range of interhouse sports and competitions within the school.

Competition at interhouse level takes place in sport, debating, public speaking, drama, dance and music.

The Junior School students have a range of house activities throughout the year and are affiliated with the Junior Independent Girls' Schools Sports Association, which provides opportunities to compete and interact with other schools.

Musical Activities and Private Music Lessons

St Mary's offers a strong music programme with opportunities for the girls to be involved in choir,

strings, band, jazz band and a beginner band.

INSTRUMENT AND VOCAL TUITION

Students may learn an orchestral or band instrument or take vocal lessons from one of the 30 specialist peripatetic music teachers who teach

at the School each week. There is an additional charge for these lessons.

THEORY LESSONS

Theory of Music is not compulsory but is a valuable additional area of music study for instrumental and class music students. Classes in Music Theory from Preliminary to AMEB Grade 5 are held each week.

These are conducted by school music staff and will be charged to the family account. The teacher will decide when the student is ready to do an exam and enter the student at the appropriate time.

INSTRUMENT HIRE

The Music Department has a number of instruments for hire at a cost of AUD\$120.00 per semester. A comprehensive selection of musical instruments is available for students who do not have their own instruments. If you wish to use this service, please indicate on the enrolment form which instrument you wish to hire.

Hiring fees for instruments will be included on the family account.

The Instrument, Vocal and Music Theory lessons enrolment form, and the Musical Instrument Loan Agreement form, are provided to students on enrolment at St Mary's.

Other Activities

There is also a wide range of other activities for the girls to be involved in outside of the classroom, including chess, debating, Future Problem-Solving, Oaktree Foundation, HOPE (help our planet earth), surfing, Tournament of Minds and Vision Generation.

There is also a wide variety of school tours and trips available to the girls to expand the learning within the classroom, including service learning tours, exchange placements, sports tours and subject tours.

CHANGING EDUCATION PROVIDER

A student who wishes to change provider before completing the first six months of her main course of study must contact the School Principal for permission to obtain a letter of release. There must be compelling reasons to make such a change and these are mapped out in our International Students Transfer Policy available from the School's website:

→ www.stmarys.wa.edu.au/international-students-1

A letter of offer, including acceptance of full responsibility for accommodation and welfare from the new provider and a signed letter of support re the transfer from the parent or legal guardian will be required in order to apply for a letter of release from St Mary's Anglican Girls' School.

The Student Transfer Request form is on the last page of the International Students Transfer Policy document: → www.stmarys.wa.edu.au/international-students-1

Transfer to another provider is rare at St Mary's Anglican Girls' School, but can occur, if granted, at no cost to the international student. The student would then need to contact immigration to seek advice on whether a new visa is required.

If a transfer request is refused the international student will be informed in writing, stating the reasons for the refusal as well as their right to appeal the decision through the complaints and appeals process.

DEFERMENT, SUSPENSION OR CANCELLATION OF ENROLMENT

An international student's enrolment can be deferred, suspended or cancelled.

This may be instigated by either the overseas student in compassionate or compelling circumstances, or the School for the breach of a student's visa conditions, failure to pay fees, misbehaviour or other conditions as outlined in the St Mary's policy.

St Mary's International FFPS Deferment, Suspension or Cancellation of Enrolment Policy is available at: → www.stmarys.wa.edu.au/international-students-1

USEFUL LINKS AND HELPFUL GUIDES FOR INTERNATIONAL STUDENTS

OVERSEAS STUDENT OMBUDSMAN

The Ombudsman's services are free, independent and impartial. The National Code 2018 requires all education providers to provide international students with arrangements in place for external complaints and appeals. An independent arbitrator can be appointed should international students need assistance in this, but the Overseas Student Ombudsman offers good advice for international students studying overseas.

→ www.ombudsman.gov.au/about/overseas-students

→ www.ombudsman.gov.au/contact-us

→ www.ombudsman.gov.au/about/overseas-students/useful-links

OTHER GOVERNMENT SERVICES

AUSTRALIAN TRADE AND INVESTMENT COMMISSION

→ www.studyinaustralia.gov.au

ENGLISH AUSTRALIA - English Language Colleges within Australia

→ www.englishaustralia.com.au

ST MARY'S POLICIES AND PROCEDURES FOR INTERNATIONAL STUDENTS

To review the following policies and procedures, please visit:

→ www.stmarys.wa.edu.au/international-students-1

- International Students Policy
- International Students Transfer Policy
- International Students Refund Policy
- International FFPS Complaints and Appeals Policy
- International FFPS Deferment, Suspension or Cancellation of Enrolment Policy
- International FFPS Monitoring Academic Progress Policy
- Child Safe Framework
- Class Placement Policy
- Complaints Policy - Students, Parents and Community
- Drug Policy
- Duty of Care for Students Policy
- Gifted and Talented Guidelines
- Learning Support and Inclusive Education Policy
- Pastoral Care
- Privacy Policy

Term Dates *for 2019*

TERM 1 (10 WEEKS)

Sunday 3 February	New boarders arrive
Monday 4 February	Years 7 and 12, new Years 8 to 11
Tuesday 5 February	Term 1 commences
Friday 1 March	Pupil free day
Monday 4 March	Labour Day holiday
Friday 12 April	Term 1 ends

TERM 2 (9.6 WEEKS)

Tuesday 30 April	Term 2 commences
Tuesday 14 – Thursday 16 May	NAPLAN testing
Friday 31 May	Pupil free day
Monday 3 June	Western Australia Day
Wednesday 3 July	Term 2 ends

TERM 3 (9.8 WEEKS)

Wednesday 24 July	Term 3 commences
Friday 23 August	Pupil free day
Monday 26 August	Mid-term holiday
Friday 27 September	Term 3 ends

TERM 4 (8 WEEKS)

Monday 14 October	Year 12s return
Tuesday 15 October	Term 4 commences
Tuesday 22 October	Year 12 Valedictory Events
Wednesday 23 October	Last day for Year 12s
Friday 25 October	Orientation Day
Wednesday 30 October	WACE examinations commence
Tuesday 19 November	WACE examinations end
Friday 6 December	Term 4 ends, Speech Night

➔ For boarders, the first weekend of Term 1 is called the “Closed Weekend” and all girls are expected to remain in the boarding house during this time. The weekend is designed to develop friendships and foster a sense of family and community. There is no leave allowed from Friday to Sunday.

Term Dates *for 2020*

TERM 1 (11 WEEKS)

Monday 27 January	New boarders arrive
Tuesday 28 January	Years 7 and 12, new Years 8 to 11
Wednesday 29 January	Term 1 commences
Friday 28 February	Pupil free day
Monday 2 March	Labour Day holiday
Thursday 9 April	Term 1 ends

TERM 2 (10 WEEKS)

Wednesday 29 April	Term 2 commences
Tuesday 12 – Thursday 14 May	NAPLAN testing
Friday 29 May	Pupil free day
Monday 1 June	Western Australia Day
Friday 3 July	Term 2 ends

TERM 3 (9 WEEKS)

Tuesday 28 July	Term 3 commences
Friday 21 August	Pupil free day
Monday 24 August	Mid-term holiday
Friday 25 September	Term 3 ends

TERM 4 (8 WEEKS)

Monday 12 October	Year 12s return
Tuesday 13 October	Term 4 commences
Thursday 22 October	Year 12 Valedictory Events
Friday 23 October	Last day for Year 12s
Friday 30 October	Orientation Day
Monday 2 November	WACE examinations commence
Friday 20 November	WACE examinations end
Friday 4 December	Term 4 ends, Speech Night

➔ Dates may be subject to change. Changes will be advised on our website: www.stmarys.wa.edu.au/term-dates

Campus Map



- | | |
|---|---|
| 1. Main Entrance | 14. Dannatt Hall |
| 2. Uniform Shop | 15. Archives |
| 3. Chapel | 16. Anne Symington House |
| 4. Lady Wardle Performing Arts Centre | 17. Senior School Administration |
| 5. Lady Treatt Centre for Music and Dance | 18. Audrey Jackson Learning Technologies Centre |
| 6. Margaret Field Hall | 19. Ron Farris Media Studies Centre |
| 7. Junior School Reception | 20. The Polson Room |
| 8. Peter Arney Centre/Pre-primary | 21. Elizabeth Myles Library |
| 9. Top Oval | 22. Year 7 Centre |
| 10. Hearn Hall | 23. Lecture Theatre |
| 11. Tennis and Netball Courts | 24. Canteen |
| 12. Sir Thomas Wardle Swimming Pool Complex | 25. South Gate Entrance |
| 13. Art Centre | |

Information for our Full Fee Overseas Students

ACCOMMODATION, SUPPORT AND GENERAL WELFARE ARRANGEMENTS	Provided in International Student Handbook and Boarding Handbook and discussed with the students by International Student Co-ordinator School psychologists and Heads of Year (HOY) Careers Advisor
APPLICATION FOR REGISTRATION (SIGNED CONTRACT)	Completed and signed at enrolment
APPROVED AGENTS	Held by Director of Finance and Administration and available as required All aware of ESOS Framework and 2018 National Code
ATTENDANCE REQUIREMENTS (90% REQUIREMENT) AND MONITORING	Provided in International Student Handbook and reviewed annually with students and discussed at orientation
BOARDING HOUSE DETAILS	Provided in Boarding Handbook and during orientation process and annually thereafter Leave Lowdown Booklet
CAMPUS FACILITIES	Provided in International Student Handbook and part of tour prior to enrolment Reviewed again at orientation of international students
CAMPUS LOCATION AND INFORMATION ON PERTH, WESTERN AUSTRALIA	Provided at time of enrolment and in International Student Handbook and tour on arrival
CHILD PROTECTION	Managed through school All staff Working With Children Check and mandatory repeats after.
COMPLAINTS AND APPEALS PROCESS AND MANAGEMENT	Provided at time of enrolment and reviewed by International Student Co-ordinator during orientation of students Available on website Details of Ombudsman provided as well as International Student Co-ordinator

CONFIRMATION OF APPROPRIATE ACCOMMODATION AND WELFARE (CAAW)	The Enrolments Registrar (Mrs Hazel Taylor) provides this as part of the offer letter once an enquiry has reached this stage
CONTACT DETAILS	Checked every 6 months by the Enrolments Registrar and updates will be requested
CONTACT OFFICERS	International Student Co-ordinator - Emergency contact for parents and students. Contact details will be provided at Orientation Head of Boarding Dean of Students Head of Year House mothers
CRICOS NUMBER AND COURSE CODES	Provided in ISH and on all school material and emails
CRITICAL INCIDENT POLICY EMERGENCY AND EVACUATION PROCEDURES	Discussed as part of Orientation programme with International Student Co-ordinator Rehearsed at school and in boarding - evacuation and lockdown
DEFERRING, SUSPENDING OR CANCELLING STUDENTS ENROLMENT COMPASSIONATE OR COMPELLING CIRCUMSTANCES MISBEHAVIOUR	Refer to School Principal and outline policies as available on the School website Notify via PRISMS Notify via PRISMS as required as this may affect student visa All will be clearly explained and discussed at Orientation
INFORMATION ABOUT LIVING IN AUSTRALIA	Provided within the International Student Handbook and discussed with ISC
MONITORING AND REPORTING STUDENT PROGRESS	International Student Co-ordinator and Boarding Academic Support monitoring Classroom teacher and Deputy Head of Junior School
PRE-ENROLMENT AND RELATED INFORMATION	Provided on enquiry by the Enrolments Registrar

PROCEDURES FOR MANAGING FAILURE TO ACHIEVE SATISFACTORY PROGRESS	Provided in International Student Handbook and reviewed during orientation and annually with students Variety of intervention strategies given and actioned as required Managed by International Student Co-ordinator with support by Boarding Academic Support/School Psychologist/Careers Advisor An English language tutor is provided weekly in boarding at no extra cost to international students Notification to parents as required
REFUNDS POLICY	Given on enrolment and available on the website
REQUIREMENTS FOR ACHIEVING SATISFACTORY COURSE PROGRESS	Provided by student handbook Made aware with student by International Student Co-ordinator Monitored by International Student Co-ordinator and Head of Junior School
SCHEDULE OF INTERNATIONAL FEES	Provided at time of enrolment as part of the Prospectus and updated annually
STUDENT SAFETY AND WELFARE	International Student Co-ordinator main support person for international students. She acts as an Emergency Contact. Supported by HOY, School Psychologists and teaching/boarding staff as required Policies and procedures in place to support the girls Safety in Australia outlined at induction and orientation and annually thereafter by International Student Co-ordinator and part of the Child Protection Programme at the School
SUPPORT SERVICES SUCH AS LEGAL, EMERGENCY AND EVACUATION PROCEDURES AND HEALTH SERVICES	Provided within orientation programme for international students by International Student Co-ordinator and available in International Student Handbook, Boarding Handbook, School Diary and website Health Centre in boarding and access to GP, physiotherapist etc
TERM DATES	Available online and discussed with parents by the International Student Co-ordinator
TRANSFER BETWEEN PROVIDERS	Discussed in International Student Handbook and more complex details available online



St Mary's
ANGLICAN GIRLS' SCHOOL
FOUNDED 1921

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St Mary's is a Child-Safe School