



Bethel Christian School Limited

**PRIVATE OVERSEAS STUDENT
Information**

Bethel Christian School Limited
106-114 Mount Druitt Road, MOUNT DRUITT NSW 2770
P: (02) 9625 4949 EMAIL: secretary@bethel.nsw.edu.au
A.B.N. 11 001 794 396 CRICOS: 00540E A.C.N.: 001 794 396

NB: Bethel Christian School Limited may be referred to as Bethel Christian School in this document

PROFILE

Bethel Christian School Limited commenced over 30 years ago and provides an education for students between Kindergarten and Year 12. The school is fully registered and accredited to offer studies leading to the award of the Higher School Certificate based on syllabus documents provided by the Australian National Curriculum and NESA.

The word Bethel in the school's name has special significance as it was the name of a place where God made Himself known to a number of people in the Old Testament, one of them being Jacob. At Bethel Christian School Limited, we want our students to get to know God and His Son, Jesus Christ. We want our students to grow more like Jesus each day and live out the example that He taught in the Bible.

Bethel Christian School endeavours to model the Christian life by seeking to develop loving, caring relationships amongst all members of the school community. We also encourage students to live out their Christian faith, through studying the Bible to find out how God wants us to live out our lives in the 21st century. We seek to teach all subjects from a Christian viewpoint.

Facilities at Bethel Christian School Limited include a science laboratory, multipurpose hall, visual arts room, library computer room and fully equipped textile and food technology rooms. Plans are presently being prepared to upgrade school buildings. The school also engages in inter-school sporting activities.

If you would like to find out more about our school, do not hesitate to phone the school to arrange a visit or ask for an enrolment form to be sent to you.

SCHOOL INFORMATION

LOCATION:

106-114 Mount Druitt Road, Mount Druitt, NSW, Australia, 2770

Public Transport is available with Mount Druitt railway station being a fifteen-minute walk, and with operating buses to and from the station. Buses also run from Bidwell, Blackett, Emerton, Hebersham, Lethbridge Park, Shalvey, Whalan, Minchinbury, Old Mt Druitt, Erskine Park and St Clair.

POSTAL ADDRESS:

PO BOX 3080,
Mt Druitt Village
NSW Australia, 2770

STUDENT SUPPORT OFFICER CONTACT DETAILS

Michelle Sweeney

Phone: 96254949

Email: msweeney@bethel.nsw.edu.au

OTHER DETAILS

Phone: +61 2 9625 4949

Email: secretary@bethel.nsw.edu.au or principal@bethel.nsw.edu.au

Website: www.bethel.nsw.edu.au

ABN: 11 001 794 396

ACN: 001 794 396

Legal Name: Bethel Christian School Limited

CRICOS Provider Number: 00540E

SCHOOL OFFICE HOURS:

Monday to Friday 8 am to 4 pm

LIVING IN SYDNEY

Up to date and relevant information regarding living in Australia is available from www.studyinaustralia.gov.au

Australia is the sixth largest country in the world. Despite common images of the Outback and our huge desert interior and the Crocodile Hunter, most of our population of just 24 million live in modern, safe cities and towns near the East Coast. Australians are generally friendly and accepting and enjoy having a good time but also have the ability to work and study hard. Travel is quite easy using our relatively inexpensive and safe air, rail and road systems.

More than 100 ethnic groups are represented in the Australian population. About one-fifth of all Australians were born overseas. While English is the national language, more than one in every eight speak another language at home. We are a truly multi-cultural society living in a safe, friendly, sophisticated and harmonious society.

Politically we are an independent Western democracy. The Australian Government administers national issues and State and Territory Governments care for regional matters. The Australian Government takes special interest in the welfare of international students and has special laws for protecting those studying in Australia on a student visa. State and Territory governments ensure that our education system is of high quality.

Most Australians are environmentally conscious and work hard to preserve the country's beautiful scenery and unique plants and wildlife. Kangaroos are quite common in rural areas and other unique creatures such as koalas, wombats, platypuses and our 'fascinating' snakes are more easily observed in wildlife reserves. Great tourist destinations such as The Great Barrier Reef, Kakadu, Uluru and the Tasmanian Wilderness are among thirteen Australian World Heritage Areas listed by the United Nations.

Australians have gained worldwide reputation for success in sporting activities. As a nation we are very passionate about sport and outdoor activities. Sports such as basketball, Aussie Rules Football, rugby, soccer, surfing, swimming, tennis and cricket are popular throughout the country. Snow skiing and snow-boarding on our snow fields happen between July and September.

Australia also offers an excellent standard of living which is among the highest in the world. Despite this tuition costs in Australia are considerably less expensive than in the UK and USA.

Australia is divided into three time zones: Eastern Standard Time, Central Time and Western Time. Bethel Christian School Limited is in the Eastern Standard Time zone. Daylight saving operates from early October until late March.

Our currency is in Australian dollars and cents and we have achieved international recognition with our unique brightly coloured "plastic" notes.

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Motorists drive on the left-hand side of the road in right hand drive vehicles. A driver's licence from your country allows you to drive while in Australia although you should plan to get an Australian licence.

Electricity is 240 volts, we have a three-pin connector and switches are down when on. You may need a transformer if your appliances are not 240 volts. Weights and measurements are all metric. Temperature is measured in degrees Celsius; distance in kilometres; weights in grams and kilos; speed in kilometres per hour; and a person's height is measured in centimetres.

The language of instruction is English although the Australian accent is unique. Australians have interesting habits of shortening words: afternoon is arvo. Our accent is sometimes considered to be like that of people from the UK or Ireland but is really quite different.

Our climate has warm to hot summers 15°-32°C (75°F-90°F) from December to February and mild to cool winters 8°C-19°C (50°F-65°F) from June to August. Some summer days will reach over 40°C (100°F) and some winter mornings will be around 0°C (32°F). Even during the wettest and coldest months, an overcoat and umbrella are all that you will need to keep warm and dry. Australia is renowned for its sunny days and clear blue skies even during winter.

MT DRUITT - OUR LOCAL AREA

Mt Druitt is in the Greater West area of Sydney, approximately 45 kms from Sydney CBD. It is in the local government area of Blacktown. It has a population of approximately 16,000. It has a local Hospital (Mt Druitt Hospital) and Westfield Shopping Centre, as well as smaller shopping villages within a short drive of Bethel Christian School. The rail line is in walking distance to the school. It is on the Western Line of the CityRail network. The area has newly upgraded bus routes which are operated by Busways to suburbs in the surrounding areas. The school is very close to the Great Western Highway, the M4 Western Motorway and the Westlink M7 Motorway.

ENROLMENT PROCEDURE:

1. Contact Bethel Christian School office to obtain an application form.
2. Lodge the completed application for admission along with all documentation necessary as outlined in application form.
3. Bethel Christian School Limited accepts students from Kindergarten to Year 12; however it does not provide boarding facilities.
4. In order to fulfill the application process, the pre-conditions the student:
 - 4.1. Must be sympathetic to the Christian ethos of the school.
 - 4.2. Fulfil the requirements of the Australian Government visa regulations.
 - 4.3. Agree to pay all required fees before commencement
5. Appointments with the Principal or Student Support Officer are conducted following the receipt of a completed application form at a time suitable to all parties. (Interpreter services can be employed if necessary – at a cost to the family). It is understood that due to being potentially in another country at time of application, this contact may be in the form of telephone interviews.
6. Following the interview, the family will be contacted in writing in order to confirm the status of the enrolment. If successful, in the form of a placement offer letter.
7. At the acceptance of an offer, the parent(s) of the student must complete and sign the Written Agreement.
8. The Written Agreement is secured by a minimum of the payment of 50% of the course fees. All fees must be paid in Australian dollars.
9. Following the submission of the Written Agreement, students will be provided with the Confirmation of Enrolment (CoE). NB: Without a Confirmation of Enrolment, a student visa cannot be issued.
10. Commence application for a student visa. (Further information can be found at www.immi.gov.au/students/). If assistance is required with how to proceed in applying for a visa to study, please contact the Student Support Officer through the school office.
11. Should welfare responsibilities be desired, the Student Support Officer will visit the potential living accommodation to ensure its suitability, prior to the issue of the CoE.
12. Overseas Health Cover will need to be arranged. (Further information can be found at www.studyinaustralia.gov.au). If assistance is required with how to access health cover, please contact the Student Support Officer.
13. Continuance of enrolment cannot be guaranteed unless all fees are paid in accordance with the Written Agreement.
14. Bethel Christian School Limited applies the Education Services for Overseas Students (ESOS) Act and associate legislation framework in the development of its policies and procedures related to international students. Students and their families should familiarise themselves with the Education Services for Overseas Students (ESOS) framework, which can be found at education.gov.au/esos-framework. The Department of Education, Employment and Workplace Relations regulates the education and training sector's involvement with overseas students studying in Australia on study visas. There is a legislative framework which is designed to protect all involved in the delivery of education to private overseas students by setting minimum standards and consistency amongst education providers. The framework comprises of ESOS Act 2000, ESOS Regulations 2001, The National Code of Practice for Registration Authorities and Providers of

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Education and Training to Overseas Students (National Code 2017), ESOS (Registration Charges) Act 1997, and ESOS Assurance Fund Act.

FEES SCHEDULE

All fees can be paid by direct deposit, cheque or cash to Bethel Christian School Limited prior to the student commencing at the school

INFANTS/PRIMARY

| |
|-------------------|
| Annual Fee |
| \$12 000.00 |

NB: Fees are subject to change annually at the discretion of the Board.
 Fee covers tuition, textbooks, visiting artists, excursions and camp.

Break down of Annual Fee

| | |
|---|----------|
| Tuition | \$10 000 |
| Textbooks and Stationary | \$250 |
| Excursions, Incursions, Camps and Sport | \$1000 |
| Administration Fee | \$750 |
| Total | \$12 000 |

JUNIOR SECONDARY

| |
|-------------------|
| Annual Fee |
| \$14 000.00 |

NB: Fees are subject to change annually at the discretion of the Board.
 Fee covers tuition, textbooks, visiting artists, excursions and camp.

Break down of Annual Fee

| | |
|---|----------|
| Tuition | \$12 000 |
| Textbooks and Stationary | \$250 |
| Excursions, Incursions, Camps and Sport | \$1000 |
| Administration Fee | \$750 |
| Total | \$14 000 |

SENIOR SECONDARY

| |
|-------------------|
| Annual Fee |
| \$17 000.00 |

NB: Fees are subject to change annually at the discretion of the Board.
 Fee covers tuition, textbooks, visiting artists, excursions and camp.

Break down of Annual Fees

| | |
|---|----------|
| Tuition | \$15 000 |
| Textbooks and Stationary | \$250 |
| Excursions, Incursions, Camps and Sport | \$1000 |
| Administration Fee | \$750 |
| Total | \$17 000 |

REFUND INFORMATION

Bethel Christian School Limited follows the standards and protocol of the ESOS Act and National Standards to ensure that Bethel Christian School Limited operates within the guidelines of Private Overseas Students in relation to the default of either the student or the provider.

Student default in relation to their enrolled course if:

- The student visa is refused or cancelled
- The course starts on the agreed date in the agreed location and the student does not start on that day (and has previously not withdrawn)
- The student withdraws from the course (either before or after the agreed start date)
- Bethel Christian School Limited refuses to provide, or continue to provide the course at the location due to any of the following:
 - Failure to pay for the course
 - Breach of conditions of visa
 - Misbehaviour of the student (NB: students will be afforded access to the complaints/appeals process)

Students should always inform Bethel Christian School Limited in writing of any changes to their enrolment or start date as soon as possible. If a student does not agree with the decision by Bethel Christian School Limited to default their enrolment, they are entitled to appeal the decision through the internal appeals process. Should this not resolve the matter, an external process is available through the Overseas Students Ombudsman.

Once the appeals process is complete and if a student is deemed in default, Bethel Christian School Limited must notify the TPS Director and PRISMS (DoE) of the breach within 5 days. Bethel Christian School Limited has 28 days as per the provider obligation period to finalise student default obligations as per the written agreement. There is a further 7 days (after the obligation period) to report outcomes via PRISMS.

Provider default applies in relation to:

- Bethel Christian School Limited failing to start the course to the student at the location on the agreed start date
- After the course starts, but before it is completed, ceases to be provided to the student at the agreed location
- The student has not withdrawn before the first day

In the situation of provider default, Bethel Christian School Limited must inform the student in writing of their default and how it is intending to fulfil obligations under the ESOS Act. The discharge of obligations should be reported via PRISMS within 3 business days. This notification should also be provided to students affected within 3 days in writing. Bethel Christian School Limited has 14 days to satisfy the TPS obligations to students, by:

- Finding an alternative course for the student enrolled (through the student being offered and accepting the offer of within an alternative course); or

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- Provide a refund of unexpended tuition fees to the student in accordance with the refund policy

Bethel Christian School Limited has a further 7 days (after the obligation period) to report outcome of discharge obligations via PRISMS. In circumstances where a default has occurred and the provider cannot satisfy their obligations, the TPS Director follows an outlined process.

If Bethel Christian School Limited defaults as a provider, a student is eligible to receive a refund of the unexpended pre-paid tuition fees which have been paid less administrative costs and application fee. Refunds must be paid to students within 14 days in the situation of provider default.

In the situation of student default, refunds are dependent on the circumstances of the default. Refunds should be requested in writing to the Principal and School Board and will be made in accordance with the Refund Policy and the Written Agreement. In circumstances where a student defaults based on the refusal of a visa, the refund will be the total amount of pre-paid fees which have been received less 5% or the sum of \$500 whichever is less. If a student defaults after commencing, a refund may be provided for unexpended pre-paid tuition, less administrative costs. All refunds will be paid in Australian dollars.

Bethel Christian School Limited pays a TPS (Tuition Protection Service) levy annually to provide students with security. This is completed by the Business Manager. Bethel Christian School Limited is required to notify through PRISMS and the TPS Director regarding default either by the student or the provider. Bethel Christian School Limited should discharge its obligation to any student if as a provider the school defaults, notifying through PRISMS and the TPS of the outcome.

This agreement, and the availability of the Complaints, Appeals and Grievance Processes, does not remove the right of the student to take action under Australia's consumer protection laws.

DEFERMENT, WITHDRAWAL, SUSPENSION AND CANCELLATION

Deferment, withdrawal or cancellation of a student's enrolment may affect his/her visa status. Bethel Christian School Limited may grant a deferment of commencement or suspension of studies on compassionate and/or compelling circumstances. All requests must be in writing and should be addressed to the Principal. Each matter will be considered by the Principal, Student Support Officer and Executive Staff on an individual basis. Refunds will be paid in accordance with the Private Overseas Students TPS/Refund Policy. Requests for refunds of fees should be put in writing and submitted to the principal. All refunds will be paid in Australian dollars.

Deferments/suspensions of enrolments initiated by the student will only be considered in exceptional circumstances upon written application to the Principal. Each matter will be considered by the Principal, Student Support Officer and Executive Staff on an individual basis. Some grounds for consideration include:

- Illness – where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members (for example parents/grandparents)
- Major political upheaval or natural disaster in the home country
- A traumatic experience which has impacted on the student

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If successful the deferment or suspension will be recorded by the Student Support Officer, who will record the reasons for the variation on the student's file, and will also report the student via PRISMS and/or issue a new CoE when the student can only account for the variations by extending the expected duration of study. The period of suspension will not be included in attendance calculations. Except in the above circumstances where the expected duration of study specified in a student's CoE will not exceed the CRICOS registered course duration.

Students should conduct themselves in a manner according to the Code of Conduct of the school. Student enrolment can be suspended by the school on grounds of behaviour as per the behaviour management policy of the school. Suspension or expulsion will only be considered in cases of serious breach of the School's rules. This determination will be made by the Principal in consultation with the school's Board of Directors. The student will be required to continue to meet the academic requirements of the course during the period of exclusion. These periods of provider initiated suspension or expulsion will be included in attendance calculations. Exclusion is subject to the Complaints, Appeals and Grievances Policy.

Bethel Christian School Limited will cancel the enrolment of a student under the following conditions:

- Failure to pay course fees
- Failure to maintain satisfactory course progress (Visa condition 8202)
- Failure to maintain satisfactory attendance (Visa condition 8202)
- Failure to maintain approved welfare and accommodation arrangements (Visa condition 8532)
- Any behaviour resulting in cancellation according to Bethel Christian School's Code of Conduct.

If Bethel Christian School Limited intends on suspending or cancelling a student's enrolment status it will provide written notice of intention and allow 20 school days for a student to appeal the decision, unless extenuating circumstances apply which relate to the welfare of the student.

If a student does appeal the decision to have their enrolment deferred, suspended or cancelled Bethel Christian School Limited will not notify PRISMS until the internal complaints and appeals process is completed, however PRISMS and other appropriate government authorities will be notified once the matter is resolved if the student's enrolment is deferred, suspended or cancelled, which may have implications on a student visa. In this case, written notice should be provided for the student that should they be seeking to re-enrol with another provider, it should be done within 28 days of termination of enrolment to avoid possible visa cancellation. Bethel Christian School Limited would endeavour to make this clear to the student and their parent and where applicable legal guardian. For further information on this please contact the Student Support Officer through the school office.

An adjustment will only be made to the CoE when:

- There are compassionate grounds or circumstances such as illness which are affecting the student's ability to complete the course successfully
- An intervention strategy has been established for the student who is at risk of not meeting the satisfactory course, with little or no effect
- An approved deferment or suspension of study has been granted

STUDENT RECORDS

Student records are kept during the period of enrolment at Bethel Christian School. Students are accurately monitored in relation to attendance, behaviour and academic performance. This is reported to parents at the period of half yearly reporting and end of year reporting, but at the request of a family can also be reported at other stages throughout the year. If there is a concern regarding the progress of a student, the legal guardian will be notified immediately. Attendance, which is electronically monitored, is mandatory. Students are required to attend 80% of scheduled course contact hours in order to meet satisfactory attendance requirements. When a student looks to be at risk of falling below 80% counselling in the importance of attendance will be facilitated.

Students who are absent must provide documentation stating the reason for absence. Students who are absent for a consecutive period of three days or more must provide a doctor's certificate stating the reasons for the absence. Students who have consistent absences, which are not accounted for, may be notified to PRISMS. Students will be provided with 20 working or school days to follow the Complaints and Appeals process when they feel that they have been wrongfully deemed to be below the required attendance.

Bethel Christian School Limited endeavours to respect the privacy of all students. However, information from time to time may be shared with Government agencies and other schools when deemed in the best interest of the student or when it relates to a child protection issue. This includes the sharing of information with the Department of Immigration as required. It is important that families are aware that information provided by or for a student may be made available to Commonwealth and State agencies under the Educational Services for Overseas Students Act and National Code of Practice.

WELFARE AND ACCOMODATION

Students under the age of 18 are required to maintain adequate welfare and accommodation requirements as a condition of their student visa. Bethel Christian School Limited does not offer homestay accommodation. Students must live with a parent, or legal guardian, who is appointed by the parent over 25 years old.

Prior to the provision of an eCoE the Student Support Officer will ensure that the accommodation, support and general welfare arrangements which have been made on behalf of the student, are acceptable. The Student Support Officer will confirm with the DIBP that the appropriate arrangements have been made and will ensure that the DIBP are notified in writing of any changes to the care and arrangements regarding Private Overseas Students. The Student Support Officer will ensure that each carer responsible for a student enrolled at Bethel Christian School Limited is of good character and has permission to reside in Australia until the student turns 18 years or as long as the period of enrolment is established.

It is the responsibility of the parent(s), student and provider of homestay or legal guardian to keep the School informed of any change in the student's contact details, particularly Australian residential address, email address and telephone number. This will enable the school to comply with the ESOS Act 2000 to maintain a record of a private overseas student's current residential address.

Information regarding student welfare will be collected every six months or at the point of awareness of possible changes to conditions.

Bethel Christian School Limited has a Critical Incidents Policy which is adhered to in order to promote a safe environment for all and necessary care in the event of a critical incident.

Responsibilities to Bethel Christian School Limited:

- Bethel Christian School Limited should be notified of and provided with comprehensive details of the individual(s) who will be responsible for the provision of care for an overseas student
- Emergency contact form should be completed and submitted which outlines a secondary person who may be contacted in the situation of an emergency or a critical incident occurring
- All individual(s) providing care to an overseas student should have a Working with Children Check with valid approval
- All changes to living conditions, including changes to residential address should be provided to the school
- Bethel Christian School Limited must be informed should the living conditions of a student become unacceptable
- Concerns should be made known to the school about any issues relating to the welfare of an overseas student as early as possible and once investigated, the outcomes should be provided to staff, parent(s) and as appropriate the care provider
- All home stay providers or legal guardians should ensure that the living arrangement comply with relevant local council requirements.

SUPPORT FOR STUDENTS

Bethel Christian School Limited is committed to supporting the welfare of all of the students enrolled. All students are taught time management skills, study skills, resiliency, decision making strategies, and techniques for successful relationships. The Pastoral Care program at the school occurs at a class level, as well as at a whole school level. Each class has either a Pastoral Care Group Teacher (PCG Teacher – High School) or a Classroom teacher (Primary) who is responsible for the daily care of the students. The School Chaplain is available for Pastoral Care needs at the request of the student. Students in Year 9 and 10 are provided with Careers advice from the Careers Counsellor.

The Student Support Officer at Bethel Christian School Limited oversees the care of all private overseas students enrolled. Students can at any time arrange to see the Principal, should they require additional support.

Students are expected to actively support the behaviour conduct codes of the school in order to provide a purposeful learning experience for all students enrolled across all dimensions of development, including academic, social, emotional, physical and spiritual.

Orientation Procedures for International Students

Bethel Christian School Limited is committed to assisting students to adjust to study and life in Australia. One way of achieving this is through the provision of an age and culturally appropriate orientation program on arrival with the Student Support Officer.

All Private Overseas Students who enrol at Bethel Christian School Limited will be met by their Pastoral Care Group (High School) or Classroom Teacher (Primary) prior to commencement at the school. This teacher will be directly responsible for the orientation program for the individual student. This teacher will provide the student with a timetable and conduct a tour of the school campus. This teacher will assist the student to assimilate into the school community through providing a buddy for the student (or possibly two buddies for high school student, if necessary due to subject selection), who will assist with the orientation of the student throughout his/her time at Bethel Christian School. If the student is in the country and available to attend the orientation day, which is held in November for the following years tuition, the student will be part of the mainstream orientation session for new students, as well.

COMPLAINTS, APPEALS AND GRIEVANCES

Bethel Christian School Limited is committed to providing an environment, which promotes the health and wellbeing of all members of the school community. However, it is recognised that from time to time there will be occasions when issues arise between members of the community, i.e. staff, students, parents and the wider community. The Complaints, Appeals and Grievance Policy seeks to ensure that complaints arising from situations of conflict and disharmony among members of the school community are addressed in a fair and transparent manner to bring a favourable resolution. Parents, students and staff members have a right to raise concerns, questions or bring complaints – held against behaviours, practices, decisions or individuals – and to expect these matters to be addressed appropriately with objectivity and sensitivity. Our school, as part of its obligation in relation to its duty of care to students and staff members, strives for procedural fairness and natural justice for all. Our school is committed to maintaining its bond of biblical community. Disharmony within the school community is intended to be resolved through employing biblical principles and due process.

The Complaints, Appeals and Grievances Policy is available by request from the office or through the Principal.

In the event of a dispute, procedures are in place to assist in resolution.

- Issues relating to conduct, discipline and attendance see PCG or Class Teacher. Should this require further attention see the Principal.
- Issues relating to provision of service and academic programs see School Coordinator. Should this not resolve the matter see Principal.
- Issues relating to welfare of a student see PCG teacher, School Coordinator or Student Support Officer. Should this not resolve the issue please see the Principal.
- Issues relating to contractual agreement and financial status see the Business Manager. Should this not resolve the issue please see the Principal.
- Independent Internal Mediation will be made up of a mediation panel of three members, one nominated by the school, one nominated by the student's parent(s) or legal guardian(s) and one by mutual agreement. This process does not circumscribe the student's right to pursue other legal remedies such that be deemed necessary.

Private Overseas students wishing to make a complaint using the internal complaints and appeals process are to follow the procedures outlined above in the Procedure for Complaints, Appeals and Grievance Section. The Complaints, Appeals and Grievances process will commence within ten working days of the formal lodgement of the complaint or appeal. All reasonable measures will be taken to finalise this process as soon as practical. Bethel Christian School Limited will maintain the student's enrolment whilst the appeal or complaints process is being carried out. The complainant or appellant will receive the outcome, including reasons for the outcome in writing from the Principal. Should a Private Overseas Student wish to access an external complaints and appeals process in such situations like appealing the decision of a default, they should be referred to the Overseas Students Ombudsman (www.ombudsman.gov.au/complaints/international-students-complaints)

TRANSFER OF STUDENTS FROM/TO ANOTHER EDUCATION PROVIDER

Bethel Christian School Limited supports the requirements under Standard 10 of the national Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2017 (National Code), made under the Education Services for Overseas Students Act 2000 (ESOS Act).

1. International Students who wish to transfer to a different Registered provider prior to completion of the first six calendar months of study in their course at the College are required to obtain a Letter of Release from Bethel Christian School;
2. Under the National Code, the other Registered Provider (to which the student wishes to transfer) must not knowingly enrol such an international student at its institution without a Letter of Release, other than in circumstances specified in Standard 10 of the National Code;
3. Once granted a Letter of Release, students will be able to seek enrolment at their new education provider, subject to the student following the procedures in the National Code.

Bethel Christian School Limited will only enrol a student who has already completed another course in Australia with a registered provider if we are satisfied that the:

- Transfer is in the student's best interests
- The school has written confirmation that the student's parent(s) support the transfer
- Student has demonstrated a commitment to studies in that course
- Student has a good attendance record for that course
- Student has paid all fees for that course

Bethel Christian School Limited will require a letter from a student's current provider for any international student wishing to enrol who did not complete the course of study with that provider. This requirement applies to the principal course and any course packaged with the principal course.

Conditions:

- Transfers within the first six months of a student's enrolment will not be processed.
- Any Letter of Release from a previous provider must address:
 - The student's commitment to studies,
 - Attendance record and
 - Payment of fees
 - Evidence that the student is always under the care within an approved welfare and accommodation arrangements as per requirements through the Department of Immigration
- Entry requirements as stated in previous sections will apply
- The PRISMS database and the student's visa will automatically be checked to ascertain the length of time that a student has been enrolled with another provider.

Bethel Christian School Limited will acknowledge the receipt of a Request for a Release within 48 hours and will provide the letter of release within 10 school days, upon written request at no cost to the student, to any student who started but did not complete a course at Bethel Christian School Limited and who wishes to enrol with another provider within the same sector provided that the:

- Student has completed six months at Bethel Christian School Limited

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- Student has provided a letter from another school confirming that a valid enrolment offer has been made
- Bethel Christian School Limited has written confirmation that the student's parent(s) support the transfer
- Receiving school will accept responsibility for approving the student's accommodation, support and general welfare (i.e. if the student is not being cared for by a parent)

Any letter of release will address:

- The student's commitment to studies
- The student's attendance record and
- A statement which advises if all course costs have been paid
- A statement advising the student of the need to contact the Department of Immigration and Citizenship to seek advice on whether a new student visa is required

If the student does not provide this documentation, then the letter of release will not be granted. In such a circumstance, the student will receive written reasons for the refusal of the request. The student will have the right to appeal the school's decision. Appropriate records of any such requests/determinations will be kept on the student's file. Any determination will be made within two weeks of receiving an application for transfer.

HEALTH (INCLUDING HEALTH COVER)

All international students studying on Student Visas must have Overseas Student Health Cover (OSHC). OSHC is an insurance that provides cover for the costs of medical and hospital care, which may be needed during a student's stay in Australia. Students must obtain OSHC for the proposed duration of the Student Visa. Further information on Private Health Insurance can be provided by the Business Manager, Shyamala Ratnam through contacting the office. In the case of emergency at school, a student may be taken to a Public Hospital. Coverage details are contained in the private health insurance cover. The NSW Department of Health reminds parents that it is important for every child to be fully immunised before starting school. The school fully supports this encouragement from the Department of Health and requires a full immunisation certificate upon enrolment. Basic First Aid is administered by School Assistants when an injury occurs at school. In all cases where any injury is more than minor, we try to contact parents, so further treatment can be arranged.

ENGLISH LANGUAGE PROFICIENCY

Private Overseas Students desiring admission into junior and senior high school, are required to show evidence of English proficiency. Bethel Christian School Limited expects a student to sit for an appropriate English language test and provide the school with the results. This may be through AEAS or IELTS or the providing of alternative proof of having reached the required level of English. There is no English requirement on Primary (Kindergarten to Year 6). Year 7 through 9, are required to reach equivalent to level 4 on the ESL scales or equivalent on EAL outcomes. Year 10 are required to have predominately level 5 or equivalent and year 11 all level 5. If a student does not have the required English level, enrolment offers will be conditional upon the completion of intensive English preparation programs and the subsequent attainment of the required level of English. Information regarding testing centres can be found at: www.aeas.com.au or www.ielts.org.

CURRICULUM

Bethel Christian School Limited delivers the following courses to private overseas students:

- Primary (Kindergarten to Year 6) **038775F** (364 weeks duration)
- Junior Secondary (Year 7 to 10) **005522M** (208 weeks duration)
- Senior Secondary (Year 11 and 12) **089322B** (104 weeks duration)

PRIMARY (Kindergarten to Year 6)

Subjects are organised into six key learning areas (KLAs):

1. English
2. Mathematics
3. Human Society and Its Environment
4. Science
5. Creative Arts
6. Personal Development/Health/Physical Education.

The school also has Values Education civics and citizenship, language – Chapel, Devotion and Christian Studies.

JUNIOR SECONDARY (Year 7-10):

1. English
2. Mathematics
3. Human Society and Its Environment
4. Science
5. Creative Arts
6. Personal Development/Health/Physical Education.
7. Technical and Applied Science (TAS)
8. Language

Year Nine and Ten are able to select two elective subjects from a range of courses. Year Seven also completes studies in Korean.

SENIOR SECONDARY (Year 11-12):

Subjects for senior secondary are selected by the student for courses available. Students must study English. The subjects offered are variable and are based on the interests and subjects selected for that cohort of students. Some of the subjects offered for selection are:

- | | |
|---------------------------------|----------------------------------|
| 1. Standard English | 9. PDHPE |
| 2. English Studies | 10. Community and Family Studies |
| 3. Mathematics Standard 1 and 2 | 11. Music 1 |
| 4. Biology | 12. Textiles and Design |
| 5. Physics | 13. Studies of Religion |
| 6. Modern History | 14. Food Technology |
| 7. Legal Studies | 15. Christian Living (mandatory) |
| 8. Business Studies | |

MONITORING OF STUDENT RESULTS

Bethel Christian School Limited monitors the progress of each Private Overseas Student. Students are required to maintain the expected standard of work for each stage as per the outcomes from the Curriculum.

Progress is monitored regarding:

- Course progress
- Course completion within expected duration
- Course attendance

Academic records for each component of the course a student is enrolled in will be kept on the server and in student's files. Students deemed to be at risk of failing, not completing or not yet competent in 50% or more of the units of the course in a study period will be addressed with intervention strategies including counselling. This process will be documented in writing in the student file.

'Satisfactory Course Progress' is based on:

1. Demonstration of improvement in the use of the English Language.
2. Demonstration of improvements in academics.
3. Meeting course deadlines (Assessments).

If a student has made unsatisfactory progress and is identified as at risk of not fulfilling the course, a letter outlining the needs will be sent to the student and parents or legal guardians of the student, as soon as possible. Bethel Christian School Limited strives to give students every opportunity to successfully complete their course. Students identified as being at risk of not meeting satisfactory course progress requirements will undertake steps in the school's intervention strategy. Students may use one or a range of these strategies depending on their particular needs. The particular interventions used will be decided upon in conjunction with a combination of the Student, Teacher, Head Coordinator and Principal. Steps used in this strategy are outlined below. A copy of these intervention strategies will be kept in the students file:

1. Attending tutorials/study groups with the Head Coordinator, Principal and or Teacher.
2. Individual case management and Individual Education Plans
3. Attending Counselling with the Principal or a support person whom they have delegated.

4. Receiving assistance with personal issues which are influencing their progress.
5. Receiving mentoring (for example from a delegated buddy assigned by the Principal)
6. Being placed in a suitable alternative subject within a course or a suitable alternative course.

MONITORING OF STUDENT ATTENDANCE

Attendance is monitored daily. Students are required to be present for class in order to maximise their learning capacity. Attendance is recorded in each class over the course of the school day. A record of this data is maintained as per the legal requirements of the school. Should an absence from school be necessary due to misadventure or illness, a note of explanation must be provided promptly. Should a student require more than three consecutive days off school, communication with the school office is required. Unexplained absences greater than 5 consecutive days may be considered unsatisfactory. Attendance is required to be maintained over 80% of the course. Should a student be at risk of falling below this 80% mark, counselling will be offered in order to provide a means of intervention. Report will be made to relevant Government bodies, should attendance fall below 80%. In the event of compassionate and compelling circumstances, reports may not be made unless the student falls below 70%. Reporting may affect the student visa for the individual.

BETHEL CHRISTIAN SCHOOL LIMITED

UNIFORM

| | |
|-------------|----------------------------------|
| Term One: | Summer Uniform |
| Term Two: | Summer/Winter Uniform as advised |
| Term Three: | Winter Uniform |
| Term Four: | Summer Uniform |

Uniform – Infants & Primary

| Girls Summer Uniform | Girls Winter Uniform |
|--|---|
| School check dress with white Peter Pan collar Black lace up shoes (polishable) White socks – ankle length Navy sloppy-joe Navy legionnaires hat (years K-2) Navy 'baseball' cap (years 3-6) | Winter tunic and tie Long sleeved with Peter Pan collar Navy tights/white socks - ankle length Black lace up shoes (polishable) |
| Boys Summer Uniform | Boys Winter Uniform |
| Sky blue short-sleeved shirt Grey shorts with full elastic waist Grey socks – ankle length Black lace-up shoes (polishable) Navy legionnaires hat (years K-2) Navy 'baseball' cap (years 3-6) | Sky blue long-sleeved shirt Long grey pants Navy sloppy joe Grey socks - ankle length Black school shoes (polishable) School tie |
| Sports uniform Boys and Girls | |
| Navy shorts – long leg knit variety Gold crested polo shirt Navy sloppy joe Navy tracksuit pants Plain white sports socks - ankle length Sports shoes – predominately white | |

Uniform – High School

| Girls Summer Uniform | Girls Winter Uniform |
|--|--|
| White shirt with Peter Pan collar Tartan knee length skirt Navy sloppy joe White socks – ankle length Black lace-up shoes (polishable) | As for summer Black stockings optional Sports tracksuit jacket over sloppy joe |
| Boys Summer Uniform | Boys Winter Uniform |
| White shirt Grey pants or shorts Navy sloppy joe Black lace-up shoes (polishable) | As for summer Tie Sports tracksuit jacket over sloppy joe |
| Sports uniform Boys and Girls | |
| Navy shorts Gold crested polo shirt White ankle length socks Sports shoes, preferably white Navy tracksuit pants | |

Grooming

Girls:

Hair should be clean and neat and where necessary tied back so it does not fall in the face when leaning forward. Hair clips, ribbons or decorations must be yellow or blue. Hair longer than shoulder length must be tied up in an approved style for tidiness and health reasons. Styles of hair should be conservative and not bring undue attention to the individual or be unacceptable at a reasonable job interview. Hair must not be dyed or bleached. Make-up and coloured nail polish is not to be worn and fingernails are to be clean and neatly filed. Jewellery is not allowed to be visible with the exception of watches, simple signet rings and medical ID bracelets etc. A pair of ear studs or sleepers is permissible.

Boys:

Hair should be kept clean, neat and is not to extend beyond the collar and not be styled to the excess of fashion or be unacceptable at a reasonable job interview. Hair must not be dyed or bleached. If parents/students are in doubt as to particular hairstyles, Principal should be consulted before having a questionable or trendy hairstyle. Fingernails are to be kept clean and neatly trimmed. Jewellery is not permitted with the exception of watches, simple signet rings and medical ID bracelets, etc. Earrings are not permitted.

SCHOOL INVOLVEMENT

1. International Students are required to comply with the requirement of Bethel Christian School Limited in respect to uniform, code of conduct / behaviour and participation in all subject requirements.
2. The parents of a student may be responsible for breakages and damage to school property caused by the student.
3. Privacy – Information is collected in order to meet the school's obligation under the ESOS Act and the National Code 2007, and to ensure student compliance with the conditions of their visas and obligations under Australian immigration laws generally.
4. Bethel Christian School Limited has a privacy policy should you wish to view this please contact the school on +61 2 96254949

OTHER GENERAL INFORMATION

Term dates are published in advance. It is expected that only in exceptional circumstances that a student would be absent from school during school terms due to holidays (vacations). Students must not leave the school grounds without permission once they have arrived at school for the school day until the school commitments have been completed (ordinarily at the conclusion of the school day). Conditions are subject to change from time to time by the Principal.