

Welcome from the Principal

Welcome to Lindisfarne Anglican Grammar School, the leading co-educational Preschool to Year 12 Anglican school in the southern Gold Coast, Tweed Coast and northern New South Wales region.

Our school is built upon the values of Compassion, Wisdom, and Respect, which shape everything we do. We are dedicated to providing students with a strong foundation and the necessary support to ensure their safety, health, academic growth, and positive contribution to both our school and community.

At Lindisfarne, we hold true to our Anglican tradition and actively celebrate it. We have developed unique learning programs that instil essential skills and qualities in our students, empowering them to become the leaders of tomorrow while emphasising the importance of learning to serve others and achieving economic wellbeing.

Personal achievement is of paramount importance at Lindisfarne, and we believe that a partnership between parents, students, and staff is crucial for student success.

Our commitment to leadership, high standards, and collaboration is at the forefront of our community-engaged framework. We promote a sense of optimism throughout the School, encouraging our students to pursue their dreams, make a positive impact, and leave the world a better place.

At Lindisfarne, we offer academically challenging programs catering to individual needs and aspirations, preparing students intellectually and socially for a global society. Our well-balanced co-curricular program provides opportunities for sports, cultural activities, service projects, and partnerships with local and overseas schools, fostering courage, confidence, cross-cultural understanding, and meaningful learning experiences beyond the classroom.

Lindisfarne Anglican Grammar School looks forward to welcoming you and embarking on this enriching journey together.



Stuart Marquardt
Principal



Above: Principal Marquardt with the 2026 School and Vice Captains

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1 Lindisfarne International

1.1 Lindisfarne International Staff Contact Details

Head of International

Mr Jeremy Godden holds responsibility as Executive Contact for Lindisfarne International

You can contact Mr Godden on:

Phone Number: 07 55905 099

Email: international@lindisfarne.nsw.edu.au / jgodden@lindisfarne.nsw.edu.au

Manager - International Development

Mrs Rebecca Wilson is responsible for new enrolments, coordinating homestay arrangements and maintaining records and compliance within the International Department. She is also responsible for academic support, student engagement and study tour programs. She will provide support in your language development during your time at Lindisfarne.

You can contact Mrs Wilson on:

Phone Number: 07 55905 099

Email: international@lindisfarne.nsw.edu.au

1.2 Executive Leadership Staff

The Executive and Leadership Teams at Lindisfarne Anglican Grammar School manage the growth and development of the school and provide staff and students with structure and direction.

Principal: Stuart Marquardt

Deputy Principal: Charlotte Lush

Chaplains: The Reverend Constantine Osuchukwu and The Reverend Lyndon Mulholland

Head of Junior School: Angela Mundy

Head of Middle School: Cathy Cox

Head of Senior School: Kate Cornell

Business Manager: Brett Dinsdale

Dean of Studies: Caroline Jeffries

Head of Professional Practice, Innovation and Partnerships: Kane Bradford

1.3 Academic Department Heads and Key Staff

Assistant Head of Junior School: Angela Mundy

Assistant Head of Middle School: Andrew Hayes

Assistant Head of Senior School: Dan Robins

Dean of Students (Junior School): Dana Dowker

Dean of Students (Middle School): Amber Phillips

Dean of Students (Senior School): Julie McDowell

Director of Creative Industries: Jane Brennan

Coordinator of Creative Industries: Kieran Davis

Director of Digital and Emerging Technologies: Scott Mellis

Director of Early Learning: Jo Hetherington

Director of English: Emily Brewer

Coordinator of English: TBA

Director of Humanities: Amy Blinco (Acting)

Coordinator of Humanities: Paskelle Dixon-King and Elliot Duke

Director of Mathematics: Frank Malone

Coordinator of Mathematics: Karen West

Director of PDHPE: Sam Dick (Acting)

Director of Theatre and Dance: Amy Camer

Director of Music: Dean Kennedy

Junior School Music Coordinator: Jesse Edwards

Director of Science : Jo Mendoza

Director of VET and Careers: Hayley McDonald

Director of Learning Enrichment (P-4): Rachel Mead

Director of Learning Enrichment (5-8): Jacqui O'Sullivan

Director of Learning Enrichment (9-12): Jodie Duggan

First Nations Cultural Engagement Coordinator: Gypsy Togo

St Andrew Head of House: Ryan Murphy

St Barnabas Head of House: Kelly Bedford

St Cuthbert Head of House: John Cadman

St Hilda Head of House: Priscilla Price

St Margaret Head of House: Nathan Alterator

St Stephen Head of House: Cathy Myers

Year 5 Coordinator: Paula Drew

Year 6 Coordinator: Kristina Diaz

Year 7 Coordinators: Daniel Hodgetts & Catherine Johnson-Dyson

Year 8 Coordinators: Alex Coulter & Karissa Wortmann

Head of Sport and Activities: Damien Clucas

Director of High Performance Athlete and Sports Development: Joseph Coyne

Teacher in Charge of Netball: Suzanne Evans

Lindisfarne Sports Academy Directors: Matthew Bedford and Joseph Coyne

1.4 Support Services - Roles And Responsibilities

<u>Role</u>	<u>Responsibilities</u>
School Chaplains	Ministering, pastoral care and wellbeing support.
School Psychologist/Counsellors	Mental health and wellbeing support.
School Nurse	Medical support for students at school.
Head of Sub=School	Oversees the academic and pastoral aspects of the relevant sub-school.
Assistant Head of Sub=School	Assists in overseeing the academic and pastoral aspects of the relevant sub-school.
Dean of Students	Plans and executes the wellbeing program.
Director of Learning Enrichment	Supports students requiring individual academic support or extension.
Dean of Studies	Academic counselling and subject guidance.
Director of Careers and VET	Careers and post-school guidance for senior students.
Heads of House (Senior School)	Pastoral support and guidance for house groups.
Year Level Coordinators (Middle School)	Pastoral support and guidance for year levels.
Homeroom and PC/Tutor Teachers	Daily group wellbeing and information sharing.
Subject Teachers	Supports in specific areas of their subject expertise.

1.5 School Contact Details

Primary Emergency Phone Number	Mr Jeremy Godden +61 477 477 730 (Calling from overseas) 0477 477 730 (Local)
Secondary Emergency Phone Number	Mrs Rebecca Wilson 0414 340 212
Lindisfarne Anglican Grammar School phone Number	+61 7 5590 5099 (Monday - Friday 7.50am - 4.15pm)
Lindisfarne International Email Address	international@lindisfarne.nsw.edu.au
Middle and Senior School Street Address	86 Mahers Lane, Terranora NSW 2486
Junior School Street Address	Sunshine Avenue, Tweed Heads South NSW 2486
Postal Address	PO Box 996, Banora Point NSW 2486
Web Address	www.lindisfarne.nsw.edu.au

2 Before You Arrive

2.1 Visa Conditions

Make sure you know your visa conditions

- If you are granted a student visa by the Australian Government, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa. You are required to remain with the principal education provider for the first 6 calendar months, unless issued a letter of release from the provider to attend another institution.

Some of these conditions include (but are not limited to):

- Condition 8202 - maintain satisfactory academic progress and maintain a minimum of 80% attendance in a given semester.
- Condition 8501 - maintain approved Overseas Student Health Cover (OSHC) while in Australia.
- Condition 8533 - notify your training provider of your Australian address and any subsequent changes of address within 7 days.

For a full list of mandatory and discretionary student visa conditions please visit [the Department of Home Affairs Website](#)

2.1.1 Tuition Protection Service (TPS)

The TPS is an Australian Government initiative that assists international students on student visas in the event of an education provider default or a student default. If your education provider fails to meet its obligations to you after a provider default or a student default, the TPS may be able to assist you.

<https://www.education.gov.au/tps/international-students>

2.2 Health And Immunisation

If you have any ongoing or recent medical conditions be sure to obtain a letter from your doctor explaining your condition, your treatment and medication before you leave your country. This should be translated into English by your agent and emailed to international@lindisfarne.nsw.edu.au before your arrival in Australia.

Arrange for any required immunisations and medications from your Doctor. A helpful website regarding immunisations needed for Australia is: <https://wwwnc.cdc.gov/travel/destinations/traveler/none/australia>

People living in Australia have access to a wide range of medical services and can purchase non-prescription and prescription medication easily. Your Homestay parents or School Nurse can advise you and support you if you need assistance.

2.3 Transport To Australia

2.3.1 Arrange Flight Travel

You will need to make your own flight arrangements to Australia. Please arrive with enough time to allow for settling-in, adjusting to the climate and overcoming jet-lag before the start of Student Orientation. We suggest a minimum of two or three days before your Orientation Day.

You should fly into Brisbane International Airport (BNE) or Gold Coast International Airport (OOL). Lindisfarne Anglican Grammar School is located approximately 15 kilometres (15 minutes) from Gold Coast International Airport and approximately 100 kilometres (90 minutes) south from Brisbane International Airport.

Be sure to advise the International Department by email (international@lindisfarne.nsw.edu.au) of your flight schedule as soon as possible. Your agent will assist with this.

2.3.2 Transport from Airport

In most situations for students staying with a homestay family, transportation from the arrival airport to your homestay will be arranged by your agent through Lindisfarne and our Homestay Provider. This will either be a professional student transfer company or your homestay parent. In both situations there will be a transfer fee. Lindisfarne will communicate with your agent regarding which one you will use.

If the School has organised an airport pick up for you, you will be met by someone waiting for you in the Arrivals Lounge after you have exited through Customs. The person waiting for you will be holding a sign with your name on it. If you cannot find the person, stay at the Arrivals Lounge near the exit from Customs. Turn your mobile phone on, if you have one, and wait.

If you are living in Australia with a family member, then your family is responsible for organising transport from the airport to your new home.

2.4 Organise Your Finances

Your agent or your bank may have advice on which debit or credit card you should obtain. Organising this before you arrive in Australia can be helpful however your homestay parent will be able to assist you in applying for a debit card after you have arrived in Australia if you have not done so.

It is important that every student living in homestay accommodation have a credit or debit card.

- Debit Cards are available from all banks and can be used to make purchases or to withdraw money from EFTPOS or Automatic Teller Machines (ATM).
- Be sure to confirm overseas access to your funds while you are in Australia before leaving your home country.
- Confirm overseas access to your funds with your bank.
- Be sure to arrive in Australia with enough money to use for your initial few days. If you already have a debit card then you should only need approximately AUD\$100 . If you still need to organise a debit card you will need to bring enough money to purchase your uniform and any personal items you need to purchase on your arrival.

2.5 What To Bring

2.5.1 Important Documents to Bring

- An electronic copy or paper version of this handbook
- Your passport and the appropriate visa

Bring a paper copy of the following documents and save an electronic copy on your laptop:

- Letter of Offer
- Confirmation of Enrolment
- Student visa
- Travel insurance policy and Overseas Health Insurance Cover
- Birth certificate

Leave any originals of these documents safely with family in your home country in case of loss.

2.5.2 Electronic Devices

For reasons of safety, all international students must possess a mobile phone, though this cannot be used during class or break times. Students must store their mobile phone in their locker during the school day. Please ensure that once you have obtained an Australian mobile number, that it is provided to your homestay family and emailed to international@lindisfarne.nsw.edu.au

ConnectEd is a Lindisfarne initiative that provides access to a high-quality device to students in all year levels at the School. Students in Kindergarten to Year 6 receive their own personal iPad which remains at school at the conclusion of each day. Students in Years 7 to 12 are provided with their own personal MacBook.

The ConnectEd device at all times remains the property of the School but is loaned to the student. The student takes logical responsibility for the device and is encouraged to use their device for all activities, including personal use, so long as personal use does not inhibit any educational requirements or contravene the School's ICT Acceptable Use Policy. The School protects every school-owned student device with world-class internet filtering systems.

2.6 Choose Your Subjects

Prior to arrival, you will receive a Subject Selection Form and a Curriculum Manual. Your agent will help you to choose some of your subjects based on the year level you are entering.

These subjects will be confirmed or, if necessary, changed during your Orientation Day. It is important to return the subject selection to Lindisfarne International as soon as possible. If you do not have an agent, the School will be happy to assist you to choose your subjects during your Orientation Day after your arrival in Australia.

3 Your Accommodation

For the duration of enrolment, Lindisfarne Anglican Grammar School approves the following accommodation options for overseas students:

- The student will live with a parent or blood-relative as permitted by the Department of Home Affairs.
- The student will live in School-approved accommodation – homestay

3.1 Living With Your Parent Or Blood Relative

If you are staying with a parent or blood relative then they have responsibility for your welfare. The International Student Code of Conduct still relates to you, however the part relating to Homestay Students does not relate to you.

3.2 Living With A Homestay Family

If you received a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter from Lindisfarne Anglican Grammar School, you will be living with a School-approved homestay family when you start at Lindisfarne. This can be a very positive and rewarding experience.

Being part of a homestay family is more than staying at a hotel or renting a bedroom from a house owner. Your homestay family has decided to welcome you into their home because they look forward to getting to know you and your culture. Your family will be very different to your own family and these differences may seem hard to understand and possibly accept. At first, these differences may make you feel sad, confused or even lonely. Believe it or not, that's very normal! As you spend more time with your new family you will find that 'different' does not always mean 'wrong'.

It is also important to spend time with your family and to follow the house rules, showing respect to your homestay parent(s) and any children in the family. This will build good relationships between you and your host family.

Homestay helps you to learn how people live in Australia. Australia is a multicultural country. While English should be the language generally spoken at home, your homestay may speak other languages as well as English.

Your homestay parents will be responsible for supplying:

- A room with a comfortable bed and fresh clean linen
- Adequate lighting, warmth, cooling fan and window
- A desk and chair or appropriate place to study
- Three nutritious meals a day
- Appropriate support in your settling in period and during your stay
- Inclusion in family activities
- Opportunity to improve your English through day to day family interaction and conversation
- Transport to and from the school (Monday-Friday) and to social activities/bus-train on weekends and school holidays where appropriate
- Support and encouragement

There will be so many new things that you will have to become familiar with in your new environment. Your homestay family will assist you with the following if they have not already been arranged by your parents/agent –

- obtaining a mobile phone and/or mobile SIM card
- opening an Australian bank account
- obtaining train and bus timetables and relevant travel and concession card for students
- familiarisation of surrounding suburb and local shopping centres
- purchase your uniform or stationery if needed.

If you are placed in a homestay family, you will be provided with a Student Homestay brochure which provides you with all the details you need to know.

3.2.1 The Lindisfarne Code of Conduct for International Students

Lindisfarne is your welfare provider and therefore is the entity that is ultimately responsible for your safety and welfare. You are therefore required to follow the rules set out in the International Student Code of Conduct. This includes rules relating to living in Australia and living with your homestay family. **(Please see International Student Code of Conduct Policy Section 6.5)**

4 Your Academic Success

A key focus at Lindisfarne is to ensure that, alongside a strong understanding of content, students also develop skills in:

- Collaboration
- Knowledge
- Self-organisation
- Real-world problem solving and innovation
- The appropriate use of technology for learning
- Skilled communication

An essential aspect of Lindisfarne Anglican Grammar School is integrating technology into the learning process to foster the skills and abilities our students need for success.

This is our [Entry Requirements Policy](#)

Registered Courses we Offer:

0100867 (Kindergarten to Year 6) - Primary School Studies (Junior campus)

0100870 (Kindergarten to Year 6) - Primary School Studies (Middle School campus)

0100868 Junior Secondary (Years 7 - 10) Junior Secondary Studies (Senior School campus)

0100869 Senior Secondary (Year 11 and 12) - Senior Secondary Certificate of Education (Senior School campus)

4.1 International Student Academic Support

4.1.1 English as an Additional Language (EAL) Program

The English as an Additional Language (EAL) Program is designed to develop English language proficiency for you to meet grade level, subject-specific, and school expectations. You will be placed in grade level mainstream classes. EAL staff will collaborate with your mainstream teachers to scaffold language acquisition of content to support you to access the mainstream curriculum.

4.1.2 Support Sessions

At Lindisfarne we understand the importance of supporting you to be able to successfully complete assessment tasks for your mainstream subjects.

Based on the NESA EAL/D scales descriptors and support recommendations and on an 'as need' basis, EAL small group and one to one withdrawal classes are offered to provide more intensive support for mainstream class content and concepts. These classes help develop academic vocabulary and writing skills, while building competency across the three macro skills; oral interaction, reading and writing.

4.1.3 Academic Assistance

Academic assistance is available to you for various subjects either before school, at lunchtime, or after school. The Academic Assistance schedule is released at the beginning of each term.

These opportunities are voluntary but helpful to ensuring success in your academic achievements.

4.2 Your Academic Responsibility

4.2.1 Homework and Assessment Tasks

You are expected to complete homework and assessment tasks at home while studying at Lindisfarne. Below is a guideline for the approximate amount of time per week that an average student should spend on homework and assessment tasks.

Year Level	Approximate nights per week	Approximate minutes per night
Years 5 and 6	4 nights	30 minutes
Years 7 and 8	5 nights	1 hour
Years 9 and 10	5 nights	2 hours
Year 11	5 nights	2 to 3 hours
Year 12	5 nights	3 to 4 hours

4.2.2 Homework and Assessment Tasks

In Australia, you will be assessed in a variety of ways, not just exams. These will include:

- assignments and projects
- oral presentations
- research experiments
- classwork
- class tests
- formal examinations
- practicums

For most assessment tasks other than exams, you will receive an assessment task sheet. This sheet is very important and will explain what you need to do to complete the assessment successfully. It will also give you the due date for the draft and for the final version. Years 7 to 12 Assessment Policies and Assessment Schedules are available on the student portal, SEQTA Learn.

4.2.3 The Assignment/Project Process

For many assessment pieces you will be required to:

- Submit your draft copy assignment to your teacher before the draft due date so they can check that you are on the right track.
- Submit your draft copy assignment to your subject teacher on the draft due date for feedback.
- Make changes to your assignment based on the feedback from your subject teacher.
- Submit your final copy of your assignment to your subject teacher on the due date.

4.2.4 Due Dates

Due dates are important and students are required to submit assessment tasks on time. If you are unable to do this due to illness an extension request must be sought prior to the due date from the Dean of Studies. Please include a medical certificate with the request.

Research Assessment Tasks — Years 7 to 12

Tasks are due as per the Assessment Task sheet.

eSubmission of Assignments

Students must submit all written assignments online unless otherwise stated, via google classroom. All assignments should be appropriately referenced using the Harvard Method of Referencing unless otherwise stated.

4.2.5 Academic Integrity and Plagiarism

When studying in Australia, you are required to demonstrate academic integrity in your assignments and exams. This means you must not copy or use someone else's words and present them as your own. This practice, known as plagiarism, is prohibited at Lindisfarne Anglican Grammar School.

Plagiarism occurs when you use the words or ideas from another source, such as a person, website, book, or another assignment, and claim them as your own. This is similar to stealing someone's ideas.

You are plagiarising if you:

- Copy someone else's words.
- Make only minor changes to someone else's words.
- Fail to provide a citation (a citation is where you note the source of the information or direct quotes).
- Use too much of someone else's words or ideas, making up the majority of your work, even if you provide a citation.

What happens if you plagiarise an assessment at Lindisfarne?

- The plagiarised section will not be marked, which may lead to failing the assessment.
- You may be required to redo the assessment.
- You could face detention or suspension.
- Repeated instances of plagiarism could result in your enrolment being cancelled due to poor academic performance.

To avoid plagiarism:

- Always use your own words.
- Take notes from other sources, then rewrite them in full sentences using your own wording. This process is called paraphrasing.
- Keep a detailed record of your sources (websites, books, journals) and reference them in your assignment.
- Use direct quotations with proper quotation marks and include the source (e.g., "70% of the human body is made up of water." (Wright, 2012)).
- Include a reference list or bibliography at the end of your assignment. A useful tool for this is <http://www.citethisforme.com/harvard-referencing>.

Other breaches of academic integrity include:

- Cheating during an exam.
- **Absent the day before or day of an in-class assessment task or exam without a medical certificate**

5 International Student Code of Conduct Policy

5.1 Rationale

The International Student Code of Conduct Policy ensures that you clearly understand the conditions you must follow to remain safe and succeed while enrolled at Lindisfarne Anglican Grammar School. The School holds high expectations for student behaviour both during and outside school hours. By enrolling, international students agree to adhere to the School's behavioural expectations, values, and standards.

The following Code of Conduct is a summary of the key responsibilities for international students. It is important that you also read the [Code of Conduct - Students](#) to ensure you have a full understanding of the conditions of your enrolment.

5.2 Responsibilities

During your time at Lindisfarne Anglican Grammar School, you will be required to maintain the following:

Academic Performance

Primary School Studies

Students in Kindergarten to Year 6 will need to demonstrate a commitment to their studies each study period that allows them to remain on track for progression to the next year level. Students will need to achieve a minimum pass grade of C in 50% or more of the subjects studied per semester. Students will also need to show a willingness to participate in academic and cocurricular activities. If the student's effort is at least "satisfactory", despite not passing all subjects studied, the School may consider the student to have achieved "satisfactory" course progress.

Junior Secondary Studies

Students in Years 7 to 10 must demonstrate a minimum pass grade of C in 50% or more of the subjects studied per semester.

Senior Secondary Studies

Students in Years 11 and 12, must demonstrate a minimum pass grade of C in 50% or more of the units attempted per semester. The objective of this criterion is that the student avoids the possibility of not being issued a Higher Schools Certificate at the conclusion of Year 12.

- Refer to the Student Progress, Attendance, and Course Duration Policy in the International Student Guide.
- Complete classwork, homework, and assessments on time and to the best of your ability.
- Stay organised and be punctual for all classes.
- Be attentive and respectful in class, cooperate with your teacher, and ensure you do not disrupt other students' learning.
- Use the support services available to international students to help you succeed.

Attendance and Punctuality

- Strive to attend all classes each day of the term. Attendance in all classes is compulsory.
- Obtain written permission if you need to leave class for any reason.
- Your parent or homestay parent (if applicable) must inform the school if you are absent for one day.
- Submit a medical certificate to Student Administration if you are sick for more than two days.
- Attend classes on the first and last school day of each term.
- Participate in School activities outside of school hours when required by the School.

Please Note: Any other absences must be approved in advance by the Head of the relevant sub-school. If you fail to attend at least 80% of your full-time course you are in violation of your Student Visa and your enrolment is at risk of cancellation.

Responsibility to the Community

- Make a strong effort to talk in English during school hours
- Actively commit to making friends with Australian students
- Follow the School Uniform guidelines, wearing your uniform correctly at all times.
- Keep the school grounds clean (no chewing gum is allowed).
- Intimate contact between students and exclusive relationships which separates students from the community are not allowed.
- Students are not allowed to use mobile phones at the School during school hours.

5.3 Expectations

The School is committed to promoting positive behaviours. The School is focused on helping students develop behaviours which contribute positively to the communities they belong to, including the school community. Accordingly, the table below sets out behaviours that all students at the School are expected to 'Do':

DO	
• Respect and follow all school policies, rules and procedures • Respect and comply with staff directions • Uphold the School's vision, mission and values at all times • Accept responsibility for your own behaviour • Act as a role model to other students • Demonstrate courtesy and respect in all aspects of communication and interactions with others (whether in person or online) • Treat others in a fair and consistent manner • Aspire and strive to achieve your highest standards • Respect staff	• Treat every member of the school community with dignity, care, compassion and respect • Value and respect the interests, ability, culture, beliefs and difference of others • Positively participate in all aspects of school life • Support the learning of others and approach your own studies seriously • Behave in a manner that does not endanger the care, safety and welfare of yourself or others • Act in a manner that upholds and promotes the School's reputation • Act as an upstander to the inappropriate conduct of others

5.4 Uniforms

The Lindisfarne uniform has been designed to serve practical purposes, ensure students feel pride in their school and experience a sense of equality in what they wear to school. The correct wearing of the school uniform reflects students' standards of self-discipline. As such, a high standard of personal dress and grooming is required at all times. Students are encouraged to take responsibility for their standards of grooming. It is expected parents/caregivers will ensure students arrive at school appropriately groomed.

Students who do not have the correct uniform may be sent home until these items are obtained. Students who attend school unshaven will have the option to shave at school with the oversight from the School Nurse; however, if parental permission is not given, the student will need to be collected and may not return to school until clean shaven.

Students will be advised of days when the sports uniform is to be worn at the beginning of the school year.

Please ensure all clothing and equipment is clearly labelled in permanent ink with the student's full name. Please note: No graffiti is permitted on clothing or equipment.

Blazer

- The blazer is to be worn when travelling to and from the School in Terms 2 and 3 by all students in Years 5 to 12.
- The blazer and formal uniform must be worn to all formal events (including School Assemblies)

Ties

- In Terms 2 and 3, the tie is always worn to and from school.
- Ties should be worn when representing the School at events and fixtures.
- Whenever the tie is worn, the top shirt button must be fastened and the tie done up.

Hair/Makeup

- Hairstyles must be neat, tidy and well-maintained.
- Students' hair should not come over the eyes at any time.
- Hair that is shoulder-length or longer is to be tied back with a discreet hair tie. School ribbons may be worn - a navy blue school ribbon, navy blue headband or navy blue or tartan scrunchie for Preschool to Year 8. For Years 9 to 12, these items can be red in colour. *Please note clips/claws are not permitted.*
- Significant contrasts in length of hair are not allowed, including (but not limited to) mullets, undercuts, tracks, rat's tails or shaved sections.
- Dyeing or bleaching of hair is not permitted.
- Clear sunscreen is permitted, however, not the tinted variety.
- Makeup is not permitted, including false eyelashes.
- Nail polish, nail patterns/art and nail jewellery are not permitted.
- False nails or nail attachments are not permitted.
- The minimum crew-cut length is a No. 2 cut.
- Boys are to be clean-shaven at all times.

Jewellery

Students are not to wear jewellery at School, with the exception of the following:

- a wristwatch;
- a thin chain with an appropriate Christian cross; and
- for female students with pierced ears, discreet stud earrings (only one stud is permitted in the lower lobe of each ear).

The following examples are not permitted:

- metal or plastic body piercing jewellery (other than per the above);
- tattoos of any form, retainers.

Shoes

For safety reasons, conventional black leather lace-up 'Clark'-style school shoes that provide good support are to be worn with the Lindisfarne day and formal uniform. The Athlete's Foot, Tweed City has a range of shoes approved by Lindisfarne.

Please note: Black joggers, runners or sports shoes (including Nike Airforce 1s) are not acceptable with the formal uniform.

Lace-up sports shoes (jogger style) that provide good support are to be worn for sport only. Boots, skate shoes or canvas shoes are not permitted for students.

Velcro shoes are permitted for Preschool and Kindergarten only, on the understanding that parents will help their children to learn to tie their shoelaces in preparation for Year 1.

Socks

Female students in Kindergarten to Year 10 are to wear plain white ankle socks (socks that when folded over fully cover the ankle) with their day uniform. Anklet socks are not permitted.

Skirts

The length of the skirt for all girls is to be no shorter than on the knee.

School Bag

The Lindisfarne backpack is the only school bag permitted.

Consequences

Any breaches will be dealt with in line with the School's Student Code of Conduct

5.5 Homestay

You are required to live with a School approved or arranged homestay family for the duration of your studies, if a parent or blood relative has not been nominated as a guardian. The following is a summary of the key responsibilities for students.

- Except in emergency situations, there is a minimum stay requirement of 10 weeks before a student can request a change to a new homestay family.
- Inform the International Development immediately of any concerns regarding your health or welfare that may arise in your homestay environment.
- Show respect and courtesy to your homestay family.
- Spend time each day engaging in family activities, building positive relationships, and maintaining clear communication with your homestay family.

- Respect and follow the guidelines/rules of living with your homestay family, which may include doing minor chores like washing dishes.
- Ensure your homestay parents have your mobile number and always know where you are.
- Ask for permission from your homestay parents for any social outings before the day of the event, and inform them of any meals you will miss. Social outings are not permitted from Monday to Thursday unless they are related to a School activity.
- Get permission from your homestay parents before inviting friends over.
- Take responsibility for paying for any damage to family property that you cause.
- Do not visit or download material from pornographic or gambling websites.
- Follow the curfews for international students and adhere to your homestay parents' instructions regarding social activities.
- Obtain school approval for airport transfers

Curfews for Social Activities:

13 years old & younger	No unsupervised outings at any time. You are not allowed to stay home without adult supervision.
14 years old	Unsupervised outings are allowed only during the day.
15 – 16 years old	Unsupervised outings during day and at night on weekends until 9pm.
17 years old	Unsupervised outings during the day and at night on weekends until 10pm.
18 years & older	Unsupervised outings during the day and at night on weekends until 11pm

Please Note:

It is unacceptable and unsafe for students to be in any public spaces at night e.g parks, beaches. Students are not allowed to use public transport (bus, train, G-link) after dark.

Sleepover Procedure:

If you wish to have a sleepover at any other premises other than your homestay house, you need to complete a [Sleepover Request Form](#) and submit it via email to the Head of Enrolments and International Development three days prior to the sleepover for approval.

5.6 All Students 18 Years And Older

In Australia, once you have turned 18 years of age you are considered to have the rights and responsibility of an adult.

Even though you are an adult when you are 18 years of age, as a Lindisfarne student, you are still required to follow and meet the expectations of our student code of conduct.

5.7 Sporting Team, Gym And Club Memberships

Lindisfarne Anglican Grammar School encourages international students to join a sports team or participate in team recreational activities, while ensuring that their studies remain the top priority. Students are advised to discuss any such decisions with their parents or homestay carers before making a final commitment. If a student under the age of 18 needs a guardian's signature on a membership form, they must first obtain approval in writing from their parents and provide this to the Manager - International Development.

5.8 Major Breaches Of Code Of Conduct

The following behaviours are unacceptable at any time, both during school hours and outside of school hours, and **will jeopardise** your enrolment at the School:

- Purchasing and/or consumption of alcohol and other non-prescribed drugs
- Smoking
- Entering places of adult entertainment (e.g. nightclubs, casinos & bars)
- Any significant or regular offensive or disrespectful behaviour

- Any indecent or inappropriate sexually explicit behaviour
- Continued and blatant disregard for homestay rules and curfews.
- Obtaining tattoos or piercings during your course.
- Having any type of weapons in your possession (including knives).

5.9 Australian Law And Lindsfarne International Student Code of Conduct Policy

- A condition of your enrolment is that you obey Australian laws and regulations at all times.
- Do not drive a car without an Australian driving licence. To obtain an Australian driving licence you are required to follow the relevant Lindsfarne International policy. **(Refer to Section 7.1.3)**
- You must not travel in a car driven by another student without the written permission of your parents and the Head of International.
- If you want to obtain a part-time job, you should seek permission from the Head of International in order to be able to obtain work in accordance with the relevant legislation for your state. **(Refer to Section 7.1.4)** The Head of International will assess your suitability for work based on academic results, effort and attendance.

6 General School Information

6.1 2026 Term Dates

Term 1

LENT

05 January	Monday	School office reopens
23 January	Friday	Orientation Sessions
26 January	Monday	Australia Day - Public Holiday
27 January	Tuesday	First day of Term 1
02 April	Thursday	Last day of Term 1
03 April	Friday	Good Friday — Public holiday
06 April	Monday	Easter Monday — Public holiday

Term 2

PENTECOST

20 April	Monday	Staff Development Day
21 April	Tuesday	First day of Term 2
18 to 22 May	Monday to Friday	Year 7 to 11 Camps
		Year 12 Activity Week
8 June	Monday	King's Birthday — Public holiday
26 June	Friday	Last day of Term 2

Term 3

TRINITY

20 July	Monday	First day of Term 3
25 September	Friday	Last day of Term 3
05 October	Monday	Labour Day Public Holiday

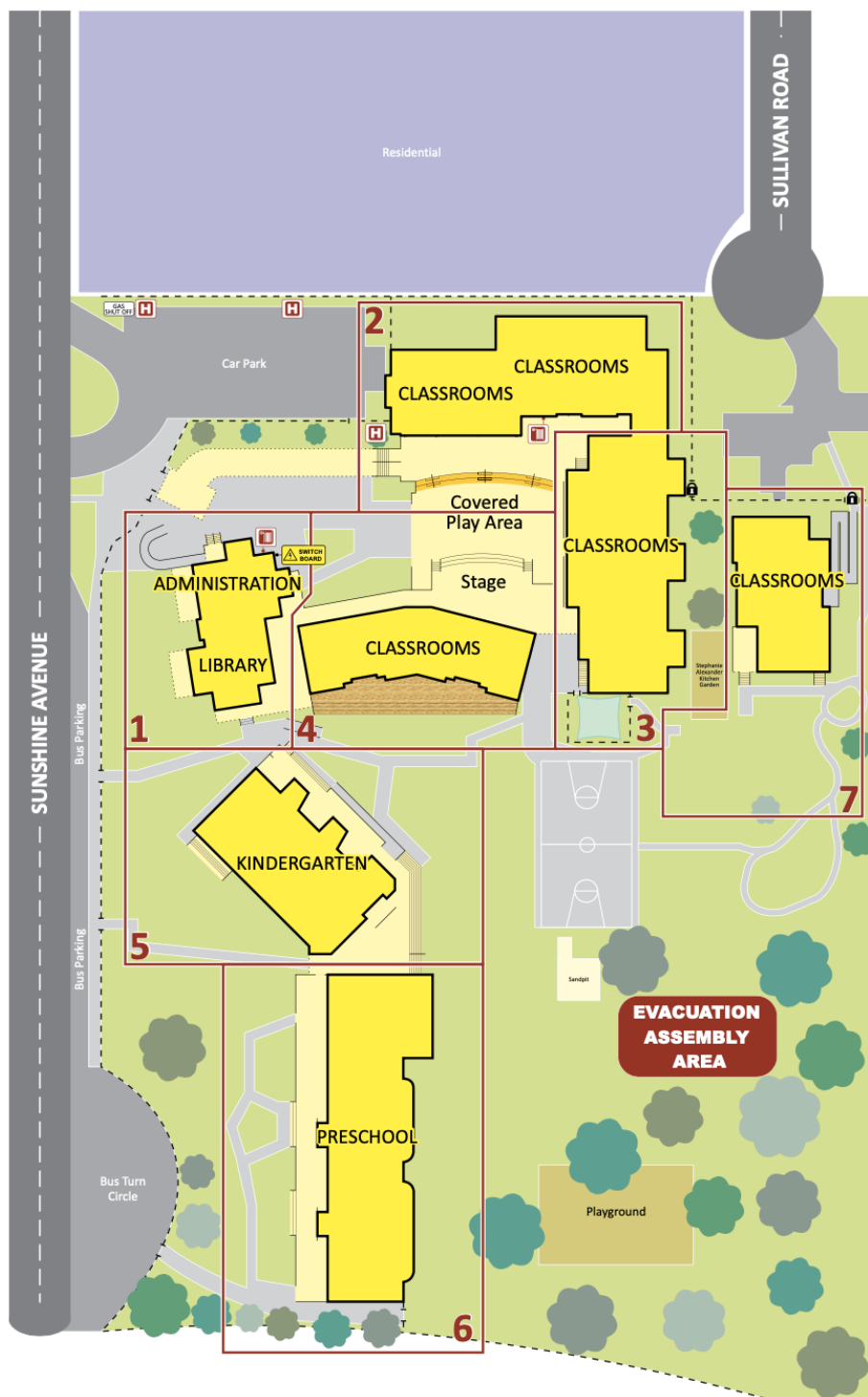
Term 4

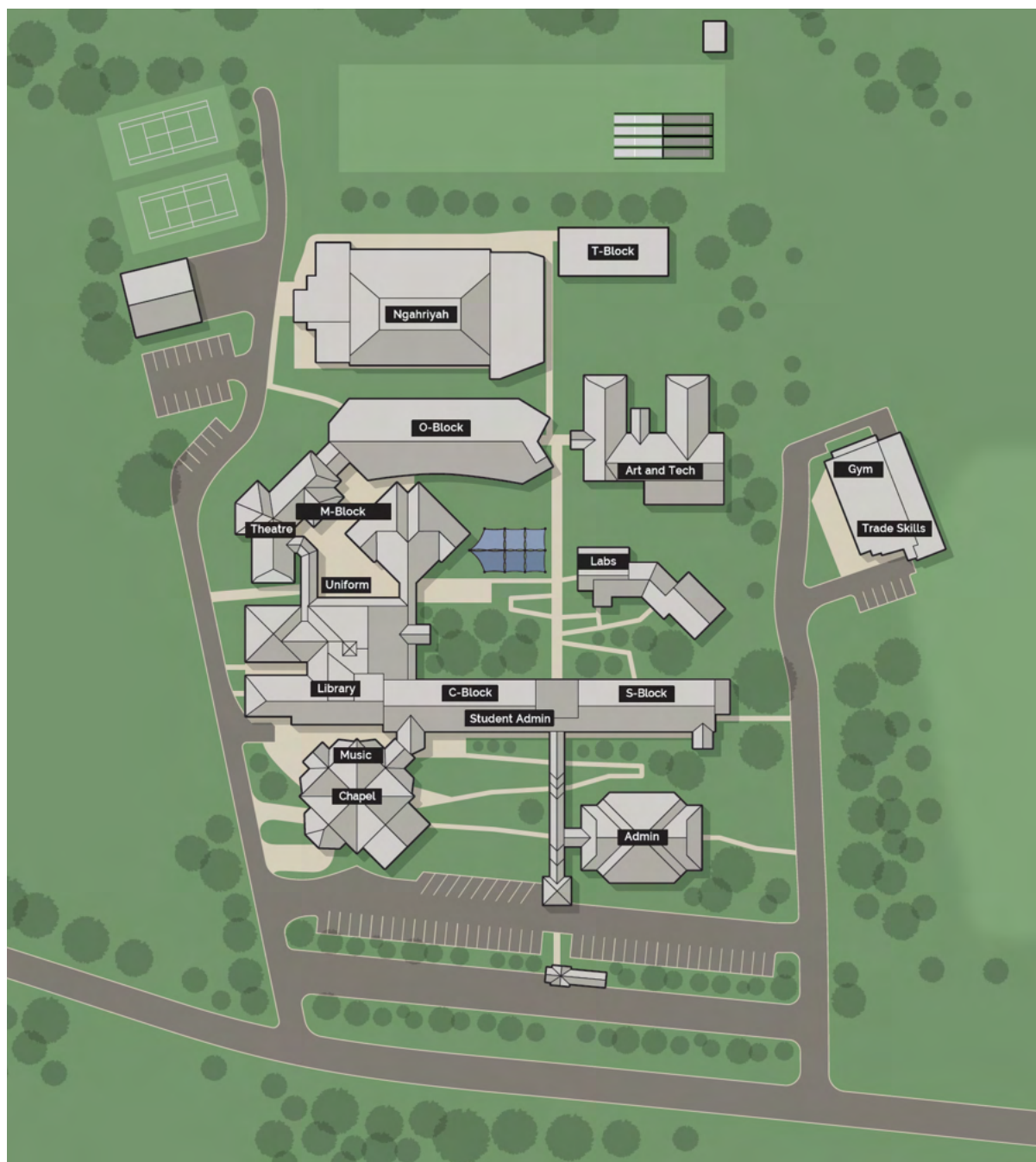
ADVENT

12 October	Monday	Staff Development Day
13 October	Tuesday	First day of Term 4
8 December	Tuesday	Junior and Middle School Speech Days
9 December	Wednesday	Senior School Speech Day
		Last day of Term 4
18 December	Friday	School office closes

6.2 Campus Maps

Junior School Campus - Sunshine Avenue, TWEED HEADS SOUTH NSW (Preschool to Year 4)





6.3 School Hours

Junior School Campus

Preschool - 8.40am to 2.45pm

Kindergarten to Year 4 - 8.40am to 3.00pm

Middle and Senior School Campus

Year 5 to Year 12 - 8.20am to 3.20pm

School Library Times

Junior School Library - Monday to Friday, 9.00am to 3.00pm

Middle and Senior School Library - Monday to Friday, 7.45am to 4.00pm

6.4 Orientation

Students commencing at the beginning of the school year will be invited to attend two orientation sessions. These will be held on the same day in the week prior to school commencing. The first session will be explicitly for international students, whilst the second session will be attended by both new international and domestic students. Details of these sessions will be advised in December of the year prior to entry.

Students commencing during the school year will be provided with an orientation session on their first day of school.

6.5 Example Timetable

Years 7 to 12

	Monday	Tuesday	Wednesday	Thursday	Friday
Homeroom/ PC Tutor Group	House Tutor Group	House Tutor Group	House Tutor Group	House Tutor Group	House Tutor Group
Period 1	Textiles & Design	Assembly	History	History	Mathematics
Period 2	Pastoral Care	English	Science	Commerce	Mathematics
Recess					
Period 3	History	PDHPE	Mathematics	Sport	Pastoral Care
Period 4	Science	Pastoral Care	Science	Sport	English
Lunch					
Period 5	Mathematics	History	English	Textiles & Design	PDHPE
Period 6	English	Mathematics	English	Textiles & Design	Science

6.6 Textbook Hire

Lindisfarne operates a textbook hire scheme and the following terms and conditions apply to any student hiring items through this scheme:

- Students are issued with textbooks at the commencement of enrolment.
- Students are responsible for all texts and equipment issued in their name.
- Full replacement cost is expected for any damage, loss or theft.
- Full replacement cost is also required for any books or equipment returned with the barcode missing or destroyed.
- All books and equipment on hire must be returned to the school Library before the student leaves school each year.
- Any books or equipment that have been lost, stolen or damaged beyond what is deemed reasonable wear and tear should be paid for in full before the student leaves the School.
- Any student with books or equipment outstanding from the previous year will be ineligible to borrow from the hire scheme again, until all outstanding responsibilities have been met.

6.7 Modes of Study

Students are required to attend Lindisfarne Anglican Grammar School's course(s) face-to-face in school facilities on campus. Depending on course components, a student's course may also include:

- Online learning in class time or after school hours
- Approved excursions or field trips
- Approved work experience program
- Outdoor education activities
- Approved studies that contribute to a student's enrolled course but are delivered by another approved provider.

6.8 Stationery

The School will provide basic stationery for students to commence on their first day. Students entering Years 9 to 11 will need to purchase stationery for their elective subjects.

6.9 Canteen

Trading Hours

The Junior School canteen is open from 8.00am, as well as at recess and lunchtime every day. The Middle and Senior School canteen is open before school from 7.45am, as well as at recess and lunchtime every day.

Canteen Orders Canteen orders for both campuses can be placed via the FlexiSchools website: <https://flexischools.com.au>. Junior School orders will be returned to the classroom and distributed to students. Year 5 and Year 6 orders will be returned to the classroom. Year 7 and Year 8 orders and Senior School orders are available for collection from the Mahers Lane canteen.

6.10 House Groups

Lindisfarne has six Houses with the following crests and colours:



6.11 SEQTA

SEQTA Learn is a web based information system used by students at Lindisfarne. SEQTA Learn allows students to access a range of learning support resources and information including their timetables, homework, assessments, results, lesson information and other curricular resources. You will be provided with a login to SEQTA Learn when you receive your ConnectEd school device prior to orientation.

SEQTA Engage is the parent portal, allowing your parents to have an overview of your learning and assessments. It also provides a communication channel for parents and teachers, enabling greater collaboration and hopefully enhanced learning outcomes. SEQTA Engage is the primary portal for your parents to track and engage with your learning including access to:

- Course Material
- Timetables
- Upcoming Assessments
- Results and feedback from Assessments
- Homework
- Booking and payments for Excursions, Camps and Sport
- School documents
- Payment of School Fees
- Reporting an absence
- Reports
- Updating medical details

The link for your parents to access SEQTA Engage is <https://engage.lindisfarne.nsw.edu.au>. An email with login details will be sent to your family prior to commencement. To access instructions on how to access the SEQTA Engage app for your parents, please [click here](#).

6.12 Permission For Excursions/Camps/Events

Permission for all excursions, camps and events will be sent to both your biological parents and your homestay parents (if applicable). Please note that your biological parents are responsible for signing permission for you to participate.

6.13 Sports Selection (Middle And Senior School)

Each week on Thursday in Periods 3 and 4, it is compulsory for students in Years 7 to 10, and for those in Years 11 and 12 who wish to do so, to participate in a selected sport. Students in Years 5 and 6 participate in a selected sport weekly on a Friday in Periods 5 and 6.

Sports selections open in the term prior. Due to the seasonal nature of sports, options vary from term to term and all students need to make a selection each term. Costs vary for each sport and it is advised that you discuss these options with your family and homestay family, if applicable, prior to selection evening as you will need to pay for the selected sport at time of selection.

6.14 Flexischools

In order to preorder and purchase food and drinks from our school canteen, you will need to set up a FlexiSchools account and top it up with money. This can be done [HERE](#). There is also an app if you find this easier.

7 Important Procedures

7.1 Procedures

7.1.1 Feeling Sick

If you are feeling sick outside of school time, notify your homestay parents so that they can help you and if necessary take you to a doctor.

It is a requirement of your visa that you maintain approved Overseas Health Care Insurance. Take the time to familiarise yourself with the services available to you. We recommend registering online so you can submit claims without needing to visit the relevant health provider's office. Always bring your health card when you visit a doctor-keep it safely in your wallet, and notify your homestay family if it is lost. Be sure to obtain and keep your payment receipt, as you will need the details to make an online claim.

In many cases, you will need to pay the doctor's bill after your appointment and then apply for a refund from your health insurer.

If you visit a doctor and are absent from school for two or more days due to illness, make sure to request a medical certificate to provide to the school.

Feeling Sick at School

If you are feeling unwell at school you should visit the Student Administration where you will be seen by the School Nurse. In class, ask your teacher to give you permission to be excused from class and to go to the sick bay.

7.1.2 Holidays and Travel Forms

You are not allowed to miss school days when returning home for holidays. The School requests that, if possible, homestay parents assist with travel bookings to ensure you are present in class on the first and last day of each term.

Additionally, you should not travel overnight and arrive back in Australia on the first day of the term, as this can leave you too tired to participate fully in class activities. Please arrive in Australia at least 48 hours before the school term begins.

If you are travelling home for the holidays, the Travel Details Form and flight itinerary must be completed and submitted to the Manager - International Development at least 2 weeks before your departure.

Homestay students must obtain written permission from the Head of International if they plan to travel within Australia. The conditions for approved travel include the following:

- You are travelling with your homestay family.
- You are travelling with another Lindisfarne homestay family.
- You are travelling to/with a blood relative approved by your parents.
- You are travelling to/with an adult approved by both your parents and the School.
- You are over 18 years of age, and your travel plans have been approved by both your parents and the School.

7.1.3 Obtaining Your Driver's Licence

International students enrolled at Lindisfarne Anglican Grammar School may only drive a vehicle here in Australia if they have obtained a driving licence for the state in which they reside. If you are intending to complete university studies in Australia and want to get a driver's licence, it is a good idea to start the process in Year 11 so that it doesn't take away your attention from your Year 12 studies.

In order to obtain a Driver's License, please refer to the relevant transport authority for the state in which you reside. If you reside in NSW, please refer to the [Service NSW website](#). If you reside in QLD, please refer to the [Queensland Government](#) website.

Please Note:

- It is not the responsibility of a student's homestay parent or the staff of Lindisfarne Anglican Grammar School to be a learner licence supervisor.
- It is important to note that car insurance policies vary and volunteer supervisors should check the details of their policies and how they relate to learner drivers. Any arrangements regarding insurance between the student's parents and the volunteer supervisor are their responsibility and does not involve Lindisfarne Anglican Grammar School.

7.1.4 Part-Time Working on a Student Visa

You must obtain written permission from your parents and show the Head of International. Permission will only be granted if the following criteria are met:

1. You must have studied in Australia for 6 months or more and be achieving a B grade on average.
2. Students holding a visa can work a maximum of 48 hours per two weeks during school term.
3. Students must be 13 years or older to work in Queensland. There is no minimum legal age for starting work in New South Wales.
4. While working, you must maintain acceptable levels of academic performance and school involvement.

Your secondary education must be your primary focus. Students are able to work longer during holidays.

We recommend that International students do not work during Year 12 due to the work pressure associated with the final year of school.

More information about working on a student visa is available from the [Department of Home Affairs](#) website.

7.1.5 Safety

If you walk to or from school:

- You must walk in groups of at least two to three;
- Walk near the fence line rather than street kerb;
- Do not talk to anyone you don't know even if they ask for directions, help to find a dog, general help etc;
- If approached by a stranger, scream loudly, run to the nearest house and call your homestay parents immediately or the School and select the emergency option.

7.1.6 Student Protection

Every student at the School has the right to feel safe and protected from harm. You should never allow yourself to feel unsafe without reporting it to someone you trust.

Who should I tell if I don't feel safe at school or at home?

You can speak with any staff member in the School. As a first point of contact, you could approach your Homeroom or PC/Tutor Teacher, Year Level Coordinator, or the School Chaplain. If you do not wish to speak in person, you may prefer to write a letter or send an email.

What will happen if I report my concerns to a staff member?

If your concern is worrying but not causing you immediate harm, the staff member will work with you to find ways to address the problem.

If your concern is serious and the staff member believes inappropriate behaviour is occurring or that you are being harmed or at risk of harm, they will report it to the Head of International, who may also inform the Principal. This is done to ensure you receive the highest level of support.

What if I don't want the staff member to tell the Principal?

The staff member will try to maintain confidentiality as much as possible. However, if they know or reasonably suspect inappropriate behaviour or harm towards a student, School policy and the law require the matter to be reported to the Principal.

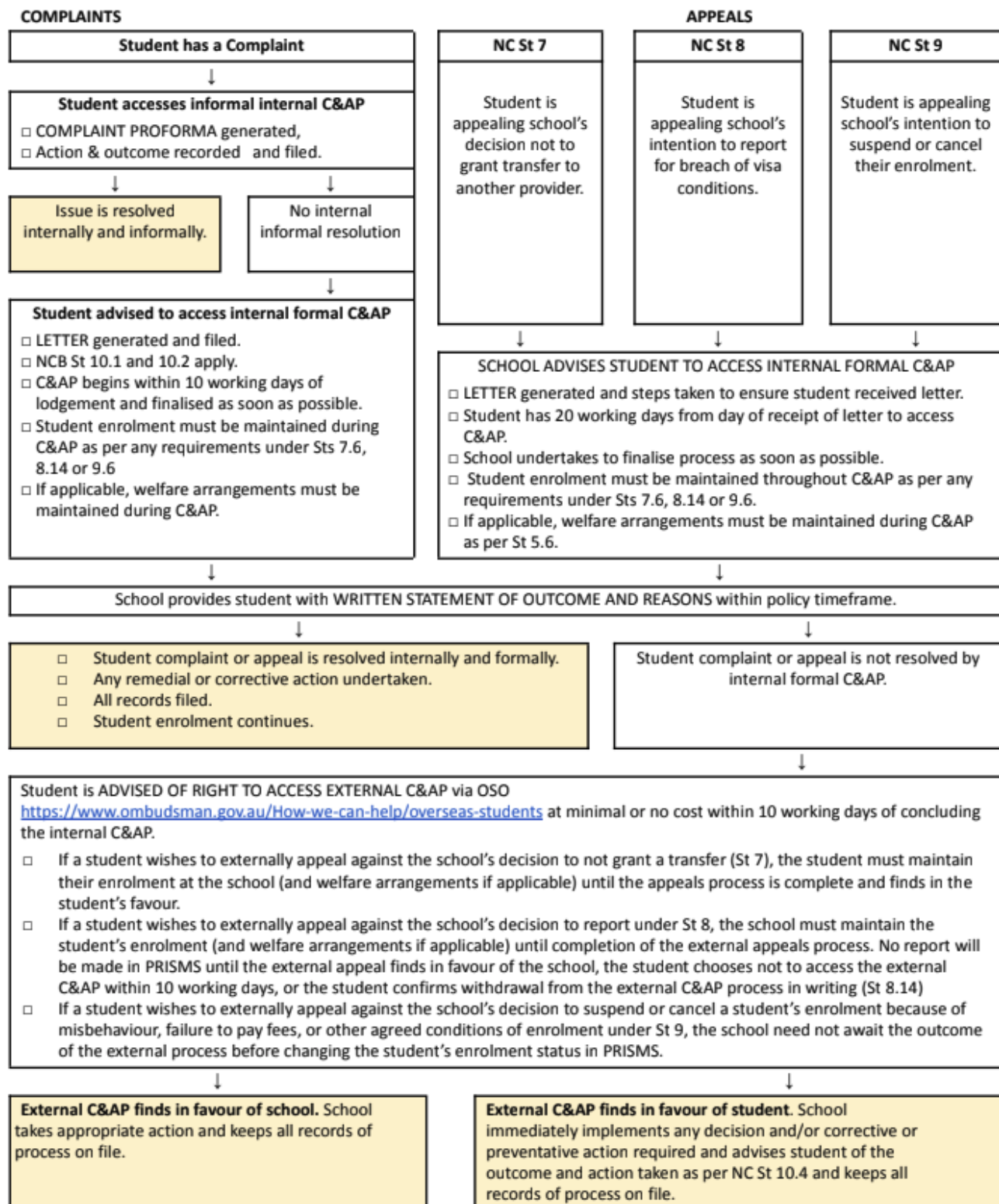
Remember, the most important thing is that you feel safe and protected. If you are being harmed or fear harm, it is crucial to tell someone.

7.1.7 Travelling in other students' cars

Homestay students must not travel in a car driven by another student without the written permission of your parents and the Head of Subschool.

7.2 Complaints And Appeals

The following is a flowchart to help students to understand the Student Visa Complaints and Appeals process. For support in understanding the process, please contact the Head of Enrolments and International Development.



8 Living in Australia

8.1 Adjusting To Life In Australia

While living and studying abroad may be an exciting adventure, it can also present a range of challenges. Having decided to study and live in Australia you will be undertaking adjustments in many areas of your life including cultural, social and academic. It is also important to remember that while these changes are occurring you will be embarking upon a new semester of study (for many of you in a different language) and be away from your usual supports, networks and resources. Adjustment to a new country and culture is a process that occurs gradually and takes time. The values, beliefs, traditions and customs of your home country may vary greatly from those in Australia and adapting to the Australian way of life may take some time.

8.1.1 Communication with home

Staying in touch with family and friends back home is an important source of comfort, but it's equally important to give yourself space to grow in your new surroundings.

- Try to set a regular schedule for calls or messages so you can share updates without feeling tied to your phone.
- At the same time, look for chances to connect with classmates, join clubs, and explore local activities.
- A balanced approach also means being open and curious—don't be afraid to ask questions if you're unsure about something, as most people will be happy to help.

By combining these strategies, you'll maintain strong ties to home while also immersing yourself in the friendships, opportunities, and experiences that make your Australian journey so rewarding. Remember that living in a different culture means you will sometimes find yourself in unusual and confusing situations. Being able to laugh at these times will remind you that it takes time to understand a new culture and it is ok to make mistakes.

- Take time to listen and observe; by noticing how others interact and participate, you can better understand cultural expectations and feel more confident joining in.

8.2 Overcoming Culture Shock

Moving to a new country is exciting, but it can also feel overwhelming at times. When you arrive in Australia and begin your studies at our school, you may notice that things feel very different from what you are used to. This is called culture shock. It is a normal part of adjusting to a new environment, and almost all international students experience it in some way.

What Culture Shock Feels Like

You might:

1. Feel homesick or miss your family, friends, food, or routines.
2. Find school life or daily customs confusing.
3. Feel unsure about social rules (for example, how people greet each other or how formal to be with teachers).
4. Be excited one day, and frustrated the next.

These feelings are all normal. They do not mean you are doing anything wrong – it just means your brain and body are adjusting.

The Stages of Culture Shock

1. **Excitement (Honeymoon Stage):** Everything feels new and interesting.
2. **Challenge:** You notice differences and may feel homesick or frustrated.
3. **Adjustment:** You start to learn routines, understand how things work, and feel more comfortable.
4. **Confidence:** Australia begins to feel like a second home.

Remember, these stages are not the same for everyone. You may move back and forth between them.

Tips for Coping with Culture Shock

- **Talk about it** – share your feelings with friends, teachers, or our International Student Coordinator.
- **Stay connected** – keep in touch with family and friends from home, but also try to make new friends here. This will also help you practise your English speaking skills.
- **Get involved** – join school activities, sports, or cultural events to feel part of the community.
- **Be patient with yourself** – it takes time to adjust, and that's okay.
- **Ask questions** – Australians are usually friendly and happy to explain things if you're unsure. At our school, we encourage questions inside and outside the classroom.

Support at Our School

At Lindisfarne Anglican Grammar School, you are not alone. Our teachers, homestay families, and International Student Coordinator are here to support you. If you are feeling homesick or worried, please speak to us – we want you to feel safe, happy, and connected.

If you are experiencing difficulties with settling into life in Australia, Lindisfarne has a number of people to support you, many are listed above in Section 1.2.

8.3 Cultural Manners

8.3.1 Writing your name in Australia

- When writing your name in Australia, the format is: first name followed by last name (e.g. John Smith).
- If a couple is married, the woman often adopts the man's last name (e.g. Mr and Mrs Smith).
- In Australia, many people create nicknames for their friends. These are informal names that people are generally happy to be called.

8.3.2 Greeting people in Australia

- When meeting someone for the first time, it is common to smile, shake hands, say hello, and introduce yourself with your first name.
- Strangers generally do not kiss or hug upon meeting.
- Many Australians maintain eye contact during conversation, as this is seen as a sign of respect and shows you're paying attention. However, avoid staring for too long.
- When speaking with an adult, it is usually polite to address them by their last name (e.g. Mr Smith, Mrs Brown) until they invite you to use their first name.

8.3.3 Polite behaviour

- Use "Please" and "Thank you." Australians often perceive it as rude if these words are not used. Say them:
 - When requesting something.
 - When receiving something.
 - When being offered something (e.g. "Yes please" or "No thank you").
- Use "Excuse me" or "Pardon me":
 - When seeking someone's attention.
 - When passing by someone.
 - When interrupting or accidentally bumping into someone.
 - When burping, sneezing, or passing wind.
- When asking for something, phrase it as a question:
 - Instead of saying, "I want a drink," say, "Excuse me, could I have a drink, please?"

8.3.4 Spitting and blowing your nose

- Australians see spitting on the ground as impolite. It also presents significant risks to health and safety.
- Typically, people blow their noses into a tissue or handkerchief.

8.3.5 Being on time

- It's important to be punctual for meetings and appointments. If you expect to be late, try to notify the other person.
- This is especially important for professional appointments, like visiting a doctor, as you may be charged for being late or missing the meeting.
- In Australia, it is a legal requirement for students to be on time for school.

8.4 Eating In Australia

Australians generally eat three meals a day:

- Breakfast – Eaten in the morning, breakfast is usually light and cold on school days, consisting of cereal, toast, or fruit. On weekends, Australians may enjoy a bigger, hot breakfast like bacon, eggs, sausages, and fried tomatoes.
- Lunch – Typically eaten between 12–2pm and is often a light meal such as a sandwich, salad, or leftovers. Many people buy their lunch from a canteen or fast food shop.
- Dinner – Dinner is the main meal of the day, eaten in the evening. A traditional Australian dinner often includes meat (beef, lamb, chicken, or sausages) with 2-3 types of vegetables. However, Australia's multicultural society means many families enjoy a variety of cuisines like curry, Thai food, or pizza.
- Dessert – Many families have dessert after dinner, which is often fruit, ice cream, or something sweet.

A lot of Australians love to eat outdoors, with BBQs or picnics being popular weekend meal choices. Most homes have a BBQ, and public BBQs are commonly found in parks and on beaches.

8.4.1 Table manners in Australia

- Australians generally eat with their mouths closed and chew quietly. Even when drinking, they avoid making noise. Eating and drinking noises are seen as impolite.
- Talking with food in your mouth is also considered impolite.
- It's uncommon for Australians to pick up a bowl and shovel food into their mouths. Mealtime is often filled with family conversation.
- Using mobile phones during meals is considered bad manners in many settings.

8.5 Time Customs In Australia

8.5.1 Time Zones

Lindisfarne Anglican Grammar School is located in New South Wales (NSW). It is located very close to the Queensland (QLD) border. Lindisfarne families live in both NSW and QLD. For 6 months of every year, NSW and QLD have different time zones. This is because of Daylight Saving Time.

- NSW has Daylight Saving Time. This commences on the first Sunday of October and finishes on the first Sunday in April.
- NSW Time Zone - (AEDT) Australian Eastern Daylight Time and is GMT/UTC +11:00h during Daylight Saving Time.
- QLD does not have Daylight Saving Time.
- QLD Time Zone - (AEST) Australian Eastern Standard Time and is GMT/UTC + 10:00h during Standard Time.

8.5.2 Sleep Times

- In Australia people generally wake up between 6:00am and 7:00am, depending on when school starts and their transport.
- In Australia, people generally go to sleep between 9:30pm - 10:30pm, depending on their age and what time they need to get up in the morning.

8.6 Money And Shopping In Australia

8.6.1 Currency

- **Currency:** Australian dollar
- **Symbols:** \$, A\$ or AUD\$
- **International Monetary Code:** AUD
- **Currency Sub-Units:** Cent (c) = 1/100 of a dollar
- **Denominations: Notes:** \$5, \$10, \$20, \$50, \$100 **Coins:** 5c, 10c, 20c, 50c, \$1, \$2

8.6.2 Credit Cards and ATMS

- You can use a credit card for the same purposes as a debit card but please note that the interest rate is usually very high.
- The most widely accepted credit cards in Australia are Visa and MasterCard.
- ATMs are found locally at all shopping centres, banks, service stations and local shops. Many are available 24 hours a day.

- You can also withdraw money using EFTPOS at many grocery stores, department stores and petrol stations.
- Try to use the ATM from your bank, as using another bank's ATM works but costs up to \$3.50 extra per transaction. Ask a friend or your homestay parent to come with you to withdraw cash from the ATM especially after dark and if the machine is situated away from public areas.
- Internet banking is common in Australia. Be sure to ask about it when you open your account.

8.6.3 Money and Safety

- DO NOT carry large amounts of cash.
- Do not count your money in public.
- DO NOT give your PIN to anyone else.
- Ask someone to go with you if you need to withdraw money from an ATM, especially at night.

Scam Alerts

- It is important that you DO NOT provide your bank details or Credit Card details to unknown individuals over the telephone or the Internet.

8.6.4 Shopping and Services in Australia

- Business hours for most shops are
 - Monday - Friday: 9.00am - 5.30pm
 - Saturday: 9.00am - 5.00pm
 - Sunday: 10.00am - 4.00pm
- Large department stores may open earlier and close later.
- Groceries (food) stores are usually open:
 - Monday - Saturday: 7.00am - 9.00pm
 - Sunday: 9.00am - 6.00pm
- Hagglng is not common in Australia, though when purchasing expensive items like furniture or electrical goods, it is common to negotiate a discount, especially if you are using cash and there are no sales occurring.
- Tipping a worker, like a waiter, is also not common and therefore not necessary.
- Be sure to compare prices in a number of shops

8.7 Climate On The Tweed Coast/Gold Coast

The Tweed Coast and Gold Coast have a comfortable sub-tropical climate which is enjoyable all year round. With 287 days of sunshine annually with temperature averages in the low to high 20s all year round.

Summer

December to February - Average temperature
19 to 29 degrees Celsius (66 to 83 degrees Fahrenheit)

Autumn

March to May - Average temperature
15 to 25 degrees Celsius (59 to 77 degrees Fahrenheit)

Winter

June to August - Average temperature
9 to 21 degrees Celsius (48 to 69 degrees Fahrenheit)

Spring

September to November - Average temperature
15 to 25 degrees Celsius (59 to 77 degrees Fahrenheit)

8.8 Living Near The Beach

8.8.1 Beach Safety

Understanding the ocean is very important - the more you know about how waves, wind and tides affect conditions in the water, the better able you are to keep yourself safe, or even rescue others, from danger. Recognising danger signs and awareness of surf conditions is an essential part of lifesaving.

Remember the F-L-A-G-S and Stay Safe

Find the flags and swim between them - the red and yellow flags mark the safest place to swim at the beach.

Look at the safety signs - they help you identify potential dangers and daily conditions at the beach.

Ask a surf lifesaver for some good advice - surf conditions can change quickly so talk to a surf lifesaver or lifeguard before entering the water.

Get a friend to swim with you - so you can look out for each other's safety and get help if needed. Children should always be supervised by an adult.

Stick your hand up for help - if you get into trouble in the water, stay calm, and raise your arm to signal for

help. Float with a current or rip – don't try and swim against it.

And remember – **NEVER**

- Never** swim at unpatrolled beaches
- Never** swim at night
- Never** swim under the influence of alcohol
- Never** run and dive into the water
- Never** swim directly after a meal

8.8.2 The Surf Environment

Rips

A rip is a strong current running out to sea. Rips are the cause of most rescues performed at beaches. A rip usually occurs when a channel forms between the shore and a sandbar, and large waves have built up water which then returns to sea, causing a drag effect. **The larger the surf the stronger the rip.** Rips are dangerous as they can carry a weak or tired swimmer out into deep water.

Identifying a Rip

The following features will alert you to the presence of a rip:

- darker colour, indicating deeper water
- murky brown water caused by sand stirred up off the bottom
- smoother surface with much smaller waves, alongside white water (broken waves)
- waves breaking further out to sea on both sides of the rip
- debris floating out to sea
- a rippled look, when the water around is generally calm

Escaping From a Rip

If you are caught in a rip:

- Don't Panic – stay calm
- If you are a strong swimmer, swim at a 45 degree angle across the rip and in the same direction as the current until you reach the breaking wave zone, then return to shore
- If you are a weak or tired swimmer, float with the current, don't fight it. Swim parallel to the shore for about 30 – 40m until you reach the breaking wave zone, then swim back to shore or signal for help.
- Remember to stay calm and conserve your energy.

8.8.3 Negotiating the Surf

- Swim between the red and yellow flags – this is the safest area, patrolled by lifeguards.
- Check safety signs before entering the water to understand conditions such as strong currents or stingers.
- Never swim alone – always go with a friend.
- Look for rips (strong currents) – if caught in one, stay calm, float, raise your arm for help, and swim parallel to the beach if possible.
- Observe the water first – watch how waves and swimmers are moving before entering.
- Listen to lifeguards – follow their instructions immediately.
- Be sun smart – wear sunscreen, a hat, and stay hydrated.
- Know your limits – if you're not confident, stay in shallow water.

8.9 Sun Protection

Australia has the highest rate of skin cancer in the world. In fact, one in every two Australians will be diagnosed with skin cancer at some point during their lifetime. The good news is, it can be prevented. By minimising your exposure to the sun's damaging ultraviolet radiation (UVR), you can protect your skin and prevent the development of skin cancer. Skin cancer and skin damage are caused by being exposed to the sun's harmful ultraviolet radiation (UVR). The key to preventing skin cancer is to protect your skin from the sun by practising sun safe behaviours.

There are **six simple steps** you can follow to reduce your risk of skin cancer and protect your skin:

- Minimise your time in the sun between 10am and 3pm
- Seek shade
- Wear suitable clothing that provides good sun protection
- Choose a broad brim, legionnaire-style or bucket-style hat that will protect your face, neck and ears
- Wear UV protective sunglasses
- Apply SPF 30+ broad spectrum, water-resistant sunscreen 20 minutes before you go out into the sun.

9 Lindisfarne International Policies

9.1 International Refund Policy

A copy of this policy is provided to the student (or parent(s) or legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed as well as comprising part of the student's written agreement.

This policy outlines refunds applicable to course fees paid to the school including any course fees paid to an education agent to be remitted to the school.

Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.

The application for enrolment fee is non-refundable.

Payment of Course Fees and Refunds

- a) Fees are payable according to the School's Fees Policy.
- b) An itemised list of school fees is provided in the school's written agreement (*as per NC Standard 3.3.4*)
- c) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
- d) Refunds will be paid to the person who enters into the written agreement unless the school receives written advice from the person who enters the written agreement to pay the refund to someone else.

All **notification of withdrawal** from a course, or applications for refunds, must be made in writing and submitted to the Head of Enrolments and International Development.

Student Bond

The international student bond will be refunded upon one-term's withdrawal notice and the return of all school property in a reasonable condition. Any damage or repairs required will be charged to the parent account. To receive the refund, the student must provide written notice of withdrawal at least one term in advance and return all school-owned equipment, which will then be assessed for its condition. The student bond will be refunded within four weeks of receiving the International Refund Request Form from the parent/legal guardian.

Student is unable to commence at the School because of visa refusal

If a student produces evidence of visa refusal (or provides permission for the school to verify visa refusal with the Department of Home Affairs) and fails to start a course on, or withdraws from the course on or before the agreed starting day,

- refund all tuition and non-tuition fees paid in advance, excluding the application fee.
- payment will be processed within 4 weeks of receiving the International Refund Request Form from the parent/legal guardian.

If a student whose visa has been refused withdraws from the course after it has commenced, the school will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund any unused tuition fees* received by the school with respect to the student within the period of four weeks after the day of student default.

**Calculation of the refund due in this case is prescribed by a legislative instrument (s.10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).*

Student does not commence at the School and provides written notice of withdrawal to the School

- Where the student provides the School **more than 28 days' notice of withdrawal prior to the student's course commencement date**, the School will refund 100% of tuition and non-tuition fees paid in advance excluding the application fee, within 4 weeks of receiving the International Refund Request Form from the parent/legal guardian.
- Where a visa has been approved by the Department of Home Affairs and the student provides notice to the School of withdrawal **less than 28 days prior to the student's course commencement date**, the School will:

- a) retain 50% of the tuition fees paid for one semester in advance, and
- b) will refund the balance of the tuition fees and the non-tuition fees paid in advance excluding the application fee, within four weeks of receiving the International Refund Request Form from the parent/legal guardian.

However, Lindisfarne will consider refunding these fees in full where the giving of timely notice is not possible due to the existence of extenuating circumstances.

Please note: Even if the student has not begun at the School but intends to enrol at another CRICOS provider, the rules regarding transfer contained in the transfer policy will prevail.

Student does not commence at the School and does not provide written notice of withdrawal to the School

Where a visa has been approved by the Department of Home Affairs but the student does not commence the course at the School and does not provide written notice of withdrawal Lindisfarne, the School will:

- retain tuition fees for the first semester paid in advance.
- refund the balance of tuition fees paid in advance.
- refund all non-tuition fees, excluding the application fee.
- payment will be processed within 4 weeks of receiving the International Refund Request Form from the parent/legal guardian.

Student withdraws from the School after commencement

If a student has commenced at the School but decides either to:

- cancel enrolment (i.e. leave Australia), or
- transfer to another CRICOS provider

At least one complete term's notice (written) must be provided to the Head of Enrolments and International Development. The School will:

- retain tuition and non-tuition fees proportional to the amount of the course the student has undertaken. *Calculation in accordance with S.10 of the Education Services for Overseas Students (Calculation of Refund) Specification 2014*
- payment will be processed within 4 weeks of receiving a written claim form from the student.
- refund any unspent tuition and non-tuition fees relating to any period commencing after the period of notice.
- payment will be processed within 4 weeks of receiving the International Refund Request Form from the parent/legal guardian.

Provider default

(Any default by the school must be compliant with the current provisions of the ESOS Act 2000 and the ESOS regulations 2001 (as amended).

- a) If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received by the school with respect to the student will be made within 14 days of the agreed course starting day.
- b) If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received by the school with respect to the student will be made within 14 days of the school's default day.

In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian Government's Tuition Protection Service.

For information on the TPS, please see: <https://tps.gov.au/StaticContent/Get/StudentInformation>.

*Calculation of the refund due in this case is prescribed by a legislative instrument (s.7 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).

<http://www.comlaw.gov.au/Details/F2014L00907>

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

All refunds will be paid by the School in the same currency in which the fees are paid i.e. Australian Dollars.

Refunds and refusal thereof are subject to the School's dispute resolution process.

A copy of this policy will be given to each intending student before an agreement is entered into.

Compassionate and compelling circumstances include, but are not limited to:

- Illness, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family member
- Major political upheaval or natural disaster in the student's home country
- A traumatic experience which has impacted on the student

If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student fees for the duration of that year.

Definitions

- a) **Non-tuition fees** – fees not directly related to provision of the student's course, including *Music Tuition Fees, excursions, Uniforms, Stationery, Semi-formal and Formal*.
- b) **Tuition fees** – fees directly related to the provision of the student's course.
- c) **Course fees** – the sum of tuition fees and non-tuition fees received by the school in respect of the student in order for the student to undertake the course.
- d) **Term** = 10-11 weeks duration
- e) **Semester** = 2 Terms

9.2 Complaints and Appeals Policy

A copy of this policy will be provided to the student (parents or legal guardians if the student is under 18) at a reasonable time prior to a written agreement being signed, and again during orientation or within seven days of the commencement of student attendance of the enrolled course.

Purpose

The purpose of Lindisfarne Anglican Grammar School Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint involving Lindisfarne Anglican Grammar School, or an education agent or third party engaged by Lindisfarne Anglican Grammar School to deliver a service on behalf of Lindisfarne Anglican Grammar School.

The internal complaints and appeals processes are conciliatory and non-legal.

Complaints Against Other Students

Grievances brought by a student against another student will be dealt with under the school's policies

CODE003 Code of Conduct – Students

Informal Complaints Resolution

- In the first instance, Lindisfarne Anglican Grammar School requests there is an attempt to informally resolve the issue through mediation or informal resolution of the complaint.
- Students should contact their Home room/House tutor in the first instance to attempt mediation/informal resolution of the complaint.
- If the matter cannot be resolved through mediation, the matter will be referred to the Head of International and the Principal and Lindisfarne Anglican Grammar School's internal formal complaints and appeals handling procedure will be followed.

Formal Internal Complaints Handling and Appeals Process

- a) The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.
- b) The student must notify the school in writing of the nature and details of the complaint or appeal.
- c) Written complaints or appeals are to be lodged with the Principal.
- d) Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.
- e) Complaints and appeals processes are available to students at no cost.
- f) Each complainant has the opportunity to present his/her case to the Principal/Head of International.
- g) Students and /or the School may be accompanied and assisted by a support person at all relevant meetings.
- h) The formal internal complaints and appeals process will commence within 10 working days of lodgement of the complaint or appeal with the Principal/Head of International and will be finalised within 20 working days as soon as practicable.
- i) For the duration of the internal complaints and appeals process the student's enrolment will be maintained, as required under the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* and the student must continue to attend classes. However, if the Principal/Head of International deems that the student's health or well-being, or the well-being of others is at risk he may decide to suspend or cancel the student's enrolment before the complaints and appeals process has been accessed or fully completed. In such cases, the student may still lodge a complaint or appeal, even if the student is offshore.
- j) Once the Principal/Head of International has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome, and a copy will be retained on the student's file.
- k) If the complaints and appeals procedure are found in favour of the student, Lindisfarne Anglican Grammar School will immediately implement the decision and any corrective and preventive action required, and advise the student of the outcome and action taken.
- l) Where the outcome of a complaint or appeal is not in the student's favour, the school will advise the student within 10 working days of concluding the internal review of the student's right to access the external appeals process. However, the school is only obliged to await the outcome of an external appeal if the matter relates to a breach of course progress or attendance requirements. For all other issues, the school may take action (including making changes to the student's enrolment status in PRISMS) in accordance with the outcome of the internal appeal.

External Appeals Processes

If the student is dissatisfied with the conduct or result of the internal complaints and appeals procedure, they may contact and / or seek redress through the Overseas Students Ombudsman at no cost.

Please visit: [Commonwealth Ombudsman - International Students Complaints](#) or phone

1300 362 072 for more information.

- a) If the student wishes to appeal a decision made by Lindisfarne Anglican Grammar School that relates to being reported for a breach of course progress or attendance requirement (under Standard 8), the student must lodge this appeal with the Overseas Student Ombudsman's office within 10 working days of being notified of the outcome of his/her internal appeal.
- b) If the student wishes to appeal a decision made by Lindisfarne Anglican Grammar School that relates to:
 - refusal to approve a transfer application (under Standard 7), or
 - suspension or cancellation of the student's enrolment (under Standard 9)
- c) Any choice to lodge an external appeal with the Overseas Student Ombudsman is at the student's discretion. The school need not await the outcome of any external appeal lodged, before implementing the outcome of the internal appeal.

Other Legal Redress

Nothing in the School's Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.

Definitions

Working Day – any day other than a Saturday, Sunday or public holiday during term time

Student – a student enrolled at Lindisfarne Anglican Grammar School or the parent(s)/legal guardian of a student where that student is under 18 years of age

Support person – for example, a friend/teacher/relative not involved in the grievance.

9.3 Overseas Student Transfer Request Policy

Lindisfarne Anglican Grammar School's Overseas Student Transfer Request Policy and processes apply to:

- overseas students requesting to transfer prior to completing the first six months of their first registered school sector course or
- where the student has completed the first six months of their enrolment in their first registered school sector course and wishes to transfer but the provider holds welfare responsibility via a CAAW.

Overseas students requesting to transfer prior to completing the first six months of their first registered school sector course:

Overseas students are restricted from transferring from their first registered school sector course of study for a period of six months. This restriction also applies to any course(s) packaged with their first registered school sector course of study. Exceptions to this restriction are:

- If the student's course or school becomes unregistered
- The school has a government sanction imposed on its registration
- A government sponsor (if applicable) considers a transfer to be in the student's best interests
- If the student is granted a release in PRISMS.

Students can apply to be released by submitting a Student Transfer Request Application at no charge to enable them to transfer to another education provider. However, if a student has not completed the first six months of the first registered school sector course of study or is under 18 years of age, conditions apply.

Lindisfarne Anglican Grammar School will only release a student before completing the first six months of their first registered school sector course in the following circumstances:

- The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school.
- The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with Lindisfarne Anglican Grammar School intervention strategy to assist them in accordance with Standard 8 (Overseas student visa requirements).
- The student provides evidence of compassionate or compelling circumstances.
- Lindisfarne Anglican Grammar School fails to deliver the course as outlined in the written agreement.
- The student provides evidence that their reasonable expectations about their current course are not being met.
- The student provides evidence that he was misled by Lindisfarne Anglican Grammar School or an education or migration agent regarding Lindisfarne Anglican Grammar School or its course and the course is therefore unsuitable to his/her needs and/or study objectives.
- An appeal (internal or external) on another matter results in a decision or recommendation to release the student.
- Any other reason stated in the policies of Lindisfarne Anglican Grammar School.

Students under 18 years of age MUST also have:

- Written evidence that the student's parent or legal guardian supports the transfer application
- Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent or legal guardian or a suitable nominated relative

Lindisfarne Anglican Grammar School will NOT agree to the transfer before the student completes the first six months of their first registered school sector course in the following circumstances:

- The student's progress is likely to be academically disadvantaged.
- Lindisfarne Anglican Grammar School is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
- The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer.
- The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services.
- School fees have not been paid for the current term/semester.

To apply for transfer to another provider, students need to:

- Complete an Application for Student Transfer Form available from Head of Enrolments and International Development.
- Give this completed application form and a valid offer of enrolment from another provider to the Head of Enrolments and International Development for assessment.
- If under 18 years of age, attach written confirmation of the parent/s or legal guardian/s support for the transfer to the nominated provider. In this case, the valid offer of enrolment must also confirm the new provider's acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from Lindisfarne Anglican Grammar School, in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.

Lindisfarne Anglican Grammar School will assess the student's transfer request application and notify the student of a decision within 10 working days.

If Lindisfarne Anglican Grammar School grants the student's transfer request, the student will be notified and the decision will be reported to the Department of Home Affairs via PRISMS.

If Lindisfarne Anglican Grammar School intends to refuse the student's transfer application request, Lindisfarne Anglican Grammar School will provide the student with reasons for refusal in writing and include a copy of Lindisfarne Anglican Grammar School's complaints and appeals policy.

The student has the right to access Lindisfarne Anglican Grammar School's complaints and appeals process and has **20 working days** to do this. The student's transfer request application will only be finalised in PRISMS after one of the following occurs:

- the student confirms in writing they choose not to access Lindisfarne Anglican Grammar Schools complaints and appeals process, or
- the student confirms in writing they withdraw from any appeals process they have commenced, or
- the appeals process is completed and a decision has been made in favour of the student or Lindisfarne Anglican Grammar School.

Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs office as soon as possible to discuss any implications.

The address of the nearest Office: <http://www.homeaffairs.gov.au/about/contact/offices-locations> for street addresses of Department of Home Affairs Offices in Brisbane and regional centres. Alternatively, students can contact the Department of Home Affairs (immigration): <https://www.homeaffairs.gov.au/help-and-support/contact-us>

Students who are no longer subject to the transfer restriction but Lindisfarne Anglican Grammar School where holds welfare responsibility via a CAAW.

Students under 18 years of age MUST have:

- Written evidence that the student's parent(s)/legal guardian supports the transfer application.
- Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative.

To apply for transfer to another provider, students need to:

- Complete an Application for Student Transfer Form available from the Head of Enrolments and International Development.
- Give this completed application form and a valid offer of enrolment from another provider to the Head of Enrolments and International Development for assessment and response within 10 working days.
- If under 18 years of age, attach written confirmation of support for the transfer to the nominated provider by a parent/s or legal guardian/s.

In this case, the valid offer of enrolment must confirm acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from Lindisfarne Anglican Grammar School in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.

Lindisfarne Anglican Grammar School will negotiate the welfare transfer date with the receiving provider and will advise the student of the welfare transfer date within 10 working days.

Transfers to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs office as soon as possible to discuss any implications. See <http://www.homeaffairs.gov.au/about/contact/offices-locations>. Alternatively, students can contact the Department of Home Affairs (immigration): <https://www.homeaffairs.gov.au/help-and-support/contact-us>

9.4 Accommodation And Welfare Policy

Care for younger students under 18 years

Lindisfarne Anglican Grammar School is a CRICOS-registered provider which enrolls younger students under 18 years of age. As part of its registration obligations Lindisfarne Anglican Grammar School must satisfy Commonwealth and state legislation, as well as any other regulatory requirements, relating to child welfare and protection for any overseas student enrolled who is under 18 years of age.

These obligations include ensuring that all overseas students under 18 years of age are given age-and culturally-appropriate information on:

- who to contact in emergency situations, including contact number/s of a nominated staff member, and
- how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

Lindisfarne Anglican Grammar School has documented procedures relating to child welfare and safety, and will implement these procedures in the event that there are any concerns for the welfare of a student under 18 years of age.

Accommodation and care options for overseas students under 18 years

Lindisfarne Anglican Grammar School approves the following accommodation and care options for overseas students:

The student will live with a parent or relative approved by the Department of Home Affairs.

In this case, the School does **not** provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N Nomination of a student guardian and provides proof of relationship to The Department of Home Affairs at the time of visa application for approval of these arrangements. The Department of Home Affairs must also approve any further change of welfare arrangements.

If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a Student guardian Visa (subclass 590), all obligations and conditions of this visa must be met, including:

- a) not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the School has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence,
- b) advising the Department of Home Affairs of any change of address, passport or other changes of circumstances.

Lindisfarne Anglican Grammar School requires holders of Student Guardian Visas to:

- maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia
- immediately advise the School of any change to address or contact details
- immediately advise the School if there are any compassionate or compelling reasons to travel overseas or not be at home for an extended period of time to care for the student.

If there is a valid reason for travelling overseas, and the School is able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the School will provide documentation approving temporary care arrangements for the student to the student's guardian and for the Department of Home Affairs via PRISMS.

If there is not a valid reason for travelling overseas, or if the School is not able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the student will need to travel overseas with the holder of the student guardian visa. In this case, the School will advise if compulsory attendance requirements will or will not be affected by the student's absence.

The student will live in school approved accommodation and welfare arrangements and Lindisfarne Anglican Grammar School will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).

Accommodation options that may be approved by *Lindisfarne Anglican Grammar School* for full fee paying 500 (formerly 571) visa subclass students under 18 years of age include:

Homestay Program operated by International Student Care Australia (ISCA) Please see Additional Information, below.

Lindisfarne Anglican Grammar School will maintain approval of accommodation and care arrangements until:

- The student completes the course and departs Australia
- any appeals processes in relation to Lindisfarne Anglican Grammar School's intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance)
- the student has alternative welfare arrangements approved by another registered provider
- a parent or nominated relative approved by the Department of Home Affairs assumes care of the student
- Lindisfarne Anglican Grammar School has notified the Department of Home Affairs that it is no longer able to approve the student's welfare arrangements and has taken the required action after not being able to contact the student.
- The student turns 18.

Lindisfarne Anglican Grammar School has engaged StudyMatch as our Homestay partner to provide suitable accommodation for our international students. All relevant legislative requirements, including New South Wales child protection laws and the 2018 National Code of Practice, will continue to be strictly adhered to, ensuring the highest standards of student welfare are maintained.

Any accommodation, welfare and other support arrangements for the student must be approved by Lindisfarne Anglican Grammar School, including arrangements provided by third parties as approved by the Head of Lindisfarne International.

Accommodation and care arrangements are checked by the Head of Enrolments and International Development prior to approval and at least every six months thereafter to ensure they are appropriate to the student's age and needs.

Any adults involved in or providing accommodation and welfare arrangements to the student have a WWCC as appropriate ([Office of the Children's Guardian](#)). Those details will be checked and recorded by the Head of Enrolments and International Development.

Any changes to approved arrangements must also be approved by the School (Head of Lindisfarne International/Principal). This includes any requests by students under 18 years of age to attend "Schoolies Week" on completion of Year 12.

If a student cannot be located and the School has concerns for his/her welfare, the School (Head of Lindisfarne International/Principal/Head of Enrolments and International Development) will contact the student's parents or legal guardians and notify the police and any other relevant authorities.

If a student for whom the School has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Home Affairs and advise the student to contact the Department of Home Affairs to ensure visa implications are understood. See Department of Home Affairs office addresses at:

<http://www.homeaffairs.gov.au/about/contact/offices-locations/australia>

In the event of a significant or critical welfare issue involving the student, and if determined necessary by the school, a parent, legal guardian, approved relative agrees to travel to a designated location within 10 days to assume care of the student until the situation has been resolved to the school's satisfaction.

If a parent or nominated guardian wishes to assume welfare responsibility, the parent/nominated guardian must notify the school as soon as practicable of their intentions and must provide the school with written evidence of a guardian visa grant and; proof of residential address in the name of the parent/nominated guardian and for the period of enrolment.

For School vacation periods, students under 18 years of age for whom Lindisfarne Anglican Grammar School has issued a CAAW will:

- return home to parents, or
- continue to live in / is placed in Homestay arranged and approved by the school, or
- apply for approval to spend the vacation with relatives or a friend's family, or
- apply to attend a supervised excursion/camp if all requirements are met to attain school approval.

Accommodation options for students 18 years and older include:

- Homestay Program, including private arrangements requested by a parent
- Student lives with parent, legal guardian or relative approved by The Department of Home Affairs

For School vacation periods, the following accommodation options are available to students 18 years or older:

- Student returns home to parents
- Student continues to live in/is placed in Homestay, details of which are recorded by the School
- Student may spend vacation with friend's family or relatives, provided details are given
- Student may attend a supervised excursion, camp, etc, provided details are given

Homestay/private accommodation arrangements at Lindisfarne Anglican Grammar School:

The Homestay/private accommodation arrangements approved by Lindisfarne Anglican Grammar School meet New South Wales legislative requirements for child protection as well as Standard 5 of the 2018 National Code of Practice for Providers of Education and Training to Overseas Students.

These include:

- Continuous dates for approved welfare arrangements
- Documented procedures for checking suitability of accommodation, support and general welfare arrangements before a student is placed in an approved arrangement, and at least every six months thereafter, covering:
 - a) Guidelines for selecting, screening and monitoring each family and ensuring the family can provide age appropriate care and facilities for the duration of the student's enrolment at the school
 - b) Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services
 - c) Compliant Homestay risk management strategy, reviewed annually, undertaken by the school or operator of the homestay program
 - d) WWCCs as required for adults living in the homestay/private arrangement, other than overseas students, or who otherwise have regular contact with the student.

9.5 Student Progress, Attendance And Course Policy

Rationale

Overseas students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Course Progress

- The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- The course progress of all students will be assessed at the end of each study period or semester of enrolment according to Lindisfarne Anglican Grammar School's course assessment requirements.
- Students who have begun part way through a study period / semester will be assessed according to Lindisfarne Anglican Grammar School's course assessment requirements after completing one full study period or semester.
- To demonstrate satisfactory course progress, students will need to obtain:

Primary School Studies

Students in Kindergarten to Year 6 will need to demonstrate a commitment to their studies each study period that allows them to remain on track for progression to the next year level. Students will need to achieve a minimum pass grade of C in 50% or more of the subjects studied per semester. Students will also need to show a willingness to participate in academic and cocurricular activities. If the student's effort is at least "satisfactory", despite not passing all subjects studied, the School may consider the student to have achieved "satisfactory" course progress.

Junior Secondary Studies

Students in Years 7 to 10 must demonstrate a minimum pass grade of C in 50% or more of the subjects studied per semester.

Senior Secondary Studies

Students in Years 11 and 12, must demonstrate a minimum pass grade of C in 50% or more of the units attempted per semester. The objective of this criterion is that the student avoids the possibility of not being issued a Higher Schools Certificate at the conclusion of Year 12.

- If at the end of a study period, a student does not achieve satisfactory course progress as described above, the Dean of Students will formally contact the parent(s) by telephone and/or email to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include:
 - a) After hours tutorial support
 - b) Subject tutorial support in class time
 - c) Mentoring
 - d) Additional ESL support
 - e) other intervention strategies as deemed necessary
- A copy of the student's individual strategy for academic improvement and any relevant progress reports will be forwarded to parents.
- The student's individual strategy for academic improvement will be monitored over the following study period by the Dean of Students and records of student response to the strategy will be kept. Parents will be kept informed by way of regular email updates of the student's academic progress while the student is receiving formal intervention.
- If the student does not achieve satisfactory course progress by the end of the next study period, Lindisfarne Anglican Grammar School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process. The notification of intention to report will be issued to the student prior to the commencement of the next semester. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by Lindisfarne Anglican Grammar School, he/she may contact the Overseas Student Ombudsman at no cost. Please see Lindisfarne Anglican Grammar School's Complaints and Appeals Policy for further details.

- The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
 - a) the student does not access the complaints and appeals process within 20 days, or the student withdraws from the complaints and appeals process by notifying the Principal of Lindisfarne Anglican Grammar School in writing, or
 - b) the complaints and appeals process results in a decision in favour of the school.

Completion within expected duration of study

- As noted previously, the school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their studies within the expected duration of the course.
- The school will only extend the duration of the student's study where it is clear the student will not be able to complete their course by the expected date because:
 - a) the student can provide evidence of compassionate or compelling circumstances (see Definitions below)
 - b) the student has, or is, participating in an intervention strategy as outlined in 1.e.
 - c) an approved deferment or suspension of study has been granted in accordance with Lindisfarne Anglican Grammar School's Deferment, Suspension and Cancellation Policy.
- Where the school decides to extend the duration of the student's study, the school will report this change via PRISMS within 14 days and/or issue a new COE if required. In this case, the student will need to contact the Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

Monitoring Course attendance

- Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- Student attendance is:
 - a) checked and recorded daily
 - b) assessed regularly
 - c) recorded and calculated over each study period.
- Late arrival at school will be recorded and will be included in attendance calculations.
- All absences from school will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal/Head of School.
- Any absences longer than 5 consecutive days without approval will be investigated
- Student attendance will be monitored every day over a study period to assess student attendance using the following method:
 - a) Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a study period e.g. number of study days x contact hours x 20%. For example, a 20 week study period with 5 contact hours a day would equal 500 contact hours. 20% of this is 100 hours.
 - b) Attendance for any period of exclusion from class will be assessed under Lindisfarne Anglican Grammar School Deferment, Suspension and Cancellation Policy.
- Parents of students at risk of breaching Lindisfarne Anglican Grammar School's attendance requirements will be contacted by the Dean of Students by email and students will be counselled and offered any necessary support when they have absences totalling 10% in any study period.
- If the calculation indicates that the student has passed the attendance threshold for the study period, Lindisfarne Anglican Grammar School will assess the student against the provisions below. Where the student has failed to meet the minimum attendance requirement, and compassionate or compelling circumstances does not apply, the school will promptly advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process.
- The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - a) the student does not access the complaints and appeals process within 20 days
 - b) the student withdraws from the complaints and appeals process by notifying the Principal of Lindisfarne Anglican Grammar School in writing

- c) the complaints and appeals process results in a decision in favour of the school.
- Students will not be reported for failing to meet the 80% attendance threshold for a study period where:
 - a) the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per definition, below, and
 - b) the student's attendance has not fallen below 70% for the study period.
- The method for calculating 70% attendance is the same as that outlined in f. above with the following change; number of study days x contact hours x 30%.
- If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, the Principal will assess whether a suspension of studies is in the interests of the student as per Lindisfarne Anglican Grammar School Deferment, Suspension and Cancellation Policy.
- If the student does not obtain a suspension of studies under Lindisfarne Anglican Grammar School Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined above.

Definitions

Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:

- a) serious illness, where a medical certificate states that the student was unable to attend classes
- b) bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible)
- c) major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
- d) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- e) where the school was unable to offer a prerequisite unit
- f) inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

- **Expected duration** – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- **School day** – any day for which the school has scheduled course contact hours.
- **Study period** - Lindisfarne Anglican Grammar School defines a "study period" for the purposes of monitoring course attendance and progress as a *semester*.

9.6 Deferment, Suspension And Cancellation Policy

Communicating with families about changes in enrolment status

- a) All communications regarding changes to enrolment status will be made directly with students and parents, in accordance with the latest contact details provided to the school.
- b) Parents must therefore keep Lindisfarne Anglican Grammar School informed of their current contact details, as per the conditions of the student visa.
- c) Where relevant and where approved by the parents, the school may also share copies of correspondence with the child's education agent to help facilitate communication about any changes in enrolment status. However, the parents with whom the school has a formal written agreement are the primary contact for the school in such matters. The school will not act on any decision affecting the student's enrolment that is not made by the parents.

STUDENT - INITIATED CHANGES IN ENROLMENT

Deferment of commencement of study requested by student

- a) Lindisfarne Anglican Grammar School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - i) illness, where a medical certificate states that the student will be unable to attend classes
 - ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii) major political upheaval or natural disaster in the home country that has impacted on expected commencement of studies
 - iv) a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).
 - v) after undertaking ELICOS studies, the student has not/will not meet the English language benchmark required for entry into the desired course, and the school is willing to defer the student's commencement in the course until a later date when the required benchmark is achieved.
- b) All applications for deferment will be considered within 5 working days.
- c) The final decision for assessing and granting a deferment of commencement of studies lies with the Principal. Where a student's request to defer his/her commencement of studies is refused, the student has a right of appeal (see Lindisfarne Anglican Grammar Complaints and Appeals policy).
- d) Deferment will be recorded on PRISMS within 14 days of being granted.

Suspension of study requested by student

- a) Once the student has commenced the course, Lindisfarne Anglican Grammar will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
 - i) illness, where a medical certificate states that the student was unable to attend classes
 - ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii) major political upheaval or natural disaster in the home country requiring emergency travel that has/will impact on studies.
 - iv) a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).
 - v) Students return to their home country to sit a university exam (or similar assessment) which impacts upon their education.
- b) Where there is a significant issue impacting upon a student's attendance or course progress, it is essential that the student or parents contact the school as soon as possible to discuss the concern so that appropriate support can be put in place. Where deemed necessary, this may involve temporarily suspending the student's enrolment so that matters can be resolved without having a negative impact on the student's ability to satisfy their visa conditions.
- c) Temporary suspensions of study cannot exceed 6 months duration.

- d) Suspensions will be recorded on PRISMS within 14 days of being granted if the student is under 18 years of age, and within 31 days if the student is over 18 years of age.
- e) The period of suspension will not be included in attendance calculations.
- f) Applications will be assessed on merit by the Dean of Studies.
- g) Some examples of circumstances that are not considered compassionate and compelling at Lindisfarne Anglican Grammar include:
 - i) leaving early or returning late from holidays in order to attend festivals in the student's home country.
 - ii) returning home to attend family gatherings that occur during term time.
- h) As part of any assessment of a request to defer or temporarily suspend studies, the impact of the request on the student's ability to complete their intended course of study in accordance with their CoE/s and student visa will be considered. Any implications will be communicated to students.
- i) All applications for suspension will be considered within 5 working days.
- j) The final decision for assessing/ granting a suspension of studies lies with the Dean of Studies. Where a student's request to suspend studies is refused, the student has a right of appeal.

Student-initiated cancellation of enrolment

- a) All notifications of withdrawal from a course, or applications for refunds must be made in writing and submitted to the Head of Enrolments and International Development. Please see Lindisfarne Anglican Grammar Refund Policy and Cancellation Policy for information regarding refunds and cancellation fees.
- b) A student will be deemed to have inactively notified Lindisfarne Anglican Grammar of cancellation of enrolment where:
 - i) the student has not yet finished his/her course/s of study with the school, and
 - ii) does not resume studies at the school within 14 days after a holiday break, and
 - iii) the student has not previously provided the school with written notification of withdrawal.
- c) Student-initiated cancellation of enrolment, including "inactive" cancellation of enrolment is not subject to Lindisfarne Anglican Grammar School's Complaints and Appeals Policy.

SCHOOL-INITIATED CHANGES IN ENROLMENT

School-initiated exclusion from class

- a) Lindisfarne Anglican Grammar may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in Lindisfarne Anglican Grammar School's Behaviour Policy/Code of Conduct.
- b) Students may also be excluded from class for failure to pay fees that he/she was required to pay in order to undertake or continue the course, as stated in the written agreement.
- c) Where Lindisfarne Anglican Grammar School intends to exclude a student from class it will first issue a letter which notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended exclusion, as well as information about how to access the School's internal appeals process. Further information about the appeals process in the event of a school-initiated exclusion from class is outlined below.
- d) Excluded students must abide by the conditions of their exclusion from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Head of Enrolments and International Development.

- e) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
- f) Exclusions from class will not be included in attendance calculations for the study period and will not be recorded on PRISMS.

School-initiated suspension of studies

- a) Lindisfarne Anglican Grammar School may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in Lindisfarne Anglican Grammar School's Policies
CODE003 Code of Conduct – Students
PAST007 Suspension and Expulsion of Students
- b) Students may also be suspended for failure to pay fees that he/she was required to pay in order to undertake or continue the course, as stated in the student's written agreement.
- c) Where Lindisfarne Anglican Grammar School intends to suspend the enrolment of a student, it will first issue a letter that notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended suspension, as well as information about how to access Lindisfarne Anglican Grammar School's internal appeals process. Further information about the appeals process in the event of a school-initiated suspension is outlined below.
- d) Suspended students must abide by the conditions of their suspension from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Head of Enrolments and International Development.
- e) Students who have been suspended for more than 28 days may need to contact the Department of Home Affairs. (Please see contact details at <http://www.homeaffairs.gov.au/about/contact/offices-locations>.) Support from the school will be offered to complete this step.
- f) Suspensions will be recorded on PRISMS.
- g) The period of suspension will not be included in attendance calculations.

School-initiated cancellation of enrolment

- a) Lindisfarne Anglican Grammar School will cancel the enrolment of a student under the following conditions:
 - i) Any breach of an agreed condition of enrolment as outlined in the student's written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care
 - ii) Failure to pay course fees
 - iii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) (Alternatively the school may decide that they will not cancel enrolment for this reason)
 - iv) Any behaviour identified as resulting in cancellation in Lindisfarne Anglican Grammar School's Behaviour Policy/Code of Conduct
- b) Where Lindisfarne Anglican Grammar School intends to cancel the enrolment of a student it will first issue a letter which notifies the student and parents of this intention. The letter will also provide details of the reason/s for the intended cancellation, as well as information about how to access Lindisfarne Anglican Grammar School's internal appeals process. Further information about the appeals process in the event of a school-initiated cancellation is outlined below.
- c) Lindisfarne Anglican Grammar School is required to report any confirmed breach of course progress and attendance requirements to the Department of Home Affairs. Where a student is reported for breach of visa conditions, his/her enrolment at Lindisfarne Anglican Grammar School will be cancelled and this may impact on the student's visa.
- d) For the duration of the internal appeals process, Lindisfarne Anglican Grammar School will maintain the student's enrolment and the student will attend classes as normal. The Dean of Studies will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

- e) If a student decides to access Lindisfarne Anglican Grammar School complaints and appeals process because they have been notified of a school-initiated suspension or cancellation of enrolment under Standard 9, the change in enrolment status will not be reported in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply (see Definitions below).
- f) Where extenuating circumstances are deemed to exist, a student may still access the complaints and appeals process, but Lindisfarne Anglican Grammar School need not await the outcome of this process before changing the student's enrolment status in PRISMS. If the school has issued a CAAW for such a student, welfare provisions under Standard 5.6 are applicable.
- g) The use of extenuating circumstances by Lindisfarne Anglican Grammar School to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- h) The final decision for evaluating extenuating circumstances lies with the Principal.
- i) If the internal or any external complaint handling or appeal process results in a decision or recommendation in favour of the overseas student, the registered provider must immediately implement the decision or recommendation and/or take preventive or corrective action required by the decision, and advise the student of that action.

Student to seek information from the Department of Home Affairs

Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students can visit the Department of Home Affairs website <http://www.homeaffairs.gov.au> for further information about their visa conditions and obligations.

Definitions

- a) Day – any day including weekends and public holidays in or out of term time
- b) Extenuating circumstances - if the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.
Examples include:
 - the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
 - the student is missing
 - the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
 - the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
 - is at risk of committing a criminal offence, or
 - the student is the subject of investigation relating to criminal matters.

9.7 Entry Requirements Policy

Lindisfarne Anglican Grammar will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, and with legislative requirements of the State of New South Wales and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.

Applications for enrolment must be made to the Head of Enrolments and International Development via the International Student Enrolment Application form. This must be correctly completed, and must be accompanied by the following documents to support the application:

- a) Copies of Student Report Cards from the current school, including a copy of the latest Student Report;
- b) A completed Reference Form from the student's current or most recent school Principal may also be required if student Report Cards do not record student behaviour or commitment to studies;
- c) Appropriate proof of identity and age;
- d) Written evidence of proficiency in English as a second language
- e) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
- f) Letter of Offer from another registered provider if applicable
- g) Enrolment Application Fee
- h) Any relevant application to the New South Wales Education Standards Authority (NESA) regarding course completion or relaxation of requirements.

Where the above documents are not in English, certified translations in English may be required, with necessary costs to be met by the applicant.

An application for enrolment can only be processed when all of the above are in the hands of the International Student Coordinator and/or Registrar.

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

Assessment procedures include an evaluation of reports from previous schools and of English language proficiency in conjunction with an enrolment interview. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.

Onshore applications for Years 11 and 12, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment.

Lindisfarne Anglican Grammar requires evidence that the applicant's academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.

Minimum academic and English language requirements are as follows:

Academic Requirements

Students must provide evidence of satisfactory academic performance appropriate to entry to the Year level requested on the Application for Enrolment or offered as an alternative point of entry by the school in a Letter of Offer.

For Year 7 to 12 students:

A pass level or "C" or better for the majority of core subjects

English Language Proficiency Requirements

1. Applicants are assessed individually based on the contents of their report cards, personal references, and/or an enrolment interview.
2. Lindisfarne Anglican Grammar will assess evidence of English language proficiency presented by a student at the time of application. Lindisfarne will assess the student's application for entry based on satisfactory test results as outlined in the table below:

Acceptable Test	For Entry to Year*	Minimum Test Result IELTS	Minimum Test Result AEAS	Minimum Test Result Cambridge
English language proficiency test obtained from a recognised ELICOS Course or recognised HSP Course. Based on academic reports, Lindisfarne may allow a student to be informally assessed through online or in-person interviews.	Year 7, 8 & 9	5.0	Minimum 55	B1 - 154
	Year 10 Semester 1	5.5	Minimum 60	B2 - 162
	Year 10 Semester 2	6.0	Minimum 67	B2 - 169
	Year 11 Semester 1	6.0	Minimum 70	B2 - 169

* Entry requirements are subject to change

- Lindisfarne Anglican Grammar reserves the right to confirm the student's English language proficiency through additional tests. Students will be required to undertake an IDAT test if appropriate evidence of English language proficiency has not been provided.
- Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies.
- If undertaking an intensive English language course before beginning mainstream studies, English language proficiency will be reassessed at the conclusion of the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.
- Satisfactory or above grades and comments must be received from English language course provider for all class descriptors reported on.
- Students must have no less than 90% attendance, without acceptable medical or family reason, at English language course.
- Student proficiency in Primary Years may be ascertained by PAT-R or similar diagnostic assessment instrument and/or by interview.

Students must be the right age for their school course

As per the Australian Government Department of Home Affairs Student Visa – school sector, students must comply with the age requirements at time of Entry. See link below.

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study> .

Interview

In addition to the above, Entry is also subject to a successful interview.