Westminster School International Student Handbook

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Westminster School
CRICOS Provide Number: 00602G
**Westminster School Contact Details:**

Westminster School  
1-23 Alison Avenue  
MARION SA 5043  
CRICOS Provider Number: 00602G

**Mail Address**  
1-23 Alison Avenue  
MARION SA 5043

**Main Office**  
(8.30am to 5.00pm Monday-Friday)  
T: 08 8276 0276  
F: 08 8276 0277  
E: ws@westminster.sa.edu.au

**Student Absentee Notification**  
T: 08 8276 0250 (Senior School students)  
T: 08 8276 0255 (Preparatory School students)

**International Students Co-ordinator and Homestay Co-ordinator**  
Mr Philip Stewart  
T: 08 8276 0362  
M: 0400 276 426  
Global Roaming: +44 7937384516  
E: pstewart@westminster.sa.edu.au

**International Students 24 Hour Emergency Contact**  
Mr Philip Stewart  
T: 08 8276 0362  
M: 0400 276 426  
Global Roaming: +44 7937384516  
E: pstewart@westminster.sa.edu.au

**International Students Liaison Teacher**  
Ms Jing Zhou  
T: 08 8276 0279  
M: 0431 349 569  
E: jzhou@westminster.sa.edu.au

**Emergency Telephone Numbers:**

**Police, Fire, Ambulance – 000**

**Department of Immigration and Border Protection (DIBP)**  
Level 3 55 Currie Street  
Adelaide SA 5000  
T: 131 881
Term Dates 2015

Term 1  Wednesday 28 January to Friday 10 April (11 weeks)
        Boarder Exeat  7 – 9 March  (Adelaide Cup on 9 March)
        Boarder Exeat  29-30 March

2 week holiday break

Term 2  Tuesday 28 April to Friday 26 June (9 weeks)
        Boarder Exeat  16-17 May
        Boarder Exeat  6-8 June  (Queen’s Birthday holiday on 8 June)

3 week holiday break

Term 3  Tuesday 21 July to Friday 25 September (10 weeks)
        Boarder Exeat  8-9 August
        Boarder Exeat  5-7 September  (Show Day holiday on 7 September)

2 week holiday break

Term 4  Tuesday 13 October to Thursday 10 December (9 weeks)
        (Students finish Wednesday 9 December)
        Boarder Exeat  31 October - 1 November
        Boarder Exeat  21-22 November

Terms commence at 8.45 a.m. and end at 1.00 p.m. Exeats commence at 3.30 p.m.

Class times

Students must arrive by 8.45am each morning. Classes are held between 8.55 and 3.30pm Monday to Friday.

Senior School

<table>
<thead>
<tr>
<th>MONDAY, TUESDAY, THURSDAY &amp; FRIDAY</th>
<th>WEDNESDAY</th>
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<tbody>
<tr>
<td>8.45 - 8.55 am  TUTOR</td>
<td>8.45 - 8.55 am  TUTOR</td>
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<tr>
<td>8.55 - 9.35 am  Lesson 1</td>
<td>8.55 - 9.35 am  Lesson 1</td>
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<tr>
<td>9.35 - 10.15 am  Lesson 2</td>
<td>9.35 - 10.15 am  Lesson 2</td>
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<tr>
<td><strong>10.15 - 10.35 am</strong> HOUSE / TUTOR / CHAPEL</td>
<td><strong>10.15 - 11.00 am</strong> Lesson 3</td>
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<tr>
<td>10.35 - 10.55 am  RECESS</td>
<td>11.00 - 11.20 am  RECESS</td>
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<tr>
<td>10.55 - 11.40 am  Lesson 3</td>
<td>11.20 - 12 noon  Lesson 4</td>
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<tr>
<td>11.40 - 12.25 pm  Lesson 4</td>
<td>12 noon - 12.40 pm  Lesson 5</td>
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<tr>
<td>12.25 - 1.10 pm  Lesson 5</td>
<td>12.40 - 1.10 pm  ASSEMBLY</td>
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<tr>
<td><strong>1.10 - 2.00 pm</strong> LUNCH</td>
<td><strong>1.10 - 2.00 pm</strong> LUNCH</td>
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<tr>
<td>2.00 - 2.45 pm  Lesson 6</td>
<td>2.00 - 2.45 pm  Lesson 6</td>
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<tr>
<td>2.45 - 3.30 pm  Lesson 7</td>
<td>2.45 - 3.30 pm  Lesson 7</td>
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<tr>
<td><strong>3.30 pm</strong> Dismissal</td>
<td><strong>3.30 pm</strong> Dismissal</td>
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Attendance
Attendance is mandatory, both for academic progress and to fulfil the requirements of your Australian student visa. Students are required to attend their lessons each day of the School week for the entire School day. International students who breach their attendance rate will be reported to the Department of Immigration and Border Protection (DIBP) and their visa may be cancelled. Please see attendance policy.

If a student is absent from class, a telephone call must be made to the absentee phone number on 08 8276 0250 (or 08 8276 0255 for students in the Preparatory School) and a reason given for the absence.

This must be followed by a note from the family, host family or boarding house office and addressed to their form teacher. A Doctor’s Certificate is required if a student is absent for more than one day.

The term dates are set one year in advance and must be adhered to. The School does not expect students to leave before the end of term or to return late from vacation unless there are exceptional circumstances.

The Boarding House
More than 90 boarders live in the Boys’ and Girls’ Boarding Houses on the southern side of the campus. The Heads of Boys’ and Girls’ Boarding are responsible for the overall management of the boarding house. Westminster accepts Boarding students from Year 7 to Year 12.

Homestay
Students also have the option of living in homestay. Homestay allows students and hosts to share and exchange experiences. By participating in Homestay you have the chance to join in the daily life and customs of Australians.

Students have the opportunity to participate in various activities with their hosts, such as outings, sports, hobbies, dining out, shopping and most importantly, learning English in everyday settings.

Westminster School continually works hard to ensure that international students are placed with families who best match the needs of each student with consideration given to preferred family type, dietary requirements, pets, children and student interests.

Communication with Parents
The School expects all students to work hard at their studies, to take part in school activities, including co-curricular activities, and for parents to have an active interest in the progress made by their son or daughter.

For this reason, the School will regularly communicate with parents via School reports. School Reports are posted to parents at the end of each term.

The School will also wish to communicate with parents on other matters from time to time. In some cases, communications will be directly with parents.

Student Conduct
It is important in maximising learning opportunities that:

- all teachers and students be allowed to work without undue interference;
- students be assisted in developing behaviour patterns which lead to self-discipline;
- all members of the school community understand the need to follow rules which define acceptable behaviour.

To ensure safety and security in the school, members of the school community should:

- be able to work and play without undue interference;
- treat each other with respect;
- value and protect personal and school property;
- try to understand and listen to each other and talk out problems;
- help each other develop and strengthen their trust in others.
These expectations will be:

- discussed in class and communicated to the whole school community;
- modelled by students and teachers with the purpose of developing positive self-esteem and emphasising fair and consistent behaviour;
- practised by students and teachers to ensure that all feel happy and safe.

**Wellbeing**

We provide an engaging and stimulating wellbeing experience which encourages students to achieve excellence in a supportive environment. Our wellbeing program extends throughout the School to enhance student development and promote the physical, emotional, social, spiritual and intellectual wellbeing of all students.

As a community, we ensure that:

- learning takes place in a safe and supportive environment;
- personal possessions and School property are treated with care and respect;
- School values are upheld within the wider community;
- Bullying and harassment are not tolerated.

Every staff member has a role in supporting student growth, enhancing productive relationships and fostering a positive school environment.

**Support and Intervention**

Every student is valued as unique with individual gifts, areas for development and learning styles.

We recognise the importance of development across all aspects of personal growth including academic, emotional, social, cultural, spiritual and physical development.

This may take the form of:

- Homework classes or tutorials before and after school, as well as during scheduled times during school hours;
- changing timetabling or subjects to allow for greater subject related support;
- creating a time management and study plan;
- 1:1 teacher interviews to discuss assessment requirements etc.

Under Standards 10 and 11 of the 2007 National Code of Practice, the School may need to counsel students and prepare individual strategies to improve attendance or course progress.

If the School needs to implement strategies for monitoring attendance and / or improving course progress under these Standards, parents will be kept informed. If a student’s attendance or course progress does not improve to the required levels after intervention, the School is required to report the student to DIBP for failure to meet visa conditions.
The Westminster Ethos

Westminster takes a holistic approach to education to ensure the social, emotional, spiritual and physical wellbeing of each student complements their academic success. We provide a caring and vibrant learning environment in which students are encouraged to strive for and achieve their best in all areas of life.

Westminster develops confidence and self-esteem in each student and encourages the values of pride, commitment, leadership, independence, resilience and appreciation for others.

Vision statement
Westminster strives to be a vibrant and warm learning community, offering a dynamic and nurturing education that provides the best possible opportunities for students to shine and approach their future with confidence.

Mission statement
The wellbeing, education and growth of our students are paramount. Our School community prepares and nurtures students to flourish in a rapidly changing world.

The Christian ethos of our School community is underpinned by the following values:

Learning and Excellence
We are focused on providing learning based on excellence, engagement, creativity and academic care to the highest of contemporary standards.

Caring and Compassion
We nurture and care for all students regardless of culture, ethnicity or religion. We are committed to social, emotional, spiritual and physical development and wellbeing that fosters resilience, confidence, faith and self-belief.

Community and Equality
We foster a vibrant School community. In a global community, we encourage students to be responsible leaders who respect diversity, justice and equality who work in the service of others.

Leadership and Passion
We lead by example with strength of purpose, integrity and passion.

Environment and Sustainability
We are committed to safeguarding our environment, whilst achieving organizational sustainability through best practice and innovation.

Means
We obtain these outcomes by being a mutually supportive Christian community of learners, composed of students, staff, parents and Old Scholars. In this community the following means are fundamental in creating the desired outcomes:

• a system of Pastoral Care which is Christian and which endeavors to make Westminster a caring, loving, happy place;
• an orderly, disciplined and safe learning environment;
• having a staff of high professional quality supported by a continuing program of professional development;
• a curriculum that provides a broad liberal education, and is more than narrowly academic or vocational in its scope; that provides a pathway for each of our students to proceed to fulfilling courses of study beyond the School, and keeps open the door to tertiary studies to as many students as possible for as long as possible;
• A co-curricular program which:
  a) is well-run and properly resourced;
  b) offers a wide range of experiences to each individual in sport, clubs, outdoor education, the performing arts, technology and other activities;
  c) places emphasis on teamwork and always trying to achieve one’s best;
  d) encourages all students to participate in some of the School’s activities;
  e) requires that students use their special talents for the benefit of the whole Westminster community.

• a core outdoor education and off-campus residential experience for all our students;

• an environment for learning, which uses the resources of modern technology, including information technology;

• provision of suitable equipment, buildings and grounds which also make the School a place of physical beauty.
ROUND SQUARE
Westminster School is a member of Round Square which is a world-wide association of nearly one hundred schools on five continents sharing unique and ambitious goals. Students attending Round Square schools make a strong commitment, beyond academic excellence, to personal development and responsibility.

Round Square was founded by Kurt Hahn, an educator, who also founded the Salem School in Germany, Gordonstoun School in Scotland, Outward Bound, the Duke of Edinburgh Award and United World Colleges. His aim was to develop young people whose convictions would be based in personal responsibility, kindness and justice.

The central goal of Hahn’s philosophy was that schools should not simply ‘prepare’ students for tertiary study or work but should also prepare them for life directly, in ways that would demand courage, generosity, imagination, principle and resolution.

Round Square is based upon the IDEALS philosophy.

- International Understanding
- Democracy and Leadership
- Environmental Responsibility
- Adventure
- Leadership
- Service

Membership of Round Square provides opportunities for all Westminster School students to be involved in:

Student Exchanges
Westminster School students have available to them exchanges at international and national levels.

International exchanges are available to Year 10 students for approximately six to eight weeks, and occasionally, Year 11 students may be considered for exchange in early Term 1 or late Term 4 of that year. Planning for an international exchange should be made as early as possible and application placed preferably about twelve months ahead. These exchanges are usually reciprocal.

National exchanges are within the Australasian and East Asia region, and are available to Year 8 students for a two week duration. These exchanges are all reciprocal.

Round Square International Service Projects
Round Square International Service (RSIS) Projects embody all six pillars through community service projects, such as raising a new building. Over a school break, students from different Round Square schools will converge on a single location, which is often one of the less privileged schools, where they will work together on a project. The materials required for these projects are raised through the Prince Alexander Fund, and do not require funding from attending students. These are in July-August and December of each year. They are open to students over the age of sixteen.

Service Learning Projects
Round Square at Westminster School run a number of on-going Service Learning projects as well as others which are run at a specific time each year or in response to an urgent need which is identified locally or internationally.

Conferences
There are a variety of conferences that allow student delegates to meet from around the world and our region.

Annual International Conferences
Annually, a conference is held at a member school. All schools are invited to attend and it is at these conferences that the Annual General Meeting is held and the future of Round Square is decided. It is also an opportunity for student delegates to meet and discuss issues related to the IDEALS principles.

Regional Round Square Conferences
A school will host an annual conference for other member schools within its region. The next conference will be in South Korea at Cheong Shim International Academy in January 2015. Students in Years 9 to 11 are eligible.

Young Round Square Conferences
Conferences are held for students from Years 6 to 8.
BEHAVIOUR MANAGEMENT POLICY (EXTRACT)

Westminster is committed to providing a safe, secure and supportive learning environment. All members of the School community have a responsibility to recognize and protect the rights of others, to practice and promote a positive learning environment and care for others and to exercise the values of compassion, courtesy and cooperation. Behaviour management is a communication process designed to foster a whole school approach to the development and maintenance of high standards of behaviour.

The best behaviour management tools are positive relationships with students and classrooms that are well managed to ensure effective learning.

This behaviour management policy is predicated on three aims:

- It is educative for both groups and individuals and reflects the School’s values and mission.
- It facilitates the exercise of appropriate levels of duty of care towards all students.
- It is directed towards meeting individual needs.

Rationale

The rationale of this Behaviour Management Policy is that it should contribute significantly to:

- the creation of a healthy, safe, secure and supportive environment where all members of the school community can learn and work without disruption and free from harassment or threat
- the recognition and protection of the rights of others, the practice and promotion of tolerance and care and the exercise of the values of compassion, courtesy and co-operation
- the enhancement of personal and intellectual growth
- an emphasis on proactive rather than reactive measures and effective communication.

Approaches

Responsibility: we are each responsible for our own behaviour, for the choices we make, our actions and the consequences (including the effects upon others), whether intended or not. This responsibility is not diminished by circumstances that may have influenced our behaviour.

Self-discipline: the basic intention of all behaviour management practices is to encourage self-discipline rather than to rely on the imposition of school authority. Students need to be educated into making responsible and appropriate choices. Respect for others is fundamental.

Universality: this policy applies to all – to those who exhibit both positive and problematic behaviours.

Consistency: the successful implementation of this policy requires a consistent, school-wide approach.

Rights and Responsibilities

Each member of the School community has the right to:

- learn and work to the best of his or her abilities
- feel safe, secure and supported
- be recognized and acknowledged for doing his or her best
- be treated with compassion, courtesy and respect.
- to expect their property to be safe
- have concerns dealt with in accordance with this policy
- a timely, clear and courteous response
- receive relevant information, proactively where possible appropriate and reasonable support.
Each member of the Westminster community has the responsibility:

- to support and encourage others in the exercise of their rights
- or being an active and lifelong learner
- to participate fully in the life of the School
- or doing his or her best
- to challenge oneself
- for his or her own behaviour and its consequences
- to uphold the core values of the School
- to model appropriate behaviours
- to support school practices and procedures, including all conditions of enrolment
- constructively assist in the promotion of a positive school image and reputation
- to share with the School any relevant information about the student’s capacity to learn or to interact with others.

Student Expectations
Each student is expected to achieve to his or her full academic potential – by cooperation with teachers in diligent preparation and thorough completion of all learning tasks in a timely manner. No student should interfere with or inhibit the learning of others.

All students must support the right of every individual to be free from harassment, bullying, intimidation, discrimination or aggressive behaviour. Each student is expected to meet his or her co-curricular commitments – by full participation in training, practice, performance, matches, competitions and in the support of others.

Each student is expected to maintain a full involvement in the school community through service, House activities, Chapel, assemblies, tutor group meetings and other school activities.

Attendance on all school days and at all scheduled timetabled and co-curricular obligations is mandatory, except in cases of illness, accident or approved leave. Students arriving late or needing to leave the campus during the school day should follow the prescribed approval and registration procedures.

Students are expected to take pride in their personal appearance and in the wearing of the correct school uniform and sporting attire. Standards of grooming and presentation need to reflect high personal and community standards.

No student at Westminster may partake of non-medically prescribed substances (including tobacco and alcohol) on the campus of the school, whilst wearing any item of school uniform or whilst participating in any school activity off the campus (see Alcohol, Drugs & Smoking Policy)

Students are expected to keep the school campus clean and attractive by ensuring that no-one litters, graffiti or damages the buildings or grounds.

Consequences and Sanctions
Although these levels of sanctions depend on the context of the specific situation and are not necessarily sequential, they do, for the more minor infractions, provide an outline of probable school response:

- inappropriate behaviour recognised by the student
- reprimand by class teacher, Tutor, Head of House or Head of School
- in-class or lunchtime sanction – extra work, detention or tasks as determined by Head of House/Head of Senior School
- entry in the student’s diary for the information of parents
- written record of infraction for student file
- one hour after school detention
- Interview with parents, teacher, Head of House and Head of Senior School
- three hour Saturday detention
- student self-monitoring daily report
- formal apology, written contract, restitution.
for the major infractions or continual non-compliance, the probable school response would include:

- internal suspension
- external suspension
- termination of enrolment

Suspensions take priority over other commitments, including inter-school sport.

Regardless of any previous matters, the enrolment of a student may immediately be terminated by the Principal if the student is responsible for:

- the distribution or sale to Westminster students on the School campus, or in circumstances when students are undertaking a School activity, of any non-medicinal or non-prescribed drugs;
- the possession on campus or when undertaking a School activity of any non-medicinal or non-prescribed drugs, firearms, explosives or any other device likely to endanger the health and safety of other students;
- any violent physical act or grossly offensive behaviour towards another student, member of staff or employee of the School;
- using ICT to post or share sexually explicit content.

Teachers at Westminster are committed to:

- acknowledging and adopting the aims, rationale, themes and approaches of this behaviour management policy;
- supporting the rights of students, parents and staff and encouraging the exercise of the defined responsibilities;
- developing partnerships between students, parents and the school;
- using a consistent and flexible approach.

Acknowledgement and recognition of positive behaviour, efforts or achievements is an important dimension of good management and can include:

- verbal acknowledgement to the student;
- written acknowledgement to student, parent, Head of House;
- commendation by the Head of School or Principal.

All members of Westminster School must act honourably, show common sense, good manners and justice in their dealings with each other. Enrolment at Westminster is conditional upon acceptance of the Behaviour Management Policy.

**Behaviour on Public Transport or on School Buses**

1. Students are expected to conduct themselves in a way that reflects credit on the School.

2. Queuing must always be orderly and when entering or leaving vehicles students must give adults and young children right of way.

3. Students are to remain seated in one place throughout the journey unless crowded conditions make this impossible or courtesy demands that they offer their seat to someone else. They must not engage in any noisy or unruly behavior.

4. Any misbehaviour on public transport may result in the bus or train company cancelling a student’s pass or even taking action that involves police prosecution. The School will no doubt be notified and may take action irrespective of what the bus or train companies decide to do.

5. Misbehaviour on the school buses may result in a student being forbidden to use the bus for a period of time.
Acceptable use of Information Technology Resources

Information technology resources (including but not limited to computers, laptops, networks, online resources, systems, software, printers and attached peripherals – whether provided by the School or the student):

- Are to be used for School-related work in order to make the learning process efficient and contemporary;
- Shall not be used in any way that may reflect poorly on the School, its students or staff. For example you may not use the resources to publish offensive material or to harass or bully others;
- Are only accessible once the Student has authenticated by entering their unique system identifier (user ID) and a password known only to them;
- Are monitored and their usage recorded so that usage patterns can be understood and investigations can be carried out in to suspected inappropriate use.

Usage of these resources implies an acceptance that the resources will be used responsibly and with full regard to all School policies and expectations. To reinforce this implicit acceptance, the Student is reminded of the policy each time they log on to a School computer. It is a requirement that a student’s password remain strictly private in order to protect the student from someone else using their user ID for inappropriate purposes. Should a student’s password become known, or is suspected of being known, to others, facilities to change a password are available on School computers.

The School employs technology to filter out inappropriate material from being viewed or downloaded via the School’s internet connection. Students must, however, exercise care over the resources they access, and should report any material they believe is inappropriate but not filtered out. Students shall not utilize alternative internet connections (e.g. personal 3G/4G connections) to avoid the safeguards provided by the School’s filters and other security measures.

Any student who is in doubt about whether a particular usage of the information technology resources is appropriate, should seek guidance from a staff member. Inappropriate usage of information technology resources will not be tolerated and will be dealt with through the School’s normal disciplinary processes.

HARASSMENT AND BULLYING (EXTRACT)

Westminster is committed to providing a safe, secure and supportive environment. All members of the School community have a responsibility to recognise and protect the rights of others, to practise and promote acceptance and care for others and to exercise the values of compassion, courtesy and cooperation.

Definition of Bullying

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying may be carried out overtly (e.g. face-to-face) or covertly (e.g. through repeated social exclusion or via technology).

Bullying isn’t:

- Single episodes of social rejection or dislike;
- Single episode acts of nastiness or spite;
- Random acts of aggression or intimidation;
- Mutual arguments, disagreements or fights.

However, these conflicts will be addressed and resolved as it is not behaviour which creates a positive and supportive environment. It is not the same as conflict or social dislike even though, in some cases, the outcome of both can be bullying.
Types of Bullying
- Physical bullying (sometimes referred to as direct bullying) involves physical actions such as punching or kicking.
- Verbal bullying includes name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse.
- Social/Covert bullying includes lying and spreading rumours, negative facial or physical gestures, menacing or contemptuous looks, playing nasty jokes to embarrass and humiliate, mimicking unkindly, encouraging others to socially exclude someone, damaging someone’s social reputation or social acceptance.
- Cyber bullying occurs through the use of information or communication technologies such as text messages, email and social networking sites.

Stopping Bullying is Important
- Everyone has the right to feel secure and comfortable at School.
- The expectation is that you are able to travel to and from School feeling safe.
- Everyone has the right to learn in an environment that is free from being bullied.
- People who bully others stop them from achieving their best.
- People who bully others can be helped to change their unacceptable behaviour.

Responsibilities of staff
- To be familiar and understand the Anti-Bullying Policy.
- To model appropriate behaviour, respecting individual differences and diversity.
- To reinforce the message that bullying is not accepted or tolerated.
- To treat seriously and promptly all reports or observed incidences of bullying.
- To report incidences of bullying promptly to the Tutor, Head of Year 8, Head of House, Head of Senior School or School Counsellor.
- To be observant of signs of distress or suspected incidents of bullying.
- To ensure that students are supervised appropriately.
- Be unbiased and not influenced by who the student is.

Responsibilities of students
- To model appropriate behaviour, respecting individual differences and diversity.
- To reinforce the message that bullying is not accepted or tolerated.
- To help someone who is being bullied.
- To refrain from bullying others.
- To inform Tutor, Head of Year 8, Head of House, Head of Senior School or School Counsellor if they are being bullied or if they see someone else being bullied - both at school and on the way to and from school.

Responsibilities of parents
- To support the School if you child is bullying others
- To model appropriate behaviour, respecting individual differences and diversity.
- To reinforce the message that bullying is not accepted or tolerated.
- To encourage their children to tell the Tutor, Head of Year 8, Head of House, Head of Senior School or School Counsellor if they are bullied.
- To watch for signs that their child may be bullied.
- To speak to appropriate members of staff such as Head of Year 8, Head of House, Head of Senior School or School Counsellor if their child is being bullied, or they suspect that this is happening.
- Students can expect that their concerns will be responded to by the school staff and that they will be provided with appropriate support (for both the subjects of and those responsible for the behaviour).
Bystanders
A bystander is someone who sees or knows about bullying or other forms of violence that is happening to someone else.

As we have responsibilities to respect and protect the rights of others, a supportive bystander will take action to protect a student or students who are being bullied.

A supportive bystander will use words and/or actions that can help someone who is being bullied.

If bystanders are confident to take safe and effective action to support victims then there is a greater possibility that bullying can stop and the person who is bullied can recover. People respect those that stand up for others who are bullied but being a supportive bystander can be tough. Sometimes it is not easy to work out how to help safely because bullying happens in different ways and places.

To observe and do nothing is to condone bullying.

Processes to deal with bullying/harassment
- Tell the bully to stop
- Do not retaliate aggressively, either physically or verbally
- Discuss the situation as soon as possible with someone you are comfortable with: parents, Tutor, Head of House, Head of Year 8, Head of Senior Students, School Counsellor, Chaplain or other staff member, your peers.

Alcohol, Drugs and Smoking
1. The possession or use of drugs or drug abuse including smoking and the drinking of alcohol is strictly forbidden at School, travelling to and from School, at any School function, or at any time when a student is wearing School uniform.

2. There are penalties set down for students in breach of this rule.
   - For possession or use of drugs or alcohol, suspension or expulsion will result.
   - For smoking at School, a first offence will be dealt with by a letter to the parents or guardian and a suitable penalty imposed by the Head of House. For further offences suspension from School is prescribed.

3. Students detected smoking outside the School in School uniform or in circumstances where they are creating or likely to create a bad public image of the behaviour of Westminster students, are liable to suspension. Further offences involving drugs, alcohol or smoking may involve a long suspension or a request for the parents or guardian to remove the student from the School.

4. Students in the company of student’s detected breaking these rules may be liable to the same penalties.

5. The School’s advice to students is:
   - Do not use or abuse drugs, smoke or drink alcohol.
   - If your companions indicate that they are going to indulge, try to dissuade them.
   - If you are unable to dissuade them, leave their presence immediately so that you will not be involved as an accessory.

6. If students wish to smoke or drink at home, that is the responsibility of their parents or guardian. Indeed some students do so with their parent or guardians’ knowledge, permission and approval. Whatever situation pertains at home makes no difference to the rules of the School. The School cannot condone the behaviour of students who by their talk and actions seek to create a climate of acceptance of drugs, alcohol or smoking among their peers.

Dangerous Substances and Items
Pocket knives, offensive weapons or explosives of any kind are strictly forbidden at all times.
Mobile Telephone Policy

- Students may bring mobile phones to school at their own risk. The security of all personal property is the responsibility of the owner. The School accepts no liability in the event of loss or damage to personal property such as mobile phones brought to school by students. **If you must bring your mobile phone to school keep it stored and locked in your locker.**

- Mobile telephones brought to school must not be used to make calls during the school day unless permission has been given by a staff member.

- While on a day excursion outside of school grounds, mobile phones in the possession of students may only be used with the prior permission of the teacher in charge of the activity or in the event of an emergency.

- Mobile phones are not permitted on Westventure or other school camps and outdoor education activities.

- Boarders may have mobile phones by agreement with the Head of Boys or Girls Boarding as appropriate. The use of mobile phones in the boarding context will be individually negotiated within the boarding house.

- All students operating mobile phones outside these guidelines will have their mobile phone confiscated and returned at the end of the school day.

Visitors to the School

All visitors to the school are required to report their presence to the appropriate person.

During the school day, parents, old scholars, or friends of students must report to the Front Reception of the school, identify themselves and say who they wish to see. It is not to be assumed that in all cases permission will be given for the visitor to remain on the school premises, but interviews between visitors and students must take place in the main foyer and should be kept as brief as possible.

Students are not permitted to invite their relations, friends or acquaintances into the school grounds during the school day unless the circumstances are exceptional and have been approved by the appropriate Head of House and the Head of Senior School.

All visitors are required to wear a ‘Visitors’ identification (ID) badge.
CODE OF CONDUCT
To ensure a safe and supportive learning environment, all students have rights and responsibilities they are expected to uphold. These are outlined in the table below.

<table>
<thead>
<tr>
<th>Everyone has the right...</th>
<th>Therefore, it is each student’s responsibility to:</th>
</tr>
</thead>
</table>
| **To be treated with respect, understanding, acceptance and dignity** | Be accepting, caring and respectful of others  
Try to understand other students and teachers, and offer help where appropriate, be fair.  
Don’t tease, bully, verbally abuse or belittle other students  
Appreciate each student’s diversity, multiculturalism and individuality  
Listen to and respect the opinions of others |
| **To self-expression, without malice** | Has the right to express their opinion in an appropriate and respectful manner |
| **To learn** | Learn all you can, and don’t disrupt the learning of others  
Work hard in class, complete homework and assignments on time  
Be prepared for class and arrive on time  
Don’t be ashamed to not understand; ask for help if you need it  
Listen to others  
Work cooperatively with others  
Respect learning spaces provided |
| **To a safe and healthy environment** | Act in a safe and considerate manner  
Respect other people’s space |
| **To a pleasant, well-maintained school** | Look after school buildings, grounds, equipment and furniture  
Put rubbish in the appropriate bins and recycle  
Handle equipment carefully |
| **To expect their property to be safe** | Respect the property of others  
Do not interfere with the property of other people  
Be careful with your own belongings  
Hand in any lost property you find  
Ensure your name is on all your property |
| **To go to a school of which they can be proud** | Uphold the good name of the School  
Always behave in a way that will reflect credit on our School  
Wear the School uniform in an appropriate manner |
Punctuality and Attendance

1. All students are expected to be at school ready to go to morning tutor at 8.45am every school day and to attend all lessons punctually. Students should plan to be at School by 8.30am. Preparatory School students are expected to be in their classroom by 8.45am every school day.

2. Any lateness must be explained to the House Tutor who will take whatever action necessary. Any senior students who do not arrive in time for the start of the day by 8.45am must report to the Senior School Office and sign in using their ID swipe card. Preparatory students who arrive after 9.00 am should report to the Preparatory School Office to sign in.

3. Notification of absence
   a) Illness or lateness
      The parent or guardian is asked to telephone the school on 8276 0250 giving a brief reason for the absence or late arrival. The telephone call should be made before 9.30am. Messages may be left on the answering service between 4.30pm and 8.30am. Students returning to school after any absence, however brief, should bring with them a diary note or letter from a parent or guardian addressed to the House Tutor. The note or letter should be signed and refer to the reason for absence and the date(s) involved.
   b) Requests to leave early or arrive late
      • Requests to leave early or arrive late for an appointment etc. must be supported by diary note or letter addressed to the House tutor who will initial the note and refer it to the Head of House or Head of Senior School if necessary.
      • Before leaving school and upon arrival back at school students must report to the Senior School office with their signed note and sign the IN/OUT book.
      • As a matter of courtesy students must advise teachers whose classes they miss and show them the signed note in advance if possible.
   c) Advance notice of absence
      If any student wishes to be absent from school and knows in advance the date of absence, a letter of request from a parent or guardian addressed to the Head of Senior School is required. If the request is granted the parent or guardian will be notified by the Head of Senior School. The Head of Senior School’s Secretary will advise the Head of House and House Tutor.
   d) Any student who wishes to leave the school grounds during the school day under any circumstances not covered above must obtain permission from the Head of Senior School.
   e) Students must be punctual at lessons, sports practices, rehearsals or any other appointment they are expected to keep. The staff member, team captain or other person likely to be significantly affected must be informed of likely absence or lateness.

Consumption of Food and Beverages

1. Students are required to confine their eating and drinking to the appropriate areas outside the School buildings. Should particles of food of any kind be dropped on the floor of classrooms, laboratories, corridors, etc., they should be picked up by the person responsible. It may be necessary to ask the Senior School for cleaning equipment if all traces of the food (or drink) cannot be removed.

2. Students are forbidden to eat in class.

3. No chewing gum is permitted in the School under any circumstances.
Making a Speech at Assembly
Assembly is a formal occasion and your speech should be appropriate to the occasion and to this audience.

<table>
<thead>
<tr>
<th>FIRST, the positives</th>
<th>NOW, the negatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Your speech should be short</td>
<td>• Your speech should not use first names only</td>
</tr>
<tr>
<td>• Your speech should be interesting</td>
<td>• Your speech should not use “in jokes”</td>
</tr>
<tr>
<td>• Your speech should be entertaining</td>
<td>• Your speech MUST not contain any put downs, insults or major embarrassments</td>
</tr>
<tr>
<td>• Your speech can be serious</td>
<td>• Do not just tell us the things that went wrong</td>
</tr>
<tr>
<td>• Your speech can be humorous</td>
<td>• Do not bore us with talk about “shop stops”, bus travel, etc.</td>
</tr>
<tr>
<td>• You can communicate how you felt; what it was like; why you like something.</td>
<td>• Do not try and tell us everything that happened.</td>
</tr>
</tbody>
</table>
Useful information

Canteen
This will be open before School, at morning recess and at lunch time. At all times, students are required to be quiet, orderly and polite whilst waiting to be served and to move away from the area once they have been served.

Careers and Counselling Centre
Open to students before school, during recess and lunch times each day. Counselling in both Careers and personal issues is available, appointments should be made before school or during lunch breaks. If an emergency arises, students may see the counsellor during lesson time but prior permission from the subject teacher must be obtained.

Library
The Library is open between 8.00 am and 5.00 pm daily except for the last day of term when the Library closes at 1.00 pm.

Borrowing Procedures for the Library

Student loans
- The Student Identity Card issued to each student at the beginning of the year is also the student’s Library card. This card can be used to borrow all Library materials and Hire Books from the Library. It is expected that the student will have this card with them at all times.
- Up to ten items can be borrowed from the Library at any time and the loan period is 21 days. DVDs may be borrowed but for overnight loan only. Extensions will be available on most books (except those in high demand). Books may be placed on RESERVE at the circulation desk.
- Notices regarding holds and overdue books are set via email and through the tutor at the end of each term. Students will be billed for lost books in September for semester one and the following February for semester two. Students who persist in returning materials late may lose their borrowing privileges.

Library homepage
- The library homepage is available through study@west on inspire. From this page you can access the library catalogue, student help materials and electronic resources. Students are expected to be familiar with these pages.

Lost Property
Students should be aware that lost property is their concern and need to undertake the following steps in seeking the recovery of their belongings.

1. Check at the Senior School Office
2. Check the gym, locker and change rooms. After all these steps have been followed then approach the Senior School Office or tutor for assistance.

A notice will then be placed in the Daily Notices to advertise the loss. It is therefore essential that every item of clothing is named to assist in finding and returning goods to their rightful owners.

School Bus & Public Multi-Trip Tickets
School bus and multi-trip tickets are available from the Uniform Shop.

Personal Electronic and/or Mobile Equipment
The security of all personal property is the responsibility of the owner. The School accepts no liability in the event of loss or damage to personal property brought to school by students or visitors.
Health Centre – First Aid

- During school hours (9:00am – 5:00pm) a First Aid Officer is available to provide for emergency first aid. The First Aid Officer is not available outside these times or at weekends.
- Students who are ill during the day must have permission from their teacher to leave class and report to the Senior School Office before going to the Health Centre. Students must take their diary with them. If necessary, a student may be accompanied.
- A wheelchair is available from the Health Centre and stretchers are available from the Gymnasium or in the Health Centre.

Sports Practices

Unless otherwise advised by the coach or co-ordinator of the team, Sports practices will be cancelled when the forecast temperature (as printed in the Advertiser on the morning of training) is predicted to be 35 degrees Celsius or more.

Stationery Supplies

Stationery items can be purchased through the Uniform Shop during normal opening hours.
UNIFORM REQUIREMENTS AND REGULATIONS

School Uniform Shop
School uniform requirements are available only at the Westminster Shop (except for shoes).

All items of clothing must be named, preferably with nametags, which may be ordered through the Westminster Shop. It is difficult to find owners of unnamed clothing.

Hours of Trading

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8.15am to 4.30pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>1.00pm to 4.30pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Thursday</td>
<td>8.15am to 4.30pm</td>
</tr>
<tr>
<td>Friday</td>
<td>1.00pm to 4.30pm</td>
</tr>
</tbody>
</table>

Holiday trading hours appear in the last eNews of each term.

Telephone orders: Unable get to the School Shop in trading times? We take credit card telephone orders. We can process, ready for the student to collect.

Uniform Requirements

Formal Uniform for all Students
- School shoes
- Plain black lace-up solid school shoes, no heels or sneakers allowed
- School Blazer
- In winter students must wear travelling to and from school and for all formal functions
- School Jumper (optional)
- In summer when wearing an outer garment either the blazer or jumper can be worn
- For girls, all hair over the shoulders much be tied. Plain ribbons of green, gold or white and the School uniform are the only approved colours.
- School Hat (choice of Sun safe approved styles)
- School Tie (winter only)
- Bag with School logo

Summer Formal Uniform for Boys
- School short sleeve summer shirt
- School shorts
- School socks
- School Blazer

Winter Formal Uniform for Boys
- School tuck-in shirt
- School trouser
- School socks

Summer Formal Uniform for Girls
- School dress
- School summer socks (white ankle sock with green stripe)
Winter Formal Uniform for Girls
- School blouse
- School skirt
- Green tights or school winter long green socks

Sports Uniform for all Students
- House polo shirt
- School sports polo (When playing some sports and optional spare sports shirt for PE)
- School sports shorts
- School sports socks
- Sport shoes with non-marking soles
- School tracksuit jacket, rugby jersey or spray jacket (must have one)
- Tracksuit pants (optional)
- School Hat

When representing the School in all school sports. The School tracksuit jacket, spray jacket or rugby top and tracksuit pants are required when outer garments are needed for warmth.

Winter Uniform may be worn on any day of the year.
Summer Uniform may only be worn before the May Boarder Exeat and after the September Boarder Exeat.

Senior School Boy

Summer Uniform
- School shorts
- School short sleeve summer shirt
- School socks
- Black lace up School shoes, plain
- Blazer

Winter Uniform
- Long trousers
- School tuck-in shirt with short or long sleeves with tie
- School socks
- Blazer

Senior School Girl

Summer Uniform
- Dress (no shorter than below the knee and no longer than mid-calf)
- Years 11 and 12 has a gold button in place of the silver button.
- School summer socks (white ankle sock with green stripe)
- Black lace up School shoes, plain with no heels
- Blazer

Winter Uniform
- School kilt (no shorter than below the knee and no longer than mid-calf)
- School blouse with tie
- Green tights or School socks
- Blazer

Winter Uniform may be worn on any day of the year unless a different uniform is prescribed.
Summer Uniform may be worn only before the May Exeat and after the September Exeat.
Summer uniform may not be worn between those dates.
Jewellery
When in School uniform girls are permitted to wear one matching pair of plain gold or silver studs or sleepers in the ear lobes only. Multiple studs and large or ornate earrings are not permitted. Studs or sleepers are not to be worn with any sports uniform. No other visible jewellery is permitted.

Body piercings or tattoos must not be seen when wearing any School uniform, including sports uniform. This rule also applies on Casual Clothes Day.

Students are especially reminded that if they wear any kind of pendant it must not become visible through their School or Sports clothing. As far as possible, the School uniform should be worn without ornaments.

Hair and Grooming
Hair for all students must be clean, neat and well groomed at all times. Cuts or styles which, in the opinion of the School, are extreme and attract undue attention, are not acceptable. If in doubt consult the School before making radical changes to hair.

Hair may be coloured or dyed but only on the following two conditions –
1. The colour must be natural.
2. The hair must be only one colour. Hair of more than one colour or excessively streaked hair will not be permitted.

For girls, all hair over the shoulders must be tied. Plain ribbons of green, white or gold and the School uniform are the only approved colours.

For boys, hair must not extend below the top of the collar, hang down over the face or be closely shaven. Hair must be neatly tapered. Faces must be clean shaven and sideburns are not to extend below mid-ear.

Casual Days
On days designated ‘Casual Days’, the guidelines for dress are as follows:

- Students are reminded that the day is a normal School day in every other respect except that they are not required to wear School uniform. However, the mode of dress on these days should be suitable for the working environment with the emphasis on neatness and comfort, not decoration and poor taste.
- Open footwear such as thongs is not permitted.
- Girls may not wear visible jewellery or make up or ‘dress up’ for the occasion.
- Normal hair regulations apply.
- Boys may not wear visible jewellery and should be simply and plainly dressed as this is not an occasion for eccentricity or “show”.
- Inappropriate messages or logos on shirts will lead to disciplinary action.

SUNSAFE POLICY
The School’s Sunsafe Policy, including the necessity to wear hats when outside in Terms 1 and 4, may be viewed on the intranet.

USING HAND-HELD DEVICES IN SCHOOL HOURS
Rapidly improving telecommunications are a feature of society, and mobile telephones are in widespread use, allowing convenient rapid communication. Such communication must be acknowledged, while also ensuring that good educational practice is not compromised.

Additionally electronic equipment is readily available to the students at the school and their use it as a matter of normalcy. Such equipment must be acknowledged and its use regulated to ensure that good educational practice is not compromised.

Please see mobile phone policy.
UPDATING YOUR CONTACT DETAILS
It is important that you notify Westminster School of any changes to your address or telephone number in Australia.

This is particularly important for students studying on a Student Visa. The School notifies changes of address and telephone numbers to the Department of Immigration and Border Protection (DIBP). If DIBP cannot contact you, they may regard you as being illegal and cancel your student visa. Westminster School will seek contact details including address, phone number, and email address every six months from students via email during the first week of Term 1 and 3.

ORIENTATION
Student orientation at Westminster School is about making friends, having fun, and finding the information and skills you need to enjoy and succeed in a new environment.

Program designed to help all new international students make a smooth transition to academic life at the Westminster School.
Enrolling at Westminster School

Westminster School is registered in the State of South Australia as Westminster School Inc in accordance with Section 3 of the Education Services for International Students (ESOS) Act of 2000 with the CRICOS Westminster School Code 00602G.

Courses Available

<table>
<thead>
<tr>
<th>Westminster School</th>
<th>Location</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Westminster School Inc.</td>
<td>024448C</td>
<td>Primary - Reception to Year 7 Boys and Girls</td>
<td>Primary school studies</td>
</tr>
<tr>
<td></td>
<td>Westminster School Inc.</td>
<td>073327F</td>
<td>Secondary Junior - Year 8 to Year 9 Boys and Girls</td>
<td>Junior Secondary Studies</td>
</tr>
<tr>
<td></td>
<td>Westminster School Inc.</td>
<td>073328E</td>
<td>Secondary Senior - Year 10 to Year 12 Boys and Girls</td>
<td>Senior Secondary Certificate of Education</td>
</tr>
</tbody>
</table>

Please note that students can enrol in parts of courses as well as more than one course.

Entry Criteria

International students applying to Westminster School must undertake studies on a full-time basis, be academically qualified for the proposed course, be proficient in English, and have the financial capacity to cover all expenses including return air fares and living costs and they must be of good health.

Academic evidence

International students applying for enrolment at Westminster School are required to provide the following records showing satisfactory levels of academic achievement and English language skills appropriate to the registered courses being offered:

- copies of the student’s two most recent school reports;
- copies of any certificates of public examinations (where applicable);
- copies of AEAS test results (where available) or other English language tests
- a letter of reference from the student’s current or most recent school Principal is also required if the student’s reports do not record student behaviour or commitment to studies;
- written evidence of proficiency in English as a second language;
- details of the student’s extracurricular involvement.

Academic requirements

Student applications are received by email and assessed according to the following steps.

For each application:

STEP 1: If a school transcript is received with an Australian Education Assessment Service (AEAS) or other language report, the AEAS report will be assessed first. There will be a specific recommendation in the AEAS report relating to the number of weeks required for ELICOS before mainstream school is undertaken. The report will also indicate the student’s level in English language proficiency, general ability and mathematical reasoning. A below average or possibly even an average student will not be accepted. An above average student will be considered and can move to STEP 2.
STEP 2: If the student’s AEAS assessment is above average or we just have a school report, the school transcript will now be assessed. The level or band of the student’s school will also influence if the student’s report is acceptable - for example, at a Band 1 Hong Kong school, an English subject result of at least 65%, an Average Subject result of at least 65% and a class ranking that places the student in the top half of the class will be satisfactory; however, in a lower band school, the student’s results may need to be an English subject result of at least 80%, an Average Subject result of at least 80% and a class ranking that places the student in the top third of the year level. If the school report and school band read together are considered to meet the minimum acceptable requirements, then move to STEP 3.

STEP 3: Check the school report for any behavioural issues, negative teacher comments or attendance issues. If any of these are negative, the student may not be accepted. If the student’s school report comments are considered acceptable, move to STEP 4.

STEP 4: Check if there are any special circumstances that also need to be considered - for example, a trusted longstanding agent strongly recommends the student or the student is young in a low year level or has a specific interest in a non-core curriculum area like arts, sports, outdoors, agriculture etc. If there are special circumstances that should be considered, a slightly lower level academic performance may be accepted (as determined in STEP 2).

Students are expected to be strong in Maths, English and Science.

Students will be considered for the year level appropriate to their previous learning experience and age.

The minimum English language requirements for students in Year 9 and above are:

- AEAS test result at least Intermediate level English in Year 9 and 10, and with Upper Intermediate level English necessary for Year 11. Westminster School may also conduct a phone/skype interview or
- IELTS 4.5 for year 9, IELTS 5.0 for year 10 and year 11 or TOEFL equivalent (if applicable)

Application Process

Enrolment applications may be lodged at any time and for any Year level, however, the best time for application is midyear for enrolment the following year and students are encouraged to enrol in Year 11 or earlier if wishing to complete secondary school studies.

Step 1

To proceed with an application International students are required to forward the following:

- a completed Application Form
- copies of the student’s two most recent school reports;
- copies of any certificates of public examinations (where applicable);
- copies of AEAS test results (where available)
- written evidence of proficiency in English as a second language;
- photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date;
- details of the student’s extracurricular involvement.

An application for enrolment can only be processed when all of the above has been received.

Step 2

Westminster School will assess the application and assessment procedures including evaluation of reports from previous schools and of English language proficiency. In cases where reports are not available or are inconclusive for any reason, the School may require relevant testing of the applicant before proceeding with the application.

Prior to offering a place at the School, applicants will be interviewed, either in person or by telephone/skype. We may also contact your son or daughter’s current Principal, but will not do so without your prior consent. Having considered all records and any further information which may be requested, the Principal of the School will make the final decision on the acceptance of any international students into the School.
Step 3
If a place in the School is available, the School will forward a Letter of Offer. It is important at this stage that parents and students understand the following requirements and conditions as set out in this handbook:

- Terms and Conditions of Enrolment
- Course entry requirements
- Course information, qualification and assessment practices
- Fees Schedules and the fact that fees may change
- Refund Policy
- Complaints and Appeals Policy
- Attendance and Course Progress Policy
- Accommodation and Welfare Policy
- Grounds for deferring, suspending or cancelling enrolment
- Behaviour Management Policy
- ESOS Framework
- Other information as required under 2007 National Code Standard 2
- School location, facilities and resource
- Indicative costs of living
- Boarder’s handbook (if applicable)

Step 4
When a place is offered, please ensure the following documents are completed and signed by parents:

- Completed medical information form. Please make sure parents understand it is very important for the school to have full details of any medical or psychological condition that requires medication or medical supervision, and any learning difficulties or special needs a student may have
- Completed data collection and confidential student information forms.

Step 5
Upon receipt of the required documents, signed by both parents, and the associated fees, the School will send you an electronic Confirmation of Enrolment Certificate (eCoE) and (CAAW) which is required for your student’s application for a Student Visa.

Step 6
The Student can now apply for a Student Visa with the appropriate Australian Immigration Office. For further details regarding visa requirements, please refer to the website of the Department of Immigration and Border Protection (DIBP): www.immi.gov.au.

Step 7
Once the student visa has been approved the student can begin to make travel arrangements to travel to Adelaide. Once the flight number and arrival date are know the parents should send the Arrival Notification form to jzhou@westminster.sa.edu.au.

Step 8
Arrive in Adelaide! You will be greeted at the airport by either Westminster School staff or your host family.

Step 9
Day 1 at Westminster School. Westminster School will provide orientation for students on arrival.
About International Student Health Cover
The Department of Immigration and Border Protection (DIBP) requires all visa applicants to provide evidence of Overseas Student Health Cover (OSHC) for the proposed duration of their visa.

Accordingly, the School will then arrange cover for all international students for the entire length of that student's course of study + three months, as required by Commonwealth Government legislation. This levy must be paid in full prior to the School issuing the electronic Confirmation of Enrolment form required for the visa application.

The OSHC Levy paid prior to commencement is not refunded by the School. The responsibility for seeking any refund from the medical insurance authority lies with the student.

Fees, Charges and Refund
The current Fee Schedule for international students together with conditions relating to payment of fees is included in the offer letter. It sets out the terms and conditions relating to the payment of fees.

Westminster School will not charge more than 50% of the students total tuition fees for a course before the student has begun the course.

Once a student begins a course, Westminster School will also not require any of the remaining tuition fees for the course to be paid more than 2 weeks before the beginning of the students next study period.

Fees are subject to an annual increase of on average 5% depending on economic factors. The School has a policy relating to refunds of fees and this is made available to students in this handbook.

ESOS Framework - Providing Quality Education and Protecting Your Rights
The Australian Government wants international students in Australia to have a safe, enjoyable and rewarding place to study.

Australia’s laws promote quality education and consumer protection for international students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007.

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

CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for international students.

Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your rights
The ESOS framework protects your rights, including:

• your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if Westminster School is unable to teach your course.

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

• orientation and access to support services to help you study and adjust to life in Australia
• who the contact officer or officers is for international students
• when your enrolment can be deferred, suspended or cancelled
• what Westminster School’s requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
• if attendance will be monitored for your course, and
• a complaints and appeals process.
Standard 7 does not allow another education provider to enrol a student who wants to transfer to their course, but has not completed six months of the initial course of study you plan to undertake in Australia. If you want to transfer beforehand you need the provider’s permission.

If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.

**Your responsibilities**

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

- satisfy your student visa conditions;
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay;
- meet the terms of the Written Agreement with Westminster School;
- inform Westminster School if you change your address and contact details;
- maintain satisfactory course progress;
- if attendance is recorded for your course, follow your Westminster School’s attendance policy; and
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements.

**Department of Immigration and Border Protection (DIBP)**

The Australian Government’s Department of Immigration and Border Protection provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application.


**Department of Foreign Affairs and Trade**

As well as links from the DIBP website the Department of Foreign Affairs and Trade website [www.dfat.gov.au/embassies.html](http://www.dfat.gov.au/embassies.html) has a comprehensive list of Australian embassies, high commissions, consulates and representative offices around the world.
Living in Australia

Australia is one of the best places in the world to live while you learn. The standard of living is amongst the highest in the world, yet costs remain competitive. Australia is a natural wonderland of beautiful beaches, crystal blue waters, amazing ancient rock formations and pristine rainforests. Australia is the sixth largest country in the world and has the lowest population density per square kilometre. It has 16 world heritage listed properties with its historic townships, bustling cities, vivid landscapes and exotic flora and fauna all adding to its unique appeal. Much of Australia’s exotic flora and fauna cannot be found anywhere else in the world and the lifestyle is second to none.

The Australian Government, Department Immigration and Citizenship Living in Australia web pages contain information and publications about life in Australia, and links to government settlement services including help learning English.

Adelaide

Adelaide is a sophisticated, modern and affordable place to live, work and study. Adelaide has all the hallmarks of a major urban centre with modern and classical architecture, a bustling retail hub and a multi-cultural population.

Adelaide’s classical architecture spans along North Terrace.

The city has wide streets and central squares ringed by 900 hectares of lush parklands.

In every sense this layout sets the scene for modern-day life in Adelaide. Traffic is rarely congested, people are relaxed and friendly, the air is clean and the public transport system can take you to the city’s white, sandy beaches or the Adelaide Hills within half an hour.

Adelaide is Australia’s learning city – perfect for international students.

Westminster School is only 15 minutes by car from the Adelaide International Airport.

Study Adelaide is also a useful website www.studyadelaide.com for students considering study here.

What to Bring

Students are often surprised by how strict Australian Customs Services and quarantine can be. If you’re in doubt about whether your goods are prohibited or not, declare it anyway on the Incoming Passenger Card which you will receive on the plane. Students have received on the spot fines for not declaring items.

Visit the Australian Quarantine and Inspection Service (AQIS) homepage www.aqis.gov.au.

You must declare for inspection all food, plant material and animal products on arrival in Australia to ensure they are free of pests and diseases. Some products may require treatment to make them safe. Other items that pose pest and disease risks will be seized and destroyed by AQIS. You can dispose of high-risk items in quarantine bins in the airport terminal.

Baggage allowances flying into Australia will vary according to your carrier, flight class and country of origin. Please check with your carrier prior to departure. Economy passengers are generally permitted 1 x checked luggage (25kg) and 1 x carry-on (7kg) for international flights, but only 20kg of checked luggage and 23kg overall on domestic flights within Australia. This will significantly limit the amount of things you can bring.

Therefore, it is essential to think the packing process through very carefully. You will be able to purchase most things upon arrival in Australia but the price may be higher than in your own country.

If you are boarding please refer to the Boarder’s Handbook on what, and want not, to bring.
Adelaide’s Climate
Because of its Mediterranean climate, Adelaide has hot dry summers and wet cold winters. Be aware of the harshness of the sun in summer and always wear a hat, sunscreen and cover up, particularly in the middle of the day.

It doesn’t snow in Adelaide but it does get cold and wet in winter. Umbrellas and waterproof jackets are essential when you are out and about in the winter months.

Season Months Conditions Temperature
Summer December-February Mainly hot and dry 25º C – 35º C
Autumn March-May Mainly dry 20º C – 25º C
Winter June-August Cool and wet 10º C – 15º C
Spring September-November Little rain 20º C – 25º C

Medical Facilities near Westminster School
Adelaide has high medical standards. The major public hospital nearby (5 minutes by car) is Flinders Medical Centre.

Private hospitals and 24-hour clinics are also available nearby.

Money
You will need to make sure you have enough funds to support you when you first arrive. It is recommended that you have approximately AU$500 to AU$1000 available for the first two to three weeks to pay any initial purchases you might need. You should bring most of this money as either Traveller’s Cheques or on an international credit card. Traveller’s cheques can be cashed at any bank or currency exchange in Australia. Westminster School will assist you to open a bank account at a local branch.

Please note that it is not safe to bring large sums of money with you! Lost credit cards or traveller’s cheques can be replaced, but very few travel insurance companies will replace lost or stolen cash. Do not ask someone you have just met to handle your cash for you or to take your cash to make payments for you. Not even someone who may indicate they are studying at the same education institution.

ATMs
Automatic Teller Machines are located everywhere (including at the airport) and you can immediately withdraw cash from your overseas bank account at ATMs displaying the Cirrus Logo (if your ATM card has international access). Check this with your financial institution before leaving home.

Credit Cards
All major international credit cards are accepted in Australia but you must remember that repayments to many of these cards can only be made in the country where they were issued. Do not rely on being able to get a credit card once you arrive in Australia because this is very difficult due to credit and identification laws.

Australian Laws

Alcohol
People under the age of 18 are not permitted to consume alcohol in public. If you buy alcohol, or are given it at a licensed premise, both you and the person selling are committing an offence.

Some public areas are designated ‘Dry Zones’. This means drinking is not permitted in these areas other than inside licensed establishments such as pubs or hotels.

There are heavy penalties for people who ‘drink and drive’. The legal alcohol limit in South Australia is 0.05.

Drugs
There are severe penalties for illegal drug use or dealing drugs. Avoid being in any situation where illegal drugs are involved.

Smoking
It is an offence to lend, give or sell cigarettes or tobacco to anyone under 18 years of age. It is also illegal to buy cigarettes or tobacco for anyone under the age of 18. It is illegal to smoke in enclosed public areas.
Gambling
Young people under the age of 18 are not permitted to gamble. If you are under 18 you cannot enter gambling places, such as the casino or gaming areas in Hotels.

Nightclubs and entertainment venues
Anyone under the age of 18 is not allowed in a licensed entertainment venue after 9pm. You may need to provide proof of age to buy alcohol or enter a licensed venue. It is an offence to provide false identification.

Stealing, vandalism
There are severe penalties for anyone involved in stealing, shoplifting or damaging public or private property. Penalties will vary depending on the severity of the crime.

Harassment and discrimination
Adelaide prides itself on being a multicultural and tolerant society. In Australia it is generally illegal to discriminate against anyone based on gender, sexuality, marital status, pregnancy, race, physical or intellectual impairment or age. Most educational institutions and many work places now have anti-discrimination policies in place.
Things to Do: A Preparation Checklist

Before Leaving Home:
- Apply for passport
- Arrange student visa
- Arrange for immunisations and medications from my doctor
- Apply for a credit card and/or arrange sufficient funds
- Confirm international access to your funds with your bank
- Make travel arrangements
- Arrange travel insurance
- Advise Westminster School of travel details
- Confirm accommodation arrangements
- Arrange transport from airport to accommodation [if applicable]
- Pack bags being sure to include the following:
  - Name and contact details of a Westminster School representative
  - Enough currency for taxis, buses, phone calls etc. in the event of an emergency
  - Important documents:
    - Passport
    - Letter of Offer
    - eCoE
    - Certified copies of qualifications and certificates
    - Travel insurance policy
    - ID cards, drivers licence, birth certificate (or copy)

  NOTE: Make sure you leave any originals or copies of these documents safely with family in your home country in case of loss.

Upon Arrival in Australia:
- Call home
- Settle into accommodation
- Contact institution (if not in the boarding house)
- Attend international student orientation
- Get student ID card
- Advise health insurance company of address & get card
- Open a bank account
- Get textbooks
- Start classes
- Get involved in student life
  (e.g. co-curricular activities are some of the best ways to get involved with local students.).
Policies and Guidelines for Westminster School

Westminster School has developed a number of policies to address issues such as (but not limited to) management of student behaviour, attendance, refunds, bullying, use of electronic equipment within the School, and health issues such as drug use.

SAFE SCHOOL POLICY

NUMBER: POL001 PAGES: 2
CREATED: 1/9/2014 LAST MODIFIED: 18/6/2015
AUTHORISED: Enrolments Manager – Darin Betro Date: 18/6/2015

Westminster School is committed to providing a safe environment for all members of the School community. Our aim is to be a community that promotes care, respect and cooperation, and values diversity. We have been guided by the National Safe Schools’ Framework in developing our Safe School Policy.

Rationale

1.1 Westminster School strives to be a community that promotes care, respect and cooperation, and values diversity.

1.2 Westminster School affirms the right of all members of the school community to feel physically and emotionally safe, secure and valued.

1.3 Westminster School acknowledges its responsibility to support the care and protection of children while they are at school or involved in school-organised activities.

1.4 Westminster School promotes models of behaviour between school personnel and students based on mutual respect and consideration.

Aim

Our aim at Westminster School is to ensure the following outcomes through our policies and their implementation:

2.1 The School offers and is regarded as a safe and caring environment in which children can develop and reach their full potential.

2.2 Victimisation is actively discouraged within the School community, and its impact on individuals and the whole community is minimised.

2.3 Members of the School community are aware of school expectations and procedures to ensure incidents are reported and dealt with appropriately.

Policy statement

3.1 The School condemns any actions of victimisation.

3.2 The school will work in partnership with all members of the school community to achieve a safe school environment.

3.3 The School will monitor the physical environment and respond promptly to any reports that indicate risk to the safety of people on the school property.

3.4 The School will conduct comprehensive referee screening of applicants for employment, student teachers and volunteers before they become involved in school activities. Successful applicants for employment at Westminster School will be required to furnish a current police check and sign a declaration giving an assurance that they have not been subject to any allegations of improper conduct with children.

3.5 The school will establish and operate appropriate procedures for the reporting of all forms of victimisation, and ensure that these procedures are well understood and publicised within the school community.
3.6 Key principles of policy for dealing with alleged instances of victimisation:

- The safety and care of the student and their family is the paramount consideration.
- Confidentiality must be maintained, with communication limited to those people who need to be informed in order to resolve the issue. The identity of a person reporting the matter must not be revealed to any person without the complainant’s knowledge and consent, unless it is required to be disclosed by law.
- Any concerns or allegations raised are listened to, treated seriously and addressed expeditiously through a proper and thorough investigation that is conducted fairly, having regard to the interests and needs of all involved and ensuring that due process and natural justice are afforded to all concerned.
- Responses by the school are guided by thorough, judicious investigation and due consideration, and not by emotion.
- The school has an ongoing duty of care to all students and not just the student(s) affected by the allegations.
- Where a complaint is found to be frivolous, unsubstantiated or vexatious, the complainant(s) will be interviewed, counselled and face consequences as appropriate.

3.7 In the case of alleged child abuse:

- Mandatory notification requirements will be followed.
- External authorities such as Families SA, the SA Police and the Teachers’ Registration Board will be notified where appropriate, and the school will cooperate fully with any investigation conducted by such authorities.
- The Policy for Dealing with a Complaint of Sexual Misconduct Made against a Lay Staff Person or Voluntary Worker Employed by the Uniting Church in Australia and its Agencies will be followed where appropriate.
- Details regarding alleged abuse should be kept confidential for the sake of both the alleged victim and the alleged offender where possible. Exceptions would be where nondisclosure of information could pose a risk to the safety of other students or where authorities such as the SA Police or Families SA have advised the school that disclosure is proper and appropriate.

3.8 The School will implement suitable, age-appropriate educational programs designed to develop awareness and protective behaviours including those related to Cyber Bullying.

3.9 The School will seek to encourage connectedness within the school community.

3.10 The School will follow a systematic approach to handling reported instances of harassment and bullying, based primarily on the no blame approach in the first instance, and subsequently the principles of restorative justice.

3.11 Reported incidents of assault will be dealt with following the appropriate guidelines as breaches of the Student Management Guidelines.

3.12 The School will monitor the situation with regard to harassment and the general feelings of safety at school, and respond with action plans to overcome any problem identified.

3.13 The School will provide pastoral care that ensures support for both victims and those guilty of victimisation. Notwithstanding this wish to provide ongoing support, when offenders do not learn and implement more appropriate behaviours, planned disciplinary consequences will be applied according to the guidelines that may ultimately result in the expulsion of recalcitrant students.

3.14 The School will provide all mandated and other appropriate in-service training about bullying, violence, harassment and child protection issues, in-service training on implementation of the Student Management Policy and residential care training for boarding house staff.

Implementation
Every person in the school community has responsibilities in the implementation of this policy.
1. To achieve satisfactory course progress a student must achieve results which, projected as final Year 12 results, will achieve a SACE certificate.
   a) Definitions:
      i) Student at risk: A student is “at risk” if he records a D, E (SACE) and/or 3, 4 effort score in any subject. A student is “under review” if his current scores, projected as final Year 12 results, would fail to achieve the SACE certificate.
      iii) Student with unsatisfactory course progress: A student has “unsatisfactory course progress” if his current scores remain in the “under review” category over two consecutive assessment or review periods despite intervention.

2. At each reporting period, results will be scanned to identify any students at risk.
   a) Assessment scores for any student at risk will be brought to the attention of the International Students Co-ordinator, who will examine the scores to check whether the student should be under review.
   b) Between reporting periods, any teacher may express concern at the progress of a student to the International Students Co-ordinator, who will investigate across other subjects to identify if there is reason to consider the student as under review.
   c) The assessment results of a student under review will be checked at the next assessment period.

3. When a student is under review he will be interviewed by the International Students Co-ordinator.
   a) At that meeting a management plan to address the issues of concern will be developed.
      i) A management plan may include modification of the course of study if this is appropriate.
      ii) If the risk is considered serious, the plan will be a written agreement indicating
         • expectations,
         • consequences of failure to meet expectations,
         • escalation of consequences as appropriate,
         • procedures for monitoring and communication with students, parents and staff.
   b) The student and the student’s parents/guardians will receive a written copy of any written management plan.
   c) Regular meetings with the International Students Co-ordinator during the period under review will signal continuing concerns, which will be communicated to parents as outlined by the management plan.

4. When it is determined that a student has failed to meet course requirements the student will receive a formal letter from the Principal indicating failure to achieve satisfactory progress.
COMPLAINTS AND APPEALS PROCEDURE

1. A student may appeal against a decision:
   a) to refuse to allow a student to transfer to another educational provider; or
   b) to refuse an application for deferral or suspension of enrolment; or
   c) to suspend or cancel an enrolment;
   d) that they have failed to meet course requirements;
   e) that they have failed to meet attendance requirements.

2. An appeal must be made in writing to the Principal within twenty (20) school days of the date of the letter informing of the decision.
   a) The Co-ordinator of International Students will have a form letter that can be used for this purpose, and will provide assistance in preparing this letter if necessary.

3. An appeal will be held at a meeting with the Principal and the Head of School.

4. This meeting will be arranged within five (5) school days of receipt of an appeal.
   a) The student can be accompanied by a support person.
   b) The Heads of Boarding or International Students Co-ordinator are offered as appropriate staff of the school to support the student, should they choose to use them.

5. The decision of the Principal will be outlined in a letter to the student within five (5) school days of the appeal meeting.
   a) This letter will outline the decision and the reasons for the decision.
   b) If the decision supports the student’s appeal that decision will be immediately implemented, along with any necessary procedures to support the student’s ongoing progress within the school.

6. The student may appeal against the outcome of the internal appeal meeting. Such external appeal must be made in writing within five (5) school days of the date of the letter from the Principal to the Office of the Training Advocate on 1800 006 488 or by visiting their website: http://www.trainingadvocate.sa.gov.au/home/international-students

7. During the period while the complaint or appeal is being considered the School will maintain the enrolment of that student(s) involved until the decision is resolved and final outcome communicated.
CONFIRMATION AND APPROVAL OF ACCOMMODATION AND WELFARE POLICY

NUMBER: POL004                     PAGES : 4
CREATED: 1/9/2014                   LAST MODIFIED : 18/6/2015
AUTHORISED: Enrolments Manager – Darin Betro Date: 18/6/2015

1) Students studying with Westminster School have four accommodation options:
   a) Live with parent/guardian or DIBP approved relative (no welfare responsibility by the School)
   b) Westminster School Boarding House
   c) Westminster School approved Homestay
   d) Homestay for boarders’ vacation and exeat periods only.

2) Living with parent / guardian or DIBP approved relative
   a) At the time of enrolment, all international students are required to provide the School with details of their nominated Parent/Legal Guardian. The appointment of the nominated relative is the responsibility of the student’s parents but must meet the following DIBP criteria:
      i) nominated relative must be one of the following: brother, sister, stepbrother, stepsister, step-parent, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece, step-nephew or spouse.
      ii) DIBP requires this guardian to be over 21 years old, an eligible relative and of good character.
   b) In the case of a student living with an approved relative/guardian as defined by DIBP a Confirmation of Appropriate Accommodation and Welfare form (CAAW) is not required as the School is not responsible for the student’s welfare. If the school has any concerns about the welfare of a student it will contact the parents/guardians in the first instance. If the School believes the student is in some kind of danger it will contact DIBP as a matter of urgency.
   c) Where the parent/s of a student has been granted a Guardian Visa (or similar) for the purpose of caring for a student attending the School as a day student, the following visa conditions apply: (http://www.immi.gov.au/students/student_guardians/580/obligations-student-guardians.htm)
      i) It is essential that the parent or nominated guardian:
         • resides with that student at all times.
         • must hold an appropriate visa enabling them to remain in Australia until the student is 18 years of age.
         • provides the School with a copy of the parent’s passport photo and visa page prior to the student commencing.
         • advises the School of the student’s and the parent’s residential details, phone and email prior to the student commencing and thereafter within seven days of any change in these details.
      ii) Parents / guardians are not permitted to depart Australia without the student for who they are the guardian unless they have provided the department evidence that:
         • There are compassionate or compelling circumstances to leave the country, and
         • Alternative arrangements have been made for the student’s accommodation, general welfare and support until the parent/guardian’s return that fit within the rules provided by DIBP. Note that if the student is less than 18 years, the alternative arrangements must be approved by the education provider subject to DIBP conditions. In this situation the International Students Coordinator must be notified.
3) **Westminster School Boarding House**
   a) The School offers international students who will not be residing with a parent during their enrolment at the School to attend the School as full-time boarders. Boarding is offered from Year 7 to Year 12.
   b) In this instance, the School will provide a letter confirming approval of appropriate accommodation and welfare (CAAW letter) with the Confirmation of Enrolment created in PRISMS. Students may not enter the country prior to the starting date of the approved welfare arrangements.
   c) Boarding students must return home during each holiday period or alternatively stay in homestay accommodation locally approved by the School and provided by Happy Homestay.

4) **Westminster School Homestay**
   a) In accordance with the Westminster Schools Host Family Application all adults residing with an International student (i.e. homestay family members) are required to provide the School with a current Police Check.
   b) **The International Students Co-ordinator:**
      i) checks suitability of accommodation and support (site visit) and monitors families and general welfare arrangements.
      ii) selects families and ensures families can provide a stable environment for the duration of the student’s homestay period.
      iii) has agreements with homestay families for arrangements about providing accommodation services.
      iv) provides an orientation program for families new to provision of homestay services.
   c) Westminster School accepts responsibility for the welfare of these students, even whilst placed in homestay as per the CAAW letter signed.
   d) Any concerns regarding homestay should be first addressed to the International Students Co-ordinator.
      i) Concerns will be immediately investigated by the International Students Co-ordinator and addressed with improvements / action implemented.
   e) The following home stay guidelines and expectations are provided for intending families:
      i) Each student is to have their own room, bed, desk
      ii) Students are not to share rooms with host family members and sharing arrangements will only be provided if the parents of the Student(s) so request
      iii) The home must be clean and comfortable and the home stay hosts / guardians must reside at the premises at all times
      iv) Students are to be given a key to the home or arrangements made so that the student can gain access to the home at reasonable time
      v) There must be adequate lighting for study purposes
      vi) There must be heating in winter and some means of cooling in summer
      vii) There must be access to shared bathroom, with reasonable time allowed for showers
      viii) There must be access to kitchen and laundry facilities or must provide all meals and laundry.
      ix) There must be use of shared living areas of home
      x) In most instances, the Home stay Host is to provide two meals a day on weekdays and recess and lunch for the school day. Three meals should be provided on weekends/non-school days and, in providing meals, the Home stay Host must be aware of and take account of cultural differences;
      xi) House rules are to be discussed and explained to the Student, (including friends visiting, use of phone and incoming calls, cleaning of room or other household tasks, meal times and rules for behaviour, manners and courtesy).
      xii) Use of telephone and/or computer / internet facilities are to be at students own expense
xiii) Personal items and insurance is at the Student's own risk
xiv) There being reasonable insurance cover by the Home stay Host in respect of the Home stay Premises

xv) Students may change Home stay Premises only in certain circumstances. Examples might include:
   • if there is a medical reason to do so;
   • a request from parents of the Student; or
   • the placement in the particular Home stay premises is not compatible, in the reasonable opinion of the Student or Home stay family.

f) If the School has signed a CAAW Letter for responsibility of the student, the School will monitor arrangements and seek feedback from students/parents/guardians. This is to ensure they were happy and that their home stay host provided care and service which meets the expectations of their family and the School.

g) Legislation requires that students notify Westminster School of their address, phone and email prior to commencement and within 7 days of any changes when enrolled. Any changes to homestay arrangements must be approved by the International Student Co-ordinator before the changes take place. If necessary, the International Student Co-ordinator will help the student find appropriate alternative accommodation.

h) If a student changes their accommodation arrangements without the approval of the School, or they refuse to move to appropriate accommodation if their current situation is deemed inappropriate, the school will first contact the parent/guardian and then a report may be made to DIBP outlining the fact that Westminster School no longer approves of the student’s arrangements. Such a report can lead to the cancellation of a student’s enrolment as per our School Rules under Standard 13 of the National Code and DIBP visa conditions.

5) **Happy Homestay**

a) Westminster School has appointed Happy Homestay to provide homestay services on behalf of the School for boarders during exeat weekends and vacations.

b) The School is satisfied Happy Homestay:
   i) checks suitability of accommodation and support (site visit) and monitors families and general welfare arrangements;
   ii) selects families and ensures families can provide a stable environment for the duration of the student’s homestay period;
   iii) has agreements with homestay families for arrangements about providing accommodation services;
   iv) provides orientation program for families new to provision of homestay services.

c) Fees and charges for these services can be discussed with the International Students Co-ordinator.

d) Westminster School accepts responsibility for the welfare of these students, even whilst placed in Happy Homestay arranged homestay as per the CAAW letter signed.

e) Any concerns regarding homestay should be first addressed to the International Students Co-ordinator.
   i) Concerns will be immediately investigated by the International Students Co-ordinator and addressed with improvements / action implemented.

f) Boarding students requiring vacation home stay must ensure a request is be made in writing by the Parent/s or guardian to the Head of Boarding no later than the start of week seven of the term before the service is required.
6) **Termination, Suspension or Cancellation of Enrolment**

   a) In the case of termination, suspension or cancellation of enrolment, the student must reside in the Westminster School Boarding House, an approved homestay or parent/guardian until the enrolment status of the student is finalised.

   i) When a student enrolment is terminated, suspend or cancelled, Westminster School will notify the parent or approved relative, the Homestay and the Welfare Guardian in writing of this revised enrolment status. Westminster School will maintain on going contact with these parties, including visits to the homestay, to ensure that the conditions of standard 5 of the National Code are being met.

   ii) If during this revised enrolment status period, a student elects to reside with their parent or approved relative in Australia, the parent or approved relative must collect the student from the Westminster School campus, provide written details of residential address while living in Australia and agree to meet with a Westminster School staff member in the residence at prescribed intervals until the enrolment status of the student is finalised.

**Key Contacts**

**International Students Co-ordinator and Homestay Co-ordinator**  
Mr Philip Stewart  
T: 08 8276 0362  
M: 0400 276 426  
Global Roaming: +44 7937384516  
E: pstewart@westminster.sa.edu.au

**International Students Liaison Teacher**  
Ms Jing Zhou  
T: 08 8276 0279  
M: 0431 349 569  
E: jzhou@westminster.sa.edu.au

**Director of Boarding**  
Mr Gary Davison  
E: gdavison@westminster.sa.edu.au  
T: 08 8276 0207

**Head of Boys’ Boarding**  
Mr Chris Graham  
E: cgraham@westminster.sa.edu.au  
T: 08 8276 0336

**Acting Head of Girls’ Boarding**  
Ms Michelle Payne  
E: mpayne@westminster.sa.edu.au  
T: 08 8276 0329
1) If a student’s enrolment is deferred, suspended or cancelled, their visa status may be affected.

2) Students wishing to defer or temporarily suspend their enrolment from Westminster School may only do so when there are compelling or compassionate circumstances. Compelling or compassionate circumstances may include, but are not limited to:
   a) serious illness
   b) serious illness or death of a family member necessitating a return to the student’s home country
   c) serious injury
   d) natural disaster

3) The process to be followed:
   a) Students must submit a written request to defer or temporarily suspend their studies, together with documentary evidence verifying their situation (for example, a medical certificate), to the Enrolments Manager.
   b) Westminster School will assess the application and make a decision within seven business days.
   c) Westminster School will notify the student in writing of its intention to cancel or suspend their enrolment if applicable.
      i) If an international student’s application for deferral or suspension is approved, Westminster School will notify the Department of Immigration and Border Protection (DIBP).
      ii) A student whose application for deferral or suspension is refused may appeal the decision in accordance with the Complaints and Appeals Procedure.

4) Suspension or cancellation of enrolment by Westminster School
   a) Westminster School has the right to cancel or suspend a student’s enrolment in the following circumstances:
      i) if a student submits fraudulent documents to gain admission to Westminster School
      ii) if a student does not maintain satisfactory course progress in accordance with the Course Progress Policy Guideline for international students
      iii) if a student does not maintain satisfactory attendance in accordance with the Attendance Policy Guideline for international students
      iv) if the student behaves in a way which could potentially bring the School into disrepute
      v) if a student behaves in a way that is a threat to their own health and safety and/or a threat to the health and safety of another student or staff member.
vi) if the student has received two formal warnings from the School for disobeying School rules.

- A formal warning will be issued if a student:
  
  (a) disobedys any School rules as set out in the Student Diary;
  
  (b) knowingly engages in material plagiarism, cheating or academic misconduct;

  (c) engages in any form of harassment (racial, sexual or verbal) or bullying towards another student or staff member; misuses or wilfully damages School facilities, equipment or property.

b) Westminster School will notify the student in writing of its intention to suspend or cancel their enrolment.

c) A student who is informed of the intention of the School to suspend or cancel the enrolment, may appeal the decision in accordance with the Complaints and Appeals Procedure.
1. Scope
   a) These Refund Guidelines apply to all course monies and includes any course monies paid to an education agent to be remitted to the School.
   b) Fees for services paid to education agents by students (or parents if the student is under 18) are not covered by these Refund Guidelines.
   c) The application fee and acceptance fee are non-refundable

2. Payment of Course Fees and Refunds
   a) Fees are payable according to the invoice attached.
   b) All fees must be paid in Australian dollars.
   c) If the student changes visa status (e.g. becomes a temporary or permanent resident), he will be refunded, on written application, the pro-rata amount from the time he changes visa status.
   d) Refunds will be reimbursed in Australian dollars and the payment sent to the applicant’s home country unless otherwise requested in writing

3. All cancellation of enrolments and requests for refund must be made in writing to the Principal, Westminster School. Cancellations will take effect from the date the letter is received.

4. Where the student produces evidence that the application made by the student for a student visa has been rejected by the Department of Immigration and Border Protection (DIBP) the School will refund within 4 weeks all pre-paid course fees, less an AU$50 enrolment fee.

5. Withdrawal after accepting a place at Westminster School
   a) If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, one term’s fees will be deducted from the pre-paid course fees.
   b) The School will refund within 4 weeks of the receipt of written notification of cancellation of enrolment by the student (or parent(s)/legal guardian if the student is under 18) any pre-paid course fees by or on behalf of the student less the amounts to be retained as agreed and detailed below.
      i) If written notice is received up to one term prior to commencement of the course, the School will be entitled to retain application, enrolment fee.
      ii) If written notice is received less than one term prior to the commencement of the course one term of the course tuition fee will be retained.
      iii) If written notice is received after the commencement date one term’s notice in writing to the Principal is required. If a term’s notice is not given, a term’s tuition fees will be charged in lieu of notice.
      iv) No amount of pre-paid tuition fees will be refunded if written notice is received more than six months after the commencement of the student’s course
c) No refund of tuition fees will be made where a student’s enrolment is cancelled for any of the following reasons:
   
   i) Failure to maintain satisfactory course progress (visa condition 8202)
   ii) Failure to maintain satisfactory attendance (visa condition 8202)
   iii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
   iv) Failure to pay course fees
   v) Any behaviour identified as resulting in enrolment cancellation in Westminster School’s Behaviour Policy/Code of Conduct.

6) School Default
   
   a) In the unlikely event that Westminster School is unable to deliver your course in full, you will be offered a refund of all the tuition fees you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.

7) This agreement and the availability of the complaints and appeals processes does not remove the right of the student to take action under Australia’s consumer protection laws.
TRANSFER BETWEEN REGISTERED PROVIDERS POLICY

NUMBER: POL005
CREATED: 1/9/2014
AUTHORISED: Enrolments Manager – Darin Betro

POL005
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1) International students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.

2) Students can apply for a letter of release to enable them to transfer to another education provider. However, if a student is under 18 years of age, the application must be supported with:
   a) Written evidence that the student’s parent(s)/legal guardian supports the transfer.
   b) Written confirmation that the new provider will accept responsibility for approving the student’s accommodation, support, and general welfare arrangements where the student is not living with a parent/legal guardian or a suitable nominated relative.
   c) Evidence that the student is always in DIBP approved welfare and accommodation arrangements.

3) Westminster School will only provide a letter of release to students in the first six months of their principal course in the following circumstances:
   a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the School.
   b) It has been agreed by the School the student would be better placed in a course that is not available at Westminster School.

4) Westminster School will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:
   a) The student’s progress is likely to be academically disadvantaged.
   b) Westminster School is concerned that the student’s application to transfer is a consequence of the adverse influence of another party.
   c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer.
   d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services.

5) In order to apply for a letter of release, all students must first have a letter of offer from the receiving provider.

6) Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration and Border Protection office as soon as possible to discuss any implications.

7) It is a requirement under South Australian legislation that letters of release, whether provided by this School or by another registered provider, give information about whether the student has demonstrated a commitment to studies during the course, had a good attendance record for the course, and paid all fees for the course.

8) All applications for transfer will be considered within 7 working days and the applicant notified of the decision.

9) Students whose request for transfer has been refused may appeal the decision in accordance with the Westminster School Complaints And Appeals Procedures.
ATTENDANCE MONITORING POLICY

PURPOSE
It is the purpose of this document to provide clear direction to students and staff in regards to the legal requirements of course attendance for students and the manner in which Westminster School manages low attendance and reportage to DIBP.

POLICY
Westminster School is committed to a safe and effective learning environment with support mechanisms to ensure the success of all of our students.

Westminster School is committed to the systematic monitoring of student academic, attendance and overall course progress. Westminster School is proactive in notifying and mentoring students who are at risk of failing to meet progress requirements.

Westminster School monitors:
- Academic progress – practical and theoretical;
- Attendance levels – refer Attendance Policy.

Appeal or Complaint Process:
Processes by which students and other Westminster School stakeholders may appeal decisions or formally register a complaint.

Please refer to the Complaints Process or Appeals Process or speak with a Westminster School staff member for assistance.

1. Students are required to attend all designated lessons, and a minimum of 90% of scheduled school time.
   a) Designated course programs for which attendance is compulsory include:
      i) Class excursions
      ii) Class/Pastoral Care Group camps in Years 4, 5, 6, 7, 8, 9, 10.
      iii) Year 11 Work Experience
      iv) Scheduled examinations

2. Record of attendance:
   a) Attendance will be noted by class teachers/pastoral care teachers in the morning, and recorded in TASS.
   b) When a student arrives at school late, they must report to the school office upon arrival. Their time of arrival will be noted.
   c) When a student needs to leave school before the normal end of school day, they must report to the Senior School office to sign out immediately prior to departure. The time of departure will be noted.

3. Explanation for absence:
   a) Students must seek approval from the Head of School in advance for planned absence. When such approval is granted that absence will be regarded as an explained absence.
   b) Students must provide documentary explanation for all absences.
   c) Documented sickness will be regarded as a satisfactory reason for non-attendance.
   d) Absences for which documentary explanation are not presented, or for which the explanation is not satisfactory will be regarded as unexplained absences.
4. **Procedures:**
   a) Absence will be monitored by their Head of House who will pass on information of at risk student to the International Students Co-ordinator.
   b) A student will be considered to be at risk of not meeting attendance requirements upon accumulation of five (5) unexplained absences in a term.
   c) A student at risk of not meeting attendance requirements will be interviewed by the International Students Co-ordinator.
      At that meeting the International Students Co-ordinator will:
      - Point out that the student’s pattern of attendance is unsatisfactory and, unless corrected, may place at risk his continued position as a student of the school.
      - Point out the requirements to ensure satisfactory attendance for the rest of the school year.
      - Address any issues raised by the student that may be causing absences, to provide support for the student where possible.

5. When a student’s attendance is in breach of attendance requirements they will be reported under section 19 of the ESOS Act.

Under the terms of a Student Visa, the minimum attendance set down by Westminster School as required to successfully complete the course is 90%.

**Actions**

Attendance at below 90% results in:

- an initial ESOS Attendance Warning Letter that includes advice that the student has 20 days to access the Westminster School Appeal or Complaint process from the date of receipt of the letter;
- the International Students Co-ordinator is to mentor the student in relation to attendance level;
- identifying the reasons for absences and provide support or remedial actions;
- reinforcing the consequences of continued or lower attendance.

Attendance at below 90% results in:

- A second Attendance Warning Letter that includes advice that the:
  - student has 20 days to access the Westminster School Appeal or Complaint process
  - from the date of receipt of the letter and
  - that the next letter will be advice that the student will be reported to DIBP under Section 19 if their attendance falls below 90%.

The International Students Co-ordinator is to mentor the student in relation to:

- their continuing poor attendance level;
- identifying the reasons and provide support or remedial actions;
- reinforcing that if attendance drops below 90% it will result in a report to DIBP under Section 19 of the ESOS Act;
- reminding the student of Westminster School’s complaints and appeals process if they believe they are being unfairly reported or reported in error.

The International Students Co-ordinator in this “Code Orange” situation will investigate and implement any action(s) they deem appropriate and necessary.
Attendance below 90% results in:

- an Intention to Report Breach Letter including advice that the student has 20 days to access the Westminster School Appeal or Complaint process; from the date of receipt of the letter;
- The International Students Co-ordinator is to mentor the student in relation to;
  - advising the student of intention to report to DIBP under Section 19 of the ESOS Act.
  - reminding the student of Westminster School’s complaints and appeals process if they believe they are being unfairly or reported in error and that they have 20 days from receipt of the letter to avail themselves of this process.

The International Students Co-ordinator is to advise of the “Code Red” situation. The International Students Co-ordinator will investigate and implement any action(s) they deem necessary.

Where the student has chosen not to access the complaints and appeals processes within 20 days, withdraws from the process, or the process is completed and results in a decision supporting Westminster School then Westminster School must notify the Secretary through PRISMS that the student is not achieving satisfactory attendance as soon as practicable.

Westminster School may decide not to report a student for breaching the 90% attendance requirement where:

- That decision is consistent with Westminster School’s documented attendance policies and procedures;
- The student records clearly indicate that the student is maintaining satisfactory course progress, and
- Westminster School confirms that the student is attending at least 70% of the scheduled course contact hours for the program in which they are enrolled.

DIBP retains the ability to consider exceptional circumstances as to why the visa should not be cancelled and to refer the matter back to the education provider if the provider has not given the student access to an appropriate appeals process and/or considered compelling and compassionate circumstances, where relevant. The student then has 4 weeks from receipt of the breach notice to present to a DIBP Office to appeal the decision.

**INTERVENTION PROCESS**

For detailed information relating to Westminster School’s Intervention Strategy and Student Supports please refer to relevant policies.

Westminster School’s early intervention process for attendance will be as follows:

Each semester is made up of 20 weeks, with formal attendance reviews taking place every 5 weeks. 5 weeks = 20 training days = 100 training hours (excluding public holidays).

**COURSE MONITORING**

The International Students Co-ordinator will on a regular basis, but not less than twice during the progress of each course/qualification, conduct ad-hoc monitoring/auditing of student attendance in addition to International Students Co-ordinator activities.

**SPECIAL CIRCUMSTANCES**

Special circumstances for continued low attendance may include:

- Illness which is supported by a medical certificate;
- Family crisis;
- Traumatic event e.g. serious accident or injury;
- Employer change of roster.
APPEAL
International Students will have 20 working days from date of receipt of written advice to access the Westminster School Appeals Process in response to written advice.

Compassionate and/or compelling reasons will be considered. Please refer Appeals Policy and/or speak with Westminster School Staff for assistance.

REPORTING - INTERNATIONAL STUDENTS
It is a condition of International Students’ Visa that they must attend and progress satisfactorily through the qualification.

Where an International Student does not meet this condition after support and participation in the Intervention Strategy or the International Student refuses to participate

In an Intervention Strategy and after the Appeal Process period has completed and is found in favour of Westminster School, Westminster School may report the Student with a view to cancelling the Students CoE.

The International Student will have been sent three warning letters the third being advice of Westminster School’s intention to report the breach to DIBP after the 20 day Appeal Process timeframe.

The International Student may access the Appeal Process at any time during the delivery of the three letters and as a maximum 20 working days from the date of receipt of the third letter.

Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the registered provider, OR

If the Appeal Process is exhausted and the Student is still considered to be in breach of this condition Westminster School will within:

- 5 business days notify the Secretary of the student’s breach;
- 14 days report cancellation of the student’s enrolment to DIBP via PRISMS using a Section 19 report;
- 4 weeks finalise the student default obligations as set out in the written agreement with the student;
- a further 7 days report the outcome of the student default via PRISMS.

RESPONSIBILITY

Principal
It is the responsibility of the Principal to ensure that Westminster School has a current and effective policy and procedure for:

- Monitoring and managing Student Attendance;
- Intervention Strategies;
- Student Support mechanisms;
- Compliance with legislation.
International Students Co-ordinator
It is the responsibility of the International Students Co-ordinator to ensure that:

- the Early Attendance Intervention Strategy is effective and activated by the International Students Co-ordinator.
- all employees and students are conversant and correctly action this policy;
- all students are fully informed of the Academic Progress Policy as part of the pre enrolment information and induction process;
- The International Students Co-ordinator is fully informed and implement the correct processes for Academic Progress;
- appropriate monitoring/auditing of the International Students Co-ordinator activities in relation to Academic Progress Monitoring is conducted effectively and regularly;
- Intervention Strategies and Student Support mechanisms are implemented at the earliest possible opportunity to support successful completion by the student.
- Fair and equitable decisions are taken in relation to Student reporting and expulsion.

Students
It is the responsibility of the student to:

- maintain attendance levels above 90% at all times.
- request support and assistance from Westminster School to maintain those levels.
CHILDREN’S PROTECTION POLICY

Introduction
Westminster School seeks to provide opportunities for students to discover and develop their individual talents and interests. In a caring Christian environment and within the framework of good order and discipline, the School aims to guide all its students towards their full stature as mature and responsible citizens.

Westminster School acknowledges its responsibility to support the care and protection of children while they are at school or involved in school organised activities.

Policy Statement
While it is recognised that the primary responsibility for a child’s care and protection lies with the child’s family, the School will provide a safe and caring environment to assist children develop and reach their full potential. Adults are the people in our society who have the responsibility for child protection and therefore employees and volunteers of Westminster School will act in a positive way to develop a safe environment for the children in their care. They will take action to fulfil their duty of care.

Underlying Principles
This policy is based on the following underlying principles:

- The safety and well being of the child must be the paramount consideration in every situation.
- Children are the most vulnerable members of our society
- Children need to know and believe that they have the right to be safe at all times
- Children are entitled to basic human rights regardless of special needs, cultural, or socio-economic factors
- Children are people in their own right deserving of respect, care and protection
- Children are entitled to the support of a person to act as an advocate on their behalf.

A Guide to Responsibilities
Responsibilities of the Principal

- Ensure that a whole school approach to the management of child protection is fostered and supported.
- Ensure a safe environment for children at Westminster School
- Provide advice and support for school personnel dealing with issues of child abuse
- Allocate training resources for personnel to assist in the delivery of professional development programs for mandated notifiers
- Provide current information on child protection issues
- Encourage school personnel to review on a regular basis their legal obligations under the Act

Responsibilities of School Leaders

- Ensure all School personnel understand their obligations and responsibilities as mandated notifiers and develop appropriate procedures
- Provide access to ongoing training and development for staff to enable them to fulfil their key responsibilities
- Inform and consult with parents and encourage the participation of families in child protection issues
- Provide ongoing child protection and abuse prevention programs in the School
- Monitor, evaluate and review child protection and abuse prevention programs
- Assist staff in their role as advocates for all children in their care
Responsibilities of School Personnel

- Provide a physically and psychologically safe environment for children.
- Develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe and free from both harassment and abuse.
- Support children to gain confidence in their identity and develop their capabilities and strengths.
- Provide the skills, knowledge and understanding of personal safety programs for children.
- Respect the diverse and special needs of children.
- Participate in training and development opportunities which provide knowledge and skills in mandatory notification.
- Be sensitive and responsive to changes in behaviour which may be indicative of abuse.

Mandatory Notification Responsibility

The Children’s Protection Act, 1993 requires staff and volunteers to notify the Department for Families & Communities, through the Child Abuse Report Line (131478) if they suspect on reasonable grounds that a child has been or is being abused or neglected. This responsibility is part of the broad duty of care that staff and volunteers have towards the safety and wellbeing of children and young people.

THE LEGISLATION

Under Section 11(1) and (2) of the Children’s Protection Act 1993, the following people are obliged by law to notify Families SA if they suspect on reasonable grounds that a child/young person has been or is being abused or neglected and the suspicion is formed in the course of the person’s work (whether paid or voluntary) or in carrying out official duties:

a) a teacher in an educational institution (including a kindergarten);
b) a registered or enrolled nurse;
c) any other person who is an employee of, or volunteer in a School who is engaged in the actual delivery of health, welfare, education, sporting or recreational, child care or residential care services wholly or partly for children.
d) holds a management position in the relevant organisation the duties of which include direct responsibility for, or direct supervision of the provision of those services to children.

RIGHTS AND RESPONSIBILITIES OF MANDATED NOTIFIERS

e) It is the personal responsibility of a mandated notifier to report suspected abuse and/or neglect - it is not the responsibility of their employer, manager or supervisor.
f) You do not have to be able to prove that abuse has occurred.
g) You must accompany your notification with a statement of the observations, information and opinions on which your suspicion is based.
h) You are immune from civil liability for reporting your suspicion in good faith. (Section 12(a) and (b) Children’s Protection Act 1993.)
i) You are entitled to feedback on a “need to know” basis about how your notification is being dealt with by Families SA.

Although only Mandated Notifiers have a legal responsibility to make reports, everybody has an ethical responsibility to report suspected child abuse and neglect.

CONFIDENTIALITY

Your Identity

Under Section 13 of the Children’s Protection Act 1993 your identity as a Mandated Notifier will not be disclosed except:

a) In the course of official duties to another person acting in an official capacity (e.g. Police acting in the matter of a criminal prosecution); or
b) When the court deems the identity of the Notifier to be evidence of critical importance to legal proceedings; or

c) If you have consented to the release of your name.
WHEN TO NOTIFY
As a Mandated Notifier you are obliged to notify Families SA when you have reasonable grounds to suspect that a child has been abused and/or neglected. The contact number is Abuse Report Line 13 14 78.

Reasonable grounds to report suspected abuse and/or neglect may include:

a) When a child tells you s/he has been abused.
b) When your own observations of a particular child’s behaviour and/or injuries, or your knowledge of children generally lead you to suspect abuse is occurring.
c) A child telling you that s/he knows someone who has been abused (s/he may possibly be referring to her/himself).
d) When you hear about it from someone who is in a position to provide reliable information, perhaps a relative or friend, neighbour or sibling of the child who is at risk.

IMPORTANT
If you are unsure about making a notification you may consider confidentially discussing the matter with your supervisor or line manager, Head of School or Principal. You may also contact Child and Youth Health Services, Telephone advisory service (24 hour) 8303 1500

NOTIFICATION CHECKLIST
(Information you should have with you, if available, when you make a notification)

Identification Details:
- full name (including aka ‘also known as’ by other surnames)
- date of birth / age / year level
- current address; contact number child/young person
- school or care setting siblings
- Aboriginal or Torres Strait Island identity
- non-English speaking, disability
- alleged perpetrator’s name, age, address, relationship to child, current whereabouts
- current whereabouts of child/young person
- next contact with alleged perpetrator

Notifier Details:
- your full name, job title or role in the school or care setting
- name address & contact number of school or care setting
- your relationship to child /young person of concern
- what type of contact do you have with the family. how frequent
- In what capacity are you working with child/family

Details of Concerns:
- if child disclosed: what did child say.
- what was child’s emotional presentation
- who saw / heard what and when
- size and location of injuries; description of any bruising
- has child been seen by a GP. If so, get name and contact number
- description of caregiver behaviours of concern: frequency/severity
- description of any of child’s behaviours of concern: frequency/severity
Other Family Details:
   a) are parents separated
   b) any Family Court orders
   c) does custodial/non-custodial parent have a partner. What is their name
   d) what is known about the functioning of the family
      • family violence / animal cruelty/ violence to people outside of the family
      • drug/alcohol abuse / mental health problems
      • extended family or other support networks / child care arrangements
      • nature of involvement with any agencies / any relevant health factors

History of Education / Care Actions:
   a) response from parents / carers when issues have been raised with them
   b) ‘take up’ from parents / carers of referrals facilitated for them
   c) special supports for the child/young person (SSO support / breakfast program / transport/ uniform / laundering / modified learning program/ counselling/ mentoring/ overnight care)
   d) referrals and involvement of district support services with child/young person
   e) involvement of other government or non government services
   f) files/documents available for transfer to Families SA
   g) your discussion with principal / director or delegate about this notification

Other Policies
In support of Westminster’s commitment to Child Protection, a range of other policies and procedures have been developed and adopted.
PURPOSE
This document provides direction as to how Westminster School staff will manage Students who are at risk of breaching their academic visa requirements or not successfully achieving their qualification.

POLICY
It is the policy of Westminster School to provide a safe and effective learning environment with practical support mechanisms to ensure all Students successfully achieve their qualifications in compliance with VET Quality Framework and other funding and regulatory bodies.

SCOPE
This policy covers all students of Westminster School.

DEFINITION

Intervention Strategy
A negotiated and monitored plan that incorporates internal and/or external support options into the current training plan to ensure the successful completion of the course/qualification.

Strategy Authorisation
All Intervention Strategies resulting in additional cost and/or deviation from the original training plan completion timeframe such as:

- Extension of study time;
- Deferment of studies;
- External support services;
- Additional staff or other employee hours;

must be reviewed and authorised by the Principal.

Intervention
Implemented as soon as a student is identified as being at risk of not successfully completing the course/qualification due to:

- unsatisfactory attendance (below 90% of contact hours per unit);
- unsatisfactory academic progress (unsatisfactory achievement of more than 1 unit and/or not more than 1 resit for an individual unit);
- behavioural issues;
- personal or external issues affecting the student’s capacity;
- other.
PROCEDURE

If a student is at risk of not making satisfactory course progress through either attendance or academic progress or personal issues, the International Students Co-ordinator will in consultation with the Head of School discuss the applicable issues with the student:

- where appropriate, advising student on the suitability of the course in which they are enrolled;
- assisting students by advising of opportunities for reassessment of units they had previously not demonstrated the required competency for.

Depending on the outcome of those preliminary discussions, the International Students Co-ordinator will in consultation with the Principal establish a support program which may include one or more of the following:

- academic skills programmes;
- tutorial or study groups;
- individual case management, coaching or mentoring;
- study clubs;
- external counselling;
- referral to external specialist assistance regarding personal, health or finance issues
- a combination of the above and a reduction in course load where possible.

Please note that the above list is not exhaustive and other assistance may need to be sourced and extended to the student depending on their circumstances.

A record of the intervention measures and monitoring progress is to be kept up to date in the student’s file.

An attempt at intervention MUST be made after each warning letter is sent to the student for any of the following reasons:

- In danger of not meeting academic progress requirements;
- In danger of not meeting course attendance requirements;
- At risk of having their enrolment cancelled (expulsion) based on behavioural issues or breaches of Student Code of Conduct.

All Westminster School teaching staff involved in supporting the Student must keep in mind that they are:

- who can provide assistance directly related to training;
- unless they are qualified professional counsellors Westminster School does not endorse, require or expect them to provide counselling in the areas of personal, health or finance. All of these types of support are to be referred to external specialists.

Student

A student requiring assistance in any matter should contact the International Students Co-ordinator or other member of Westminster School Staff with whom they feel comfortable to do so.

International Students Co-ordinator

The International Students Co-ordinator who identifies or is approached by a student in regards to any type of support should:

- immediately and in the first instance discuss with the student;
- if an academic or attendance issue is identified, the Intervention Strategy should be implemented in collaboration with the Student and the Principal (and the parent/guardian if a minor child) and including the negotiation of a plan of action for support that may include referral to other support services;
if a non-academic/attendance issue is identified the student should be referred immediately to the Principal. It is the responsibility of the Principal to document such issues and where appropriate advise and engage the parent/guardian of a minor child.

Other Westminster School Staff
If other Westminster School staff identify an issue related to a student they should advise the Principal immediately either verbally or via email.

Attendance Issue
In line with the Intervention Strategy the International Students Co-ordinator and Principal, are tasked with:

- identifying the cause of the poor attendance through conversation with the student and parent/guardian if a minor child;
- negotiating and documenting an appropriate intervention/assistance plan with specified timeframes and outcomes;
- monitoring the success of the outcomes; and
- if necessary continuing through the steps of the Intervention Strategy for up to 3 instances.

Academic Issue
In line with the Intervention Strategy the International Students Co-ordinator and Principal are tasked with:

- identifying the cause of the poor academic performance through conversation with the student and parent/guardian of a minor child, and review of academic records;
- negotiating and documenting an appropriate intervention/assistance plan with specified timeframes and outcomes;
- monitoring the success of the outcomes; and
- if necessary continuing through the steps of the Intervention Strategy for up to 3 instances.

Non-Academic/Attendance Issue
The International Students Co-ordinator is tasked with advising the Principal.

The Principal is tasked with:

- identifying the issue through conversation with the student and parent/guardian if a minor child, providing appropriate options for support;
- where the issue has potential to affect the academic success of the student negotiate and document a support plan with the student and parent/guardian of a minor child;
- monitor the student’s progress in regards to the support plan and academic achievement;
- where the support plan is proving to be unsuccessful re-evaluate the support plan with the student and parent/guardian of a minor child for up to 3 instances;

Refusal to Participate in Intervention Strategy
Students at risk of not successfully completing their qualification and who refuse to participate in an Intervention Strategy will be given reasonable opportunity to improve their academic or attendance levels.

If the Student does not identify issues or is not cooperative the Principal in consultation with the Training Co-ordinator will discuss with the student issues such as:

- suitability of the course in which they are enrolled;
- reassessment process; and
- International Students - DIBP reporting triggers and obligations which may result in cancellation of their visa, depending on the outcome of any appeals process.
The Student is to be given a reasonable and fair period to improve their performance in any circumstance. Intervention should be triggered at the earliest possible identification of an issue and as a minimum at the time any warning letter is handed to a student for any of the following reasons:

- academic progress
- course attendance
- behavioural and attitudinal issues.

**Referral Partners**
Westminster School will generally use Relationships Australia for Personal Counselling services.

**Referral Costs**
External specialist costs are not paid for by Westminster School and will have to be borne by the Student.

In some cases the Student may be able to seek a referral from a GP. In these circumstances some of the cost may be covered by their Health Care Insurance.

In some instances the Student may be able to access Public specialist services through a Public Hospital. In these instances they will probably not incur any cost.

**RESPONSIBILITY**

**Employee**
It is the responsibility of all Westminster School staff to promptly act once the need for intervention has been identified or is suspected.

**Student and/or Parent Guardian of a Minor Child**
It is the responsibility of the Student to:

- advise Westminster School if they have issues which will/are affecting their capacity to succeed and meet academic visa requirements;
- ask for support/help.
ACADEMIC PROGRESS MONITORING POLICY

PURPOSE
This document provides guidance and direction as to legislative and Adelaide Institute of Business and Technology (Westminster School) requirements in the management of Students’ academic progress.

POLICY
Westminster School is committed to a safe and effective learning environment with support mechanisms to ensure the success of all of our students.

Westminster School is committed to the systematic monitoring of student academic, attendance and overall course progress. Westminster School is proactive in notifying and mentoring students who are at risk of failing to meet progress requirements. Please refer to Intervention Strategy Policy.

Westminster School monitors:
- Academic progress – practical and theoretical;
- Attendance levels – refer Attendance Policy.

SCOPE
This policy and procedure applies to on and off-job learning of all qualifications and courses delivered by Westminster School.

This policy applies to International Students.

DEFINITIONS

Academic Progress
Satisfactory Academic Progress is defined as the expected achievement of the following requirements:
- An average “satisfactorily achieved” assessment of at least B grade combined for all the units completed from time of enrolment;
- Not failing a unit more than once;
- Not failing more than one unit per semester;
- Satisfactory attendance at scheduled classes of not less than 90% for the duration of the course unless due to evidenced special circumstances. Please refer to Course Attendance Policy.

Probation
Academic Probation for students whose scholastic performance is unsatisfactory will mean a period of probation in which students are engaged in the Westminster School Intervention Strategy including the assignment of an academic adviser who will closely monitor the student’s progress and provide support as required. It is the student’s responsibility to maintain contact with their academic adviser.

Suspension
Suspension means a student will be removed from attending normal classes for a period of time during which they will be provided with external assignments to complete. An academic adviser will be nominated as a support during this period of time.

Suspension will occur where a student has evidenced a continued disregard for course minimum requirements or the Student Code of Conduct.

International Students may access the Appeal or Complaint Process if they believe that suspension was not appropriate. Please refer to the Appeal and Compliant Policies.
Students evidencing active participation in the Westminster School Intervention Strategy will not be subject to suspension.

**Expulsion**  
International Students – Expulsion means the immediate release/removal from all further studies with Westminster School supported by report to DIBP.

Expulsion is a ‘last resort’ consequence that will occur where a student does not evidence active participation in the Westminster School Intervention Strategy, has been Suspended once previously, or their behaviour is of a serious negative or illegal nature.

International Students may access the Appeal or Complaint Process if they believe that expulsion was not appropriate. Please refer to the Appeal and Compliant Policies.

**Withdrawal from a Unit**  
Withdrawal from a unit, due to illness or other compassionate or compelling circumstances, without academic penalty will be negotiated and be dependent upon the level of completion and achievement at the time of withdrawal. It is not Westminster School policy to penalise a student for circumstances that are out of their control.

**Intervention Strategy**  
The active participation of a student in a negotiated strategy to increase the student’s opportunity for satisfactory course progress achievement.

Intervention Strategy is negotiated and is compulsory once a student is identified as being at risk of not achieving satisfactory academic progress.  
Please refer Intervention Strategy Policy.

**Intervention and Support Services**  
Internal or external activities and actions that assist the student to achieve a successful course outcome i.e.:

- Academic Mentor (Internal);
- Study groups (Internal)
- Language Literacy and Numeracy additional learning (external);
- Personal, financial or other counselling (external)

**Appeal or Complaint Process**  
Processes by which students and other Westminster School stakeholders may appeal decisions or formally register a complaint.

Please refer to the Complaints Process or Appeals Process or speak with a Westminster School staff member for assistance.

**PROCEDURE**

**Course Progress**  
Westminster School will monitor the academic performance of each student.

Students are expected to achieve the following requirements in order to meet the satisfactory course progress requirements and academic visa requirements:

- An average grade of at least B combined for all subjects completed from time of enrolment;
- Not failing a subject more than once;
- Satisfactory attendance. Please refer to Course Attendance Policy.
The consequences of failure to meet one or more of the requirements for satisfactory progress are as follows:

- Failure to achieve an average mark of 80% for all subjects completed to date will result in the Student being placed on probation for an agreed period of time (usually 1 term or 1 semester).
- They will also be required to discuss and participate in support plan for which they will report to the Student Support Officer at agreed periods of time.
- Failing a unit more than once will result in a Student being prevented from attempting the unit a third time unless they can evidence exceptional circumstances.

Unsatisfactory Course Progress
If the student does not proceed from their existing course year level onto the next year level, therefore having to repeat a year level, this will mean they complete their course / Year 12 a year later. Their current Certificate of Enrolment and CAAW status will therefore need to be changed to correctly reflect that the student will be completing their course one year later. Their current CoE and CAAW will be cancelled and a new CoE and CAAW prepared with the new one year later completion date. Health Cover and any other related issues will also need to be adjusted.

It is likely this will just relate to the 073328E Secondary Senior Year 10 to Year 12 course but the decision to repeat a year level may occur during the 073328E Secondary Junior Year 8 and Year 9 course and if that is the case, both courses will need to have their CoE’s and CAAW’s cancelled and new ones completed.

Students who fail to meet two or more of the requirements for satisfactory course progress in a semester may be excluded. Exclusion means that the student is suspended from attending any classes for a set period of time or expelled from studying with Westminster School permanently.

Exclusion of a student from Westminster School is determined at the end of each semester by the Principal who will consider each case on its merits taking into consideration compassionate or compelling circumstances.

Notification and Appeal
The Principal will notify students in writing of suspension from Westminster School.

Students have the right to appeal all consequences imposed for failing to meet the requirements for re-enrolment.

Any compassionate or compelling circumstances will be considered. Appeals must be lodged in writing and addressed to the Principal within twenty days of the date of the student being notified of the exclusion. The process will commence within ten (10) working days from the date of receipt of the student’s appeal.

Probation
Academic Probation for students whose scholastic performance is unsatisfactory will mean a period of probation in which students are assigned an academic adviser who will closely monitor the student’s progress and provide support as required. It is the student’s responsibility to maintain contact with their academic adviser.

Withdrawal from a unit
Withdrawal from a unit, due to illness or other compassionate or compelling circumstances, without academic penalty can only occur after week four of classes.

A medical certificate must be provided as evidence that the illness is of sufficient severity that it interrupts the student’s work significantly during that period of time.

Compassionate and compelling circumstances are a defined and limited set of exceptional circumstances which are beyond the student’s control and which disrupt the student’s academic progress. Students should see the International Student Support Officer if they require help in evidencing cases of compassionate and compelling circumstances.
ACADEMIC MONITORING

Academic Monitoring occurs:

- at each assessment entry point as data is recorded on the student record spreadsheet;
- at the end of each study period (please refer to the delivery and assessment strategy) to ensure the students capacity to function at a competent level at each stage of development;
- whilst course progress is formally monitored in the above manner, Westminster School International Students Co-ordinator will informally monitor student progress and capacity on an individual and sessional basis;

Any student found to be at risk of failure will be placed in an intervention program. Please refer to Intervention Strategy Policy.

Every reasonable effort will be made to mentor and support a student and to identify remedial and preventative measures.

MONITORING/AUDITING COURSE

The Training Co-ordinator will on a regular basis, but not less than twice during the progress of each course/qualification, conduct ad-hoc monitoring/auditing of student progress in addition to International Students Co-ordinator Activities.

TIMELINESS OF ASSESSMENT SUBMISSIONS

Assessments must be submitted by the due date.

All extensions to assessment deadlines must be applied for in writing to the International Students Co-ordinator detailing the extenuating circumstances and a suggested reasonable completion date.

Acceptable circumstances for late submission of an assessment include:

- Traumatic Events e.g. serious accidents, injuries;
- Death of a family member;
- Illness which is supported by a medical certificate confirming that the completion of the assessment within the timeframe was not possible;

All reasons for late submissions must be supported by appropriate evidence.

Please note that the International Students Co-ordinator is not required to accept either the reason or the suggested completion date and will make a determination based on the individual student’s history and circumstances at the time of application for extension.

Failure to submit an assessment by the due date and without having applied in writing detailing extenuating circumstances will result in a CNA (Competency Not Achieved) result.

A result of CNA due to late submission of assessment will require the student to submit a second alternate assessment by a new due date. A request for extension to submit a second assessment must be made in writing to the International Students Co-ordinator.

Failure to submit a second assessment by the due date and without having applied in writing detailing circumstances will result in a CNA (Competency Not Achieved) result.

A third attempt under the current enrolment will not be permitted and the student will be required to re-enrol in that unit/session.
RESUBMISSION OF ASSESSMENT

*Please refer to Timeliness of Assessment Submission above.*

Students will be permitted to resubmit assessment of one unit per semester and each unit only once before they must re-enrol.

Inability to achieve competency after the first assessment attempt will trigger the Intervention Strategy.

Inability to achieve competency in more than one unit per semester will result in:

- escalation of the Intervention Strategy;
- re-enrolment and repeat of the unit session which will incur a fee;
- re-enrolment and resubmission of assessment which will incur a fee; or
- due to the lack of participation in the Intervention Strategy the student will be prevented from attempting a third resubmission.

Inability to achieve competency after the second assessment attempt will lead to:

- escalation of the Intervention Strategy;
- re-enrolment and repeat of the unit session which will incur a fee;
- re-enrolment and resubmission of assessment which will incur a fee; or
- due to the lack of participation in the Intervention Strategy the student will be prevented from attempting a third resubmission.

The consequences of failure to meet one or more of the requirements for satisfactory course progress are as follows:

**Implementation of Westminster School Intervention Strategy**

- prevented from attempting a unit a third time;
- negotiation and participation in a support plan that will include as a minimum a nominated academic mentor and for which the student will report to the International Students Co-ordinator at agreed periods of time where monitoring of progress and review of the support plan will be conducted; and
- placed on probation for an agreed period of time depending on the duration of their studies.

**Post Implementation of Westminster School Intervention Strategy**

- If a student has been evidencing active participation in the Westminster School Intervention Strategy and is still not meeting the course minimum requirements the Intervention Strategy will escalate and external support mechanisms will be further investigated.
- If the student is still unable to meet the course minimum requirements Westminster School will discuss with the student their suitability to complete the course and provide options for the student.
- If a student has not been evidencing active participation in the Westminster School Intervention Strategy and is not meeting the course minimum requirements they will be notified in writing that Westminster School intends to suspend or expel them from the course.

**APPEAL**

International Students will have 20 working days from date of receipt of written advice to access the Westminster School Appeals Process in response to written advice.

Compassionate and/or compelling reasons will be considered. *Please refer Appeals Policy and/or speak with Westminster School Staff for assistance.*
INTERNATIONAL STUDENTS

It is a condition of International Students’ Visa that they must progress satisfactorily through the qualification.

Where an International Student does not meet this condition after support and participation in the Intervention Strategy or the International Student refuses to participate in an Intervention Strategy and after the Appeal Process period has completed and is found in favour of Westminster School, Westminster School may report the Student with a view to cancelling the Student’s CoE.

The International Student will be sent three warning letters the third will be advice that Westminster School is reporting the breach of this condition to DIBP after the 20 day Appeal Process timeframe.

The International Student may access the Appeal Process at any time during the delivery of the three letters and as a maximum 20 working days from the date of receipt of the third letter.

Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the registered provider, OR

If the Appeal Process is exhausted and the Student is still considered to be in breach of this condition Westminster School will within:

- 5 business days notify the Secretary of the student’s breach;
- 14 days report cancellation of the student’s enrolment to DIBP via PRISMS using a Section 19 report;
- 4 weeks finalise the student default obligations as set out in the written agreement with the student;
- a further 7 days report the outcome of the student default via PRISMS.

RESPONSIBILITY

Principal

It is the responsibility of the Principal to ensure that Westminster School has a current and effective policy and procedure for:

- monitoring and managing student academic progress;
- intervention strategies;
- student support mechanisms;
- compliance with legislation.

International Students Co-ordinator

It is the overall responsibility of the International Students Co-ordinator to ensure that:

- all employees and students are conversant with and correctly action this policy;
- intervention options are available to students with supportable issues;
- all students are fully informed of the Academic Progress Policy as part of the pre enrolment information and induction process;
- the International Students Co-ordinator is fully informed and implement the correct processes for Academic Progress;
- appropriate monitoring/auditing of the International Students Co-ordinator activities in relation to Academic Progress Monitoring is conducted effectively and regularly;
- intervention options are made available to students with supportable issues in a timely and appropriate manner;
- fair and equitable decisions are taken in relation to Student reporting and expulsion.
Enrolments Manager
The Enrolments Manager is responsible for the accurate and timely reporting to DIBP of Visa breaches via PRISMS system.

International Students Co-ordinator
It is the responsibility of the International Students Co-ordinator to:

- actively monitor student progress;
- report to the Head of Senior School immediately it becomes apparent a student is not progressing satisfactorily;
- provide mentoring and intervention to Students experiencing supportable issues.

Students
It is the responsibility of Students to identify and advise Westminster School at the earliest possible opportunity of:

- any issues that may/are affecting their ability to achieve the required levels of academic progress;
- their inability to meet assessment submission deadlines;
- It is the responsibility of Students to participate fully in Intervention Strategies negotiated with them to assist in the successful completion of the qualification.
1. **Introduction**
   At Westminster School we believe that critical incidents of communal significance need to be dealt with in a consistent and comprehensive fashion. The following plan provides a response to such situations.

2. **Scope**
   This procedure applies to all members of the Westminster School Community.

3. **References**
   SOP-031 Management of a terminally ill student.

4. **Definition of Terms**
   Critical Incident: any significant loss or incident that will have an impact on a part or the whole of the School community. This might be:
   - Bereavement through death(s) of student(s) and/or staff in the School community, through accident, illness, suicide or crime.
   - Severe injury to a member or members of the School community.
   - Destruction of School property and resources occasioned by natural disaster or an act of vandalism.

   The following list gives some additional examples of crises that could attract media attention:
   - Any incident or accident involving contact with the Police or a Rescue Team
   - Alleged misconduct towards a student by a teacher or other staff member
   - Alleged misconduct towards a student by another student
   - An extreme case of bullying by Westminster students
   - Alleged misconduct towards a teacher by a student
   - Accident, mishap or injury on a school excursion, camp or outdoor education venture
   - Expulsion of students from the school
   - Students selling drugs to other students within the school
   - Fraud or embezzlement
   - Theft
   - Armed hold-up or other criminal activity
   - New legislation that impacts on Westminster School’s activities
   - Death/injury to a visitor at the school
   - Criminal action by a Westminster staff member
   - Union dispute or strike
   - Sexual harassment claim
   - Wrongful dismissal claim
   - Sacking of a senior staff member
   - Adverse court ruling
   - Controversial law suit
   - Personal scandal
   - Government investigation

   By their very nature, crises occur when least expected. Sometimes the first inkling that something is amiss may be a call from the media.

5. **Responsibilities and/or Authorities**
5.1 **Senior Management Positions**
As outlined in SOP-001 Roles and Responsibilities, the following positions are defined as senior management positions: Head of Preparatory School, Director of Studies, Director of Activities, Head of Senior School, Director of Staff Development, Business Director, and Director of Development. The above positions shall ensure the effective implementation of this procedure within the area under their authority.

5.2 **Line Managers and Supervisors**
The following positions are accountable to Senior Management for the day-to-day management of OHS&IM issues within their area of responsibility: House & Departmental Heads, Academic staff in leadership and supervisory positions, and support and administrative staff in management and leadership and supervisory roles.

Line Managers and Supervisors are responsible for the effective implementation of this procedure in the areas over which they have designated authority.

6. **Procedure**

6.1 **Planning for the management of a critical incident**

**Objectives**
- to facilitate and control the imparting of information.
- to facilitate the School’s contact with all media agencies.
- to provide safe processes for the expression of collective grief.
- to be aware of and provide support for the grief responses of those closely affected by the death(s) or other loss event.
- to provide a short-term educational process to help students understand loss and grief.
- to return to normality within the School as soon as possible, thus providing a network of security in a time of shock.

6.1.1 **Establish critical incident and counselling team**
The critical incident team will consist of:
- Principal,
- Head of Senior School or Head of Preparatory School (as appropriate),
- Director of Development or Deputy,
- School Counsellor
- Chaplain,
- Head of Religious Education and Personal Values,
- The relevant staff member with pastoral oversight (class teacher in Prep. School, Head of House or Head of Year 8 in the Senior School)
- Business Director or Deputy.

Other staff, or people from outside of the School, may be included as appropriate.

The tasks relating to the management of the two aspects (critical incident and counselling) are allocated to members of this group as deemed appropriate in the event; the Head of Senior School/Head of Preparatory School will act, wherever possible, as the Critical Incident team leader, and either the Chaplain or School Counsellor will act as the School counselling team leader.
6.1.2 **Identify appropriate counselling and withdrawal areas**
These are areas which can, at very short notice, be made available for the individual and small group care of those most immediately affected by the critical incident. They should be centrally located and provide a sympathetic atmosphere, reasonably secure from noise and outside observation, and safe for confidentiality. Such areas (or other areas with some adult supervision) should also be available for individual students or small groups to withdraw to for reflection and mutual consolation.

Appropriate areas are:
- * The Chapel
- * The Chaplain’s Office
- * The School Counsellor’s Office

6.1.3 **Establish a list of grief responses and distress signals**
The counselling team prepares a brief statement, outlining the grief responses that the staff may expect to encounter amongst themselves and the students in the case of a critical incident. The statement stresses that there are a variety of possible responses and that different people will respond differently. It also outlines typical distress signals that students may give. This statement should be reviewed periodically in appropriate forums and be ready for immediate distribution to staff in the event of a critical incident.

6.1.4 **Establish a list of information for teachers**
See the information under the heading of “Inform the Students” in the section “The First 24 Hours”.

6.2 **First 24 Hours**

6.2.1 **Initial Action**
- Any adult who first receives information of the critical incident event immediately contacts the Principal, or Head of either the Senior or Preparatory School and the Director of Development.
- The School reception staff are given clear instructions on how to receive visit and telephone calls, and to direct them to the appropriate persons.
- The Principal calls the critical incident management team meeting.
- In the case of an incident occurring at the School (or at a School activity), the Principal contacts the relevant authorities and the family.
- In the case of an incident occurring outside of School time, The Principal verifies the accuracy of the information received with the family concerned and/or the relevant civil authorities (e.g. police, hospital). This information may need to be updated on subsequent occasions.
- The Principal also determines with the family concerned what information is to be shared with the School community.
- The Principal advises the Chairman of School Council.

6.2.2 **Critical Incident Management Team**
- The Principal relays the information to the Head of Senior School or Head of Preparatory School and to the members of the critical incident team.
- A member of the critical incident team (e.g. The Director of Development) is given the specific task of handling any enquiries from the media. Consider:
  a. What is best to say
  b. How it will be reported
  c. What positive and negative effects may result for the School and all those involved.
  d. Advice may be sought from the School’s PR company, Corporate Conversation.
  e. Advice given to the critical incident team regarding memorandum and notifications to staff, students, parents and wider School community.
- The critical incident team, via the Development Office, composes a memorandum of the information to be given to staff and students. All information given by the School must be
consistent, and as full and frank as possible, where certain details of information are not available or are to be withheld to protect the privacy of the family, it is important to state that those details are not available and that they should not become the subject of conjecture, rumor and fantasy.

- The critical incident team also prepares a statement of the support facilities and persons and of the counselling/retreat areas which will be made available to staff and students. This information is updated each day for as long as deemed necessary.
- The critical incident team investigates, alerts the School’s PR Company, and determines which other Schools should be notified of the critical incident: Schools attended by siblings or close friends, and, particularly in the case of adolescents, Schools whose students are part of the adolescent network. Contact with other Schools to be made through the Principal or designated person.
- Head of School is given the specific task of handling any enquiries from parents of students at the School, and of writing a letter to the families of those students most closely connected, to inform them of the critical incident event the support and counselling facilities made available by the School (subsequently) funeral and/or memorial service arrangements.
- The locker of a deceased student must be cleared immediately (particularly in the case of suicide), and the contents kept in safe custody to pass on to the family and/or the investigating authorities. (Head of House or Tutor to arrange).

6.2.3. Inform the Staff

- At the earliest opportunity the Principal convenes the staff of the Preparatory or Senior School (including non-teaching staff) and informs them of the critical incident and of the support facilities and arrangements made. A memorandum is distributed to the staff.
- At this juncture, the staff should be given some time to express their own feelings of shock and grief.
- The prepared statement of grief responses and distress signals is distributed to the staff and briefly reviewed by a member of the counselling team.
- “Check Sheet – Action list for dealing with the media” is distributed to each person who may receive calls from media or other persons outside the School.
- Ensure that people are delegated to pass on information to non-teaching staff who are unable to attend a general meeting, and to volunteers.
- A member of the Counselling team should be designated to alert any other helpers who might be absent on the day of the incident, particularly those who have worked with a student who has died.

6.2.4 Inform the students

- Teachers inform the students in their various classes at a pre-determined time (preferably in the next lesson). This information is given uniformly, contemporaneously and sympathetically. Staff should allow some time for students to ask questions and should answer these frankly and openly.
- Alternatively, or in addition, an assembly for the whole School or a year group may be appropriate.
- Teachers make clear to the students what support facilities and people are available and where to find them, and encourage students to use them if they feel the need. They also stress that a student must inform the teacher if at any time they absent him/herself from the timetabled class or activity. Teachers should advise the Senior School or Preparatory School Office who will keep a record of student absences.
- A student showing some distress should not be allowed to leave the classroom alone but should be accompanied by another student. Neither is a student to leave the School until the parent(s) has agreed and arranged for the student to be accompanied.
- Teachers check student attendance in each class/lesson, and follow up any unexplained absence immediately.
- Staff should report to the counselling team or pastoral care giver any student whom they feel is showing particular signs of distress and encourage such a student to avail him/herself of the withdrawal and counselling area. The staff are also reminded to review student responses over the subsequent days.
• Teachers are asked to take particular care in monitoring yard duty during School breaks.
• Teachers are asked to allow some flexibility immediately after the information is given to the students, but to return to the normal teaching programme as soon as they feel the students can cope with this. This may vary from class to class.
• Staff members who are themselves distressed by the critical incident should be allowed time out, and encouraged to avail themselves of the support facilities. This may necessitate special relief teaching arrangements.

6.2.5 Debrief and Update
At the end of the first day a critical incident management team meeting should review the situation, collate information and debrief the staff.

6.3 Within 48-72 hours of the incident

6.3.1. Counselling and Support
• During the second day a member of the counselling team visits each class or group closely connected with the loss or to which the deceased belonged.
• They further discusses and answers questions about the critical incident event including:
  1. discussing the meaning of death or loss or suicide.
  2. outlining the variety of differences in grief responses.
  3. stressing the importance of sharing their feelings.
  4. explaining the value of the support and counselling services.
• A member of the critical incident team compiles a list of those students known to have been closely connected with the loss or the deceased, and arranges for these students to visit a member of the counselling team, either individually or in small groups.
• Where the need arises, the following specialist help may be used to assist the counselling team:
  ** Counselling staff from other Uniting Church Schools.
  ** Child and Adolescent Mental Health Service.
  ** DEET Student Professional Support Services.
• This may be particularly appropriate in the case of a suicide.
• Close contact is kept with the families of distressed students; parents may be invited to avail themselves of the School’s counselling services.
• If necessary, the counselling area is kept open and staffed after School hours.
• In the case of a death, the counselling team communicates with the bereaved family about funeral arrangements and seeks permission for closely connected students and staff to attend.
• In the case of a death, the School flag is flown at half-mast.

6.4 During the first month
• The counselling team organises a memorial service to be held at the School as early as possible. The bereaved family, the students, staff and parents are invited to attend.
• This invitation may be extended to other members of the community, however it must be remembered that this is the students’ memorial service, and planned accordingly.
• Special timetabling arrangements need to be made for those students who do not attend and to relieve staff members who wish to attend if the service is to be held in class time.
• Attendance lists need to be kept and reviewed with particular vigilance during the days following the critical incident.
• If desired, eventual arrangements are made for the establishment of an appropriate memorial at the School. The Principal should be responsible for communication with the family over this matter.
• Students who have experienced distress continue to be seen by a member of the counselling team over a period of time. Alternatively, they may be invited to join a peer support group.
• Staff are given the opportunity to attend a de-briefing meeting with the members of the critical incident team. Special attention is paid to the staff members’ own grief and its resolution.

6.5 **Beyond the first month**
In the case of death, communication with the bereaved family is maintained over a period of time. A member of the counselling team may be delegated to ensure that this occurs. If students request it, an anniversary event (e.g. student’s birth-date or death-date) may be marked by a special memorial activity.

6.6 **Review of the Critical Incident Management Plan**
• When the critical incident has been managed to a reasonable conclusion, the critical incident management plan is reviewed, and adjusted or amended where necessary.
• In this review the student body, the critical incident and counselling teams, teaching and non-teaching staff are all represented.

7. **Documentation**
Title Location Responsible Officer Minimum Retention Period
Incident Report On-Line Line Manager or Supervisor 7 years

8. **Attachments**
8.1 Westminster School Media Protocol.
8.2 Senior Management and the media.
8.3 Check Sheet – Action list for dealing with the media.
# INDUCTION CHECKLIST

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Year Level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commencement Date:</td>
<td>ISC:</td>
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## Orientation by International Students Co-ordinator (ISC)

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Show tutor room and classrooms</td>
<td>☐ Introduce to Head of House, tutor and teachers</td>
</tr>
<tr>
<td>☐ Show toilets, photocopier, Learning Resource Centre and other areas</td>
<td>☐ Show Senior School Office</td>
</tr>
<tr>
<td>☐ Get Timetable</td>
<td>☐ Introduce absences requirement</td>
</tr>
<tr>
<td>☐ Get uniform and understand uniform requirement</td>
<td>☐ Reporting absences/requesting leave</td>
</tr>
<tr>
<td>☐ Show emergency exit areas</td>
<td>☐ Advise evacuation/assembly points/alarm tones</td>
</tr>
<tr>
<td>☐ Assess school Email</td>
<td>☐ Get student’s diary</td>
</tr>
<tr>
<td>☐ Fill in Information Check Form</td>
<td></td>
</tr>
</tbody>
</table>

## IT Induction

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Meet Laptop Co-ordinator</td>
<td>☐ Show IT Department</td>
</tr>
<tr>
<td>☐ Get Student ID Card and initial login and password</td>
<td></td>
</tr>
</tbody>
</table>

## Acknowledgement

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>ISC Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
Dear «Informaal_Salutation»

I am pleased to confirm that Westminster School (Provider Code 00602G) can offer «STFirstname» «STSurname», «DOB» a place in

Course 073328E – Secondary Senior Years 10 - 12 Boys & Girls (including our on campus ELICOS Language School)
Course 073327F – Secondary Junior Years 8 - 9 Boys & Girls (including our on campus ELICOS Language School)
Course 024448C – Primary Reception to Year 7 Boys & Girls (including our on campus ELICOS Language School)

from Term «Term» on «Entry_Date» and then mainstream schooling at Westminster School in «Entry_Year» in
Course 073328E – Secondary Senior Years 10 - 12 Boys & Girls
Course 073327F – Secondary Junior Years 8 - 9 Boys & Girls
Course 024448C – Primary Reception to Year 7 Boys & Girls

as soon as language level allows. Study to be completed on «Exit_Date» after
Course 073328E – Secondary Senior Years 10 - 12 Boys & Girls.
Course 073327F – Secondary Junior Years 8 - 9 Boys & Girls.
Course 024448C – Primary Reception to Year 7 Boys & Girls.

Subject to satisfactory language level.

To accept this offer, please make payment of AUD$ payable to the account below.

This payment covers the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Fee</td>
<td>AUSD$ 750</td>
</tr>
<tr>
<td>Boarding Accommodation</td>
<td>AUSD$</td>
</tr>
<tr>
<td>Tuition fee 6 months</td>
<td>AUSD$</td>
</tr>
<tr>
<td>Uniform</td>
<td>AUSD$</td>
</tr>
<tr>
<td>Levies &amp; Books</td>
<td>AUSD$</td>
</tr>
<tr>
<td>Overseas Student Health Cover (No. of years)</td>
<td>AUSD$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>AUSD$</strong></td>
</tr>
</tbody>
</table>

Tuition fees for future years may change which would alter payment in future years.

You can make your payment through an electronic funds transfer. (Please quote Family Code when making payment).

The details about our bank are as follows:

Account Name: Westminster School Inc.
Account Number: 961072
Bank Number: Westpac Banking Corporation
Bank Address: 52 Pirie Street, ADELAIDE SA 5000
BSB Number: 035 006
Swift Code: WPACAU2S
Family Code: DF Key
Please Quote: Student Surname («STSurname») Given Name («STFirstname»)

Please fax a copy of the payment details, when made to +61 8 8276 0277 or email dbetro@westminster.sa.edu.au.
ACCEPTANCE OF OFFER FORM

Student name: «STFirstname» «Surname»

Deadline for Acceptance and Initial Payment: «Offer_Reply_Date»

Under the Education Services for Overseas Students Act 2000 (ESOS Act) Westminster School must enter into a written agreement with students to formalise the enrolment. Your written agreement is constituted by this Letter of Offer, signed Acceptance of Offer Form and attached Terms and Conditions of Enrolment and Refund Policy (“the Agreement”).

Please read carefully the Terms and Conditions of Enrolment and Refund Policy before completing and signing below:

Declaration

1. I acknowledge that upon signing and returning this form, I have entered into an Agreement with Westminster School.
2. I accept the student’s placement in the School offered by Westminster School.
3. I agree to be responsible for the full costs of:
   • any damage or loss of property at the homestay or boarding house or School;
   • any and all costs related to travelling to and from South Australia;
   • all living costs for the duration of stay in Australia.
4. I accept the terms and conditions of enrolment, as set out below, which I have read, or had explained to me, and understood.
5. I agree to comply with all the requirements for studying at Westminster School, as set out in the Terms and Conditions of Enrolment and Refund Policy, which I have read, or had explained to me, and understood.
6. I accept that all fees as set out in this offer letter are current as of the date of this Letter of Offer and may be subject to future change without notice at the discretion of Westminster School. After the Initial Payment has been made, any fee increases will be reflected in subsequent invoices.

Name of Parent/Legal Guardian or Student over 18 years of age: .................................................................

Signature: ..............................................................................................................................................................

Date: ............ /........../20........

Return this completed and signed Acceptance of Offer Form, as well as payment details, to Darin Betro via email: dbetro@westminster.sa.edu.au or by fax to +61 8 8276 0277.

This agreement, and the availability of complaints and appeals processes, does not remove the right to take further action under Australia’s consumer protection laws.
INTERNATIONAL STUDENTS REFUND POLICY

1. Scope
   a) These Refund Guidelines apply to all course monies and includes any course monies paid to an education agent to be remitted to the School.
   b) Fees for services paid to education agents by students (or parents if the student is under 18) are not covered by these Refund Guidelines.
   c) The enrolment fee is non-refundable to a level of $500. The other $250 is refundable if the visa has been refused and a letter from DIBP has been sighted.

2. Payment of Course Fees and Refunds
   a) Fees are payable according to the invoice attached.
   b) All fees must be paid in Australian dollars.
   c) If the student changes visa status (e.g. becomes a temporary or permanent resident), he will be refunded, on written application, the pro-rata amount from the time he changes visa status.
   d) Refunds will be reimbursed in Australian dollars and the payment sent to the applicant’s home country unless otherwise requested in writing.

3. All cancellation of enrolments and requests for refund must be made in writing to the Principal, Westminster School. Cancellations will take effect from the date the letter is received.

4. Where the student produces evidence that the application made by the student for a student visa has been rejected by the Department of Immigration and Border Protection (DIBP) the School will refund within 4 weeks all pre-paid course fees, less an AU$500 enrolment fee.

5. Withdrawal after accepting a place at Westminster School
   a) If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, one term’s fees will be deducted from the pre-paid course fees.
   b) The School will refund within 4 weeks of the receipt of written notification of cancellation of enrolment by the student (or parent(s)/legal guardian if the student is under 18) any pre-paid course fees by or on behalf of the student less the amounts to be retained as agreed and detailed below.
      i) If written notice is received up to one term prior to commencement of the course, the School will be entitled to retain application and acceptance fee.
      ii) If written notice is received less than one term prior to the commencement of the course one term of the course tuition fee will be retained.
      iii) If written notice is received after the commencement date one term’s notice in writing to the Principal is required. If a term’s notice is not given, a term’s tuition fees will be charged in lieu of notice.
      iv) No amount of pre-paid tuition fees will be refunded if written notice is received more than six months after the commencement of the student’s course.
c) No refund of tuition fees will be made where a student’s enrolment is cancelled for any of the following reasons:

   i) Failure to maintain satisfactory course progress (visa condition 8202)
   ii) Failure to maintain satisfactory attendance (visa condition 8202)
   iii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
   iv) Failure to pay course fees
   v) Any behaviour identified as resulting in enrolment cancellation in Westminster School’s Behaviour Policy/Code of Conduct.

6. School Default

   a) In the unlikely event that Westminster School is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.

7. This agreement and the availability of the complaints and appeals processes does not remove the right of the student to take action under Australia’s consumer protection laws.
INTERNATIONAL STUDENT APPLICATION FOR ADMISSION /
CONDITIONS OF ENROLMENT

Application Policies, Guidelines and Requirements

1. Boarders
   Boarders may be accepted into any year group from Year 7 to Year 12, provided places are available.

2. Homestay
   Homestay (or Private Board) can be arranged through the School with families living close to the School if required or if the Boarding House is full.

3. Priority Listing
   The enrolment policy of Westminster School Council provides for preference being given to families already connected with the School, such as children of Old Scholars. Where there are more applicants than the School has places to offer at any level, consideration will be given to other factors in determining priority order. The School’s complete enrolment policy is available on request from the Enrolments Manager.

4. Change of Address or Intention
   Any change of address or intention to cancel this application should be forwarded to the School so that records held by the School are correct.

5. Medical Information
   Please complete the accompanying confidential Medical Summary and return with this Enrolment Agreement. Without this information the Enrolment Agreement cannot be finalised.

Conditions of Enrolment

1. Acceptance of Conditions of Enrolment
   1.1 Should the student not commence at the School in accordance with the Enrolment Agreement the sum of $750 will be forfeited to the School.

2. Fees
   2.1 Westminster School Inc (the School) will render accounts for fees and charges twice a year, usually just prior to the commencement of the School year in December and again in mid-May. The schedule of fees is subject to alteration by the School from time to time as is the frequency and timing of the rendering of accounts. Where possible, notice of such alteration will be given.

   2.1.1 All fees and charges are payable within 30 days of the rendering of an account by the School unless such other arrangements are agreed by the School in writing.

   2.1.2 Where fees or other monies due to be paid are not paid within 60 days of rendering of an account, interest may be charged on the overdue amount from the latter date until payment, at an annual rate of interest being the base rate then charged by the School’s banker plus 3%.

   2.1.3 All costs associated with the collection of overdue accounts will be recoverable by the School in addition to the overdue amount and any interest charged in accordance with 2.1.2.

   2.2 No remission of fees, either in whole or in part, will be made should a student be absent from School, except by prior arrangement with the School Council, any remission will be at the Council’s sole discretion and upon the provision of due notice of the student’s anticipated absence.
2.3 The person(s) signing the ‘Enrolment Agreement’ form will be liable for payment of all fees and charges. Where more than one person signs such form the liability of such persons shall be joint and several.

2.4 The person(s) to whom the accompanying letter/invoice is addressed will be liable for payment of all fees and charges. Where there is more than one person the liability of such persons shall be joint and several.

3. Withdrawal of Students
   A student can only be withdrawn from his/her enrolment at the end of a school term. This includes withdrawal as a boarder or change in status from a boarder to a day student.

3.1 A student can only be withdrawn by the person(s) who signed this enrolment agreement.

3.2 Written notice of withdrawal of a student, or change of status as a boarder, must be provided to the Principal no later than three (3) months prior to the withdrawal or change of status of the student.

3.3 Where the required notice is not provided full term’s tuition and/or boarding fees must be paid.

4. Termination of Schooling
   The School reserves the right to terminate the schooling of a student whose account remains unpaid after three months of the date of issue of that account.

5. Conditions of Acceptance
   5.1 A student, during his/her enrolment at Westminster School, shall be bound by all the rules and regulations of the School for the conduct of the School and the behaviour of the students, as amended from time to time.

   5.2 The Principal shall have the right to have any student whose work, behaviour or attitude is unsatisfactory (in the opinion of the Principal, and upon consideration of the rules and regulations referred to in 5.1), leave at the end of that current year. This right does not in any way affect the right of the Principal to require immediate withdrawal from the School of any student, who in the opinion of the Principal has committed a serious breach of discipline or other act which undermines the good order or reputation of the School.

   5.3 This enrolment is subject to:
   a) Satisfactory proficiency in the English language both spoken and written;
   b) Copy of passport being provided;
   c) Satisfactory Visa conditions and a copy being provided;
   d) Satisfactory health insurance cover;
   e) Satisfactory accommodation arrangements;
   f) Satisfactory guardianship arrangements as per student Visa requirements.

6. Variation of Conditions
   The School may, at any time prior to or after acceptance of this offer, in its sole discretion and without the requirement to give notice, add to or vary all or any of the above conditions.
Westminster School collects personal information, including sensitive information about students and parents/guardians before and during the course of a student’s application and enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling and other services for your son/daughter.

1. Some of the information we collect is to satisfy the School’s legal obligations, particularly to enable the School to discharge its duty of care.

2. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health, Child Protection laws and Visa status.

3. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act.

4. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. The disclosure can include other schools, government departments, TPS, medical practitioners, and to those providing services to the School, including specialist visiting teachers, sport coaches and volunteers.

5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment for your son/daughter.

6. Personal information collected from students is regularly disclosed to their parents/guardians. On occasions information (written or photographic) such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines, on our website and used for publicity purposes or given to appropriate external parties for publicity purposes.

7. Parents/Guardians may seek access to personal information collected about them and their son/daughter by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School’s duty of care to the student, or where students have provided information in confidence.

8. The School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

Yours sincerely

DARIN BETRO
Enrolments Manager

Acceptance of Offer and Contractual Liability

This offer of a place is subject to the person/s to whom this letter is addressed agreeing to the above terms and conditions of enrolment and to that person/s acceptance of liability for payment of all fees and charges in respect of the named student’s attendance as a student/boarder at Westminster School, such liability being joint and several where more than one person is the addressee. Acceptance of the offer by payment of the stated Enrolment Fee will constitute acceptance of liability for payment of fees and charges as well as acceptance of the terms and conditions.
RELEASE LETTER

This is to confirm that the following student:

Student Name: ..............................................................................................................

Date of Birth: ........../ ........../ ............

has been released from their respective studies at Westminster School (Provider Code 00602G) and have been requested to enrol in this course at Course Provider.

Yours sincerely

DARIN BETRO
Enrolments Manager
RELEASE LETTER

This is to confirm that the following student:

**Student Name:** ......................................................................................................................

**Date of Birth:** ........../......./.............

has been released from their respective studies at *Course Provider* and have been requested to enrol in this course at Westminster School (Provider Code 00602G).

Yours sincerely

*Course Provider*
This is to confirm that you have been given approval to extend the date of arrival for your program at Westminster School (Provider Code 00602G) which commenced Date.

Approved Late Commencement Date: by 8.00 am ....../....../........ 
Completion Date: .......... / ....../.........

Pleases note that:

- It will be your responsibility to talk to your teacher and catch up on work that you missed due to your late arrival;
- Late arrival of your program may not be used to appeal results and grades received during your enrolment.

Yours sincerely

DARIN BETRO
Enrolments Manager
CURRENT INTERNATIONAL AGENTS

ISES International Student Exchange Services
Rm. 1316-1317 Xuhui Commercial Mansion,
168 Yude Road,
Shanghai, 200030,
CHINA
T: +86 21 6468 6055
F: +86 21 6468 6277
E: william.zhu@ises.net.cn
E: Rossi.gan@ises.net.cn
www.ises.net.cn

Guangxi Zhongshi Abroad Consulting Service Ltd.
Room 1012, 10th Floor, Yahang Wealth Centre,
No. 55 Jinhu Road, Nanning,
Guangxi, 530022
CHINA
T: +86 77 1555 1222
F: +86 77 1551 0998
M: +86 138 0780 7152
E: gongrui_zs@hotmail.com

Study Overseas Group Limited
Room 1404-1405, 14/F,
Office Tower Two, Grand Plaza,
625 Nathan Road,
Kowloon,
HONG KONG
T: +852 2177 7719
F: +852 2177 7699
www.studyoverseas.com.hk

Cambridge Education & Investment Pty Ltd
Level 6, 68 Grenfell Street,
Adelaide South Australia 5000
T: +61 8 7200 3918
E: ceiadelaide@gmail.com
www.cei.net.au