Ursula Frayne Catholic College

Requirements for International Students

Acceptance Interview

This interview is to be attended by the parents, guardian and student. The expectations of Ursula Frayne Catholic College will be outlined and given in writing. If required, the parent/guardian must ensure that someone is available at the interview to explain the documents in their own language.

Students

- As a Catholic College, all students are required to support and participate in the compulsory religious education program.

- Students are required to wear the full school uniform to school

- Students must report to school and class on time and ensure that they attend all classes and school activities.

- Student must sign the 'late book' if arriving late at school and sign out if leaving early during the day. Students are required to bring a note from parents/guardians covering the absence.

- Students must not be absent from school for any reason other than illness, or urgent appointments which cannot be arranged outside of school hours.

- The student must, in the case of genuine sickness, ask their parent/guardian to inform the College in the morning of the day he/she is sick and stay at home for the period of time that he/she is marked absent from the College. The student must be able to supply a medical certificate from their parent/guardian confirming the illness.

- Any absences unaccounted for will be considered to be truancy. Three days of truancy will result in the student being suspended until both parents/guardian and student meet with the vice-Principal to review the student's position in the College. A repeat of this behaviour may lead to expulsion.

- Students must also ensure they satisfy course requirements as stated in their student visa conditions as set out by the Department of Immigration and Border Protection.
  - To achieve satisfactory academic results for each term/semester of the course
  - To attend at least 80% of the scheduled contact hours for each term or semester.

  Students should be aware that their student visa is subject to mandatory cancellation if they do not satisfy course requirements and attendance.

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- The student must:
  - Carry out all classroom work and homework as instructed by the teacher and record in his/her student diary all his/her homework and assignments to be completed.
  - Have a folder and keep all subjects separate
  - Have a vocabulary book
  - Bring all books and equipment to school everyday including a dictionary
  - Keep his/her books clean and tidy

- The student is not allowed to go off campus to buy lunch. Lunch can be purchased from the College canteen that offers a variety of foods for sale.

- The student is to keep all school rules as set out in the Enrolment Agreement and Student Handbook. Failure to do so will result in a letter of complaint to the parents/guardian and detentions if necessary.

- Each student in the College is expected to be involved in at least one extra-curricular activity.

Parents

- Parents must understand that the final responsibility for their son/daughter remains with themselves. Guardianship is delegated responsibility.

- It is the responsibility of the parents to ensure that full fees (school fees) are paid directly to the College before the start of the new school year.

- Parents must respond to all correspondence from the College that is addressed to them. Matters relating to student courses, changes of course, etc. cannot be decided by the College staff.

- Parents must ensure that term dates are strictly observed. The College discourages holidays within term time, as they are detrimental to a student's progress. The school's Assessment Policy for Senior School students also makes little allowance for absence for holidays during the school term. Failure to complete major assignments and tests can have an adverse effect on a student's final grade.

- Parents must ensure that the financial needs of their children are adequately met without being too generous.

- Parents must ensure that their children arrive in Perth in good time before the beginning of each term and attends until the term officially ends.

- Parents and guardians are requested to inform the school by 9.30 a.m. on the day of any absence of their child. Unnotified absence may result in a call to parents from the College enquiring about the student's whereabouts. A note addressed to the Form teacher is also required from a parent/guardian that confirmed the reason for the absence. The note should be passed on to the Form teacher on the first day of a student's return to the College.

- In the case of a planned absence (family holiday, bereavement or hospital stay), parents of guardians need to inform the College giving exact dates prior to the commencement of the extended absence.

- Parents and guardians are advised that students are not permitted to use mobile phones during the school day and no responsibility can be taken should they go astray. Students needing to make urgent calls have access to a public phone or at the office.

- Parents and guardians are advised that a full term's notice in writing must be given to the Principal before the removal of a student from the College. Failure to give such notice will involve the payment of the fee for the term notice period, irrespective of the date the student leaves the College. Should the student be required to leave the College for any reason, the fee for the notice period will be charged.

Guardians

- The guardian must be at least 21 years old and be known to the family of the student.

- The guardian must provide the College with:
  - An Australian Federal Police Clearance or Working With Children Card
  - Proof of their right to remain in Australia. This can be either:
    - Australian passport or birth certificate
    - Australian citizenship/naturalisation documents
    - Overseas passport with visa

- The guardian must be willing to undertake the responsibilities and tasks associated with the seriousness of this role.

- The guardian is answerable to both the school and family in matters referred to him/her.

- The guardian must respond to all correspondence that is addressed to him/her from the College in a manner appropriate to the authority delegated by the parent.

- The guardian must attend Parent/Teacher and other information nights as part of their delegated responsibility.

- The guardian must ensure that all notes to the College regarding student absences must be legitimate. For example, the student must not take a day off school for a rest, shopping, etc. and then bring a note claiming that he/she was ill.

- The guardian should advise the College of any change in their circumstances, such as separation from a spouse or partner, changes of residential address, holiday arrangements or absence from the State for a period of two or more days and any other circumstance which may affect their role or the needs of the student. The College needs to notify DIAC of the changes through Prisms within seven days.

- The guardian should foster awareness of culturally appropriate behaviour and provide advice, information and guidance on such matters as personal hygiene, relationships with adults, gender relationships, table manners, queuing, time management, recreation and leisure time, homework and study habits.

Student Support Services

Student Support Services available at the College include:

- **Orientation**
  On the day of the interview, prior to the commencement of study, the international student is given a guided tour by the Vice Principal/ International Student Coordinator of the College and the facilities.

  Prior to the first day of classes, the international student is welcomed, briefed, given a copy of the timetable, diary, calendar and allocated a buddy by the Cluster Leader At this time, expectations are reiterated. The student has the opportunity to meet with teachers with whom they are timetabled.

- **Administrative Assistant**

  The Administrative Assistant has the responsibility for student reception and undertakes administrative/clerical duties associated with the Student Services Centre, staff, students and parents/guardians.

- **Campus Minister**
  The Campus Minister facilitates a pastoral service to the College and the entire Ursula Frayne Catholic College community.

- **VET/Careers Coordinator**
  The VET/Careers Coordinator provides an advisory and counselling service to students in their career choice and assists students with study timetables, study techniques, subject and job counselling.

- **Chaplain**
  The Chaplain provides pastoral care to students.

- **International Student Coordinator**
  The International Student Coordinator has responsibility for the pastoral care (including the provision of orientation, information and advice on accommodation, counselling, academic and course counselling) and administrative matters pertaining to International Students.

- **School Psychologist**
  The School Psychologist is available to students in confidence who have any concerns or anxieties they wish or need to discuss.

- **Pastoral Support**
  Support is offered through Academic Council, Pastoral council, Executive Leadership team, Wellbeing team. The team consists of Principals, Heads of Schools, Learning Area Coordinators, Cluster Leaders, Psychologist and International Student Coordinator.