

International Student Handbook



**Smithfield
State High School**



Department of Education
Trading as Education Queensland International (EQI)
CRICOS Provider Code 00608A

Trinity Beach
STATE SCHOOL

Our Partners
JAMES COOK
UNIVERSITY
AUSTRALIA

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Principal's welcome



Welcome to Tropical North Learning Academy- Smithfield State High School.

Smithfield State High School provides a positive and welcoming environment where students and their learning and wellbeing are our priorities. Our teachers are committed to providing the best academic outcomes, and we have strong networks and clear pathways to support student engagement and achievement. Teachers, administrators and support staff empower students to take responsibility for their own learning and challenge them to achieve their best possible results.

At Smithfield State High School, we take a holistic approach to developing young people's learning. Our Junior, Middle and Senior school curriculum is progressive, inclusive, innovative and caring, while still incorporating the core elements of education that have traditionally been essential for success. The school has an outstanding history of our students achieving some great academic results and authentic connections to future pathways while also demonstrating their ability and readiness to make a valuable contribution to the wider community. At Smithfield State High School, we also have high expectations of students which are communicated through policies, procedures and routines. We work to provide students with many extra-curricular and co-curricular opportunities, and celebrate and reward success.

In our website you will find all the information you need, whether it is for enrolment, to contact one of our staff or to know more about our specialist Academies.

Smithfield State High School has received many accolades for its recent success. We operate as an Independent Public School and through the Tropical North Learning Academy work closely with our feeder Primary Schools, in particular Trinity Beach State School, and with James Cook University.

We are also proud to offer an International Student Program as a member of the Queensland Schools International network.

We are confident that the intended and unintended curriculum at our school will ensure our students are successful in the years following their time at the school. We believe that among our students there are many with the capacity to redefine the future and be world changers. By the time our students complete their education at Smithfield State High School, they emerge as well-rounded young people who are ready to take on the challenges of the future.

Smithfield State High School is committed to providing our students with the very best education. It is an exciting place to work with highly dedicated and professional staff, talented and enthusiastic students and a passionate and supportive community. As the Principal I continue to be inspired by the commitment and support of our community and the dedication of our staff as we continue to work together to provide a world class 21st century education for the young people in our community.

Being part of this passionate school community means that you are surrounded by possibility and superior opportunity every day. Discover the advantages of Smithfield State High School and learn what it's like to be part of this unique high achieving community.

We look forward to your child joining our school and watching them grow and learn.

Frank Brunetto
Principal

School Details

Tropical North Learning Academy – Smithfield State High School
O'Brien Road
Smithfield. Queensland 4878

Office hours
Monday – Friday
8:00 am – 3:30pm

Telephone:
(07) 4058 4333

Absence line:
Phone: (07) 4058 4366
Text: 0429 557 947

Administration Email: office@smithfieldshs.eq.edu.au

Website: <https://smithfieldshs.eq.edu.au>

Facebook <http://www.facebook.com/smithfieldshs>

Administration

Administration		
Principal	Frank Brunetto	(07) 4058 4333
Deputy Principal Senior School	Alison Kaggelis	(07) 4058 4333
Deputy Principal Middle School	Zoe Hiddins (acting)	(07) 4058 4333
Deputy Principal Junior School	Paul Charles	(07) 4058 4333
Business Manager	Cassandra Quirk	(07) 4058 4310

Heads of Department		
Arts	Majella Fallon	(07) 4058 4358
Technologies & Innovations	David Mayes	(07) 4058 4369
English	Fiona Bell	(07) 4058 4362
HPE	Brent Garske	(07) 4058 4345
Humanities	Dan Kaggelis	(07) 4058 4339
Junior Secondary / Philosophy	Kellie Winter	(07) 4058 4364
Senior Secondary	Claire Denzin	(07) 4058 4368
Mathematics	Fiona Pitman	(07) 4058 4325
Science	Zoe Hiddins	(07) 4058 4331
Special Education Services	Christine Tanzer	(07) 4058 4317
LOTE / Coaching	Tamara Buddle	(07) 4058 4348
Student Services	Ellie Taylor	(07) 4058 4384
Director of Literacy	Rebecca Ahola	(07) 4058 4341

Support services		
Guidance Officers	Brett Wilson Leah Francis	(07) 4058 4301 (07) 4058 4357
Junior Dean	Jason O'Brien	(07) 4058 4365
Middle Dean	Tiarne Sparks	(07) 4058 4365
Senior Dean	Julia Prentice	(07) 4058 4365
School Based Police Officer	Melanie Wood	(07) 4058 4343
School Based Youth Health Nurse	Vera Moscardi	(07) 4058 4343
Youth Engagement Teacher	Tim Burch	(07) 4058 4346

School values

Mission and values

Our mission:

'We are in the business of changing lives'.

Our School Community Values:

- Relationships which are positive and supportive.
- A just and safe community that recognises individual diversity and the dignity of all.
- Quality learning which recognises and empowers all learners.
- An environment that is physically and emotionally safe and promotes pride
- Participation in the activities of a diverse community.
- Achievements which reflect an honest effort to do one's best.

International Team

The International Team are here to guide you with your studies and support you during your time at Smithfield State High School.

Name	Role	Contact
Frank Brunetto	Principal	(07) 4058 4333
Alison Kaggelis	International Student Program – Line Manager	(07) 4058 4333
Katrina Williams	International Student Coordinator	(07) 4058 4351
Riahne Le Breton	Homestay Coordinator	(07) 4058 4361
Brett Wilson Leah Francis	Guidance Officers	(07) 4058 4301 (07) 4058 4357
Jo Twine	English as a Second Language or Dialect (EAL/D) Coordinator	(07) 4058 4371
Ann Brunger	English as a Second Language or Dialect (EAL/D) Teacher Aide	(07) 4058 4371

The International Student Room is located at P Block.



Alison Kaggelis
International
Student Program
Manager



Katrina Williams
International
Student Program
Coordinator



Riahne Le Breton
International
Student Program
Homestay Coordinator

Emergency contacts (during school hours)

An emergency is a situation that may/ does affect your health, safety or welfare.

In the event of an emergency during school hours please contact any of the people below immediately.

Name	Role	Contact
Alison Kaggelis	International Student Program – Line Manager	(07) 4058 4333
Katrina Williams	International Student Coordinator	(07) 4058 4351
Riahne Le Breton	Homestay Coordinator	(07) 4058 4361

Emergency contacts (after school hours and on the weekends)



Your safety is our number one priority. Because of this, we work with our partners to ensure you enjoy a safe and high-quality study experience. All Overseas students studying an international program at an accredited International Student Program (ISP) school can use our student support service called 1800 QSTUDY (1800 778 839).

The 1800QSTUDY service provides support for you, your authorised contacts and Education Queensland International (EQI) homestay hosts, and responds to incidents that involve Overseas students outside school hours.

You can call 1800 QSTUDY before **9.00 am** and after **3.00 pm** on school days, and **24 hours** a day during weekends, public holidays and school vacations. For more information on 1800 QStudy please go to the following link [1800QStudy](https://www.1800qstudy.com.au)

What is the free call 1800 QSTUDY?

1800 QSTUDY (+61 1800 778 839) is a free support phone service for Overseas students studying in state schools in Queensland. The service provides access to advice and assistance 24 hours a day, seven days a week. This also includes an emergency after-hours service which manages incidents for Overseas students participating in the International Student Program, Exchanges and Study Tours.

When should I use the 1800 QSTUDY service?

During school hours, school staff are your main point of contact but when school is closed and you would like to report an issue or you need urgent assistance, then phone free call 1800 QSTUDY.

At these times:

- Monday to Friday before 9am and after 3pm.
- Any time on the weekends (Saturday and Sunday).
- Any time during school holidays and public holidays.

Critical or life threatening situations - dial Triple Zero (000)

A critical or life threatening situation includes:

- immediate danger
- physical or sexual assault
- serious injury or illness
- student threatened with violence
- there has been a death.

You can download the [Emergency+](#) application (app) from the Apple, Google and Microsoft app stores. The [Emergency+](#) app helps provide critical location to emergency services.

School Emergency and lock down procedure

Lockdown Procedure

Do not expose yourself to danger unnecessarily

Definition:

Lockdown is a procedure whereby all staff, upon a set signal, lock themselves and their students in their classrooms or work areas. This is a temporary precautionary measure when there is a **Perceived Threat** to the personal safety of students and staff. (Examples of a perceived threat: toxic spill, livestock, severe storms, dangerous / suspicious person, airborne particles).

Warning:

A staff member who becomes aware of a perceived danger will advise the administration immediately. Administration will then implement the following procedure.

Signal:

The signal for lockdown will be a repeated short (1 – 2 second duration) signal using the electric bell which will occur for a few minutes only. There will be silence until the 'all clear' bell sounds, which will be a long bell signal. Admin will use the intercom system to conduct a school wide page to inform staff rooms that it is **NOT** a drill. *If Admin is the primary area under threat and lockdown **Do Not Enter**, return from where you came and call emergency services.* Do not assume this has already been done.

Lockdown procedure when in class:

Upon the signal, teachers will ensure all students, other staff, volunteer parents and any other personnel are inside the classroom, and all doors and windows are locked. The door should be monitored, in case any students are returning from the toilets or ancillary staff, who are seen in the vicinity need to enter. The doors are to remain locked until the all clear message is given. ***The all clear will be a long signal using the electric bell. Do not open the door to anyone until the long signal has been given.*** It is essential that all staff remain calm so that students are not distressed. Teachers should mark their roll of staff and students. Staff and students are to remain silent, hide under desks and tables and keep away from windows and doors.

Lockdown Procedure for students away from classroom:

Students who may be in the library / instrumental music, with the support teacher or in another room at the time of the signal should remain in that room, under the care of the staff member present. Students need to understand the need to proceed to the nearest classroom with staff members present e.g. outside PE classes proceed to occupied or open classroom. Under these circumstances a roll check would not be possible but **a list of names should be collected.**

Lockdown Procedure for before school and breaks (lunch):

If the signal is given before school, during morning tea or lunchtime, **ALL STAFF** are expected to gather students calmly and quickly, and direct them to safe rooms in each block, to be opened by block teachers, which may not necessarily be their form room. Under these circumstances, a roll check would not be possible **but a list of names should be collected.**

Procedure for Admin staff:

Admin staff will initially ensure the signal is given, and lock the admin building before contacting the relevant authorities. District Office should also be notified that we have gone into Lockdown. Please call District Office on 4037 3822, Emergency Services on 4041 2780 and Holy Cross Catholic Primary school on 4057 6920.

All clear:

The all clear will be a long bell signal using the electric bell. Following the all clear, classes will return to normal.

In the event the Admin area is the primary cause of the lockdown, the ALL CLEAR must be given by either the Principal, Deputy Principal or emergency services.

Evacuation:

Emergency personnel may determine evacuation necessary, in which case it may be conducted one room at a time; do not evacuate your class because another does; await directions from admin or emergency services personnel. **DO NOT DISMISS ANY STUDENTS** – await the all clear.

NB: During Lockdown, electronic devices should not be used by students to contact parents as it may cause a panic situation externally. Staff may communicate through mobile phones ONLY if critical information about the current situation can be provided to assist authorities. It is important that phone lines are kept clear so the lines do not get congested.

Evacuation (Fire/Bomb)

(electric bell will sound in one continuous burst)

At the sounding of the Evacuation Alarm, all personnel are required to:

- cease all activities immediately.
- close all classroom windows.

- evacuate the area taking all personal possessions (students to take bags with them).
- leave the classroom door **CLOSED BUT NOT LOCKED** on evacuating.
- move in an orderly and supervised manner to the evacuation area with your class teacher but **DO NOT** walk through buildings. **Everyone** is to walk on the outskirts of the buildings.
- assemble in House CNC Parade classes.
- teachers will collect rolls from the appropriate House Master, check the students are present, report absent students and hand their paper roll back to the appropriate House Master.
- House Master will hand all their rolls to a member of Admin once received from the CNC teachers.
- All staff will report to the Staff Co-ordination Warden (in a high Vis pink jacket) to notify her of their presence.
- Everyone will co-operate with instructions given by the Overall Coordinator

(Principal) who will instruct when the All Clear signal will be given.

The designated Evacuation Area for the entire school is the **Western Oval** (Front Oval).

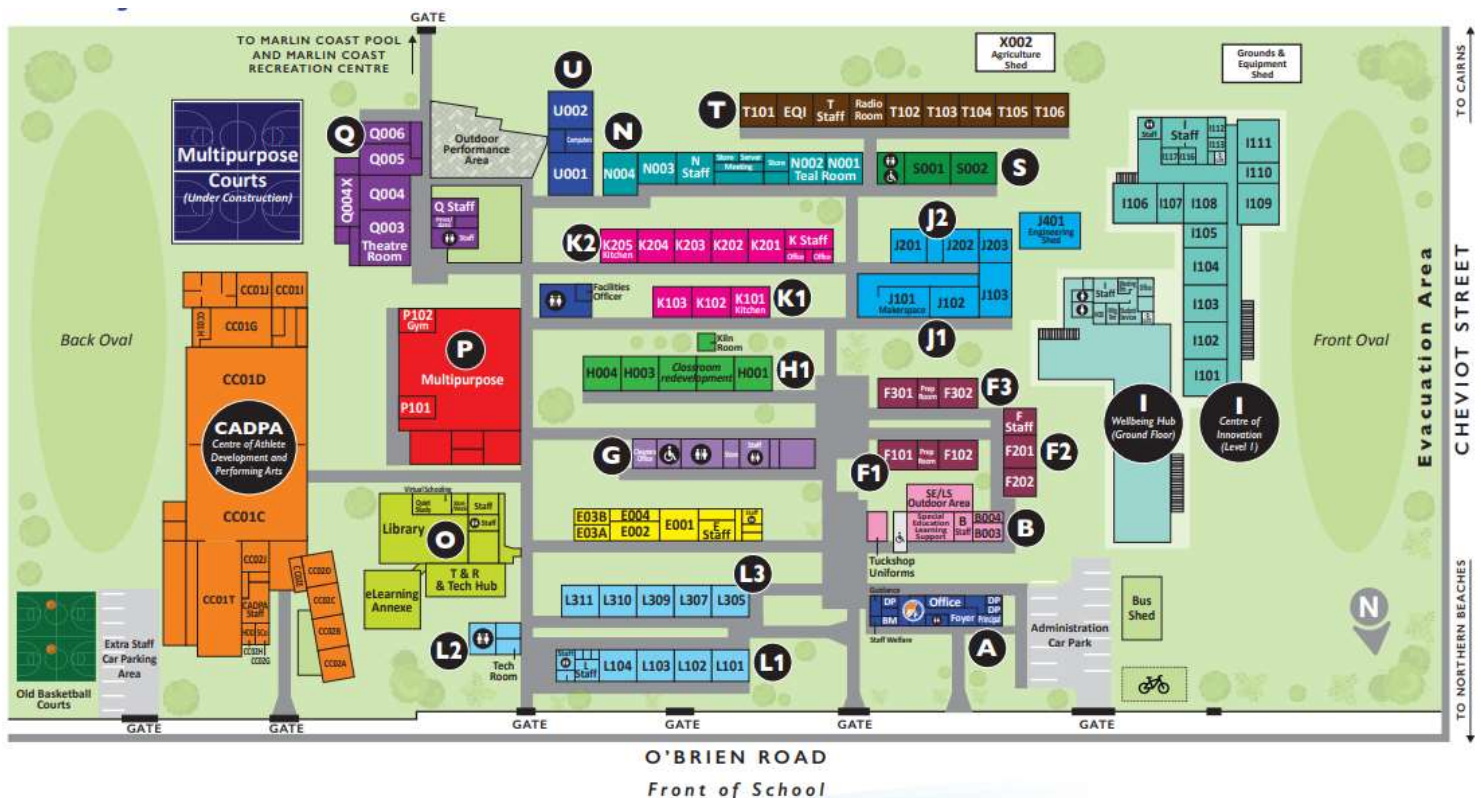
Students housed, at the time of the emergency, within the Special Education Unit (SEU) and the Sick Bay will evacuate to the **Western Oval** (Front Oval), to the athletics shed area.

The Admin Officer for Sick Bay to report to Deputy Principal - Senior with a list of students and staff present.

Evacuation Wardens will be appointed and provided with a description of their responsibilities.

In the event of the emergency evacuation alarm being sounded, students, visitors, volunteer helpers, trades persons, etc. are to be directed to the evacuation area by the Evacuation Warden responsible for the area in which visitor is located.

School map and facilities



Orientation

The Smithfield State High School Overseas student Orientation has been designed to:

- support your wellbeing
- help you adjust to study life in Australia
- support your academic success.

Before you arrived in Queensland you would have been provided with a pin code to download your [Passport to Queensland](#).

The Passport to Queensland is a mobile app exclusively developed for you as an Overseas student studying an EQI high school program. This unique app contains lots of fun games, videos, activities and information designed to help you settle into your new life and school in Queensland, so you can focus on enjoying your study experience. It also includes modules showing you how to stay safe at the beach, in the bush and in the city.

You can learn more about the app on at the [Frequently Asked Questions](#) page. Alternatively, you can email any questions about the app by emailing yourpassport@qed.qld.gov.au.



Daily Timetable

Students should be at school by 8.20 am		
Monday – Friday Bell Times		
8:25 am	Morning transition	5 Min to get to P1
8:30 am – 9:25 am	Period 1	55 mins
9:25 am – 10:20 am	Period 2	55 mins
10:20 am – 10:35 am	CNC (Culture and Communication)	15 mins
10:35 am – 11:10 am	1 st Break	35 mins (1 x 20min PGD + 1 x 15min PGD)
	After lunch transition	
11:15 am – 12:10 pm	Period 3	55 mins
12:10 pm – 1:05 pm	Period 4	55 mins
1:05 pm – 1:35 pm	2 nd Break	30 mins (2 x 15min PGD)
1:35 pm – 2:30 pm	Period 5	55 mins

Orientation timetable – Sample only

Orientation Timetable Day 1

Date	Time	Venue	Orientation topic
Day 1	9am-9:10	Reception/ Administration building	Welcome & Introductions: <ul style="list-style-type: none"> International Student Coordinator Homestay Coordinator
ISP Co Homestay Coordinator	9.10am – 9:40	Tour of school ISP room – T107	Tour & Overview: <ul style="list-style-type: none"> Orientation packs School diaries ISP Student Handbook PowerPoint presentation
ISP Co Homestay Coordinator	9.40am – 10:35	ISP room – T107 Tuckshop	Collect Students Forms: Visa, Passport, Student Charter, BYOD Charter <ul style="list-style-type: none"> Photo's for newsletter Work through expectation survey Purchase uniforms
1st Break - Morning Tea	10.35am – 11:15	ISP room – T107	Welcome & Introductions: <ul style="list-style-type: none"> International Student Manager International Student Leaders Current International students Lunch Break
DP ISP Co	11:15am - 12:40	ISP room – T107	Subject Selections <ul style="list-style-type: none"> Biographies Work through Orientation pack & ISP Student Handbook
ISP Co	12:40pm – 1:15	O Block Library Textbook & Resource Centre	Library Visit <ul style="list-style-type: none"> Meet Library Administration Officer Visit Textbook & Resource Centre
2nd Break - Lunch	1:05pm – 1:35	Playground and/or T107	Lunch Break
Homestay Coordinator	1.35pm – 2:30	ISP room – T107	Homestay <ul style="list-style-type: none"> Homestay Guidelines Obtain Timetable Question Time
	2:30pm	Home Time	

Orientation handouts

- International Student Handbook
- Homestay Booklet
- Diary
- Email and Phone List
- Emergency contact details
- Recreational Sport Selection
- Orientation evaluation

Parades:

Whole School Parade: Every second Monday (even weeks) 10.20am in CADPA

House Parades: weekly during CNC

House	Parade Day	House Master	Semester 1 Location	Semester 2 Location
Ellis	Tuesday	Adam Vander Zant	CADPA	P Block
Clifton	Wednesday	Jen Harris	CADPA	P Block
Kewarra	Tuesday	Aaron Spletter	P Block	CADPA
Trinity	Wednesday	Alanna Tobin	P Block	CADPA

Year Level Parades: Fridays during CNC

Junior Dean (7-8) Jason O'Brien	Year 7 Parades: Q003 – Weeks 2, 5, 8	HOD Junior (7-8-9) Kellie Winter	
	Year 8 Parades: Q003 – Weeks 3, 6, 9		
Middle Dean (9-10) Tiarne Sparks	Year 9 Parades: Q003 – Weeks 4, 7, 10		HOD Senior (10-11-12) Claire Denzin
	Year 10 Parades: CADPA – Weeks 2, 5, 8		
Senior Dean (11-12) Julia Prentice	Year 11 Parades: CADPA – Weeks 3, 6, 9		
	Year 12 Parades: CADPA – Weeks 4, 7, 10		

International student Informal Meetings

International students have the opportunity to meet each Thursday in the International Student Room at first break (10:35 – 11:10am). The purpose of the short meeting is check in with how your studies, homestay and school life are going. At the meeting you can ask questions and share your thoughts and ideas. Your International Student Leaders, International Homestay Coordinator and International Student Coordinator will also provide updates and support on issues relevant to your studies, school events and upcoming items of interest.

What to do when you

Are late for school or class

You must report to the office (administration, located in A block) and sign in. You must have a note from home or the school should have received a clear explanation by telephone, SMS, or e-mail from your host parent or guardian. You will be given a late note to take to class. It is the responsibility of the parents to contact the school.

Want to leave school during the day

To leave the school grounds during the school day for medical appointments or other reasons you must bring a permission note from your host parent / guardian explaining the reason for leaving and the time. Please see student services to get a leave request pass, this is then given too your classroom teacher to leave class. Return to student services to collect a leave pass to leave the school grounds. If you return to school later in the day you must sign back in at the office.

Are feeling sick or unwell

Any student who is sick or injured must first get a note from their class teacher, then go to the sick bay (located in A block).

In the event of your student sustaining an injury or illness which we feel necessitates expert attention, an ambulance will be called and the student will be taken to the hospital or doctor's surgery. The host parent or guardian will be contacted immediately.

Please advise the school as soon as possible of any change to contact details. It is wise to ensure that the school is notified of any heart condition, likelihood of fits or convulsions or any serious disability.

Want to change subjects

Students are required to meet with the International Student Coordinator to discuss your request. Senior subject changes are only allowed during certain times of each term.

Want to see the Principal or Deputy Principals

You can make an appointment to see the Principal or Deputy Principal through the administration office.

Want to see the Empowerment and Support Team

The Chaplain, School Based Youth Health Nurse, School Based Police Officer, Youth Engagement Teacher and Community Education counsellor are based in M Block.

Students can visit the EAS Team during lunch breaks. Days of availability may vary.

Want to see the Guidance Officer

The Guidance Officer is available to support student wellbeing through guidance and counselling and also to provide career guidance. You can make an appointment to see the Guidance Officer by speaking with the Administration Officer in the Guidance room. Students can see the Guidance Officer without an appointment during lunch breaks.

Have Lost Property

All items found are held in the school office and if not collected by the end of each term will be donated to a local charity.

Have Valuables or money at school

You need to be responsible for your own belongings. If it is absolutely necessary to bring valuables to school they should be left in the office for safety. Do not leave money or wallets in you school bag, because you will be asked to leave your bag outside the library and some class rooms.

Need Toilet access during class time

Seek permission from your teacher if you need use the toilet during class time.

Accommodation and welfare

Care arrangements

While studying you must live with:

- a parent, legal custodian or Department of Home Affairs (DHA) approved guardian; or
- an approved homestay provider, if you are enrolled in high school, even if you turn 18 before completing your course.

You must not change these arrangements unless we give you written approval.

You must report any serious or urgent threat to your welfare to us immediately.

If you live with a Department of Homes Affairs approved guardian to provide for your accommodation and welfare, we will communicate with that guardian on all matters to do with your enrolment and schooling (including welfare matters) as if the guardian is your parent. You can read more about EQI's Welfare and accommodation in the following documents:

- [Standard terms and conditions](#)
- [Accommodation and welfare](#)

Living with a homestay family

Your homestay family plays an important part in your time in Australia. They have been carefully selected and will be eager to welcome you into their home. It may take some time for both yourself and your homestay family to settle in, so please take the time to develop this relationship as it will play a very important part in your happiness and success.

It is important to establish clear expectations from the beginning. If you are unsure about how things are done or what to do, make sure you ask. Your homestay family is there to give you the opportunity to learn about Australian culture and assist you in any way that they can.

Following are some suggestions on what to ask your homestay family.

- What would you like me to call you?
- What do you expect me to do daily?
- Where do I put my clothes that need washing?
- Can I use the washing machine or iron at any time?
- Can I help myself to food and drink at any time?
- Can I move my bedroom furniture around if I wish?
- Is there a special getting up time on weekends?
- Is there a bedtime?
- Can I invite friends around?
- What are the rules for using the telephone?
- What are the rules for using the internet?
- What time am I expected home on the weekends?
- Can I use household appliances when I wish?
- When and how loud can I play music?
- What are the general procedures in the household?

The way of life in Australia may be different from how you live in your country. Expectations and the degree of independence may differ and your homestay family will try to understand these differences. You also need to try and understand the differences so that you all have a good homestay experience. If you feel you are being asked to do too much or that rules are unreasonable in your homestay, talk to the International Student Coordinator, who will discuss your concerns with the family.

When living in a homestay you must:

- respect members of the family, their property and the home environment;
- participate actively as a member of the household;
- take responsibility for your own behaviour;
- comply with the household rules;
- comply with the homestay provider's decisions about your actions and welfare, including outings and curfews;
- have a mobile telephone and carry it on your person when traveling; and
- keep the homestay provider informed of your whereabouts, and remain contactable by them, at all times.

If you fail to meet these standards, we may consider your conduct to be unsatisfactory behaviour and may cancel or suspend your enrolment, or we may withdraw approval of your welfare arrangements. This may affect your student visa.

If you want to live with a different homestay provider, you should talk to the Homestay Coordinator and the school Guidance Officer. We will not approve new homestay arrangements within the first four weeks of your stay unless there are exceptional circumstances.

If we are required to move you to a different homestay, we will generally give you at least two weeks' written notice. In exceptional circumstances (for example, if we are concerned about your safety), we may move you immediately.

If your homestay provider is temporarily unable to provide homestay for you, we will arrange for you to be temporarily placed with another homestay provider.

Curfews

You are required to comply with curfew times set by EQI while living in your homestay.

Culture shock

Culture shock refers to the emotional and psychological reactions to an unfamiliar culture and environment.

For Overseas students, culture shock is often uncomfortable and disorienting. Although culture shock can be positive in some ways, it's important for students to understand what culture shock is, what causes it, and how to manage its effects.

Some of the signs of culture shock include:

- feeling isolated
- increasing frustration with your host country, the school and host family
- irregular sleep patterns
- spending a lot of time alone in your room
- you are easily upset and can't concentrate at school.

Culture shock can be described as consisting of at least one of four distinct phases: honeymoon, negotiation, adjustment and adaptation.

Honeymoon phase

The first stage of culture shock is usually positive. During the honeymoon phase the differences between the old and new culture are seen in a romantic light. For example, in moving to Australia to study, you might love the new food, the pace of life, and the locals' habits. During the first few weeks most students are fascinated by the new culture.

Frustration/ Distress phase

After some time (usually around three months, depending on the individual), differences between the old and new culture become apparent and you may feel uneasy. Excitement may eventually give way to unpleasant feelings of frustration as a person continues to experience unfavorable events that may feel strange. Language barriers, traffic safety and food differences may heighten the sense of disconnection from the surroundings.

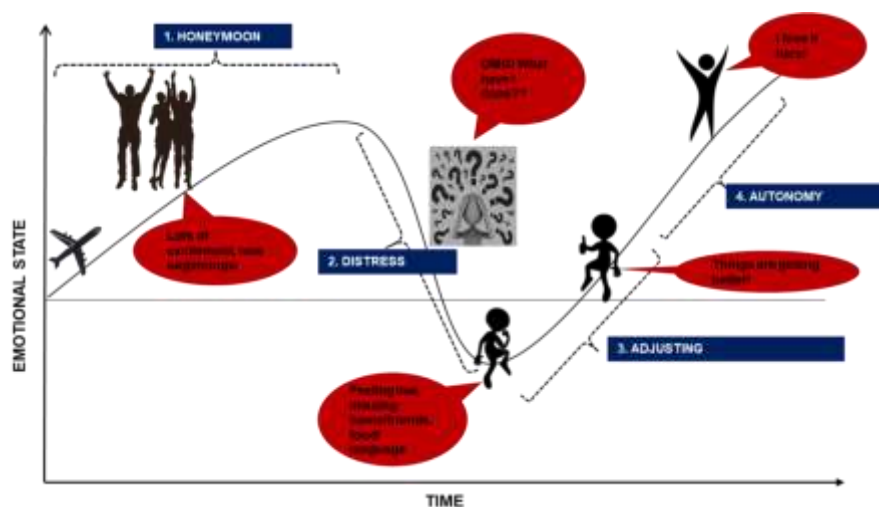
During this phase students adjusting to a new culture may feel lonely and because they are not yet used to the new environment and new people they are meeting.

Adjusting phase

After some time (usually 6 to 12 months), a person grows accustomed to the new culture and develops routines. During this phase a person knows what to expect in most situations and the host country no longer feels very new. During this phase people develop problem-solving skills for dealing with the culture and begins to accept the culture's ways with a positive attitude. The culture begins to make sense, and negative reactions and responses to the culture are reduced.

Acceptance/ Autonomy phase

Individuals in the acceptance phase are able to participate fully and comfortably in the host culture. Mastery does not mean total conversion; people often keep many traits from their earlier culture, such as accents and languages.



If you think you are feeling culture shock, here are some things that you can do:

- Be patient with yourself as culture shock is a normal reaction to a changed environment.
- Talk about how you are feeling with your host family, friends or a member of the international team.
- Keep in contact with your loved ones back home.
- Socialise and make new friends.

It is important to remember the following:

- Culture shock is a perfectly normal part of the study abroad experience.
- It is important to remember that it will pass.
- Use the experience as an important learning opportunity, helping you to become versatile and adaptable to change. It will equip you with valuable life skills that are some of the greatest benefits of studying abroad.
- Step outside of your comfort zone, make new friends, and take full advantage of the once-in-a-lifetime experiences while you can.
- Once your study abroad experience is over, your family and friends will be ready and waiting to hear all about your adventures.

The international team are here to support you so that you meet your academic goals and have a wonderful study and homestay experience while at Smithfield State High School.

Contact details

You must let your school know your residential address in Australia within seven days of arriving in Australia. You must also tell the school of any changes of residential address within seven days. Failure to do this may affect your student visa.

We also need your current telephone number and email contact details, as well as the contact details of your parent/s/legal custodians and emergency contact person/s. Any changes need to be given to us within seven days.

EQI Standard Terms and Conditions

Before you arrived in Australia you were provided with a copy of the [EQI Standard Terms and Conditions](#). The Standard Terms and Condition outline EQI policies that relate your responsibilities and rights and EQI's responsibilities and actions required to be taken during your course of study in Queensland.

If you have not read the Standard Terms and Conditions please do so. The Standard Terms and Conditions are available in the following languages:

- [Simplified Chinese](#)
- [German](#)
- [Italian](#)
- [Japanese](#)
- [Vietnamese](#)

Visa Conditions

Attendance

Smithfield State High School aims to ensure students are actively engaged in school and attend every day to ensure optimal individual outcomes and student engagement. We have high expectations of student attendance. Once you have enrolled at Smithfield State High School it is your responsibility to ensure that you are at school every day and that you arrive on time, ready to start class at 8.30am.

You are expected to maintain 100% attendance unless you are sick. You should always tell the school if you cannot attend for all or part of the day.

In the event that you are going to be absent from school ask your homestay parent to notify the school on the day of the absence via the absentee line 4058 4366 stating your name and class, the name of the person reporting the absence, the reason for the absence and the expected return date.

The school will record your attendance or absence every day. All absences are recorded on your school report. Electronic rolls will be marked every period. An SMS message will be sent to your homestay parents/carers of an unexplained full day absence.

It is a condition of your Sub-class 500 (schools) visa that you maintain satisfactory attendance during your period of study. Commonwealth law requires EQI to be proactive in notifying and counselling Overseas students who are at risk of failing to meet attendance requirements. EQI is required by law to report Overseas students who have breached attendance requirements.

Important information about attendance

- Start and finish times - 8:25am – 2:30pm
- Late arrival process - report to administration
sign in at A Block to receive your late pass
- School absence telephone number - 4058 4366
- Serious, injury or incident - ***Principal or principal's delegate to be contacted immediately***

At risk of failing to meet attendance requirements

In the [EQI Standard Terms and Conditions](#) you are considered to be at risk of failing to meet attendance requirements if:

- you are absent for five consecutive days or more;
- your attendance falls to 90% of your course contact hours in any [school term](#); or
- if the school has concerns about your attendance record.

Your International Student Coordinator will require you to meet with them about your attendance record and provide evidence explaining your absences (such as medical certificates) if they are concerned.

If your attendance falls to 85% of your course contact hours in any term, we will give you and your parents/legal custodians and your Department of Home Affairs approved guardian (DHA approved guardian) a written warning.

Unsatisfactory attendance

If you do not attend at least 80% of your course contact hours, EQI will notify you in writing of their intention to report you to authorities for not achieving satisfactory attendance. EQI may exercise discretion not to report you if:

- you provide evidence of compassionate or compelling circumstances explaining your absences;
- EQI are satisfied that, in all the circumstances, it is reasonable not to report you; and
- your attendance record is at least 70% (if your attendance falls below 70%, EQI is required to report you).

If you receive a notice of EQI's intention to report you to authorities, you have the rights set out under the Appeals Policy section of the [EQI Standard Terms and Conditions](#).

You can read in more detail about your attendance requirements at:

[EQI Standard Terms and Conditions](#)

[EQI Attendance – Subclass 500 \(schools\) visa procedure](#)

[Managing student absences and enforcing attendance at state schools](#)

Course progress

You must maintain satisfactory course progress for each study period as required by us and outlined in the [Entry and course requirement standards](#). Maintaining satisfactory course progress is a condition of your student visa. If your course progress is not satisfactory, EQI report it to authorities and your student visa may be cancelled.

At Smithfield State High School we provide written reports to you and your parents or legal custodians every semester as per the [P-12 curriculum assessment and reporting framework](#) available on the Queensland Department of Education website. You must complete your course within the time set out in the Confirmation of Enrolment that EQI sent you.

EQI may extend the time to complete your course only if:

- there are compassionate or compelling circumstances;
- your course load is reduced because you are having difficulty making satisfactory course progress; or
- a deferral or suspension of study is approved (see the [Deferral, Suspension and Cancellation Policy](#) section of the [EQI Standard Terms and Conditions](#)).

Where there is an adjustment to course length you must contact the Department of Home Affairs to seek advice about any potential impacts on your visa, including the need to obtain a new visa.

Unsatisfactory course progress

Smithfield State High School will monitor your workload and your results to ensure you complete the course on time. We will also assist you if you are having difficulties. If you are at risk of not meeting course progress requirements, we will implement suitable intervention strategies with enough time for you to achieve satisfactory course progress.

Formal intervention

If you are not making satisfactory course progress, the principal will give you and your parents or legal custodians a written warning. You will be required to meet with the principal to develop a plan to improve your performance.

If your next study period report indicates continuing unsatisfactory course progress, EQI will notify you in writing of our intention to report you to authorities for breaching the requirement of your visa to achieve satisfactory course progress.

EQI may notify you earlier if, in their opinion, you will not be capable of meeting the course requirements. If you receive a notice of EQI's intention to report you to authorities, you have the rights set out under the **Appeals Policy** section of [EQI Standard Terms and Conditions](#)

You can read in more detail about your attendance requirements at:

- [EQI Standard Terms and Conditions](#)
- [Course progress – Subclass 500 \(schools visa procedure\)](#)

Behaviour

Smithfield State High School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire support of their lifelong wellbeing.

The Smithfield State High School Responsible Behaviour Plan is available on the school website. The Responsible Behaviour Plan is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community. <https://smithfieldshs.eq.edu.au/supportandresources/formsanddocuments/documents/behaviour/responsible-behaviour-plan.pdf>

[EQI Standard Terms and Conditions](#) state that at school you must:

- participate actively at school;
- take responsibility for your own behaviour and learning;
- respect other members of the school community and the school environment and property;
- cooperate with staff and others in authority; and
- comply with your Smithfield State High School's rules – student code of conduct and school policy and procedures

<https://smithfieldshs.eq.edu.au/supportandresources/formsanddocuments/documents/policy%20documents/policies.pdf>

At all times you must:

- comply with Australian laws and with the conditions of your student visa;
- not drink alcohol, smoke, misuse prescription medication or use illegal drugs;
- not do anything that endangers your safety or the safety of other people and;
- not do anything that may bring your school or the International Student Program into disrepute.

If your behaviour is unsatisfactory, EQI may cancel or suspend your enrolment. This may affect your student visa.

English as a Second Language or Dialect (EAL/D)

Students can access support and additional lessons for enhancing their English through the EALD Program. Testing is conducted to help determine students' required levels of support. EALD teachers also assist students with assessment as required.

Additional study support programs

Our school has the following study programs to support you in your studies:

Activity	Time and Location
Maths Tutoring	Monday's 2:30pm – 3:30pm N003
Science Tutoring	Wednesday's 2.30pm – 3:30pm F302
English Tutoring	Monday 2:30pm – 3:30pm Library

Assessment policy

[Assessment Policy](#)

Legal services

There are a variety of legal services in the community around our school. If you need to access legal services please see the International Student Coordinator.

[Legal Aid Queensland](#) can help with free advice about most personal legal problems including civil law problems such as consumer issues. You can contact Legal Aid Queensland at www.legalaid.qld.gov.au or call 1300 651 188 Monday to Friday 8:30am to 5:00pm.

For legal advice you can also contact a private solicitor or a [Community Legal Centre](#).

If you are unsure about your immigration rights and responsibilities, you can contact the [Refugee and Immigration Legal Service](#) (RAILS) for advice and assistance relating to immigration matters.

Emergency and health services

There are a variety of legal services in the community around our school. If you need to access legal services please see the International Student Coordinator.

[Legal Aid Queensland](#) can help with free advice about most personal legal problems including civil law problems such as consumer issues. You can contact Legal Aid Queensland at www.legalaid.qld.gov.au or call 1300 651 188 Monday to Friday 8:30am to 5:00pm.

For legal advice you can also contact a private solicitor or a [Community Legal Centre](#).

Emergency and health services

If you have a medical emergency or need assistance with a medical matter you can call **1800 QSTUDY** (1800 778 839). You can also call your Overseas Student Health Cover (OSHC) provider.

Overseas student Health Cover (OSHC)

OSHC is insurance to assist Overseas students meet the costs of (Public) medical and hospital care that they may need while in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services.

Details and costs of policies, including what an OSHC policy will and won't cover, and any waiting periods that may apply to certain treatment types, can be obtained by contacting each insurer directly.

OSHC is considered adequate health insurance, however, if you find your OSHC policy does not cover you for everything you want, you can take out additional private health/travel insurance.

Your OSHC provider can help you with a range of medical advice. You **should** check with your OSHC provider website as the services and support provided can vary from provider to provider.

Common advice and support OSHC providers may provide include:

- medical assistance
- referral to a doctor for medical treatment
- getting access to an interpreting service
- counselling services
- referral to a legal service
- family and friends messaging services in the event of an emergency
- personal safety

OSHC providers in Australia include:

Australian Health Management (ahm)	www.ahmoshc.com.au
Allianz	www.allianzassistancehealth.com.au
BUPA Australia	www.bupa.com.au/health-insurance/oshc
Medibank Private	www.medibank.com.au/overseas-health-insurance/oshc
NIB Health Funds Limited	www.nib.com.au/overseas-students

Medical matters

Health information

To help us support you, we need you to tell us everything we might need to know about your physical and mental health, including your medical history, conditions and allergies, and all medications you use so we can organise anything you might need and (if you are living with a homestay provider) approve and monitor your support and general welfare arrangements as required by your student visa. This applies before you arrive in Australia and during your stay.

Visiting a doctor

If you need to visit a doctor ask your homestay family to help you make the arrangements.

Medication

If you need to take medication while at school, the medication needs to have a pharmacy label and be handed in to administration. Your homestay family will need to complete a consent to administer medical form. You will need to come to the office at the time the medication is required.

Medical treatment

If you need medical or other health care (other than routine care for minor illness or injury), we will use our best endeavours to contact your parents, legal custodians and homestay provider as soon as reasonably possible.

We may, as we think appropriate and in your best interests:

- provide or administer over-the-counter or prescribed medications; and administer first aid.

If we think you need treatment from a health care professional, we may authorise any medical and other professional treatment that we believe to be in your best interests. This includes hospital transfers, emergency procedures, and administering drugs and medications. To do this, we may sign consents to medical and other health procedures on your behalf.

You must reimburse us for all costs associated with medical or other treatment that we authorise for you.

For further information please see the [EQI Standard Terms and Conditions](#)

Fees

Tuition

Tuition fees for EQI (CRICOS Provider Code: 00608A) cover:

- all curriculum schooling and teaching costs
- curriculum-related excursions

Non-tuition fees

Some non-tuition fees may also apply for items such as school uniforms and non-curriculum activities. Please check with your International Student Coordinator.

Overseas student Health Cover (OHSHC)

OSHC fees are determined by the OSHC provider and are subject to change. For further information on OSHC, please refer to your OSHC provider.

More information regarding fees can be found at the following link:

[Fees](#)

Transfer policy

You may apply to transfer between Queensland Government schools, a non-government school or another institution registered under Australian law to provide education to overseas students.

Additional tuition, homestay or other non-tuition fees may apply for the new school, depending on the school and course chosen.

Before applying for a transfer, you should talk to your International Student Coordinator and school guidance officer and consider any relevant enrolment deadlines at other schools or institutions.

For more detailed information please see the following documents.

- [Entry and course requirements](#)
- [Standard Terms and conditions](#)

Complaints

Before you lodge a customer complaint with the department, you are encouraged to contact your school to try to resolve your issue. If you have an issue with your course, your living arrangements or your welfare, you should discuss this with your International Student Coordinator.

If you have an issue relating to your International Student Coordinator or a decision they have made, you should discuss this with your school Principal. You can bring a support person to help you at any meeting.

Customer complaints are managed in accordance with the Department of Education's Customer [Complaints Management Framework](#) and the [Standard Terms and Conditions](#) you were provided with prior to commencing your course.

You can make a formal complaint if you are dissatisfied about the service or action of a school, the department, its staff, or education agents with which EQI has arrangements to deliver your course-related service. EQI does not charge a fee for accessing the complaints process.

You can ask for help writing your complaint (for example, from your parents, your homestay provider or a lawyer) and can bring a support person to help you at any meetings we have to discuss your complaint.

Appeals

You can appeal a decision EQI makes. EQI does not charge a fee for using the appeals process.

Internal Appeal

- to report you to authorities (see the [Attendance Policy](#) and [Course Progress Policy](#))
- not to defer or suspend your enrolment, as requested by you (see the [Deferral, Suspension and Cancellation Policy](#));
- to suspend or cancel your enrolment, as initiated by us (see the [Deferral, Suspension and Cancellation Policy](#));
- to refuse your request for a transfer (see the [Transfer Policy](#)); or
- as a result of your complaint to us (see the [Complaints Policy](#)).

External appeal

If you are not satisfied with the decision, you can lodge a complaint (**External Appeal**) with the Queensland Ombudsman by email to ombudsman@ombudsman.qld.gov.au or by post to Queensland Ombudsman, GPO Box 3314, and Brisbane Qld 4001 within 10 working days of receiving our decision.

EQI will comply with any decision the Ombudsman makes.

Travel and activities

Routine activities for homestay students

While living in homestay you must discuss routine activities with your homestay provider and comply with homestay provider decisions. Routine activities includes travel to and from school or off-site school activities, everyday travel with the homestay provider, and normal domestic activities such as shopping, entertainment, sports, visiting friends and health care consultations. It does not include overnight stays away from your homestay address.

Non-routine activities for homestay students

You must obtain our permission for all non-routine activities. This includes overnight travel away from your homestay provider's residence (with or without your homestay provider), activities where the Department of Education, trading as Education Queensland sports, leisure and recreation provider requests parental consent or activities that require supervision other than your homestay provider.

To request permission to participate in non-routine activities, please complete the Travel and activities request form (link below) and submit it to your International Student and/or Homestay Coordinator.

In assessing your request, will consideration will be given to all relevant circumstances including the nature of the activity, the arrangements for supervision, your welfare and your age and maturity. We may also consider the views of your parents, legal custodians and homestay provider but we will not necessarily grant permission even if they consent.

Related documents

- [Non routine travel and activities for homestay students](#)
- [EQI sports leisure and recreation provider procedure](#)
- [Travel and activities request form](#)

No high-risk activities

You must not undertake high-risk activities, even if you have the permission of your parents, legal custodians or homestay provider, unless the activities are approved by EQI.

“High-risk activities” means any activity which inherently poses an increased risk of harm, illness or injury. Examples of high-risk activities are extreme sports, water activities and recreational activities with dangerous elements.

Refund policy

Your rights

If you do not complete your course, you may apply for a refund of some fees already paid by you (in certain circumstances). Some tuition and non-tuition fees charged by EQI are not refundable.

EQI will also pay any other refunds required by Australian law. If you demonstrate compassionate or compelling circumstances, EQI may agree to refund other unspent fees at their discretion.

Refund requests for OSHC fees must be made to your Overseas student Health Insurance (OSHC) provider.

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

More detail regarding refunds can be accessed at:

- [Standard Terms and Conditions](#)
- [Refund request form](#)

School Policies and Procedures

Uniform Policy

All branded uniform is available through the Tuckshop:

Shirt

- Two-toned panelled blue Poly Cotton polo style with embroidered school emblem
- Junior – dominant blue is sky blue
- Senior – dominant blue is navy blue
- Cost \$33.00

Junior T-Shirt



Senior T-Shirt



Shorts – Short Length



Shorts – Long Length



Shorts

- Navy blue Aertex fabric shorts with embroidered panel, in two lengths, short or long, with a pocket
- Cost \$31.00

Skirt

- Two toned poly cotton wrap around with a pocket and embroidered sky blue panel
- Cost \$30.00

Skirt



Footwear

- Fully enclosed –leather recommended. Sports shoes and strong canvas shoes such as Vans or Converse accepted – black, white, dark blue or grey colours only.



School Hat

- Compulsory Years 7 – 12
- Cost \$15.00



Socks

- White or black socks only. Tuckshop has ankle socks with Smithfield State High on for \$8.00

WINTER WEAR

- School Spray Jacket – cost \$55.00 (pre-ordering would be appreciated)
- Plain navy blue slacks or pants – NOT JEANS
- Not acceptable – tights or leggings



Formal Uniform

For all Learning Academy and Leadership students
Optional for daily wear at school for all students from Year 7 to Year 12

Students must maintain a high standard of uniform when wearing the formal uniform, including low white socks and black enclosed shoes with no branding or logos on them. Students are not to 'mix and match' the formal uniform with the casual uniform.

These uniforms need to be ordered (the Tuckshop does carry a limited stock). There are samples sizes to try before ordering. Payment should be made at the time of ordering. Delivery takes approximately four weeks. Orders are only processed at the start of each term or if the minimum order has been met.

Girls blouse

- Light blue poly/viscose blend
- Designed to be worn loose over the skirt
- Sizes available - Girls 6 to Adults 22
- Cost \$50.00

Girls skirt

- Dark blue poly/viscose blend skirt with side zip and one side zipped pocket
- Designed to sit on top of the hip and fall to mid knee (no shorter)
- Sizes available - Girls 6 to Adults 22
- Cost \$55.00



Boys shirt

Light blue poly/viscose blend

- Designed to be worn loose over shorts (daily at school) but must be tucked in and worn with tie when representing the school in the community
- Sizes available – Boys 12 to Adult 24
- Cost \$45.00



Tie

- Must be worn when representing the school - Cost \$25.00

Boys shorts

- Dark blue poly/viscose blend with side pockets and front zip
- Belt loops included – plain black belt only should be worn
- Designed to sit on hips and fall to mid knee
- Sizes available – 72 cm (SML) to 102 cm (XXL)
- Cost \$50.00

Shoes

- Black dress shoes



Special Event Formal Uniforms

A blazer is available from the office for students (both Junior and Senior) to borrow and wear when representing the school. The blazer can only be worn in conjunction with the School Formal Uniform.

- *Prices correct at time of printing*

SMITHFIELD STATE HIGH SCHOOL UNIFORM CODE

The P&C Association of Smithfield State High School supports a student dress code policy and procedure for Smithfield State High School. It believes that a school student dress code policy promotes the objectives of the Education (General Provisions) Act 2006, and in particular that it:

- Promotes a safe environment for learning by enabling ready identification of students and non-students of the school;
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;
- Promotes a supportive environment at the school by fostering a sense of belonging;
- Fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences.
- Engenders a positive public image of the school within the community.

JEWELLERY, SPACERS & PIERCINGS: Minimal jewellery is allowed (items of significant cultural or religious belief with notification to administration). Students will be requested to remove or tape jewellery during some activities. Maximum of two (2) ear piercings consisting of small studs, sleepers or gemstones. Maximum of two (2) discreet facial piercings of clear, gold, silver or small gemstone. Rings – one small plain band. Necklace – one simple chain. Anklets and bracelets not allowed. Watch – it is recommended that students wear a wrist watch rather than using their mobile phones to check the time. **Excessive/large jewellery is a Workplace Health and Safety issue and as such is not acceptable at school.**

MAKE-UP - discreet at all times

TATTOOS – legal age is 18+. Where a tattoo is applied under parent permission, it is **NOT TO BE VISIBLE** when uniform is worn, as per policy.

HEADWEAR – Hat must be worn correctly (cap brims to front) and not contain any offensive logos. All hats to be removed inside the classroom. Hats without brims i.e. beanies, not allowed.

ENFORCEMENT OF THE CODE

- a) Students who are out of uniform will be required to change into a uniform before school. The Student Services Officer will retain their original garment/s. The student will be required to return the uniform to the office that same afternoon. A detention may also be issued on the same day;
- b) Students out of uniform, who fail to report to the Student Services Officer, may be expected to face a consequence for non-compliance with school procedures (e.g. two detentions);
- c) Where a student is regularly out of uniform, the parents/guardians will be contacted to remind them of the uniform code and to seek their assistance in having the student comply with the code
- d) Students who are regularly in breach of the uniform code and unwilling to follow procedures, will face consequences for non-compliance as set out in the School Wide Positive Behaviour Policy;
- e) Students who borrow uniforms and fail to return them to the Student Services Officer, will receive an invoice for the cost of replacement.
- f) **FOOTWEAR:** Students not wearing correct footwear need to see the Student Services Officer before school to receive a footwear note. Students not wearing correct footwear without a medical reason or a detailed letter from a parent or guardian explaining the reason and the anticipated date of return of footwear, will have their parents contacted to supply the shoes or to be sent home. Wearing of proper footwear is a health and safety requirement.
- g) **JEWELLERY SPACERS & PIERCINGS:** Students not following policy will be sent to Student Services Officer to remove excess jewellery, piercings or spacers. If refusal to remove these occurs parent will be contacted and student expected to face consequences for non-compliance.
- h) **MAKE-UP:** As per Jewellery, Spacers and Piercings.
- i) **TATTOOS:** Students who have tattoos which are visible when uniform is worn may be requested to wear pants and spray jacket or will be required to purchase a concealer to hide the tattoo
- j) **ELECTRONIC DEVICES** - Refer to Electronic Devices policy. These are not part of the school uniform.

Anti-Bullying Policy

When staff, students and parents work together, we create an environment of care and concern

Bullying

- We believe that everybody should enjoy our school equally and feel safe, secure and accepted regardless of appearance, colour, race, gender, popularity, athletic ability, intelligence, religion or nationality.
- Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying can be face to face or via different media such as phones, computers, etc. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalisation. The victim is never responsible for being a target of bullying

Whole response to bullying

- You have the right to feel safe. Bullying will not be accepted at Smithfield State High School. Bullies will be required to face the consequences of their actions.

Responsibility Promise

- This will be taken by all students at the start of the year or on enrolment. It will follow their induction assembly on school expectations.
- Each student will be asked to sign the promise.

Incident Report

- This form will be completed when any report of bullying has been made. Each report will be investigated taking into account all necessary circumstances.

Records of Interview

- This form will be completed when interviewing students reported of bullying.

Action

- Appropriate consequences will follow in accordance with the school's Behaviour Management Policy.

What do we do about bullying at Smithfield State High School?

The school will

- Have a clear school policy on bullying and display it prominently in classrooms and around the school.
- Point out unacceptable bullying behaviour.
- Train staff in appropriate handling of incidents.
- Develop or adopt a curriculum that educates students about bullying.
- Teach students about less obvious forms of bullying like gossiping and exclusion. Discuss pro-active anti-bullying measures (such as having lunch with a student who has been excluded in the past).
- Establish support systems for students involved in incidents, such as peer counselling and mediation.
- Establish a system to support and inform parents when incidents of bullying occur.
- Offer counselling to students who bully.

- Ensure an atmosphere where students feel safe reporting incidents of bullying and confident they will be dealt with and not ignored.
- Report all incidents of bullying immediately to staff.
- When an incident is reported all students involved will be given the opportunity to give their version of the incident.
- Put in place sanctions for bullying such as verbal warnings, removal from a classroom or school grounds, a verbal or written apology to the victim, a parent teacher meeting, and detention or suspension for repeat offenders.
- Monitor cases of persistent bullying and be fully informed of all incidents and their progress.

BYSTANDERS BEWARE!

Are you a bully or a hero? If you encourage bullying, or stand at the sidelines watching fights without stepping in to stop or going for help, then you are a bully and will be dealt with in line with the school's Behaviour Management Policy.

Instead be a hero and stand up for those being bullied by telling the bully that they need to leave the student alone. This often stops the bullying immediately. If the bully ignores you and / or your friends, then report the incident immediately to an adult.

THERE IS NO PLACE FOR BULLYING IN OUR SCHOOL.

Students will

- Value student differences and treat others with respect
- Not become involved in bullying incidents or be a bully.
- Be aware of the school's policies and support system with regard to bullying.
- Report honestly and immediately all incidents of bullying to a staff member.
- Be alert in places around the school where there is less adult supervision such as toilets and in the playground.
- Support students who have been or are subjected to bullying.
- Talk to teachers and parents about concerns and issues regarding bullying.
- Work with other students and staff, to help the school deal with bullying effectively.
- Provide a good role model for younger students and support them if bullying occurs.
- Participate fully and contribute to strategies dealing with bullying

Parents/Guardians should

- Keep themselves and their children informed and aware of school bullying policies.
- Work in partnership with the school to encourage positive behaviour, valuing differences and promoting sensitivity to others.
- Discuss regularly with their children their feelings about school work, friendships and relationships.
- Inform the school of changes in their children's behaviour or circumstances at home that may change a child's behaviour at school.
- Alert the school if any bullying has occurred.

Student response to personal bullying - Use the safe technique and talk to:

- Your friends
- A Year 12 Support Team student
- A Teacher, Year Level Dean or House Master
- The Guidance Officer
- The School Based Police Officer

- The Principal or Deputy Principal
- Your Parents/Guardians
- Anyone with whom you feel comfortable

Students Anti Bullying Promise

We the students of Smithfield State High School agree to join together to stamp out bullying at our school. We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of colour, race, gender, popularity, athletic ability, intelligence, religion or nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying can be face to face or via different media such as mobile phones, computers, etc. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this promise, we the students agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a staff member.
5. Be alert in places around the school where there is less adult supervision such as toilets and in the playground.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and staff, to help the school deal with bullying effectively.
9. Provide a good role model for younger students and support them if bullying occurs.
10. Participate fully and contribute to strategies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty.

Anti-Bullying promise Parents/Guardians

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of appearance, colour, race, gender, popularity, athletic ability, intelligence, religion and nationality.

- Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone.
- Bullying can be face to face or via different media such as phones, computers, etc.
- Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalisation.

The victim is never responsible for being a target of bullying.

By signing this promise, we the parents / guardians agree to:

- Keep ourselves and our children informed and aware of the school bullying policies.
- Work in partnership with the school to encourage positive behaviour, valuing differences and promoting sensitivity to others.
- Discuss regularly with our children their feelings about school work, friendships and relationships.
- Inform the school of changes in our children's behaviour or circumstances at home that may change a child's behaviour at school.
- Alert the school if any bullying has occurred.

'Bring Your Own Device' Program: User Charter

Purpose

The Smithfield State High School Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. However students and parents must be aware of and consent to the program's boundaries described in this BYOD User Charter.

Equipment

The device brought to school must be able to be brought to school by the student on every school day and be solely the student's to use throughout the school day. The device must meet the minimum requirements of the Device Specification.

Students are responsible for:

- Taking due care of their device
- Adhering to the 'Digital Technologies' policy
- Connecting the device to the school network
- Backing up all data securely. All data and resources used for school work must be backed up to another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

Use of alternate equipment

Equipment which is not in accordance with the above is not permitted for use in the Bring Your Own Device program in the absence of a separate agreement.

Damage or loss of equipment

Students bring their own device for use at Smithfield State High School at their own risk. Smithfield State High School will not be responsible for any loss, theft or damage to the device or data stored on the device.

Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

In circumstances where a device is damaged by abuse or malicious act of another student, reimbursement may be required. The Principal will consider all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.

Peripheral equipment

Students should not bring unnecessary peripheral equipment, including power chargers and cables, to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be the responsibility of the student.

Misuse of equipment and communication systems

Standard school behaviour management procedures apply for misuse of any BYOD device. While at school, all material on the device is subject to review by school staff.

Students are to connect their device to the designated wireless network only. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

Access and Security

Students will:

- Connect their device via the 'BYOX Connect' system allowing secure network and internet connectivity.
- not disable departmental settings for virus protection, spam and ensure that communication through the internet is related to learning
- keep passwords confidential, and change them when prompted
- never allow others to use their personal network access account
- promptly tell their supervising teacher if they suspect they have received a computer virus, spam or a message that makes them feel uncomfortable
- never send or publish:
 - unacceptable, unlawful, offensive, abusive, threatening or discriminatory or false material or remarks about a person or the school
 - sexually explicit or sexually suggestive material or correspondence
 - false or defamatory information about a person or organisation
- ensure that personal use is kept to a minimum and internet and online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted
- be aware that all use of internet and online communication services can be audited and traced to the network access accounts of specific users. Logs of network/internet activity are kept for two years and can and will be used as legal documents

Intellectual Property and Copyright

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used
- ensure that permission is gained before electronically publishing users' works or drawings
- always acknowledge the creator or author of any material published
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services
- they are held responsible for any breaches caused by them allowing any other person to use their network access account to access internet and online communication services
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

BYOD Device Specifications

Smithfield State High School BYOD Program device specifications

These specifications are recommendations. Affordability and functionality are also critical issues when deciding on a device. A maximum screen size of 14" was decided based on the weight of laptops with larger screens. Please use the below as a guide. Accidental Damage Protection insurance is also very advisable.

The device should meet all of the following requirements:

Form Factor	Laptop, tablet **A tablet device must have a physical keyboard attachment with separate keys
Physical Dimensions	Minimum Screen Size - 11" Maximum Screen Size - 14"
Operating System	Microsoft Windows 10 recommended (Windows 8.1 minimum)
Hard Drive/Storage	Storage - Hard Drive – recommended minimum 256 GB – SSD 256 GB recommended (minimum 128GB)
Memory	8GB recommended (Minimum 4GB)
Wireless Capability	Device must have 5GHz 802.11n support (minimum)
Battery Life	Advertised battery life of at least 6 hours
Recommendations	– Maximum weight 2kg – Accidental Damage Protection Insurance
Software	–Microsoft Office (available at no cost for students) **Please install from school website, (students must have school ID login set up prior) – Anti-virus software – Windows Defender (up to date) is available as part of Windows and has proven to be suitable and is free .
Software (optional)	If required, Adobe update to student individual license creative cloud at \$9.90 per annum (price as of March 2020)

Please note: Chromebooks & iPads are not recommended as students with these devices will not be able to participate in all learning and technology activities in the curriculum and Smartphones will not be connected to school Wi-Fi.

Electronic Device Policy

Electronic Device Policy

Information Technology

All students using the Information Technology at Smithfield State High School will:

- Respect others' rights to freedom from harassment and intimidation
- Use the Internet and local area networks for purposes that are legal and generally acceptable for public school students
- Respect and adhere to the laws concerning copyright and other intellectual property rights
- Follow security restrictions for all systems and information and not attempt to breach security
- Use and share computer resources courteously and efficiently
- Respect the privacy and integrity of electronic documents.

Internet and Email

Rules governing the use of the Internet and email include:

- Students will only use the Internet for educational purposes
- A student will not intentionally access or show others how to access offensive, obscene, criminal, defamatory materials, or sites promoting illegal or offensive activities. The student will inform the supervising teacher immediately if an inappropriate site is found
- In general, download of text and small picture files are allowed, but the supervising teacher will actively monitor this with the class and discuss appropriate strategies with the students. Download of larger files is discouraged and should be negotiated with the subject teacher.
- Email may be used by students. Any rude, offensive, racist, defamatory or insulting language in an email will be treated in the same way as written material
- Students will not use email to engage in illegal activity
- Students will respect the privacy of fellow students and teachers when using email and not give out personal details in the Internet.

Mobile Electronic Device

The use of mobile phones, MP3 players and other similar electronic devices is disruptive to the learning environment of all students and are therefore not permitted in classes.

Students wishing to use these devices in special circumstances should negotiate arrangements with the school Principal.

This policy also applies to students during school excursions, camps and extra-curricular activities.

In general:

- It is important that students display courtesy, consideration and respect for others when they are using a mobile phone
- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school
- Students should have their phones switched off and out of sight during class. Phones should only be used before or after school or during breaks
- In- phone cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in classrooms, change rooms or toilets
- Appropriate action will be taken against any student who photographs or films other individuals without their consent or who sends harassing or threatening messages
- Disciplinary action will be taken against any student using a mobile phone to cheat in exams or assessments
- It is the responsibility of the student to ensure their phone is stored in a safe, secure place
- Mobile phones are brought to school at their owner's risk. No liability will be accepted by the school in the event of loss, damage or theft of any device.

Consequences of Policy Breaches

- Loss of Internet access
- Loss of computer access
- Confiscation of electronic devices
- Disciplinary action as per the Positive Behaviour for Learning (PBL) policy.

Banking

To open and operate bank account the following information is offered as a guideline as practice may vary from bank to bank.

If you are experiencing difficulties please see the International Student Coordinator.

- To open an Australian bank account, you will need to present your passport and possibly additional information.
- The majority of banks and building societies have internet banking, telephone banking, Automatic Teller Machines (ATM's) and branch access.

Some banks are now offering an app that you download to your smartphone to do your banking.

- Once your account is opened you will receive in the mail a card and a pin code Personal Identification Number code (PIN Code). You should **NEVER** disclose your PIN code to anyone.
- For your parents to transfer funds into your account you will need to provide them with the local branch identification number, your account number, bank contact details and swift code. Check with your bank as to their process and requirements).
- Credit cards such as Visa, MasterCard and American Express are widely accepted across Australia.
- Check with your bank as to opening hours during the week and on weekends.
- Do not carry large sums of money at school or when out in public.

Transport

The local transport service in Cairns is Sunbus.

<http://www.sunbus.com.au/cairns/bus-timetable/>

Driving

You must refer to the [Standard terms and conditions](#) and contact your International Student and/Homestay Coordinator for further advice and approvals when considering:

- driving a vehicle
- becoming a passenger in a vehicle driven by a driver with a learner (L plate) driver's license or provisional (P plate) driver's license.

House Structure

On enrolment you will automatically be placed into a school house team:

House Groups



Purpose of the House Structure

Your house group is distinguished by colour and makes for great spectatorship during swimming and athletics carnivals as well as other school events and programs.

School Leadership Opportunities

Students will have opportunities to be part of Year Level Leadership groups and elected positions in Senior years.

Australian families

In Australia there is no typical family and families differ widely from each other in many ways. This is in part due to Australia being a *multicultural* society i.e. many cultures from all over the world choose to settle in Australia.

Australian families *usually* have a mother and a father, children and pets. It is also common to find *single parent* families with either the mother or father responsible for keeping the home and caring for children.

It is expected in most Australian homes that people living in the home help with household tasks. These tasks may include helping with food preparation and cleaning up, keeping their own bedroom clean, washing and ironing their own clothes.

Australian teenagers

Australian parents expect to be told where their teenagers are going, who they are going with, what they will be doing and the time they will be done. Homestay parents expect the same courtesy from their Overseas student. It is extremely important that international students let their homestay parents know these things also. This will avoid a lot of worry.

It is also polite to tell homestay parents in advance if you will not be home for dinner. Most parents set a time by which their children must return home, and also usually set a time for going to sleep. Some Overseas students find this difficult because they usually stay up very late. Australians generally get up early in the mornings. Australian teenagers participate in a wide range of parties, using the computer, visiting friends and shopping.

Mealtimes

Breakfast

You will be expected to make your own breakfast with food provided by the homestay family. In Australia, the typical breakfast can include;

- **Cereal** (a carbohydrate consisting of grains such as wheat, oats or corn) served with milk
- **Toast** (sliced bread that is heated in an electrical appliance called a toaster) with toppings such as peanut butter spread, Vegemite or cheese
- **Eggs** that are cooked and served with toast

Ask your homestay family what food is available for breakfast and ask them to show you how to prepare it. Let your homestay know if there are certain foods that you like or dislike so that they know what to buy when shopping. Please wake up early enough to allow yourself time to prepare a nutritious breakfast before leaving for school, and remember to clean up afterwards.

Lunch

It is most likely that you will also be required to *make and pack* your own school lunch using food provided by the homestay. In Australia, it is common for lunches to consist of sandwiches (two slices of bread with fillings such as spreads, cooked meats or salads), something sweet like biscuits or cake, a piece of fruit and a cold drink. Sometimes families give students leftover food from dinner and it can be heated up using the microwave at school. Talk to your homestay family about the choice of foods available for lunches, and if you have any problems please see the Homestay Coordinator.

Dinner

Dinner time varies depending on the age of the children living in the home and the hours the parent/s work until, but generally dinner is served anywhere between 5.30pm and 7.30 pm. Food that is served for dinner varies greatly, however dinner usually consists of a kind of meat (such as chicken, fish, beef, lamb or pork), a variety of vegetables (potato, beans, peas, broccoli, carrots) and a serve of a carbohydrate (rice, pasta, potato, couscous or bread).

Food is usually served on an individual plate, rather than shared dishes in the centre of the table. People eat off their own plate. Generally all members of the family sit to eat the meal together and talk about the day's events. It is important to participate in *table conversation* as this is an excellent chance for you to improve your conversational English and get to know your homestay family better.

Expected table manners

Do:

- Wait until everyone is seated before eating
- Eat with your mouth closed
- Make a positive comment on the meal

Don't:

- Talk with your mouth full
- Eat noisily – Try not to slurp your food
- Leave the table without asking, or thanking the cook

Food customs vary greatly between cultures, so ask your homestay parent if you are unsure about what is expected at the dinner table. Eating dinner with your family should be an enjoyable experience. Remember, it is okay to ask for more food if you are still hungry.

Socialising with friends

Hopefully you will make many friends while you are in Australia, and want to go out with them on the weekends. Please be considerate of your host family and always ask for permission, let them know where you are and when you will be home. As a general rule, socialising should be limited to weekends, as week nights are for study and to spend with your host family. If friends ask you to stay over, discuss this with your host family. They may also allow you to have friends to stay, but remember not to inconvenience your host family by always having your friends in the house. Please ask your homestay parent before inviting friends over to your homestay. Please remember to complete a travel form for overnight travel.

Expressing emotions

Australians tend to express their emotions openly and are not usually embarrassed about showing others that they are happy, sad, etc.

Many Australians find it quite acceptable to openly disagree with another person's opinion, as long as this is done in a non-aggressive and reasonable manner. In most cases, it is also considered acceptable to discuss personal problems with other people, especially friends, family and trained professionals (i.e. guidance officers in schools).

Communication

It is normal to feel nervous when you first meet your homestay family. You will begin to feel happier when you get to know the family better. Talking to your homestay family about any worries or questions you have when you first arrive will help you adjust to living in a new country.

If you do not speak English well, you can still communicate by using the following;

- Use Google Translate or an electronic dictionary
- Draw a picture of what you want to say
- Use hand gestures or mime
- Ask another student to interpret for you

Spend some time each day with your homestay family. You can do this by watching a TV show with them, helping with dinner preparation, asking questions about Australia or talking about your home country. Don't spend all of the time in your bedroom on the computer. It is very important to make the effort to get to know your family and build a friendship with them. If you have difficulty communicating with your family please see the Homestay Coordinator for some advice and guidance.

Manners

Manners are very important in Australian culture, and parents encourage their children to say "please" and "thank you" when they ask for something. They also encourage them to apologise (say "I am sorry") when they have done something wrong, or have upset someone. When asking for something, please remember to say, "Can I *please* have ..." and say "thank you" when you receive it.

Transport to school

If you live close to school, you may walk to school or ride a bike (please remember you are required by law to wear a helmet whilst riding a bike). Before you ride a bike to school, first ask your homestay parent to show you the *designated bikeway* to ensure this travel is safe.

If you live further away, you can catch a bus or your host parent may drive you. Overseas students are not eligible for a bus pass, so you will have to pay the bus fare to and from school.

Swimming

Before engaging in water sports (for example swimming and surfing) all international students are required to complete a water skills assessment. Please contact your International Student Coordinator to arrange a water skills assessment.

Please also see the EQI [Non-routine travel and activities for homestay student's](#) procedure.

Surf and Beach safety

Queensland has some of the most beautiful beaches in the world. However, they can be dangerous for people who are not used to the ocean. Understanding the ocean is very important – the more you know about how waves, wind and tides affect conditions in the water, the better able you are to keep yourself safe.

Surf Life Saving Australia's 10 Surf Safety Hints

1. Always swim or surf at places patrolled by surf lifesavers or lifeguards.
2. Swim between the red and yellow flags. They mark the safest area to swim.
3. Always swim under supervision or with a friend.
4. Read and obey the signs.
5. Don't swim directly after a meal.
6. Don't swim under the influence of drugs or alcohol.
7. If you are unsure of surf conditions, ask a lifesaver or lifeguard.
8. Never run and dive into the water. Even if you have checked before, conditions can change.
9. If you get into trouble in the water, don't panic. Raise your arm for help, float and wait for assistance.
10. Float with a current or undertow. Stay calm. Don't try to swim against it. Signal for help and wait for assistance.

Lifeguards

Council provides lifeguard services on the beaches listed below. Days and times will vary.

All lifeguards and volunteer lifesavers are fully trained in first aid and in the treatment of stings from dangerous marine stingers, and have direct contact with emergency services.

For up-to-date information, contact North Queensland Surf Life Saving (during working hours) on 0429 501 380. Swim safely and only swim at beaches patrolled by a lifeguard.

- Ellis Beach
- Palm Cove
- Clifton Beach
- Kewarra Beach
- Trinity Beach
- Yorkeys Knob
- Holloways Beach

Stinger season

Stinger season generally runs from November to May. The stinger resistant swimming enclosures at local beaches give a high degree of protection against Box Jellyfish (but are not 100 percent 'stinger proof').

Beaches may be closed when stingers are present. Closures remain in place until weather patterns change and drive stingers away from the coastline. Always heed lifesavers' warnings and do not swim when beaches are closed.

You can reduce your exposure to potential stings by wearing protective clothing (wetsuit or full-body lycra suit) and enter the water slowly as stingers will often swim away, given the chance.

If you are stung at a beach without a lifeguard, get out of the water and apply liberal amounts of vinegar, which can be found on all main beaches. Monitor the patient's breathing and send for urgent medical attention.

Beaches status

For the current status at the beaches, view [Surf Lifesaving Queensland's North Queensland Marine Stinger Season Update](#) website.

Crocodiles

Estuarine (saltwater) crocodiles are an important part of north Queensland's unique natural environment. This native species is a large predator and is potentially dangerous.

- Obey crocodile warning signs and do not take unnecessary risks in crocodile habitat.
- Never swim in water where crocodiles may live, even if there is no warning sign.
- When fishing, stand a few metres back from the water's edge. Don't clean fish or discard scraps near the water's edge or on boat ramps.
- Don't dangle arms or legs out of a boat. If you fall out, get back in as quickly and calmly as possible.
- Camp at least 50m from the edge of the water and 2m above the highwater mark. Don't leave food scraps at campsites.

Useful links

- [Queensland Surf Lifesaving](#)
- <https://beachsafe.org.au/> at this link you can download their Beach Safe app.



Sun safe

Most of the sun's dangerous UV radiation (as much as 70%) occurs in the middle of the day, so if you are heading outside then you need to take particular care to seek shade, cover up, wear a hat and use sunscreen. Drink plenty of water in hot weather so as not to become dehydrated. Be sun safe by:

- avoid direct sun when possible
- drink plenty of water
- wear a long-sleeve shirt, wide brim hat and sunglasses
regularly apply an SPF 30+ high protection sunscreen.

Road safety

Australian roads can be quite busy during peak time (mornings and afternoons). It is important to take care when crossing roads, and always cross at intersections with traffic lights and/or pedestrian crossing zones. In Australia we drive on the left-hand side of the road and as such, you will need to **look right, look left, and then look right again before crossing.**



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