

# Welcome to Jindalee State School

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## International Student Program

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**CRICOS Provider Number:** 00608A

**Here is some important information, read it carefully.**

**Look up any words you do not understand.**

**Feel confident to ask another student or teacher if you do not understand something.**

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## International students

Jindalee State School welcomes international students.

We enjoy learning about other places and cultures.

We enjoy sharing our language and culture.

International students at Jindalee come to be with us in many ways.

- Some have moved here to settle and become residents and future Australians. They may come for many different reasons.
- Some are here because their parents are working with international businesses and will be here for some time and move on when their parents get transferred again.
- Some are here short-term as visitors individually or in tour groups.
- Some are here as students to study as students in our school for many years or shorter times.

Jindalee State School has many students from other countries.

We generally have students from around 30 countries across:

- Asia-Pacific region
- East, South-East, Central, South-West Asia
- Indian sub-continent and Indian Ocean region
- The Middle East
- South and North Africa
- Central, Southern, and Northern Europe
- North and South America

Many of our students (around 24%) speak one or more languages other than English they learned outside the school. In school we currently study German.

Our students work together in classes and benefit from knowing and sharing each others' experiences.

We have a school code of values known as 'The Jindalee Way' which were developed to respect others inclusive of their cultural background by finding common ways of working and living together. They link to the Australian Values for Schooling.

In our classes, as well as attending to instruction and learning, students are expected to be active in joining in classroom activities. Students are asked to think, problem solve, and present to their classmates and teachers in appropriate ways as part of developing their ways of learning.

## Help for international students

### Buddies

- New students usually have a student buddy, or buddies, selected from their class and who volunteer to help new students. For students who may need additional support with English, buddies are usually selected who are good students, work fast, and have good social skills. If you are not sure about something, ask your buddy. Simple language and finger signs may be enough to communicate.

### Staff to support international students

- Your **class teacher** will want to learn as much about you as they can so they can plan and work to support you in school. Our class teachers have understanding of ESL band scales to measure student skills in English language use.
- If you need more support in class, our **Teacher Aides** have been trained to help with literacy and English as a Second Language program support.
- Our **Teacher Librarian**, Mrs Miriam AHNON, is available to help students find learning resources through the Resource Centre that students may need.
- Our **ESL (English as a Second Language) Teacher**, Mr Micah DORON, works two days per week with some students, supervises some support programs provided by Teacher Aides, helps class teachers provide support in class, and works in helping the school support ESL students.
- Our **Support Teacher**, Mrs Janet SINGER, works with students who have special learning needs, including international students.
- Our **Chaplain**, Mrs Jeanette TEALE helps students who may need personal support at various times, including international students.
- Our **Guidance Officer**, Mr Stephen REINKE, is a trained counsellor, and also helps check on learning and emotional needs of students. The *Guidance Officer* may work with people outside the school if needed to support our students.
- Our **Deputy Principals**, (Mr Kim TVEDE, Matthew HEARD) **Head of Special Education Services**, Mr Dan SMALLEY, **Head of Curriculum** (Ms Katie BROWN) and **Principal** (Mr Michael POLITIES) assist in developing learning needs support programs.
- Our **Administration** staff, Mrs Marg TUPPER and Mrs Shannon CRIDLAND, and **Business Services Manager**, Mrs Janice CLARK, help provide support for international students and any special needs as part of administering to their particular requirements.
- Our **ISP (International Student Provider) Coordinator**, Kim TVEDE, works to help international students get the support they require from the school, and liaises with EQI in support of international students.

## School programs to support international students

- **Classroom programs**
  - **Classroom teachers** plan their work to include provisions for students with special needs. This can include students with English language needs. However, class programs sometimes need additional support for particular students.
- **ESL support** is organised through our **Student Support Management** and **ESL teacher**.
  - ESL support may involve withdrawal from class for lessons in English as a second language,
  - support in or out of class in class work, usually by trained **Teacher Aides**, and
  - monitoring of educational progress and reporting on progress.
- **Enrichment and Enhancement program**
  - The school operates an enrichment and enhancement program which takes in **sport, music, various special skills groups, competitions, and other shorter programs in academic skills, technology, games, creative arts, etc.**
  - A program outline is published each year and special consideration may be given to including international students where possible.
- **School learning support**
  - The school operates case-management which has various staff who may be able to **help in a student's program** where **special needs** are involved. International students may be referred by staff or parents to this program. The Support Teacher coordinates this program.
- **Personal support**
  - Students needing support for **personal concerns** may approach, or be approached by, our Support Teacher, Chaplain, or Guidance Officer. Usually parents are informed and give permission for ongoing support to be given. Staff or parents can refer directly or through the Special needs process for this support to be considered.
- **Administration support**
  - **Administration staff** are aware of our international students and will either help, or generally refer to the most appropriate person if they cannot provide the support needed. Often they may refer to the **International Student Coordinator, Deputy Kim Tvede**.

### Reporting

- Student **academic, behaviour and attendance** records are reported in writing at the end of each semester, and in verbal meetings with parents around mid-semester.
- To meet requirements for students on Student visas, these international students will also have a written progress report around mid-semester.

### Attendance

- **100% attendance** is generally expected with an explanation for all absences required.
- International students are monitored separately for attendance and must meet visa requirements.

### Cost of Text Books, Activities and Programs

- **ISP Students on Student visa** fee-paying enrolment have their levy and text books or copies provided, personal student work materials such as exercise books and pencils are the responsibility of students. Year level booklists show the requirements. Students on other visas may need to purchase text books and materials if needed.
- **Mandatory school activities** and costs are covered by student fees, **optional and additional activities** such as excursions and camps and other programs need to be paid.

## Feedback from international students

- We will from time-to-time want to know whether we are providing suitable support for our students. This helps us plan to improve our programs for international students where we are able to do so.

Generally, we would like to know:

- what we **do well**,
- what **works**, and
- what needs to be **improved**.

We ask questions on this of students, staff and parents.

- Students and parents can contact staff regarding concerns at any suitable time. The school prefers to deal with concerns early and before they become complaints. This helps both students and school get satisfaction from programs.

## Concerns and complaints

To ensure your satisfaction we want to outline the process you should follow if for some reason you are unhappy with some aspect of your educational program with us.

International students may choose a support person to represent them or act on their behalf. This support person may be a friend, homestay parent or a legal representative.

**Please follow the procedures as outlined below and talk to the following people about your concerns:**

### School

International Student Coordinator

*If not resolved:*

School Principal

*If not resolved:*

### External

General Manager

Education Queensland International

Phone: 07 3224 6958

Fax: 07 3224 6973

Email: [EQInternational@deta.qld.gov.au](mailto:EQInternational@deta.qld.gov.au)

*If not resolved:*

Director-General of Education, Training and the Arts

*If not resolved:*

### Independent authority

*EQI recommends the following independent mediator:*

Dispute Resolution Branch

Department of Justice and Attorney General

Postal Address: GPO Box 149 Brisbane Qld 4001

Street Address: Level 1, Brisbane Magistrates Court, 363 George Street, Brisbane Qld 4000

Phone: +617 3239 6269

Fax: +617 3239 6284

Phone outside Brisbane: 1800 017 288

(This service may attract cost)

## Our school

### Our school times and year

- Students who **arrive at school** before **8.30am** should either be in the School-Aged Care Program (SACP), or sitting quietly in the shelter under supervision. Students should not be in the school grounds before 8am unless arranged with staff or in the **SACP which starts at 7am**.
- **School starts at 8.45am** with the first bell. Students should normally use this warning bell to drink, use the toilets, wash hands, then get ready for **class by 8.50am**. Students may bring a bottle of water into class.
- **First break is at 11am to 11.30am**. The first 15 minutes are for sitting on benches in year level groups and eating a nourishing meal, usually brought from home, or purchased from the tuckshop (canteen -Tuesday to Friday only). The remainder of the break is for free play. When the warning bell rings, students should follow normal activities to get ready for class.
- **Second break is 1pm to 1.40pm**. The first 10 minutes is for sitting and eating, the remainder is for free activities, and may include sports practice, library work, special programs, or free play. Ball games are popular with many students.

### Finding your way around

- There is a map of the school on the website. Check you know where to find your way to your:
  - classroom,
  - Resource Centre
  - toilets (bathroom),
  - lunch area, tuckshop (canteen)
  - Play areas (some areas are restricted to particular groups)
  - Lost property storage
  - Administration and ISP coordinator, uniform shop
  - ESL room
  - Support Teacher
  - Guidance Officer
  - Chaplain
  - School pick-up area to meet parents after school, bus stop, and school gates for exit to the community.
- **Who to see**  
Check you know the names of the staff you may need to meet at some time.
  - Class teacher, .....
  - Physical education Teacher, Mr Bray MILLER
  - Classroom Music Teacher, .....
  - Teacher Librarian, Mrs Miriam AHNON
  - ESL Teacher Aide, .....
  - International Student Coordinator, Mr Kim TVEDE
  - Learning support Teacher, Mrs Janet JINGER
  - ESL teacher, Mr Micah DORON (in school 2 days per week)
  - Chaplain, Mrs Jeanette TEALE

# Agreements

## Enrolment Agreement – Jindalee State School

To confirm enrolment, Parent, Student and School sign-off an agreement to accept certain responsibilities. For students, this includes:

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules, meet homework requirements and wear school's uniform
- respect the school environment.

## Student usage of internet, intranet and extranet

- When you enrol, your details will be entered in the school database. Electronic uploading of your details should occur overnight to allocate you a user name and password.
- Once our technician joins your user name to the school server with student permissions, you will be able to use the school computers and internet.
- You will need to use two separate password steps to go from the computer network to the internet.
- As part of your enrolment, you and your parent/carer will need to sign-off on an agreement regarding acceptable computer and internet use. This means you agree to only use the school network for school-related use, and not private use.

## Consent to use copyright material, image, recording and name

- At enrolment, you will also need to discuss and sign an agreement regarding copyright and permission to publish photographs and other information.
- 

## Appropriate use of mobile telephones and other electronic equipment by students

- Students are discouraged from bringing electronic equipment to school. Many international students do use electronic translators and dictionaries. These are acceptable for school use.
- Removable electronic data storage (such as USB memory) are used, and should not have unacceptable or illegal files like unauthorised games or music on them.
- Mobile telephones are needed by some students when travelling to and from school. Mobile telephones are student responsibility and should not be turned on or used at all inside the school. If a telephone call is needed, it should be requested through the school administration.

## Responsible behaviour plan for students

This will be provided for students and parents on enrolment. A copy is on the school website.

## Student Dress Code

A copy is provided on enrolment. Students are expected to appropriately wear school uniform to school

# The Jindalee Way

## Our Values

Jindalee State School is a values-based school. We work under the following set of values:

1. **Confidence** - We know we have the support and ability to achieve our goals in the knowledge that we will be successful (VAS - 2)
2. **Cooperation** - We are aware of others in our school, their beliefs, cultures and what makes them unique. We accept and celebrate that uniqueness and work with each other to ensure the success belongs to us all. (VAS - 3,9)
3. **Courtesy** - We treat ourselves and each other with respect and show regard for property. (VAS 1, 7)
4. **Consideration** - We enjoy the rights and privileges of being a member of the Jindalee State School without interference, accept our responsibilities and stand up for the rights of all other members of our school community. (VAS - 4, 8)
5. **Conscientiousness** - Being honest and seeking the truth. Striving to do the best we can always. (VAS 2, 5)
6. **Courage** - to always behave in accordance with the values and beliefs we say we uphold. (VAS 1, 6)

*(VAS - Values for Australian Schooling)*

Our **behaviours** are expected to meet these values, and:

- We take **pride** in all we do
- We look for ways to be **helpful**
- We work and play **safely**
- We **solve** our problems **peacefully**
- We **respect** ourselves, others and property.
- We follow our supervisors' **instructions**
- We are where we are **supposed** to be
- We **wear** our uniforms proudly and appropriately

**Because that is the Jindalee Way.**

# Fish!

To do help us follow the **Jindalee Way**, we make use of the **Fish Philosophy**:

## **Play.**

- We should have fun every day so that our work and learning is fun and enjoyable.
- We should find ways to have fun while we work. Happy people treat each others well.
- Fun leads to creativity. Having a fun time is healthy.
- Work becomes a reward and not just a way to rewards. Remember to have a good time in a respectful manner.

## **Make Their Day**

- Do at least one thing each day to make some one else's day.
- Engage people and welcome them to join in. Be inclusive.
- Focus your attention on ways to make another person's day positive. Create goodwill and energy.
- Take your mind away from your own problems and make a positive difference for others.

## **Be There**

- When you are with other people actually be with them. Give them your one hundred percent attention. Don't let yourself be distracted by what is happening around you or other things on your mind. Be with them, right here right now.
- Be fully engaged in your work. Make the most of each day.
- Let life have dignity and meaning for you. Support your fellow students and staff with a kind word, gesture, deed, or shoulder to lean on.

## **Choose Your Attitude**

- We can't always choose what happens in our lives but we can choose how we feel about it. No one else can make you feel bad about yourself unless you allow them to. Your mood is your responsibility.
- Regardless of what happens, you always have a choice. Realizing that the choices we make determine our happiness is important. By accepting that you choose your attitude, you demonstrate a level of personal accountability and responsibility.
- Bring your best self to school and choose to love the work you do.

# Rules

We have some rules that help us work and play safely and efficiently

## Classroom rules

Each class has rules set by teacher and students. They generally cover some basic points:

- Listen and follow directions
- Keep your hands to yourself
- Raise your hand to speak
- Remain in your seat unless given permission to move
- Follow safety rules.

## Playground rules

- No littering
- Walk on hard surfaces, do not run
- Stay in student areas, do not go into restricted areas
- Wear a hat - no hat, no play.

## Safety rules

- Remain in the grounds. Do not leave the school without permission
- Be polite, and report strangers with no Visitor badge to staff
- Sticks, stone and such items stay on the ground. They are not thrown
- Wear a hat. Sun damage to skin is not safe
- No large balls used near windows.

**Unacceptable BEHAVIOUR is Very serious** misbehaviour which

- Causes, or has the potential to cause, injury
- Involves damage to property
- Is unlawful behaviour

**Consequences:** may include

- Detention for safety or reflection reasons
- Making amends and/or restitution
- Parental involvement
- Suspension
- Exclusion

## DISTINCTIVE PROGRAMS

- Academic performance above State averages with leadership in curriculum programs within the region and Centenary Learning Alliance of State Schools
- Vibrant classroom and instrumental music programs involving many students in choral, strings, band and Orffschulwerk instrumental programs.
- High-performing sports teams.
- Enrichment and Extension Program.
- Student technology team - the Tech Crew.

### Curriculum focus

The Key Learning Areas of

- English,
- Mathematics,
- Science,
- Study of Society and Environment,
- Health and Physical Education,
- The Arts,
- Intercultural Investigations (German),
- Technology.

The program covers the Essential Learnings as specified by government. These include academic subjects and Physical Education, classroom music, and for selected students, instrumental music. Learning support programs in English as a second language, learning difficulties and students with disabilities in speech-language and autistic spectrum disorder are also offered.

### School achievements

Jindalee State School has demonstrated excellence in Academic, Sport, Environmental sustainability projects and extension programs. Technology is part of class programs and the way learning takes place in the school.

### Competition participation

International schools competitions, Primary Art, Maths, Science competitions, Dance showcase, Chess tournaments, District academic competition (winners 3 years in a row), District sports (high premiership results). Sports are seasonal, and not all sports run at the same time. Interschool sports involve Year 6 and 7 students.

### Sport

- Swimming
- Touch Football
- Softball
- Athletics
- Netball
- Australian football league
- Soccer
- Basketball
- Baseball
- Cricket

### School facilities

- Jindalee State School has a mixture of classroom types. Each classroom is internet-connected. The Resource Centre Library and Electronic Learning Centre are also internet-connected.
- There are separate rooms for English as a second language, Classroom Music and Instrumental music, and various learning support programs.
- The school main hall accommodates Physical Education, many sports, The Arts program and major assemblies and lunchtime activities. The Hall activities rooms are also used by classes for meetings, and various other activities which add to learning opportunities for students.
- Some areas of the school are air-conditioned. Classrooms are being air-conditioned in stages.
- The school also has an excellent athletics and playing field oval, as well as netball, tennis, basketball, badminton and volleyball courts. Grounds are well-cared for and support shade trees and gardens, as well as sustainability projects.
- The School-Aged Care Program is well-supported in the community and operates in the hall and other facilities from 7am till 8.30am and 3pm till 6pm.