Jindalee State School

International Student Handbook

www.jindaleess.eq.edu.au
Queensland Government: Department of Education and Training: CRICOS Provider 00608A
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Welcome

Principal’s welcome
Welcome to Jindalee State School’s ISP program. International students and families are a valued part of our school community. The ‘Jindalee Way’ is our values base, together with the varied cultural backgrounds of many of our students, the school supports students to achieve results which give us high academic scores compared to many other schools in national test results. More than this, our students are also given experiences and opportunities to become valued citizen’s in a national, international and global environment.

We eagerly look forward to working with parents to help our students to become the best that they can be, and to make the most the opportunities our school can offer.

Michael Polities
Principal

International student coordinator’s welcome
International students and families are welcomed to Jindalee State School.
At Jindalee State School, we have a number of programs to help students get the best from your time at our school. We have support programs for students with English as a second language, students with particular learning needs, and extension programs for students with specific talents and skills.

It is our expectation that our international students are able to access programs for them to benefit from their experiences at Jindalee State School. To help do this, please make sure you are familiar with the programs available, and ask if you have any questions.

The school works on open communication and clear understandings of what is needed and what can be done to assist students to be part of the school and its environment. We look for useful contact with families to assist our international students achieve their best in our school. If you have any concerns, please contact us as soon as possible.

Caroline Duffus (Assistant Principal Teaching and Learning)
**Important Information and Emergency Contacts:**

**Education Queensland**  
**International main contact:**  
Education Queensland International (EQI)  
Department of Education and Training  
Floor 18 Education House  
30 Mary Street, BRISBANE Qld 4000  
**Postal Address**  
PO Box 15050, City East QLD 4002, Australia  
**Phone** +61 7 3224 6958  
**Fax** +61 7 3224 6973

**Jindalee State School Main Contact Details:**  
Jindalee State School  
114 Burrendah Rd JINDALEE 4074  
Tel: +61 (0)7 3725 5777 Fax:+61 (0)7 3725 5700  
Website: [jindaleess.eq.edu.au](http://jindaleess.eq.edu.au)  
**email:** info@jindaleess.eq.edu.au

**International Student Coordinator:**  
Caroline DUFFUS (Assistant Principal, Jindalee State School) info@jindaleess.eq.edu.au  
Tel: (+61 7) 3725 5777

**School Emergency Contacts:**  
Caroline Duffus  
**Mobile telephone:** 0413022057  
Louise Whittering  
**Mobile telephone:** 0429477279

**Emergency Telephone Numbers:**  
Police, Fire, Ambulance – 000

**Department of Immigration and Citizenship (DIAC)**  
**Brisbane Office**  
Please phone the department before coming into any office so you know what documentation to bring with you. You may find you do not need to visit an office in person or that you will need to make an appointment.  
**Street address**  
Ground Floor  
299 Adelaide Street  
Brisbane QLD 4000  
**Postal address**  
GPO Box 9984  
Brisbane QLD 4001  
**General facsimile**  
07 3136 7152

**Opening hours:** generally 9am to 4pm  
**Telephone:** 131 881

**Medical Centres:**  
**Jindalee Medical Centre**  
26/54 Looranah St, Jindalee - (07) 3376 1944  
**Bywater Medical Jindalee**  
Shop 7 Allsports Shopping Village,  
235 Sinnamon Rd JINDALEE – (07) 3376 2855  
There are many other medical services available in the local area

**Transport:**  
Buses pass the school, and the local routes and timetables can be found on the Translink website. A pre-paid card is needed to travel.  

<table>
<thead>
<tr>
<th>Route</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>450, 453, 454, 467, P455, P456, P457, P458, P782</td>
<td>Brisbane City, Cultural Centre, Fig Tree Pocket, Indooroopilly, Jamboree Heights, Jindalee, Middle Park, Milton, Mt Ommaney, Riverhills, Sinnamon Park, Toowong, Westlake</td>
</tr>
</tbody>
</table>

Both Yellow Cabs (phone 131924) and Black & White Cabs (phone 133222) service Brisbane and surrounding areas. Taxi ranks are located near most major hotels, train stations and large shopping centres. Telephones to call for a taxi are found in many shopping centre

To get a rough idea of what your taxi trip will cost, check out the Black and White Cabs and Yellow Cabs online fare estimators.

**Public facilities:**  
**Location of Automatic Teller Machines (ATMs)**  
ATMs are available at banks and in various shopping centres. Mount Ommaney, Jindalee Home Base, All sports, DFO and Looranah Street shopping centres all have at least one ATM available.

**Location of Public Telephones**  
Mobile telephones are in wide use. You may need to set up a local account as soon as possible after arrival. Agencies are available locally at Mount Ommaney shopping Centre. Public telephones are generally in shopping centres.

**Post Office**  
Mount Ommaney Shopping Centre
STEP 1: Student enquiry and application to EQI
(Via agent, exhibition, email, phone or fax)

STEP 2: EQI Education Queensland International application
‘offer of place’

STEP 3: Student acceptance
return signed forms and fees

STEP 4: EQI International admissions issues electronic
Confirmation of Enrolment (eCoE) and health insurance (OSHC)

STEP 5: Student and parent visa conditions finalised
with Department of Immigration and Citizenship (DIAC)

STEP 6: Student and parent travel and/or accommodation arrangements

STEP 7: Student and parent arrives in Australia
(transport to local accommodation arranged if requested)

STEP 8: Student and parent orientation at school
School tour and class allocation, Enrolment documents completed

STEP 9: Student OSHC card obtained from school
When forwarded from Education Queensland International (EQI).

STEP 10: Uniform and personal equipment list obtained
Text books and non-individual related items provided by school.

STEP 11: Attend school as a student at Jindalee State School
Things to Do

**Before Leaving Home:**

- Apply for passport
- Arrange appropriate student and parent visa
- Make contact with EQI and Jindalee State School
- Arrange for immunisations and medications from your doctor
- Apply for a credit card and/or arrange sufficient funds
- Confirm overseas access to your funds with your bank
- Make travel arrangements
- Arrange travel insurance
- Advise EQI and Jindalee State School of travel details
- Arrange accommodation
- Pack bags being sure to include the following:
  - Name and contact details of an EQI and a school representative
  - Enough currency for taxis, buses, phone calls etc. in the event of an emergency
  - Important documents:
    - THIS HANDBOOK!
    - Passport
    - Letter of offer
    - eCoE
    - Certified copies of student school reports and certificates
    - Travel insurance policy
    - ID cards, drivers licence, birth certificate (or copy)

**Note:** Make sure you leave any originals or copies (as appropriate) of these documents safely with family in your home country in case of loss.

**Upon Arrival in Australia:**

- Call home
- Settle into accommodation
- Contact Jindalee State School
- Enrol children in school
- Arrange student uniforms, textbooks and equipment with Jindalee State School
- Purchase household items and food
- Get health insurance card as provided by EQI through the school
- Open a bank account
- Get student equipment and materials outstanding
- Start your child at school in classes
- Get involved in community life
Accommodation and Personal Transport

Families needing temporary accommodation
Many people new to the area find temporary accommodation while looking for more permanent accommodation. A common local hotel for people to use is:

Mt Ommaney Hotel Apartments
www.mtomanneyhotel.com.au
Cnr Dandenong Rd and Centenary Highway
Mt Ommaney QLD 4074
+61 (07) 3279 1288

A common internet search site used to locate temporary accommodation is:
www.wotif.com › Australia › Brisbane › Western Suburbs

Choosing Where to Live
Many families want to live within walking distance of the school but this is not always possible and is usually determined by availability and cost. Often it is more convenient and more cost-effective to live further from the school but closer to shops and public transport.

Rentals
Many people choose to rent, while some purchase homes as investment properties. Whatever is chosen, people are advised to check the accommodation and costs carefully before signing contracts to lease or buy.

The law provides many safeguards for renters and buyers, and it is worthwhile asking any real estate agent for a copy of the contract and laws to read before entering into any agreement.

Where to Look for Accommodation
Real Estate Agent windows & websites

Inspecting a Potential Property
It’s a good idea to take notes of each property you inspect. As well as the address, rent, and agent take notes of the details you have any questions or concerns about. Check with the agent on who does what before signing any agreement.

Transport
Jindalee is a typical suburban Brisbane area. Most families have a car, and while public transport (buses and taxi, train transport is nearby, but not in Jindalee) is available, most families of overseas students decide to buy a car for personal use.

Internet
Internet facilities in Australia are through private providers. There is a cost to connect, and one cannot simply plug into an outlet and expect to have internet access. Some free WiFi areas exist as part of market service by various businesses. Commercial providers advertise widely.
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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 speak one or more languages other than English they learned outside the school. In school we currently study Intercultural Investigations around the German language groups.

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**, Mr Joshua GREEN helps students who may need personal support at various times, including international students.

- Our **Guidance Officer**, Mrs Maria MANSON, 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 and Assistant Principals**, (Mrs Caroline DUFFUS, Leisa CAVE, Louise WHITTERING) and **Principal** (Mr Michael POLITIES) assist in developing learning needs support programs.

- Our **Administration** staff, Mrs Shannon CRIDLAND, Mrs Kathy HACKER and Mrs Nicky TAYLOR and **Business Services Manager**, Mrs Justine DUNN, help provide support for international students and any special needs as part of administering to their particular requirements.

- Our **ISP (International Student Provider) Coordinator**, Caroline DUFFUS, 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 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 for fee-paying student are covered, 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
  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, Mrs Caroline DUFFUS
    - Learning support Teacher, Mrs Janet JINGER
    - ESL teacher, Mr Micah DORON (in school 2 days per week)
    - Chaplain, Mr Joshua GREEN
Agreements

Transfer of information
- As part of privacy legislation, the school may ask that you sign an Interstate Transfer form to allow the school to request information from your previous schools to assist in educational provisions for your child.

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

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.