

Aspley East State School International Student Handbook



The Department of Education and Training trading as:
Education Queensland International
CRICOS Provider Number 00608A

Contents

Welcome to Aspley East State School.....	3
Important Information.....	4
Our EQI Team.....	4
Daily Routine	5
Map	5
International Student Program.....	6
Student Orientation Program	8
Attendance (as per EQI guide)	8
Behaviour and Common Courtesies	9
Critical Incidents	10
Communication.....	10
Complaints and appeals.....	10
Contacting Staff	11
Curriculum	11
Emergency Health Services.....	11
Extra Curricula.....	12
Facilities	13
Parents and Citizens' Association	13
Personal Safety	13
Reporting To Parents	13
Student Support Services.....	14
School-Based Support Services	14
Suspension or Cancellation of Enrolment	14
Technologies and Resources.....	15
Tuckshop	15
Volunteering	15
What to do if?	16
Reminders	16

Welcome to Aspley East State School

Queensland, in particularly Brisbane's northside, is the perfect place to enjoy all life has to offer. Living and immersing yourself in our culture, experiencing our thirst for learning and our love of sport is the ultimate opportunity offered by enrolling your child in our school.

Aspley East State School celebrates a diversity of cultures with students coming from over 40 countries across the globe. Our school becomes a home away from home for all students. Staff work tirelessly to ensure each of our over 800 students not only learn but actively engage in their education.

We welcome you to our amazing school and know that by enrolling your child in our school your child will experience our commitment to implementing exemplary inclusive practices, valuing diversity and focusing on social development and academic growth.

We are looking forward to meeting you and sharing in your learning journey.

Our school motto is: Reward for Effort

Our Mission Statement is: to be committed to implementing exemplary inclusive practices, valuing diversity and focusing on social development and academic growth.

Our School Values are:



The Aspley East School Community is very proud of its support for inclusive educational practices; specialising in Vision Impairment, as well as a very large English as a second language program. The School Community also takes great pride in being one of Education Queensland's approved primary schools to enrol full fee-paying international students.

Students from Preparatory Year through to Year Six are supported at Aspley East State School. This includes our expanding number of students with different cultural backgrounds.

The variety of origins and languages represented in our school is diverse with students and staff with backgrounds from:

Africa, Albania, Bangladesh, Bosnia, Burma, China, Czech Republic, Croatia, Cook Islands, Finland, France, Germany, Greece, Hungary, Indonesia, India, Italy, Iraq, Japan, Korea, Luxembourg, Malaysia, Nepal, New Zealand, Nauru, Papua New Guinea, Netherlands, Persia, Philippines, Portugal, Russia, Serbia, Sudan, Sri Lanka, Taiwan, Thailand, Tonga, Turkey, Uganda, Vietnam and Australian Aboriginal.

Michael Sawbridge
Principal

Important Information



ASPLEY EAST STATE SCHOOL

School Address: 31 Helena Street, Aspley Qld 4034

Contact Details: ☎ School (07) 3867 2777

Absence Line (07) 3867 2766

✉ info@aspleyeastss.eq.edu.au

🌐 aspleyeastss.eq.edu.au

Principal: Mr Michael Sawbridge

Deputy Principals: Miss Nikita Gaylard,
Mrs Leanne Smith and
Mr Gerard Donovan

Head of Support Services: Mrs Clarissa Clennett

Office Hours: 8.00am – 3.30pm Monday to Friday

Our Web Site <http://www.aspleyeastss.eq.edu.au>



We invite you to visit our school website.

This site has been developed to give an accurate, informative and up to date snapshot of Aspley East's priorities, newsletters, routines, school and P&C information, forms and policies, letters to parents and caregivers and much more.

Our EQI Team



Mr Michael Sawbridge
Principal
ISP Line Manager



Mrs Leanne Smith
Deputy Principal
Intl Student Coordinator



Mrs Edwina Jewell
ISP Support Education Assistant

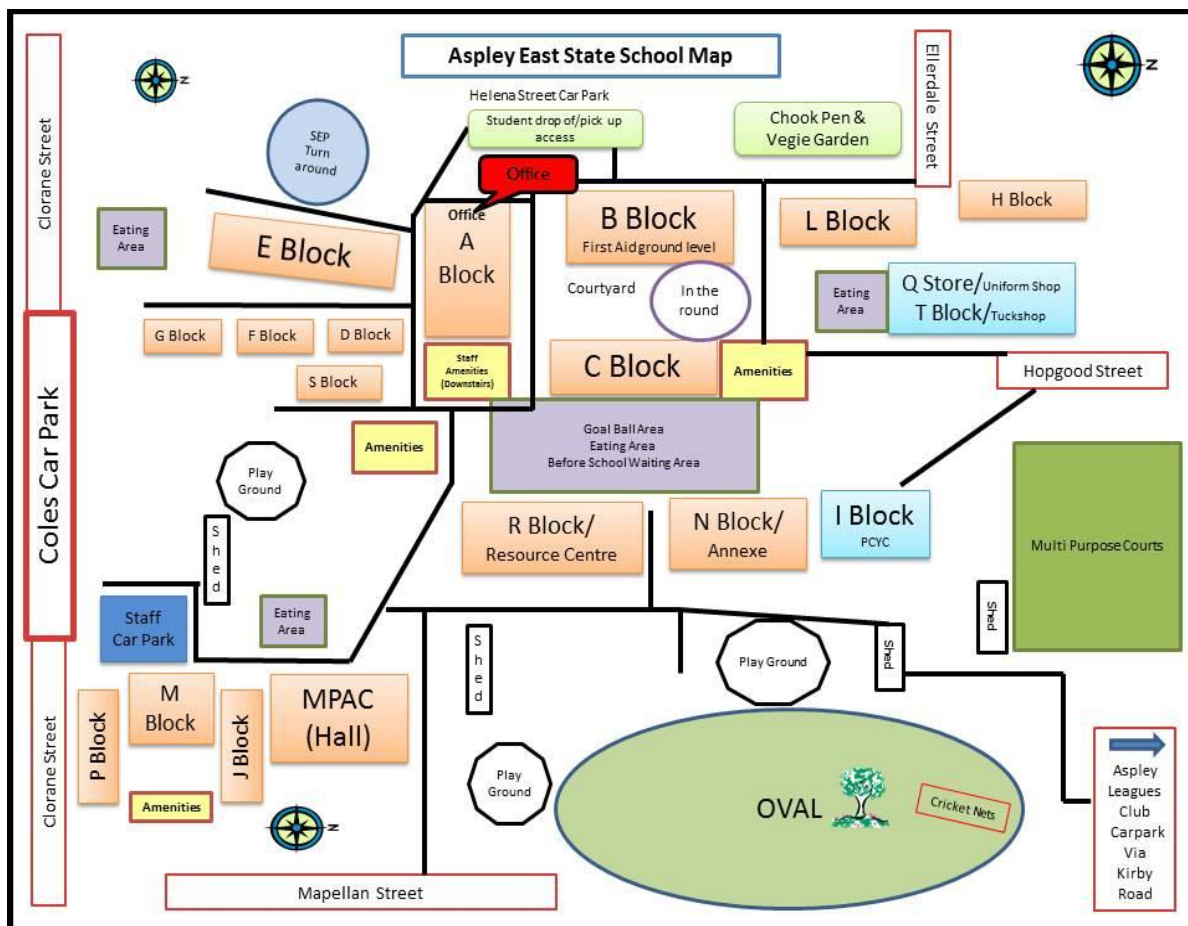


Mrs Peta Lapworth
ISP Administration Officer

Daily Routine

8:30am	Students arrive at school and prepare for the day
8:45am	Bell rings (music)
8:50am	Class begins
11:00am	First lunch break
11:10am	Play
11:35am	Bell rings (music)
11:40	Classes resume
1:10pm	Second lunch break
1:20psm	Play
1:35pm	Bell rings (music)
1:40pm	Classes resume
2:50pm	School finishes

Map



International Student Program

Aspley East State School is proud to be recognised as a school of choice for international students.

In addition to our quality academic programs, our individualised approach to pastoral care ensures that children feel safe and cared for at all times. In this environment, all students are able to work to their potential and achieve outstanding outcomes – both academic and personal.

International students are an important group in the Aspley East State School community. Our International Student program aims to not only maximize the learning outcomes for all international students, but also to promote their involvement in our wider school. We believe this provides a valuable opportunity for all of our community to learn a deep respect for diversity and to develop a global view of the world.

EQI Application

All International Student applications for Aspley East State School are managed through Education Queensland International (EQI)

- EQI recommends the services of its trained and registered education agents to assist with your application. Please contact EQI for agent contacts in your country or visit the EQI website: www.eqi.com.au
- Application forms can be downloaded from the EQI website
- Complete the application form and attach the required documents as listed in the checklist.
- Forward the documents to EQI for processing.
- Successful applicants will receive a Confirmation of Enrolment (CoE)

School Enrolment Process

International Students can be enrolled into Aspley East State School once EQI has issued a Confirmation of Enrolment and the school has considered the application against current vacancies and the support services capacity.

1. On arrival in Queensland, make an appointment with our Deputy Principal
2. During the Enrolment Interview, provide the following paperwork:
 - Student's CoE
 - Parent's passport
 - Student's passport
 - Visas (in passport or eVisa grant documentation from DIAC)
 - Proof of address
 - School application form (available from our website)
3. Once all documentation is provided, the student will be enrolled.

Visa requirements

All International students must meet the Australian Department of Immigration and Border Protection's (DIBP) mandatory requirements for student visas, including:

- satisfactory course attendance
- satisfactory academic progress
- compliance with the school's behaviour policy.

Student's academic progress, attendance rates and behaviour records will be regularly monitored by our International Student Coordinator to ensure compliance with EQI's requirements. Any issues will be raised in advanced with parents.

Agents

Aspley East State School staff do not work with education agents. All contact with agents should be directed to Education Queensland International.

Payment of fees

All international students pay their fees to Education Queensland International (EQI).

These fees cover:

- Access to a Queensland Government school
- All teaching costs
- EAL/D support (if required)
- Stationery, books and membership to apps used at school

These fees do not cover:

- Passport and visa application fees
- Travel expenses or personal items
- School Lunches
- Musical instruments or costs associated with extra curricula activities
- School uniforms and hire of ipads
- School excursions, camps, special events



Student Orientation Program

Aspley East State School offers a specialised orientation program for all international students and their families. This program includes:

Enrolment Interview: (Parent, student, and Deputy Principal)

- Completion of enrolment paperwork
- Discussion of individual student needs – including academic and pastoral care services
- Overview of International Student Handbook

School Induction: (Parent, student and Deputy Principal, EAL/D Teacher)

- Tour of school – including library, meeting areas, classrooms and amenities
- Introduction to key staff
- Overview of International Student Program
- Discussion of available community services

Classroom Induction: (Parent, student, classroom teacher)

- Formal introduction of Classroom teacher
- Tour of classroom
- Detailed discussion of classroom routines, expectations and learning programs

Classroom Buddy: (Student and nominated peer)

- Assist with settling in to playtime areas and routines

Attendance (as per EQI guide)

Students are expected to maintain 100% attendance unless sick with a medical certificate. Medical certificates must be provided to the school within five days of the absence. The school keeps records of the attendance and notifies EQI and the Department of Immigration and Citizenship (DIAC) when a student's attendance rate falls below 80%. This can lead to the cancellation of the student visa and in this case, you will be required to leave the country immediately.

If your child will be absent from school, please notify us by using QParents or telephone our absence line on 07 3867 2766.



Behaviour and Common Courtesies

Aspley East State School is committed to provisions that ensure all students have a right to and receive a quality education. Essential to effective learning is a safe, supportive and disciplined environment that respects: the rights of students to learn; the rights of teachers to teach; the rights of all to be safe. These rights ensure we all feel safe, can learn and are treated with respect and dignity.

In order to uphold these rights at Aspley East State School, we value quality behaviour from all members of the school community.

Safety

School community members will act in a responsible manner that presents no danger to the physical or emotional security of themselves or others.

Effort

School community members will be mindful of the fact that the primary aim of schooling is student learning. Each member will actively fulfil his/her role in this process to the best of his/her ability.

Respect

School community members will treat each other with courtesy and consideration at all times, being mindful of the rights and differing responsibilities of every person. Such courtesy will be reflected in both action and communication.

Self-responsibility

School community members will endeavour at all times to make appropriate behaviour choices and accept accountability for the outcomes of their actions.

Co-operation

School community members will treat each other fairly and equitably and be sensitive to the feelings of others. They will use language that is appropriate in the school setting.

ROLES

Schools are expected to:

- Provide safe and supportive learning environments.
- Provide inclusive and engaging curriculum and teaching.
- Initiate and maintain constructive communication and relationships with students and parent/carers.
- Promote the skills of responsible self-management.

Students are expected to:

- Participate actively in the schools education program.
- Take responsibility for their own behaviour and learning.
- Demonstrate respect for themselves, other members of the school community and the school environment.
- Behave in a manner that respects the rights of others, including the right to learn.
- Co-operate with staff and others in authority.

All members of the school community are expected to:

- Conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.

Parents/Carers are expected to:

- Show an active interest in their child's schooling and progress.
- Co-operate with the school to achieve the best outcomes for their child.
- Support school staff in maintaining a safe and respectful learning environment for all students.
- Initiate and maintain constructive communication and relationships with school staff regarding their child's learning, wellbeing and behaviour.
- Contribute positively to the behaviour support plans that concern their child.



Common Courtesies - Being polite helps us get along together

- ☺ Say, 'Please' whenever you ask for something
- ☺ Say, 'Thank you' when someone gives you something or does something for you
- ☺ Say, 'Excuse me' when you walk or lean across in front of people
- ☺ When people speak to you, look at their faces and listen to what they are saying
- ☺ It is never polite to spit in Australia
- ☺ Greet people when you see them (Say, 'Hello, How are you?')
- ☺ In Australia, shaking hands is also a polite way to greet people
- ☺ Use the person's name when speaking with them (e.g. 'Hello Sue')
- ☺ Say, 'Please may I...' followed by your request (e.g. 'Please may I go to the toilet?')
- ☺ Be on time for the beginning of lessons and excuse yourself if you are late
- ☺ During class time, raise your hand to speak
- ☺ It is ok to ask people to repeat what they have said (Say, 'Sorry I don't understand')
- ☺ Tell the teacher if you are not understanding what they have said

Critical Incidents

The school has a critical incident plan in place and all staff and students participate in a practice drill each term. Further information is available at the school office.

Communication

Open communication between home and school underpins a great primary school experience for children. To ensure that you always know what is happening in our school, we provide important information through the following:

- School newsletter
- School noticeboard
- School Website is www.aspleastss.eq.edu.au
- Parent information nights & special events
- P & C Meetings

Individual messages and classroom correspondence will be sent home through your child's teacher.

Complaints and appeals

Grievance Procedures

If you are unhappy with any aspect of your program, please notify the principal. If the problem is not resolved, you can contact EQI. For more details about grievance procedures, please see EQI's Complaints and Appeals Policy via the website <https://eqi.com.au/for-students/policies-procedures/complaints-appeals>

Contacting Staff

You may contact your child's teacher by leaving a message through our School Administration Office. Many of our teachers may also make use of their professional email account for communication with families. We encourage you to speak directly with your child's teacher to negotiate the best way of staying in regular contact.

Curriculum

Aspley East State School offers an educational experience that encompasses a wide range of learning opportunities to enable students to become independent lifelong learners. A focus of literacy and numeracy enhanced through 21st century learning practices allows students to achieve their individual potential. Our curriculum is based on the Australian National Curriculum. Specialist lessons are an integral part of the curriculum delivered by specialist teachers. These include;

- Health and Physical Education
- Music
- Languages other than English (LOTE) - Mandarin

For further information on our curriculum please visit our website.

Emergency Health Services



Police – non life threatening situations phone 131 444

Emergency phone numbers

In case of a life threatening situation telephone (police, fire or ambulance)

Dial:

000 from a home phone or

112 from a mobile or cell phone

Phone: 1800 STUDY

1800 778 839 is a service that ensures you have consistent 24/7 support, including urgent after-hours service and a process for managing incidents. This hotline helps to keep you safe and supported. It is available outside of school hours. This means you can call before 9am and after 3pm on school days, and 24 hours during weekends, public holidays and school vacations. Their website for more information is: <https://eqicom.au/student-support/hotline>

Prince Charles Hospital –

Address: 627 Rode Road, Chermside

Phone: (07) 3139 4000

Extra Curricula

Music:

In addition to the general study of music - which is provided as a core component of our academic program - Aspley East State School also offers students the opportunity for more focused instruction. Participation in these programs is generally accessed through an audition process.

Instrumental Music:

Strings are offered to students from Year 3. Percussion, Brass and Woodwind offered to students from Year 5.

Choir:

Our school has a Choir which performs at the school events.

Excursions:

Our students' learning is enhanced through participation in school excursions. When planning excursions, our teachers ensure:

- The activity compliments students' academic programs
- Safe ratios of adults to students
- Students not participating in the excursion are supervised and provided with an alternative program at school
- Careful selection and preparation of all parents/volunteers participating in the excursion

All school excursions are approved by our principal and supported by the P&C Association. Our school regularly reviews and updates our excursion procedures and complies with DETE School Excursions procedures. Permission for your child to attend a school event is handled through the QParent app.

Student Leadership Program

All senior students have the opportunity to be part of the school leadership and student council. Students are selected each year for roles including School Captain, Sports Captain, Cultural Leaders and Student Council Chairs.

Senior classes elect student councillors who play a part in decisions and events throughout the year, such as free dress charity days.

Multi-cultural Programs

Aspley East State School is proud to enroll students from a wide range of cultural backgrounds. We celebrate the diversity of our community at special events throughout the school year such as Harmony Day. Indigenous and international perspectives are also embedded into our learning program.

Library Programs

Aspley East State School library is open 8:30 am to 3:30pm. All classes visit our library at least weekly to borrow reading material. Students are also encouraged to participate in the range of lunchtime activities offered throughout the week. Please note: Students are encouraged to look after any borrowed items as there is a charge for any lost or damaged books.

Facilities

Aspley East State School has many wonderful indoor and outdoor facilities.

- Resource Centre /Library
- Computer Lab
- Air conditioned classrooms
- Outside School Hours Care Building (on site)
- Multi-Purpose Activity Centre (School hall)
- Designated Prep Precinct
- Tuckshop and Uniform Shop
- The grounds have an excellent oval, netball courts, adventure playgrounds, covered sandpit and cricket pitch

Parents and Citizens' Association

The Parents and Citizens' Association is an active organisation dedicated to enhancing the learning environment for all students. The staff and students benefit significantly from the support and generosity of the Parents and Citizens' Association.

All parents are strongly urged to become active members of this association. An invitation is extended to attend our monthly meetings that are held on the second Wednesday of each month, at 6:30pm. (A membership application form is at the back of this booklet.)

Personal Safety

- When travelling students should not accept lifts in cars from unknown people
- Always tell an adult where you are going and when you expect to return
- Walk with friends and stay where there are lots of people
- Cross the road at traffic lights or identified pedestrian crossings wherever possible
- Wait for cars to stop before crossing the road
- If you have a mobile phone, add emergency contact phone numbers for school and EQI
- When online, do not reveal your personal information to people
- Wear a hat and sunscreen in the warm weather
- Keep a water bottle with you

Reporting To Parents

Classroom teachers and Principals, regularly monitor the academic progress, attendance rates and behaviour records of all International students. This ensures that early intervention strategies can be implemented to support children's learning and maintain visa eligibility.

While our classroom teachers are available to discuss your child's progress throughout the school year, there are key times of year when we formally report to parents. At the end of each semester, families of International Students will receive a written report, detailing the progress of their child.

Student Support Services

International students have access to the same support structures in the school as domestic students. When required additional monitoring and support services are provided to ensure each student's individual needs are met.

During your child's enrolment interview, the need for additional academic or pastoral care support services will be discussed. Our Principal works with classroom teachers and the student services team throughout the school year to review and monitor support needs. Families are encouraged to raise any concerns they have regarding their child's academic, emotional or social development with our staff at any time. In addition to the support services offered at Aspley East State School, our leaders and teaching staff can also provide referrals to external, more specialised services. Referrals to external services, when required, will be made in consultation with the student's family.

School-Based Support Services

Key support services available at Aspley East State School include:

- Guidance Officer
- English as a Second Language Advisory Teacher
- Learning Support Teacher
- Specialist Teacher Aides
- School Chaplain Chaplains, or 'Chappies', provide spiritual and emotional support to school communities. They are in the **prevention and support business**: helping students find a better way to deal with issues ranging from family breakdown and loneliness, to drug abuse, depression and anxiety. They provide a **listening ear and a caring presence for kids in crisis**, and those who just need a friend. They also provide support for staff and parents in school communities.

Suspension or Cancellation of Enrolment

International Students can be withdrawn from studies through Deferral (delaying the commencement of the enrolment), Suspension (temporarily delaying enrolment during a school term) or Cancellation (stopping the enrolment).

Family Initiated Deferral, Suspension or Cancellation

Families wishing to defer, suspend or cancel their child's enrolment must meet one of the following conditions:

- Unavailability of enrolment at school;
- Visa delay;
- Compassionate and compelling circumstances – these are generally beyond the control of the student or family, and have an impact on the student's progress or wellbeing.
(e.g. serious illness or injury, death of a close family or major political upheaval or natural disaster in the home country)

Supporting documents must be provided upon application e.g. Medical certificates; police reports etc. and kept on the student's file. Please contact our International Student Coordinator or EQI for more information.

Attendance (as per EQI guide)

Students are expected to maintain 100% attendance unless sick with a medical certificate. Medical certificates must be provided to the school within five days of the absence. The school keeps records of the attendance and notifies EQI and the Department of Immigration and Citizenship (DIAC) when a student's attendance rate falls below 80%. This can lead to the cancellation of the student visa and in this case, you will be required to leave the country immediately.

Grievance Procedures

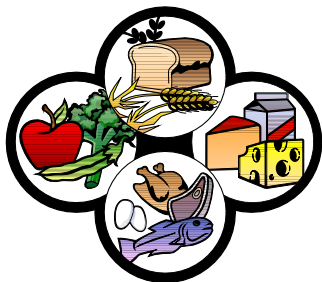
If you are unhappy with any aspect of your program, please notify the principal. If the problem is not resolved, you can contact Director of EQI. For more details about grievance procedures, please see EQI's Complaints and Appeals Policy.

Technologies and Resources

Aspley East State School has a well-resourced learning environment for all students. Every classroom uses an interactive whiteboard and desktop computers. Laptops and iPads are also regularly used to enhance learning opportunities.

The Resource Centre is accessed by all students for Library and Information Technology resources both formally and informally. All students are provided with access to interactive programs that can also be accessed out of school hours.

Tuckshop



Our students and staff are able to purchase from the tuckshop every day. The menu is comprehensive, offering a wide selection of nutritious food and drinks.

The State Government's Healthy Food and Drink Supply Strategy for Queensland Schools, Smart Choices ensures healthy food and drink choices to students. The strategy applies to any area where food and drink is supplied including the tuckshop, fundraising ventures, vending machines, excursions, camps, classroom rewards, sport days, and curriculum activities.

Members of the School Community provide daily "home bake" cooking. "Meal Deal Days" also provide the students with different menu selections.

Ordering Tuckshop Online

Our school also offers parents and caregivers the option to order tuckshop online. There is no registration charge and the site is user friendly. Use any PC, go to the website: www.flexischools.com.au and register using your email address.

Choose your own username and password and enter your contact details. For each child, click "add a student" and follow the prompts to place an order. This is the preferred method of ordering and paying.

Tuckshop is open every day. For an up-to-date menu please ask at the office. Children will need to bring their own lunch or order from the tuckshop. Please order food before school at the tuckshop. Due to our hot climate please use insulated containers to keep food fresh and bring a water bottle to stay hydrated. **Please be aware there are no heating facilities available.**

Volunteering

Our school welcomes the active support of our parents and community members. Whether it is volunteering in our tuckshop, supporting a reading program in class, or offering a hand at a working bee – all help is greatly appreciated.

If you are volunteering in our school, please remember to sign in at the School Administration Office.

We also welcome parents to join the school Parents & Citizen Association (P&C). The P&C meet monthly to work in partnership with the school leadership team. Their role includes:

- Promotion of the school
- Building partnerships & co-operation with staff and parents
- Fundraising for quality learning materials and equipment
- Management of school events.

What to do if?

Below are some suggestions to help with commonly asked questions

Question	Answer
If I cannot find my class?	Go to administration office and someone will help you locate your class
If I get lost?	Go into the nearest classroom and the class teacher will help you
If I have to see a teacher in the staffroom?	Go to administration office and they will help you
If I am having difficulty settling into the school routine?	Speak to your teacher first and they will advise you
If I want to use my mobile phone at school?	Mobile phones are not allowed to be used during school time. Please leave them at the office
If I am late to school?	Report to administration office for a late slip before going to class
How will information be relayed to me?	Via your teacher and international staff

If you don't understand something, get advice quickly so it does not become a big problem. REMEMBER we are here to help you have an enjoyable experience whilst studying at Aspley East State School.

If you have any further questions or concerns, please call by the administration office and someone will help or direct you accordingly.

Reminders

- Please make sure the school office always has your current phone number and emergency contact phone numbers in case of accidents
- Please notify the school office if your child is going to be absent. Phone 3867 2766 and leave your child's name, class and reason for absence
- Please notify the class teacher if there is a change in the usual going home procedure
- Please keep in regular contact with your child's teacher so you can both share information about your child (in person, by phone, note or email are all acceptable means of contact). If you have any concerns, please talk to your child's teacher. We are here to help.

