



INTERNATIONAL STUDENTS ORIENTATION HANDBOOK



NSW GOVERNMENT SCHOOLS

School Contacts

School name: Rydalmere East Public School

Address: 41 Spurway Street, Ermington, NSW, 2115

Telephone: 9638 2250

Email: rydalmeree-p.school@det.nsw.edu.au

Website: <https://rydalmeree-p.schools.nsw.gov.au/>

CRICOS Provider name: NSW Department of Education

CRICOS Provider Code: 00588M

INTERNATIONAL STUDENTS ORIENTATION HANDBOOK

About the School	4
1. Principal's Message	4
2. School Profile	5
3. School Directory	6
4. School Map and facilities	9
5. Support Services	9
6. Rules and Policies	13
7. School Curriculum	26
8. School Activities	28
Living in Sydney	29
9. Staying Safe	29
10. Reporting Incidents and seeking help	34
11. You and the Law	35
12. Permission to work	35
13. Transport and Travel Concession	36
14. Overseas Student Health Cover (OSHC)	37
Visa Requirements You Should Know	38
15. Attendance and Course Requirements	38
16. Welfare Requirements	38
17. Conditions of Enrolment	39
18. Taking Leave	39
19. Deferral of Course Commencement Date	39
20. Guidelines for Compassionate or Compelling Circumstances	39
21. Suspension of Studies	40
22. Complaints and Appeals	40
Arrival Checklist	41
Forms	42
1. Under 18 Request to Change Welfare Arrangements	42
2. Leave Request	42
3. Leave Requests Flowchart	42



About the School

1. Principal's Message



Welcome to Rydalmere East Public School – our beautiful school with gorgeous grounds and panoramic views of Sydney, where our students ‘Strive for Success’.

My name is Jennifer Scuglia and I am the Principal of Rydalmere East Public School. We are a K - 6 school with an onsite preschool centre, innovative classrooms and vibrant outdoor learning environments.

As a school, we celebrate the journey students take at Rydalmere East Public School, focusing on how we are creating futures. From the first days in preschool to the end of primary school, our community is preparing young people to be agile thinkers and lifelong learners. Together we are creating an engaged and inclusive community. We have on offer an array of extra-curricular activities. From Irish dancing, a K-2 dance group, the student representative council, choir, robotics, gardening, games club and Defence Club,

these are just some of the learning opportunities your child can be a part of on ‘Team REPS’. These are a credit to our wonderful teachers at Rydalmere East PS.

Our School Vision is that Rydalmere East Public School's aim is to empower all students to embrace learning, achieve their personal best and build their academic, emotional, social and physical well-being.

We are #REPS Proud and look forward to welcoming your family into our community.

Kind regards,

Jennifer Scuglia

Principal

2. School Profile

Welcome to Our School

- Rydalmere East Public School is a diverse school community with extensive and attractive grounds. Our school is committed to providing a quality education in a caring, innovative environment. Special emphasis is placed on the development of literacy and numeracy skills, supported by quality facilities and resources.
- Rydalmere East Public School has a high standard of academic, creative and sporting achievement and a successful performing arts program. Students are encouraged and challenged to achieve their personal best in a positive atmosphere where participation, effort and achievement are recognised and rewarded.



3. School Directory

School Staff

Ryan Cox <i>International Student Coordinator (ISC)</i> 	Mr Cox can speak to you regarding any concerns you may have about matters related to school, your child's well-being or if you require a leave request or change of address form.
Nancy Nicholls <i>School Counsellor</i>	Ms Nicholls can speak to your child if they have concerns, feel unhappy or are homesick.
Kimberly Macri <i>School Administrative Manager</i> 	Mrs Macri can help you find your International Student Coordinator or counsellor, or need help in the absence of the International Student Coordinator.

If your child needs help with a problem or feels unsafe at school at any time, they can go and see the International Student Coordinator or one of the staff listed here]

Stage Assistant Principal

R/K-6 Assistant Principal	Mrs Renee Strong (Wed, Fri)  Miss Jessica Fuchs (Mon, Tues and Thur) 
----------------------------------	---

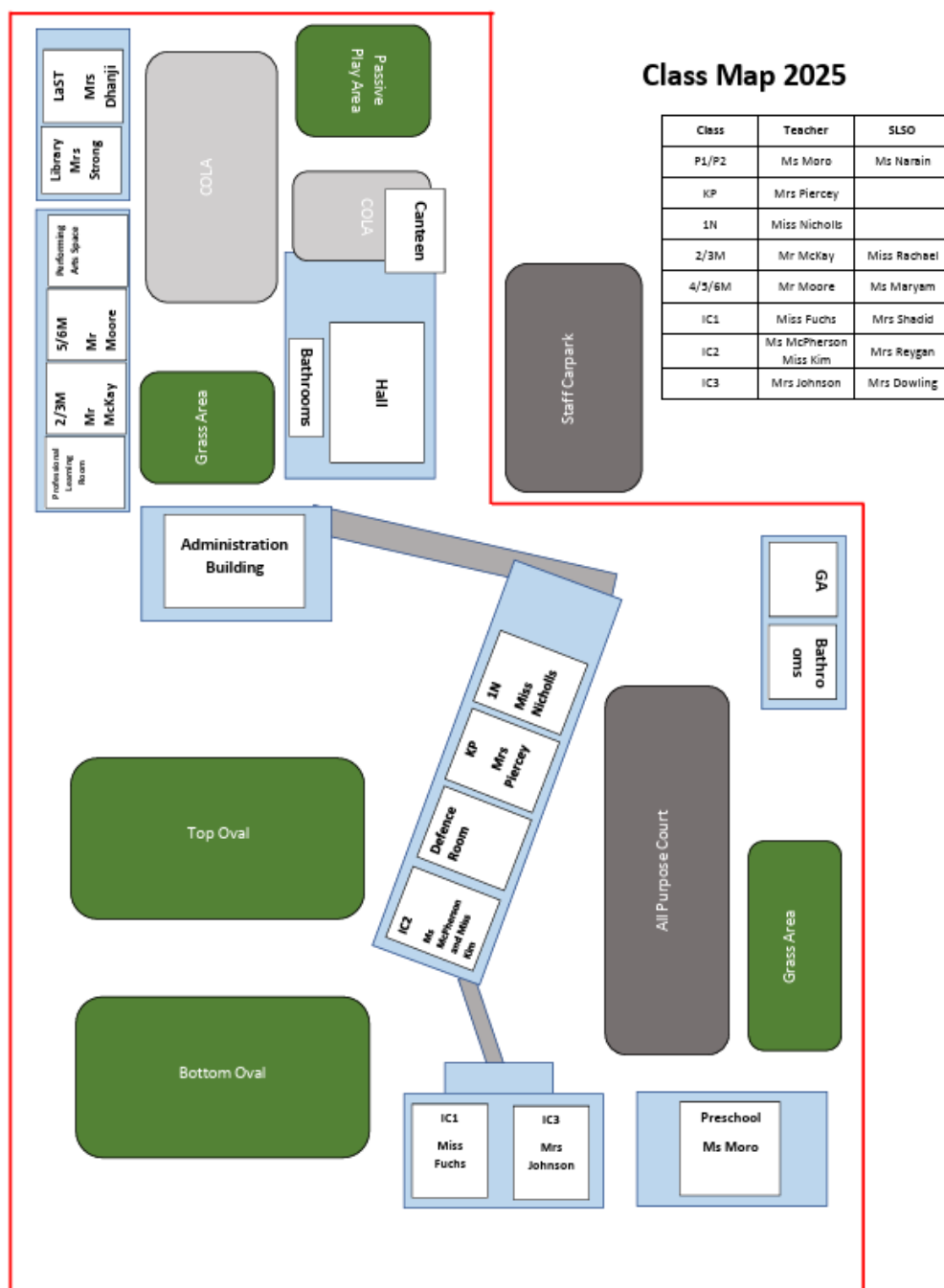
R/ Assistant Principal Inclusive Education	Ms Ashten McPherson (Mon-Thur)  Mr Ryan Cox (Fri) 
---	--

Classroom teachers

KS	Mrs Sapsford
1N	Miss Nicholls 
2/3M	Mr McKay 
4/5/6M	Mr Moore 
Inclusive 1	Miss Fuchs

		
Inclusive 2	Ms McPherson  and Mr Yeng 	
Inclusive 3	Mr Christopher  and Mr Yeng 	

4. School Map and facilities



5. Support Services

At Rydalmere East Public School we implement Department of Education policies and frameworks to support students with their learning and wellbeing to ensure each student experiences a supportive and inclusive learning environment.

The NSW Department of Education embraces Positive Behaviour for Learning (PBL) as a whole-school framework designed to promote safe, respectful, and inclusive learning environments for all students, including international students. PBL focuses on teaching and reinforcing positive behaviours to support academic success and social-emotional well-being.

Key Features of PBL:

- **Clear Expectations:** Students are taught clear and consistent behavioural expectations in all areas of the school, such as classrooms, playgrounds, and common areas.
- **Positive Reinforcement:** Positive behaviours are acknowledged and reinforced through recognition systems that encourage students to continue demonstrating respect and responsibility.
- **Data-Driven Practices:** Schools use behavioural data to identify areas where students may need additional support and to monitor the effectiveness of strategies in place.
- **Inclusive Culture:** PBL fosters a supportive environment where diversity is respected, and every student is encouraged to participate fully and feel safe.
- **Skill Development:** Emphasis is placed on teaching social skills and emotional regulation to help students engage positively with peers and staff.

Benefits for International Students:

- Helps students understand Australian school expectations and cultural norms.
- Supports smooth transition and integration into the school community.
- Builds confidence in social interactions and participation.
- Creates a respectful and welcoming environment for diverse backgrounds.

Behaviour Code for Students

The Behaviour Code for Students sets out the expectations for all students in NSW public schools to create positive, respectful, and safe learning environments. It outlines the responsibilities of students to act safely, show respect for themselves and others, and participate actively in their learning. The code encourages students to make positive choices, follow school rules, and support the rights of others to learn and feel safe. For international students, understanding and adhering to the Behaviour Code helps ensure a smooth transition into the school community and promotes a respectful and inclusive environment where everyone can thrive.

Student Health and Wellbeing

The student Health and Wellbeing policy provides direction and guidance for schools to implement strategies, practices, and systems designed to support all students' health and wellbeing needs. It aims to create an environment where the health and wellbeing of students is promoted and nurtured, ensuring that every student feels supported within the school community.

Counselling

Ms Nancy Nicholls is the School Counsellor and services our school each Tuesday.

What is a School Counsellor?

In all New South Wales government schools, there is a counsellor who is a qualified teacher and educational psychologist with special training to help students with any problems they are having, or to help them get the information they may need.

This service is free and confidential.

Why do students see the Counsellor?

Academic problems

- Worries about progress
- No quiet place to study at home

Personal problems

- Sadness in missing their country/friends
- Feeling lonely at school
- Home problems such as not getting along with family members
- Feeling anxious about making friends

English as an Additional Language/Dialect (EALD) Support

The NSW Department of Education provides dedicated EAL/D (English as an Additional Language or Dialect) support to assist international students in developing their English language skills. These programs are designed to help students improve their communication, literacy, and academic abilities to fully engage with the curriculum and school community. EAL/D support includes tailored teaching strategies, additional language classes, and access to specialist teachers who understand the unique challenges faced by students learning English as an additional language. This support ensures that international students can confidently participate in all aspects of school life, achieve their learning goals, and feel included and supported throughout their education journey.

At Rydalmere East Public School, Grant Christopher is our dedicated EAL/D teacher who provides individualised support focusing on specific English language skills. He offers one-on-one instruction, small group sessions, and co-teaching assistance within the classroom to support students from an EALD background. Grant works closely alongside our Learning and Support Teacher, Daksha Dhanji, and can be found in the Learning and Support classroom located in Building A.

Stage Assistant Principals

Stage Assistant Principals play an important leadership role in supporting international students at our school. They coordinate orientation and ongoing support programs to help students transition smoothly into the school community. They monitor the wellbeing and engagement of international students, working collaboratively with EAL/D teachers, Learning and Support staff, and classroom teachers to address academic, social, and emotional needs. Stage Assistant Principals foster an inclusive and respectful school culture where diversity is celebrated, and all students feel welcomed, known, and valued. They also maintain communication with families to keep them engaged in their child's education and support students in adhering to behaviour expectations through the Positive Behaviour for Learning framework and the Behaviour Code for Students. Families and students can contact the Stage Assistant Principals through the school office for any assistance or support. Through

these efforts, Stage Assistant Principals ensure a positive and supportive learning environment for international students.

Learning and Support Teacher

The Learning and Support Teacher (LaST) plays a vital role in assisting international students to achieve their academic and social goals. The LaST provides targeted support in areas such as literacy, numeracy, and overall curriculum engagement, working closely with EALD teachers and classroom staff to ensure students receive tailored assistance that meets their individual needs. This includes identifying learning difficulties, developing personalised learning and support plans, and promoting inclusive teaching practices. The LaST also supports the social and emotional wellbeing of students by collaborating with families, teachers, and external agencies as needed.

Daksha Dhanji is our experienced Learning and Support Teacher (LaST) at Rydalmere East Public School. She provides specialised support to students who require additional assistance with their learning, including those from diverse language and cultural backgrounds. Daksha works closely with classroom teachers and the EALD team to develop personalised learning plans and deliver targeted support in literacy, numeracy, and social-emotional wellbeing. She can be found in the Learning and Support classroom located in Building A, where she is committed to helping all students achieve their full potential in a supportive and inclusive environment.

Homework Help

International students at our school are encouraged to seek support whenever they need help with their studies and homework. Classroom teachers are the first point of contact and are available to provide guidance and clarify learning tasks. Additionally, students can access further support from the Learning and Support Teacher (LaST) and the EAL/D teacher, who offer specialised assistance tailored to individual learning needs. For personalised help, students can speak with their Stage Assistant Principal, who can connect them with appropriate resources and programs. Students and families are welcome to contact the school office for information on available academic support services.

Other support personnel or facilities available to international students at the school

International students at our school have access to a range of support personnel and facilities designed to enhance their learning experience and wellbeing. In addition to classroom teachers, EALD and Learning and Support staff, students can connect with the School Counsellor, who provides confidential advice and emotional support. The Community Liaison Officer (CLO) is Kimberley Macri who works in the office. Our CLO helps students and families with communication, settling into school life, and accessing community services. The library offers a quiet and resource-rich environment for study, with access to computers and learning materials; our school's librarian is Renee Strong. The school offers a variety of extracurricular clubs and wellbeing programs specifically designed to support international students' social inclusion and academic progress. More detailed information about extracurricular activities will be outlined in the 'School Activities' section of this document.

6. Rules and Policies

Bell times

Rydalmere East Public School – Bell Times

Monday – Thursday	
Morning Duty	8:30 – 8:55
Morning Session	8:55 – 10:50
Recess Eating Time	10:50 – 10:55
Recess	10:55 – 11:25
Middle Session	11:25 – 1:15
Lunch Eating Time	1:15 – 1:25
Lunch	1:25 – 1:55
Afternoon Session	1:55-2:55

6.1 Homework Policy

Introduction

At Rydalmere East Public School, we expect that homework will be completed by all our students. At a minimum, we strongly encourage all students to develop a daily reading habit. In the younger years this should include reading out aloud to a parent or family member.

Aim

Our Rydalmere East Public School Homework Policy aims to develop in students a sense that learning is a continual process which does not just occur at school. Completing homework sets up good study habits and allows a connection between home and school. Homework also develops good time management and independent work skills. Homework allows families to connect with what their children are learning at school.

Homework Guidelines

Homework at Rydalmere East Public School reflects what students are learning at school as well as developing a connection to learning outside school. For this link to be clear all homework should have some connection to student learning at school. In Years 3-6, some independent tasks may not be directly reinforcing a concept taught at school but may be asking students to extend their learning on key concepts that are being covered by the school. Homework tasks should be assigned by teachers with a specific, explicit learning purpose. On completion, teachers should acknowledge

student effort and provide feedback related to student learning.

Homework at Rydalmere East Public School is set according to the following guidelines:

Kindergarten 5-10mins, four nights per week (i.e. 20-40mins per week)

Stage 1 10-15mins, four nights per week (i.e. 40-60mins per week)

Stage 2 15-20mins, four nights per week (i.e. 60-80mins per week)

Stage 3 20-25mins, four nights per week (i.e. 80-100mins per week)

These expected times are based on the recommendations from the Department of Education guidelines. The times also recognise that homework needs to reflect a balance between its benefits and the impact on family life. Questions about homework should be directed to the class teacher.

When is homework set and due?

Homework is sent home with the students on a Monday and is due back to school either on the Friday of the same week, unless specified by the classroom teacher after discussion with their Assistant Principal or supervisor.

Homework Structure

The structure of homework at Rydalmere East Public School follows the approach below.

K-2	3-6
Kindergarten ✓ Sight words ✓ Home reading Stage One ✓ Home reading ✓ Spelling ✓ Reading Eggs (optional)	Stage Two ✓ Spelling ✓ Home reading ✓ Mathematics problems ✓ Reading Eggs (optional) Stage Three ✓ Spelling ✓ Home reading ✓ Mathematics problems ✓ Reading Eggs (optional)

How much help should parents provide?

It is expected that most students should be able to complete the majority of their homework independently. Homework set across the grade contains levels of difficulty. Teachers support students who may be experiencing difficulty in selecting tasks at their independent level. An exception is made to Early Stage 1 students who are encouraged to work with a family member to complete their homework. Whilst homework will generally be set at a level that students can complete independently this should not discourage parents from taking an active role in supporting their child at home. Students have individual learning needs and will need varying levels of assistance. Reading with your child is always encouraged.

What feedback do teachers give students?

Homework feedback is provided by teachers for all set homework which includes marking and some

level of individual feedback to students. Feedback takes various forms depending on the types of tasks set. All homework set by the school will have some form of feedback provided which will include individually marked as completed, marked together as a class and/or individual feedback. Feedback is most powerful when it is given directly to students and errors are corrected. This policy is consistent with guidelines from DoE Homework Policy:
<https://policies.education.nsw.gov.au/policy-library/policies/homework-policy>

Uniform and dress code

Rydalmere East Public School supports the wearing of school uniform which promotes a sense of belonging for students and creates a positive identity for the school community. School uniforms also contribute to the personal safety of students by allowing easier recognition of students inside the school and outside in the community. The school can assist any student who has difficulty obtaining a school uniform through our second hand uniform shop. The school uniform can be purchased from the school office. Please send your order in through Spriggy schools. Backpacks, library bags & soccer socks are also available for purchase.

Please note:

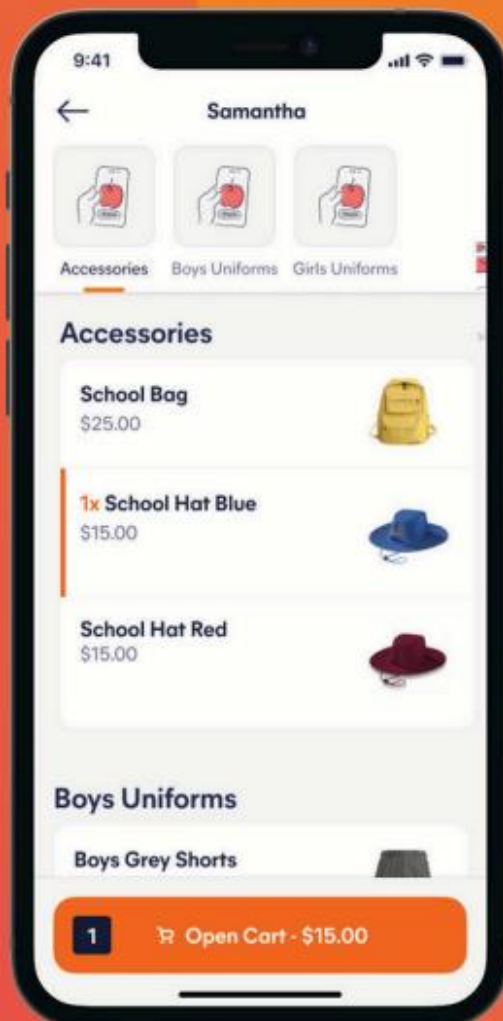
- Black leather shoes are preferred school shoes.
- A maroon school jacket/jumper should be worn if the weather is inclement. No other colourful jackets should be worn.
- Only plain navy tights are to be worn under dresses. No other colours.
- All students should wear the maroon school hat (purchased from the uniform shop).
- School backpacks are available from the uniform shop.
- School library bags are available from the uniform shop.



Spriggy Schools

Pay for uniforms online!

The uniform shop has partnered with Spriggy Schools to make online ordering easy.



Easy

View the full catalogue with all items and sizing

Simple

Quickly place orders from any device in minutes

Convenient

Skip the lines by ordering uniforms online



Download the app now!



Spriggy Schools Pty Ltd (ABN 48 650 445 819), based in Sydney, Australia is the issuer of the Spriggy Schools. Spriggy Schools does not hold an AFS licence but operates in accordance with ASIC Instrument 2016/211 (Non-cash payment facilities). Please consider the Terms and Conditions and the Target Market Determination to ensure the product is right for you. See full terms at www.spriggyschools.com.au.

Medication and Allergies

Medication:

When a medical practitioner has prescribed medication that must be administered during your child's school day, either temporarily or ongoing as part of an **Individual health support plan**, parents/carers must:

- notify the child's school
- provide up-to-date information to the school as required
- supply the medication and any 'consumables' to the school for timely administration.

School staff employed in the roles of School Administrative Manager, School Administrative Officer, School Learning Support Officer and Aboriginal Education Officer classifications are required to perform duties and complete relevant training associated with medication administration, as directed by the school's principal.

Except in an emergency, only individual staff members who have been trained will administer prescribed medication to students. Training is available via MyPL through the self-paced online course, Administration of medication in schools. Staff support material can be accessed under supporting resources once training has been completed.

Anaphylaxis and Allergies

Schools follow the [Anaphylaxis and allergy management procedures](#) to support students with diagnosed and undiagnosed allergies who are at risk of anaphylaxis. These procedures are mandatory for all NSW government schools and their preschools.

If your child has been diagnosed with anaphylaxis, the school will develop an **Individual health support plan**. The plan is developed in consultation with parents/carers, the student (where appropriate) and relevant health professionals. The ASCIA Action Plan for Anaphylaxis (RED) must be used in developing the plan and will be followed as an emergency response.

In an emergency, if a second adrenaline injector is required, the school's general use adrenaline injector (EpiPen®) should be used. However, in an emergency it may be necessary to use another student's adrenaline injector.

Each school is issued with general use EpiPen® adrenaline injectors. If an adrenaline injector is administered to your child:

An ambulance will be called and your child will be transferred to hospital

The time of administration will be noted and communicated to the ambulance personnel when they arrive

If there's no improvement in your child's condition after five minutes, a second dose may be required, using either the school's general-use adrenaline injector or another student's

adrenaline injector if necessary

If another student's adrenaline injector has been administered and there are concerns that the other student may be placed at risk, that student can be transported in an ambulance to hospital.

Change of Address

If you change your address, you must inform the school of the change within 7 days. This is a student visa condition. You can use the **Under 18 Request to Change Welfare Arrangements** form in the Forms section at the end of this booklet.

Policies and procedures on absences, lateness or leave requests

- Parents are required to submit any late reasoning or absences / leave requests through School Bytes.

<https://education.nsw.gov.au/policy-library/policies/pd-2005-0259#>

Our school uses School Bytes to help manage student absences that can be accessed via a parent portal. The School Bytes parent portal enables you to view all your children in one portal and provide a response for any student absences that have been recorded by the school. The parent portal also allows parents to provide details of a planned absence if the absence details are known in advance for example, a scheduled medical appointment.

For detailed steps on how to submit absences please refer to the following article:

<https://support.schoolbytes.education/hc/en-us/articles/5712649658895-Parent-Portal-Manage-student-absences-Primary-only>

Attendance requirements for student visa holders

- All students are expected to attend class every school day.
- International students are on a student visa and have additional attendance requirements as a condition of your student visa.
- International students must attend at least 80% of classes each term or they may be reported to Immigration.

What if my child's attendance falls below 80%?

- A **warning letter** will be sent to you and your child.
- You will have to attend an interview and explain why your child has been away.
- If you have any supporting documentation such as **medical certificates**, present them as evidence.
- Your child's attendance will continue to be closely monitored. If their attendance does not improve, you will be sent a **second and final warning letter**.

What if my child's attendance falls below 70%?

- An **Intention to Report** letter will be sent to you. This letter tells you the school's intention to report your child's low attendance to Immigration because they have breached their student visa condition.
- You will be given 20 school days to **appeal** to the Principal and explain why the school should

not report your child's low attendance to Immigration.

- If your appeal is unsuccessful, you will be contacted by Department of Education International to let you know about your further appeal rights.
- If all your appeals are not successful, your child will be reported to Immigration and they may decide to cancel your child's visa and your visa.

Policy on misbehaviour, suspension and expulsion

1. Formal caution

To maintain high standards of student behaviour, schools communicate regularly to the school community about the expectations articulated in the department's Behaviour code for students and the school behaviour support and management plan.

There may be circumstances where an individual student's behaviour is of such concern that formal communication with parents or carers will be required.

If such behaviour persists, the principal can issue a formal caution of suspension, in writing, to the parents or carers.

The purpose of the formal caution is for the student and their parents or carers to understand the impact of the student's behaviour or behaviours of concern and to engage them in positive behaviour supports and strategies.

A formal caution is valid for up to 50 school days from the date the caution is issued.

2. Suspension

There will be cases of unacceptable behaviour where a student may need to be removed from school for a period of time. Suspension is an action available to the principal in these situations.

The purpose of the suspension is to allow the school to implement appropriate supports during the student's absence to address the student's complex and challenging behaviour or behaviours. This is to ensure a successful return to school, and mitigate any unacceptable risks posed to teaching and learning, and the health, safety and wellbeing of staff and/or students. Principals can use suspension as a behaviour management intervention when a behaviour or behaviours of concern pose an unacceptable risk to others or to teaching and learning.

Long suspension and expulsion

International students will be reported to Immigration if they are:

- suspended for 5 days or more;
- expelled from school because of serious misbehaviour/ involvement in criminal activities.

What happens if my child is suspended or expelled from school?

- You will be given an **Intention to Report** letter for your child's suspension and will be given 20 school days to appeal to the Principal and explain why the school should not report your child to Immigration.
- If your appeal is unsuccessful, you will be contacted by Department of Education International to advise you of your further appeal rights.
- If all your appeals are unsuccessful, your child may be expelled in case of an expulsion. Your child will also be reported to Immigration and they may decide to cancel your visa.

Policy on anti-bullying

Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship.

It is ongoing and repeated, and it involves behaviours that can cause harm. The NSW Department of Education requires all NSW public schools to have an Anti-bullying Plan which details the strategies implemented to reduce student bullying behaviours.

Resources

The NSW anti-bullying website (see: <https://antibullying.nsw.gov.au/>) provides evidence-based resources and information for schools, parents and carers, and students. Schools are encouraged to visit the website to support whole-school prevention, early intervention and response approaches and strategies for student bullying behaviour.

Rydalmere East Public School's commitment

Our school rejects all forms of bullying behaviours, including online (or cyber) bullying by maintaining a commitment to providing a safe, inclusive and respectful learning community that promotes student wellbeing. Executive staff are committed to establishing evidence-based approaches and strategies that promote a positive climate where bullying is less likely to occur.

1. School culture and inclusion

All members of the school community are active participants in building a welcoming school culture that values diversity and fosters positive relationships. A key component of a supportive school culture is building respectful relationships and an ethos that bullying is not accepted, in both online and offline environments. School staff will actively respond to student bullying behaviour. Our school engages in the following practices to promote a positive school culture.

1.1 Student assemblies

Student bullying and expectations about student behaviour will be discussed and information presented to promote a positive school culture where bullying is not accepted.

Dates	Communication topics
Week 8 Term 1	Behaviour code for students; PBL awards
Week 4 Term 2	What is bullying? How does a responsible, respectful and resilient school member take a stand against bullying? (bystander behaviour) PBL awards
Week 8 Term 2	What are the steps to take if someone is being bullied? School's procedures. PBL awards.
Week 4 Term 3	Revise what is bullying, what to do if someone is being bullied, and the school's procedures. PBL awards.

1.2 Staff communication and professional learning

Staff will be supported with professional learning that provides evidence-based ways to encourage and teach positive social and emotional wellbeing and discourage, prevent, identify, and respond effectively to student bullying behaviour.

1.3 New and casual staff

New and casual staff will be informed about our school's approaches and strategies to prevent and respond to student bullying behaviour in the following ways. New staff are inducted by executive staff to understand the school's systems, data and processes that promote positive behaviour including the school's response procedures to bullying. Casual staff receive the PBL steps and information in the casual teaching folders and are introduced to a supervisor/ executive to whom they can report any concerns of bullying.

2 Partnerships with families and community

Effective schools have high levels of parental and community involvement. This involvement is strongly related to improved student learning, attendance and behaviour. Our school proactively builds collaborative relationships with families and communities to create a shared understanding of how to support student learning, safety and wellbeing.

2.1 Website

Our school website has information to support families help their children to regulate their emotions and behaviour and develop socially. Information is provided to assist if children have been involved in bullying behaviour (as the person engaging in bullying behaviour, as the person being bullied or as the person witnessing the bullying behaviour). The following are published on our school's website.

☒ School Anti-bullying Plan ☒ NSW Anti-bullying website ☒ Behaviour Code for Students

2.2 Communication with parents

Our school will provide information to parents to help promote a positive school culture where bullying is not acceptable and to increase parent's understanding of how our school addresses all forms of bullying behaviour.

3 Support for wellbeing and positive behaviours

Our school's practices support student wellbeing and positive behaviour approaches that align with our school community's needs. Social and emotional skills related to personal safety, resilience, help-seeking and protective behaviours are explicitly taught across the curriculum in Personal Development, Health and Physical Education (PDHPE). Examples of other ways our school will embed student wellbeing and positive behaviour approaches and strategies in practices include the following.

* PBL lessons with a weekly whole school focus * Targeted tier 2 and 3 interventions including individual behaviour response plans * PDHPE child protection and safety lessons where students are taught who they can turn to for help and how. * Explicit teaching of expected behaviours in different settings * Explicit teaching of how to access help if you or someone you know is being bullied at Rydalmere East Public School

Merit system

Rydalmere East Public School is a PBL school with a school-wide approach to behaviour management and student rewards. Each student in the school has a Kenny Chart. These are a series of levelled charts where students receive stamps for displaying positive behaviour in the classroom and playground. When students demonstrate safe, responsible and respectful behaviour, teachers reward this with a 'Kenny Stamp'. When students complete their Kenny Chart, they receive a certificate in assembly and begin a new chart.

Name			
		Strive For Success	

7. School Curriculum

Our school follows the NSW Education Standards Authority (NESA) Curriculum, which is designed to provide a comprehensive and balanced education for all students. The curriculum includes key learning areas such as English, Mathematics, Science, Human Society and Its Environment (HSIE), Creative Arts, Personal Development, Health and Physical Education (PDHPE), and Technology. Learning is delivered through a variety of engaging teaching methods, including individual, group, and project-based activities, catering to diverse learning styles in all key learning areas.

To support all students, including international students, we implement a multi-tiered approach to learning support:

- **Tier 1** intervention consists of high-quality, differentiated teaching in the regular classroom to meet the diverse needs of all students.
- **Tier 2** involves targeted small-group programs designed to assist students who need additional support beyond classroom teaching. Programs include:
 - **MiniLit**, a program focused on building foundational reading skills for early learners who require extra help with phonics and decoding.
 - **MacqLit**, designed for older students who need additional assistance with reading fluency and comprehension.
- **Tier 3** provides intensive, individualised intervention for students requiring significant support to achieve learning outcomes. An example of this type of program is:
 - The **Reading Tutor** program that offers one-on-one tutoring to support students facing persistent reading challenges.

For international students, special attention is given to English language development through the EALD (English as an Additional Language or Dialect) program, ensuring students build strong communication skills alongside their academic studies. The curriculum aims to develop critical thinking, creativity, and problem-solving abilities while promoting cultural understanding and respect.

Assessment at our school is ongoing, varied, and designed to support student learning and progress. Formative assessments such as observations, quizzes, and class tasks provide regular feedback to students and teachers about understanding and skills development. Summative assessments, including tests, assignments, and projects, are conducted at the end of learning units to evaluate achievement against syllabus outcomes.

Assessment data is used carefully to guide teaching, identify learning needs, and personalise support. Families receive regular reports about their child's progress, and parent-teacher meetings provide opportunities to discuss assessment outcomes, learning goals, and any additional support required.

For detailed information about specific stages and subjects, students and families are encouraged to speak with their child's classroom teacher or contact the school office.

8. School Activities

At Rydalmere East Public School, we value the partnership between home and school. There are many opportunities for yourself and your child to be a part of at REPS. These include:

- P&C Association – Rydalmere East PS P&C President – Juz McGuire - juz.mcguire@gmail.com
- Volunteering for reading, uniform shop or the school canteen.

Please speak to our friendly office if you're able to assist at our school.

Extra-curricular activities at REPS for your child to be a part of:

- 3-6 Dance Group
- K-2 Dance Group
- PSSA League Tag
- Chess Club
- Gardening Club
- Student Representative Council
- Stage 3 Debating Club
- Defence Club

Living in Sydney

9. Staying Safe

9.1 Emergency Services

Ambulance, Police or Fire Brigade



In case of an emergency or if you are in danger, call **000** and tell them:

- Type of emergency (ambulance/police/fire brigade)
- Your location or location of the emergency
- Your full name and contact number (if possible)



The local police station is Eastwood

Address: 3 Ethel Street, Eastwood NSW 2122]
Phone: 02 9858 9299



The nearest medical centre is Myhealth Ermington

Address: 8 Betty Cuthbert Avenue, Ermington NSW 2115
Phone: 02 8622 1681



The nearest hospital to the school is: Ryde Hospital

Address: Denistone Road, Eastwood NSW 2122
Phone: 02 9858 7888

9.2 Important Safety Tips

For your child's safety, here are some simple things to remember:

- If you are not travelling with your child to or from school, show them **the safest route to go to school and home, or have your child travel with other students as a group**. They should go straight home to you after school and should not be allowed to wander about.
- **Do not let your child travel alone in the dark or at night.**
- Show your child how to look after **their belongings** and **keep them close** to where they can see them.
- Your child should **leave valuables at home** if they don't need it for school. This includes jewellery, electronic equipment such as iPad or laptop.
- **Never give your child a large amount of money** to carry to school.
- **Never accept parcels** that do not directly belong to you. You will be held legally responsible for the contents of the parcels.
- **Never pay for school fees through people who offer discounts.** This is a SCAM.
- **Call 000 in the event of an emergency.** Remember, calls to 000 are free of charge.

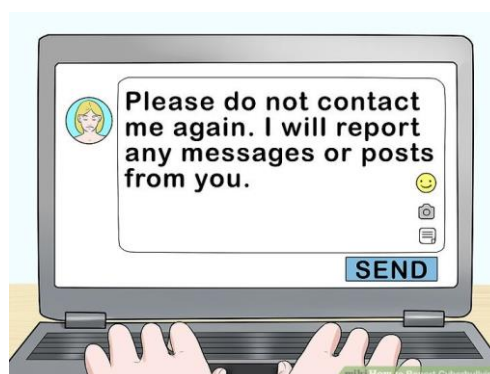
Did you know?

You must let your school know of **any change of your address and contact details as soon as possible and within 7 days**. It is a student visa requirement, and will help to keep your child safe if the school knows where you live and how to contact the parents in case of emergency.

9.3 Cyber Safety

When using the internet, like anywhere in the world, you should remind your child to protect themselves against spam, online scams, identity theft and online bullying. Here are some tips you can remind them:

- If they are using a public computer, make sure they **log out** of the online accounts such as their social media account, bank or email accounts, and log out of their computer account before walking away.
- **Remind your child not to give away their personal information.** This includes their name, phone number, address, email address, date of birth, usernames and passwords, and bank details.
- If they think they are being harassed or bullied online, **report the person being abusive** to the website or social media administrators and talk to you, teacher or friend, or contact **Kids Helpline (1800 55 1800)**.
- **Ignore, block or mute** the person being abusive online and do not engage with them.



You can find more information on the Kids Helpline website at:
<https://kidshelpline.com.au/parents/issues/children-who-cyberbully>

9.4 Road Safety and Public Transport Safety

- Remind your child to use pedestrian walkways and only cross the street at pedestrian crossings or lights.
- Teach them to watch for traffic before crossing by looking left and right for incoming cars.
- Remind your child not to use their mobile phone or put on their ear phones when they are crossing the road.
- Teach them to avoid isolated bus, rail and tram stops.



Public transport is reliable and widely used in Australia, particularly in metro and urban areas. A number of security measures have been implemented to maximise the safety of public transport users including security officers and guards, help points, good lighting and security cameras. However your child and you should still use caution when travelling on public transport:

- Check transport timetables to avoid long waits, particularly at night. You can download an app on your mobile phone such as **TripView**, **TripGo** or **TransitTimes** to view timetables of public transport and plan your trip.
- If you and your child find yourselves left in a train carriage on your own or with only one other person you may feel more comfortable moving to another carriage closer to the guard or driver.



Train carriages nearest to the driver or guard are lit and safest at night.

9.5 Safety Apps

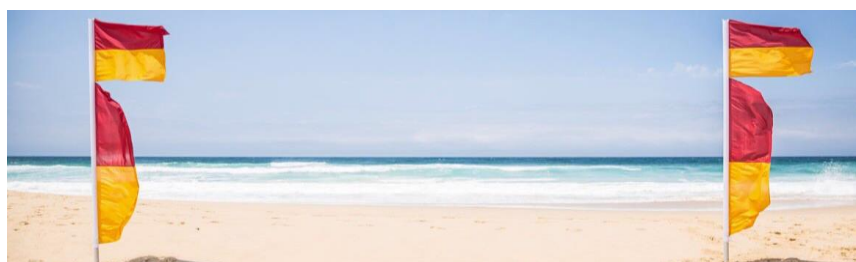
The **Emergency Plus app** is a national emergency app that anyone can use in Australia to get help as soon as possible in an emergency situation.

It tells you the exact location on the map and the GPS coordinates that you can read to the operator when you call the emergency service.



9.6 Water Safety

- **Never let your child swim alone** at the beach.
- Teach your child to only **swim between the red and yellow flags** on the beach. This is the area where lifeguards and lifesavers patrol to keep you safe. No Flags = No Swim
- Look for, read and **obey water safety signs**.
- Check water conditions and water depth before swimming – never dive head first.
- Never bathe and swim directly after eating or under the influence of drugs including alcohol.
- Learn how to spot a **rip current** and keep clear of the area.
- Always **use sunscreen** to protect exposed skin, put on a shirt, wear sunglasses and a hat when not swimming, and drink plenty of water.



Spot and Survive a rip current

Rips currents are the number one hazard on Australian beaches. The things to look for are deeper, dark-coloured water; fewer breaking waves; a rippled surface surrounded by smooth waters; and anything floating out to sea or foamy, discoloured, sandy, water flowing out beyond the waves.

If anyone is caught in a rip: **stay calm, float with the current, call out HELP** and **wave an arm** to gain attention of nearby surfers or lifeguards.



Learn about how to spot a **rip** and what to do when you are caught in a rip from the videos (multi-

languages) on the **Beachsafe** website: <https://beachsafe.org.au/surf-safety/ripcurrents>

10. Reporting Incidents and seeking help

Bullying, assaults and harassments of any forms are not tolerated in Australia. If your child has experienced any form of assault (either sexually or physically), harassment or any abuse, or if they think they are in danger of being assaulted, use the following services:

1. If your child is in immediate danger, or you wish to report an incident, call

000 and ask for the Police/Ambulance
depending on your emergency

2. If they need help at school, remind them to go to their:

- **International Student Coordinator - Ryan Cox - Rydalmere East PS**
- **School Counsellor – Chloe Oen – Rydalmere East PS**

3. For more information or assistance related to bullying, assaults and harassment, you or your child can contact the following services:

- **Kids Helpline** is a free, private and confidential 24/7 phone line and online counselling service for young people. Call **1800 55 1800** or email counsellor@kidshelpline.com.au or visit www.kidshelpline.com.au for more information.
- **Bullying. NoWay!** provides information and helpful ideas about bullying: <https://bullyingnoway.gov.au/>



11. You and the Law

The laws in Australia can be very different from your home country.

For example:

- It is illegal to ride a bike without wearing a helmet
- It is illegal to consume alcohol for anyone under 18 years of age
- It is illegal to purchase cigarettes for anyone under 18 years of age
- Possession and use of illegal drugs is a criminal offence

Visit the website www.lawstuff.org.au for information about laws relating to children and young people.

12. Permission to work

Guardian visa (subclass 590) holders are generally not allowed to work as a visa condition.

Students enrolled in a NSW government primary school are not permitted to work.

13. Transport and Travel Concession

Children 4 to 15 years of age are automatically entitled to a child's half fare concession and are required to carry a **Proof of Age Card** to be entitled to the concession fares.



Please ask your school's office staff about applying for a Proof of Age Card. Your child must carry this card with them at all times and present it to ticket inspectors when required.



Opal card is the smartcard ticketing system used to pay for travel on public transport in Sydney, the Blue Mountains, Central Coast, the Hunter and the Illawarra.

With the Proof of Age card, your child can get a **green CHILD/YOUTH OPAL CARD** by applying online at the Opal website: www.opal.com.au/ordercard. If your child loses the card they can report it as lost or stolen.

You can also get an **unregistered Child/Youth Opal card** for your child from your nearest newsagent or opal retailer over the counter. However, this card is not registered and therefore cannot be reported as lost or stolen.

14. Overseas Student Health Cover (OSHC)

You and your child must have and maintain your Overseas Student Health Cover (OSHC) while you are in Australia. This allows you to access medical services at an affordable cost while you study in Australia. It is also a student visa requirement.

Activate your OSHC membership

You would have already purchased an OSHC membership arranged before you arrive. **It is important that you activate your OSHC as soon as possible if you have not already done that.**

If your OSHC policy is provided by **Medibank OSHC**, activate your membership by following the steps below:

1. Go to membership at www.medibankoshc.com.au and select “Activate your Membership”
2. Complete your personal details including your birth date, visa start date and passport details.
3. Click “submit” when completed. If you do not have your membership number, you can leave it blank.

Obtain your OSHC membership card

Once you have activated your membership, it is important that you obtain your membership card. Different providers may have different forms of membership card (electronic or plastic card).

If you are **Medibank OSHC member**, you can download your **Digital Membership Card** through the Online Member Services on the Medibank website.

1. log in to Online Members Services at www.medibankoshc.com.au
2. Once logged in, select ‘My Account’ in the top menu
3. Select ‘View Digital Card’
4. Once completed, save a copy of the card to your mobile phone and computer or tablet so that you can access it at all times.

Know your cover

It is important that you know what is covered and what is not covered in your policy, how much you can claim and how to make a claim if you or your child has to visit a doctor.

If you are a **Medibank OSHC member**, you can access the following **Online Member Services** on www.medibankoshc.com.au:

- Activate membership for new members
- Access digital member card
- Update membership details (including bank details for refund)
- Get policy information
- Make online claims

If you have a problem with your OSHC, you should contact your insurer in the first instance. If you are insured with Medibank OSHC, call 134 148. You can request to speak to someone who speaks your language (if available).

*If you are **NOT** a Medibank OSHC member, ensure that you check with your OSHC provider to find out how to activate your cover, obtain your membership card and how to make a claim online.*

Visa Requirements You Should Know

Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018.

For a summary of the ESOS framework see: <http://www.internationaleducation.gov.au>

For information about student visa requirements refer to the Department of Home Affairs (HA) website: www.homeaffairs.gov.au

Contact the **International Student Coordinator** at your school if you have any concerns or questions about your school, personal issues or other problems. The Coordinator will assist you or refer you to the appropriate staff member.

Student visa condition

As an international student on a student visa, your child must:

- comply with their student visa conditions
- ensure they have and continue to maintain your Overseas Student Health Cover (OSHC) for as long as they stay in Australia on a student visa
- tell their school if they change your address or other contact details
- maintain satisfactory course progress and attendance.

Information about visa conditions for student visa holders is available on the Department of Home Affairs website at <https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students>, or call 131 881.

The following regulations apply to your child's studies at a NSW government school:

15. Attendance and Course Requirements

- Your child must attend a minimum of 80% of all scheduled classes. If your child does not meet attendance requirements they may be reported to Immigration, unless there are compassionate or compelling circumstances (guidelines are provided below).
- You must provide a doctor's certificate for any of your child's absences of 3 days or more. The doctor must be a registered medical practitioner. If your child is absent for 1 or 2 days, a letter of explanation must be provided.
- If your child fails to meet the 80% attendance requirements, and fail to appeal or do not receive a successful school appeal outcome, they will be reported to the Department of Home Affairs and this may impact the status of their student visa. An **Intention to Report** letter will be issued to your child and you, and you will have 20 school days to appeal internally then externally. If all your appeals are unsuccessful, your child would be reported to Immigration and their visa may be cancelled.

16. Welfare Requirements

- You must notify your child's school of your residential address within 7 days of arriving in Australia and notify any changes of address and contact details within 7 days.

- **Your child must reside with the Immigration approved guardian at all times. You must notify your school of any intention of change in the guardianship arrangements (including arranging a temporary guardian with Immigration) as soon as possible and at least 4 weeks in advance.**

17. Conditions of Enrolment

- You are required to remain with your child while they are enrolled in primary school Years K – 4. If you need to return to your home country, your child must accompany you. If your child is in Years 5 – 8, they must reside with a direct blood relative (approved carer).
- Your child must adhere to school rules and the terms and conditions of enrolment as stated on the international student application form. Your child will receive information about school rules and expected behaviour at orientation.
- Your child's school may suspend or cancel your child's enrolment on grounds of misbehaviour. For further information about student behaviour and suspension and expulsion of students, refer to the International Student Coordinator at your child's school.
- If you want to transfer your child to another government school, you must provide a written request to your child's school.
- If you want to change provider you must provide a written request to your child's school. For further information concerning visa regulations about change of provider refer to the Immigration website and the coordinator at your child's school.

18. Taking Leave

If your child is going to be absent for **a week or more** during school term, or plan to take extended leave, you **must request approval** from the principal and **DE International** prior to taking leave or booking flights. Approval is only granted on compassionate or compelling grounds (refer to guidelines below).

19. Deferment of Course Commencement Date

Any request for a deferment must be submitted in writing and signed by parents to DE International. A request for deferment after your child's student visa has been issued will only be approved where evidence of compelling and compassionate circumstances can be provided. A deferment may affect your child's visa so please consult the Department of Home Affairs before submitting a request.

20. Guidelines for Compassionate or Compelling Circumstances

Leave approved on grounds of compassionate or compelling circumstances is not counted in attendance records. Compassionate or compelling circumstances are generally those beyond your control and which have an impact upon your child's course progress or wellbeing. These could include, but not limited to:

- illness, where a medical certificate states that your child is unable to attend classes or
- bereavement of close family members such as parents or grandparents (where possible a death certificate or other evidence should be provided either prior to departure or on return) or
- major political upheaval or natural disaster in the home country requiring emergency travel

- and this has impacted on your child's studies or
- a traumatic experience which could include, but is not limited to:
 - involvement in, or witnessing of an accident
 - witnessing or being the victim of crime
 - and this has impacted on your child (these cases should be supported by police or psychologists' reports or advice)
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

21. Suspension of Studies

If your child is required to take leave for **longer than 5 days** from school due to compassionate or compelling circumstances, a suspension of their studies may be possible, whereby their absence is not counted towards your attendance rate.

Prior to taking leave, a signed request from the parents must be submitted to DE International along with evidence of compassionate or compelling circumstances.

A suspension of studies may affect your child's visa so please consult the Department of Home Affairs before submitting a request.

22. Complaints and Appeals

NSW Department of Education has a complaints and appeals process. If you wish to make a complaint or appeal a decision made concerning your child's enrolment, course progress or other decision, you should contact the International Student Coordinator at your school who will explain the process.

Arrival Checklist

Here are some useful tips on what you should do for your child during your first few weeks in Australia:

On arrival

- ☐ Let your family overseas know that you have arrived safely in Australia and provide them with your contact number and address
- ☐ Make sure your child learns to write and say their address
- ☐ Remember that in Australia, the emergency phone number is **000**.
- ☐ Get a mobile phone (or an Australian SIM card) and make sure your child remembers your number so that they know how to contact you
- ☐ Tell your child's International Student Coordinator immediately if you change your mobile number
- ☐ Open a bank account
- ☐ Activate your OSHC and download the digital membership card on your mobile phone for you and your ; learn about what is covered by your policy and how to lodge a claim

At School

- ☐ Provide your address to school and let them know immediately and no later than 7 days of any change of address and contact details
 - ☐ Provide emergency contact details in Australia and overseas to your school at enrolment
 - ☐ Apply for a **Proof of Age Card** at school for your child
 - ☐ Read this international orientation booklet carefully so that you know what you and your child should DO and NOT while your child is studying in Australia
 - ☐ Learn about your child's school rules, student visa conditions, and rights and responsibility of an international student
 - ☐ Find out where the school's International Student Coordinator is and say hello regularly
 - ☐ Find out what clubs and teams your child can join (sports or hobbies) and how you can become involved in school activities as a parent
- Actively seek help if you have any problems or questions by speaking to your International Student Coordinator , Principal or School Counsellor.

At Home

- ☐ Get a **Child/Youth Opal Card** for your child
- ☐ Show your child how to use the public transport system, how to go to school from home (as required)
- ☐ Familiarise yourself and your child with the area of your suburb such as the local shops, clinic, hospital and police station

Here are some useful forms that you may need to use later:

23. Under 18 Request to Change Welfare Arrangements

Complete this form to let the school know if your child's welfare arrangements have changed, or if you have changed your address.

24. Leave Request

Complete this form if you are requesting extended leave for 5 days or more or travelling overseas.

Your child's leave will only be approved if there are compassionate or compelling reasons.

You may be asked to provide documents to support your reasons.

Make sure you apply for the leave at least 4 weeks before the planned departure date and NEVER leave the country without DE International's approval

25. Leave Requests Flowchart

This step-by-step chart helps you understand the Leave Request process.



DE INTERNATIONAL

UNDER 18 - REQUEST TO CHANGE WELFARE ARRANGEMENTS

Student Family Name Student Given Names.....

Student Reference No SO..... Passport No..... Date of Birth.....

Student's New Address

.....Postcode:.....

Student's Personal Email Telephone No.....

School (or school preferences if school not confirmed).....

Please indicate if accommodation is:

- Living with direct relative (approved by Immigration) ☐
- Homestay family ☐
- Shared accommodation ☐
- Parent with a guardian visa ☐

Reason for changing address

Name, age and gender of people residing at this address

Name.....Age..... M/F

Name..... AgeM/F

Name Age M/F

Name..... AgeM/F

Name.....Age..... M/F

Name..... AgeM/F

CARER CONTACT DETAILS

Given Name Family Name.....

Address

..... Postcode.....

Email Address.....

Telephone: Home Mobile.....Work.....

Carer Signature.....Date.....

ADDITIONAL EMERGENCY CONTACT (over 21 years old)

Name: Home/Work:Mobile:

Name: Home/Work:Mobile:

Student's Signature:



DE INTERNATIONAL

LEAVE REQUEST

Student visa conditions require that you must attend school every day during the school term. All **unapproved** short or extended leave is recorded as non-attendance and **may affect your visa**.

All leave requests must:

- be submitted **at least 4 weeks prior** to planned departure date
- be submitted to **DE International for approval prior to booking flights**
- have attached **signed parent consent letter**
- provide evidence of **medical** or **compassionate / compelling circumstances** if applicable

Travel during school holidays (other than returning to your home country) is only permitted if you are accompanied by a parent, guardian, homestay carer, close relative or on an approved school excursion.

You must submit a **copy of your flight ticket** to DE International, if approval has been granted by DE International.

School _____

Student reference no: **SO** _____ DOB: _____ Date: _____

Student given name: _____ Known as: _____ Family name: _____

Student mobile number: _____ Email: _____

Parent mobile number: _____ Parent email: _____

Expected **departure date**: _____ Expected **return date**: _____

Total number of schools days that you would be missing: _____

Reason for leave request: _____

ATTACH WITH APPLICATION

- ☐ Signed parent letter
- ☐ Translation of letter
- ☐ Supporting documents

Signature - **International Student Coordinator**

*Attendance rate at date of application ____%

Principal ☐ Recommended ☐ Not Recommended

Comment _____

Leave Requests Flow Chart

STEP 1

A letter signed by parents must be provided

STEP 2

Submit to the ISC completed form and any supporting document to
School

STEP 3

School forwards request to DE International

STEP 4

DE International assesses request

If approved:

Purchase flight ticket and send
a copy to school

School forwards flight ticket to
DE International

If declined:

Leave is not approved.
Attendance will be affected if
you leave school



AUSTRALIAN NATIONAL ANTHEM

Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross
We'll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

NSW Government Schools
NSW Department of Education
Locked Bag 53
Darlinghurst NSW 1300 Australia



+61 2 9244 5555 (overseas) or
1300 300 229 (in Australia)



deinternational.nsw.edu.au