Marrickville Intensive English Centre

Student Handbook

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Marrickville NSW 2204

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CRICOS Provider: NSW Dept of Education
CRICOS Code: 00588M
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Dear Student,

Welcome to *Marrickville Intensive English Centre* (IEC). Marrickville IEC offers students initial placements for non-English speaking migrants or refugees of secondary school age living in inner western Sydney.

Marrickville IEC follows the Department of Education Intensive English Programs Curriculum Framework. The secondary program is organised into three levels: Level 1 (beginner), Level 2 (intermediate) and Level 3 (exiting to high school).

Quality programs have been designed to prepare you for the challenges and academic demands of an Australian high school. You will be taught English through high school subjects including English, Mathematics, Science, Geography, History, Art, Computer Studies and Physical Education.

All staff are highly experienced and committed to helping you learn English and prepare for the language demands of high school.

**INTERNATIONAL STUDENT COORDINATOR**

To assist your transition into Marrickville Intensive English Centre we have a teacher acting as your mentor. He is known as the International Student Coordinator.

The role of the *International Student Coordinator* is to assist you by:

- Ensuring that your academic needs are being met
- Assisting you to settle into the school
- Offering information to any questions you may have
- Helping you to feel happy and safe

This handbook contains important information about our school and its operation. Please read it carefully and keep the handbook handy for daily reference.

We are sure that your stay at MIEC will be a positive and enjoyable experience.

Mr P. Fitzgerald

Ms Hong

International Student Contact Person

Mr Segan

International Student Coordinator
## MARRICKVILLE IEC BELL TIMES

**Lesson Times (Week A & B)**

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY WEEK A</th>
<th>THURSDAY WEEK B</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>Roll Call</td>
<td>8:45 - 9:05</td>
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<td>8:45 - 9:15</td>
<td>8:45 - 8:55</td>
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<tr>
<td>Period 2</td>
<td>9:50 - 10:45</td>
<td>9:45 - 10:35</td>
<td>9:50 - 10:45</td>
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<td>9:45 - 10:30</td>
<td>9:50 - 10:45</td>
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<tr>
<td>Assembly</td>
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<td>10:30 - 10:55</td>
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<tr>
<td>Period 3</td>
<td>11:05 - 12:00</td>
<td>10:55 - 11:45</td>
<td>11:05 - 12:00</td>
<td>11:15 - 12:05</td>
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<tr>
<td>Period 4</td>
<td>12:00 - 12:55</td>
<td>11:45 - 12:35</td>
<td>12:00 - 12:55</td>
<td>12:05 - 12:55</td>
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<tr>
<td>Lunch 2</td>
<td>1:15 - 1:35</td>
<td>1:00 - 1:25</td>
<td>1:15 - 1:35</td>
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### UNIFORM

All students at Marrickville High School and the IEC must wear school uniform.

- Students must wear full uniform every day.
- Students must wear full uniform when going on excursion.
- Clothing must not display any stripes, slogans or logos (other than the IEC logo).
- Students may not wear any clothing to school that is not part of the uniform.

#### GIRLS

**School Uniform:**
- Navy blue IEC jacket with school logo
- Navy blue IEC jumper
- Navy blue IEC polo shirt with school logo
- Navy blue skirts
- Navy blue trousers
- Navy blue knee length shorts
- Black shoes

**Sports Uniform:**
- White polo shirt with school logo
- Sports shoes

#### BOYS

**School Uniform:**
- Navy blue IEC jacket with school logo
- Navy blue IEC jumper
- Navy blue IEC polo shirt with school logo
- Navy blue trousers
- Navy blue knee length shorts
- Black Shoes

**Sports Uniform:**
- White polo shirt with school logo
- Sports shoes
PARENT/TEACHER MEETINGS

Parent/teacher meetings are vital for parents/guardians as it allows an opportunity to discuss their child’s work and progress with teachers and raise any concerns they may have in respect of their child’s education.

Parent/Teacher meetings are held in Term 2 and Term 4 every year in the Marrickville High School Library between 4:00pm -6:00pm. A letter will be sent home 2 weeks prior to the meeting to notify the parents.

Parents/guardians are able to discuss their child's progress at Marrickville IEC with all their teachers, the Head Teacher and the school counsellor on the night.

Marrickville IEC also offers Teacher Aides (Ethnic) and interpreters to assist parents/guardians understand the information provided by staff.

REPORTS

The reports are a formal written document which informs the parents/guardians of their child's progress in all their subject areas.

Student reports will be emailed directly to both parents overseas and Homestay guardians in Term 1 and Term 3 of each year. The reports are also sent to the International Student Centre for their records.

Warning letters may also be issued to students who are not making adequate progress and copies of these letters will be sent to parents, guardians and International Student Centre.

You are also welcome to discuss your child’s progress with the Head Teacher but please phone the school on 95500251 to arrange an appointment. This enables the school to arrange interviews at mutually convenient times and also allows the Head Teacher to investigate matters and have relevant information and knowledge of specific circumstances.
CODE OF CONDUCT

The wellbeing, safety and health of students is the basis of all school policies, programs and practices. Students, teachers, parents, caregivers and members of the wider school community have a shared responsibility to create a safe and inclusive school. A key part of planning for student wellbeing and effective learning is the school policy for management of bullying, harassment and responsible digital citizenship.

The core rules listed below reflect those developed by the Department of Education to establish consistent expectations for student behaviour in all government schools.

The rules are based on mutual respect for others, wellbeing and attainment of excellence.

The school is committed to supporting students and their families in the implementation of these rules through student wellbeing policies and programs.

The critical role of parents and caregivers is recognised as the primary influence on each young person’s character and behaviour and as essential partners in supporting the core rules and the successful education of their children.

CORE RULES

As a student at Marrickville Intensive English Centre you are expected to:

- Attend school every day; be in class on time and be prepared to learn to the best of your ability.
- Maintain a neat appearance and wear Marrickville IEC uniform to school each day.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for yourself, your peers, teachers and school staff.
- Take pride in your achievements and your school and care for the school environment and property belonging to you, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.
In Australia, students who are enrolled at school, regardless of their age, are expected to attend that school. Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents and guardians, are responsible for promoting the regular attendance of students.

PARENTS, GUARDIANS AND CARERS

Parents/guardians/carers are legally responsible for ensuring that their child(ren) who are enrolled at school attend regularly.

Parents/guardians/carers are required to explain their child(ren) absence/s in writing promptly to the school.

ATTENDANCE PROCEDURE AT MARRICKVILLE IEC

Students MUST attend a minimum of 80% of classes. This includes lateness to school. If you fail to meet these attendance requirements, you will be reported to the Australian Government Immigration Authorities.

You must provide a doctor’s certificate if you are absent for 3 or more days. If you are absent for 1 or 2 days, you need a letter from your parent/guardian/carer.

Notes must be submitted to the teacher during roll call immediately upon your return to school.

ABSENTEE NOTE EXAMPLE (refer to school diary from samples)

STUDENT’S NAME …………………………………………………………………………………………………
ADDRESS AND/OR PHONE NUMBER ………………………………………………………………………
ROLL CLASS ...................... DATE.................................

Dear Sir/Ms,
Please excuse my child’s absence on .............................. Date/s
He/she was absent due to ........................................................................
...........................................................................................
Medical Certificate enclosed
YES ☐ NO ☐ SIGNED ..............................................................

.............................................
(Name Printed)
TRANSPORT AND LOCAL EMERGENCY FACILITIES

STUDENT DROP OFF AREA
If you are dropping your child off by car, please do not drive into the car park. Park on Northcote Street and use the gate next to the car park. Students are not allowed to walk through the car park.

TRANSPORT TIMETABLE
For a complete, up-to-date list of:
- train timetable visit http://www.sydneytrains.info/ or
- buses timetable visit http://www.sydneybuses.info/routes

STUDENT TRAVEL PASSES
International students are eligible for a school concession card. For enquiries regarding student travel passes, please see the Marrickville IEC front office.

EMERGENCY FACILITIES
Dial 000 in case of an emergency (Ambulance, Police and Fire Brigade)

Should any student have concerns in regards to their safety, they should contact the International Student Centre immediately or speak to the International Student Coordinator.

NEAREST FACILITIES TO MARRICKVILLE IEC
- Police Station
  Marrickville Police Station
  89-101 Despointes St, Marrickville NSW 2204
  (02) 9568 9299

- Hospital
  Royal Prince Alfred Hospital
  Missenden Rd, Camperdown NSW 2050
  (02) 9515 6111

- Medical Centre
  Marrickville Medical Centre
  296 Marrickville Rd, Marrickville NSW 2204
  (02) 9568 4188

- Shopping Centre and Bank
  Marrickville Metro Shopping Centre
  34 Victoria Rd, Marrickville NSW 2204
  (02) 9519 1066
HEALTH CARE

It is compulsory for student visa holders to have Overseas Student Health Cover (OSHC) usually through Medibank Private or BUPA. This allows students to access medical services similar to Medicare cover and entitles you to claim a rebate of scheduled fees when visiting a doctor.

Students are required to provide accurate health details to the school on enrolment. With parental agreement, a dental check is given at the school. During this examination you are tested for any dental problems.

International Students can telephone their OSHC for advice or visit their stores.

The closest Private Health Insurance Offices to Marrickville IEC are:

Marrickville Medibank
Shop 28, Metro Shopping Centre
34 Victoria Road
Marrickville NSW 2204
Tel. 132 331

BUPA Centre
Shop 346, Westfield Shopping Centre
100 Burwood Road
Burwood NSW 2134
Tel. 134 135

YOU AND THE LAW

Under Australian law it is:
- illegal to consume alcohol if you are under 18
- illegal to purchase cigarettes if you are under 18
- a criminal offence to be in possession and use illegal drugs

For more information about Australian laws relating to young people visit www.lawstuff.org.au
ACCOMMODATION AND WELFARE ARRANGEMENTS

If you are under 18 years old you must stay with your approved Homestay. If you wish to go out after school or on weekends or holidays you must get permission from your Homestay. You must communicate with and follow the Homestay’s instructions. You cannot change Homestay without written approval from DE International.

If you wish to change your Homestay, you should speak to the International Student Co-ordinator.

NSW Department of Education recommends that students over 18 continue to live with relatives or Homestay families. Changes to accommodation should be within reasonable travelling distance to Marrickville IEC and you must notify the school within 7 days.

TAKING LEAVE

If you are going to be absent for a week or more during school term, your parents must request approval from the principal in consultation or International Student Co-ordinator with Department of Education (DE) International. You must not defer your start date or take extended leave without the express permission of the principal and DE International. Approval is only granted on compassionate or compelling grounds.

Compassionate and compelling circumstances are generally those beyond your control and which have an impact upon your course progress or wellbeing. These could include, but not limited to:

- illness, where a medical certificate states that you are unable to attend classes
- 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)
- major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on your studies
- a traumatic experience which could include, but not limited to:
  - involvement in, or witnessing of an accident
  - witnessing or being the victim of crime and this has impacted on your (these cases should be supported by police or psychologist’ reports or advice)
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

WORK

Students attending an Intensive English Program are not permitted to work part time.

To work part-time, DE International requires that you must have been enrolled for at least 6 months in your current school, have a satisfactory attendance record and provide your school with a letter of consent from your parents before beginning part-time work.

Any part-time work during school term must not interfere with your school studies and must not exceed 40 hours per fortnight. You should not work more than 10 hours per week in school terms as any more hours may impact on your learning.
COMPLAINTS AND APPEALS

National Code – Standard 8 – Complaints and appeals

As an education provider, DE International is required to have a complaints and appeals process that is independent, easily and immediately accessible and inexpensive for parties involved.

NSW Department of Education has a complaints and appeals process which is available on the website. If you wish to make a complaint or appeal a decision made concerning your enrolment, course progress or other decision, you should contact the International Student Coordinator at Marrickville IEC. Your carer (if you are under 18) or support person (if you are over 18) must be present with you in any appeal interviews.

If you are not satisfied with the outcome of internal complaint and appeal process, you will be given access to the external appeals process through the NSW Ombudsman.

FORMAL COMPLAINT

If the student is not satisfied with the informal negotiation, then a written complaint can be lodged. In general, a complaint should be lodge where the problem occurred (e.g. at the school for issues relating to attendance, student behaviour or course requirements; or DE International for issues relating to fees or Homestay Providers).

Upon receipt of the written complaint, an investigation must be commenced within 10 school days and complete by the appropriate delegate in accordance with the Department’s Complaints Handling Policy Guidelines.

In addition, the following conditions apply as per the National Code:

1. The complainant must be given a written statement of the outcome, including details of the reasons for the outcome. If the complaint or appeal process results in a decision that supports the student, the decision and/or corrective and preventative action required must be implemented immediately and the student is to be advised of the outcome.

2. Students must be advised of their right to appeal against a provider’s intention to report them to Immigration on the grounds of suspension/cancellation of enrolment which could lead to cancellation of their student visa.

All appeals must be lodged within 20 school days of the date on the Intension to Report letter to the student.

NOTE: A student’s enrolment must be maintained throughout a complaints process.
THE READING PROGRAM AT MIEC

The Reading Program is an individualised program for students that are run by the teachers at Marrickville IEC. It helps students develop, apply and evaluate their reading and literacy skills whilst simultaneously encouraging them to develop a reading habit.

The Reading Program targets particular skills such as:
- sight word reading
- phonic skills
- text reading
- rate building skills
- word writing
- comprehension

Students are provided with a valuable opportunity to work one on one with the classroom teacher, teacher aides and volunteers who are English native speakers. Through the Reading Program, students are able to develop a sense of achievement through their recorded progress.

HOMEWORK CENTRE

Marrickville IEC has a free Homework Centre where students can go for assistance with their homework after school.

The centre is run by Ms Litsa Nossar from the Marrickville Metro Migrant Resource Centre and students from numerous universities assist students with homework. It operates EVERY Tuesday from 2.30pm-4.30pm after school in Room 105.

Marrickville High School Library also offers free help for all students with their homework every Thursday from 3:15 – 4:30pm.
EXTRACURRICULAR ACTIVITIES

SPECIAL SKILLS

Special Skills is an extracurricular program designed for students at Marrickville IEC that allows students to gain extra skills and abilities that may not be offered in the school curriculum.

Students are able to select various activities that they are interested in such as:
- music
- personal developing
- gardening
- specialised sport
- public speaking

Special Skills is a beneficial program for Marrickville IEC students as they are able to sample various activities which may interest them in their future.

MARRICKVILLE YOUTH RESOURCE CENTRE (MYRC)

Conveniently located opposite to Marrickville IEC, MYRC is committed to providing young people with the skills and opportunities to reach their potential.

For more information visit MYRC website http://www.myrc.org.au/
Marrickville Intensive English Centre