



# INTERNATIONAL STUDENT HANDBOOK



## CONTENTS

WELCOME FROM THE PRINCIPAL	2
INTERNATIONAL STUDENT PROGRAM STAFF	3
WHAT, WHO, WHEN AND WHERE	5
SCHOOL MAP	6
SCHOOL PROFILE	7
SCHOOL CONTACT DETAILS	8
STUDENT WELFARE	9
STUDENT RESPONSIBILITIES	11
LEGAL DETAILS & LEGAL HELP	14
HEALTH	14
CULTURAL MATTERS	15
EQI TRAVEL & ACTIVITIES FORM	16
HOMESTAYS	17
PHONES AND CONTACTS	22
SAFETY	23
BITES AND STINGS	27
SCHOOL BUS SERVICE	30

## WELCOME FROM THE PRINCIPAL

Welcome to the Holland Park State High School community!

We are honored to have you and your family become an integral part of our community. We continue to be a community school that equip learners with the skills and knowledge to make a difference in the world whilst becoming informed and empowered citizens.

Students are empowered to be the best active learner possible, and supported by dedicated and inspirational teachers who nurture our students to ensure personal and academic growth, whilst priding themselves on knowing every single student as no student gets lost in the crowd. We believe each student is special.

At Holland Park, our focus is on nurturing each student and their unique interests and talents. Our positive learning culture promotes students constantly striving to know, learn and do more to ensure personal growth and understanding. We support student success but recognise success for each student is personalised and comes in many forms.

At Holland Park State High School, we have a range of platforms for students to engage with to showcase and develop their 21<sup>st</sup> century skills and love of learning. Students are able to become part of our Volleyball, STEAM or Music Excellence programs, our Japanese Language program, or our HPX Academy. We also provide a range of extra-curricular opportunities for students to engage with to ensure connectedness towards themselves and the sense of community and belonging is transpiring, including Homework club.

Once again, a very warm welcome to the Holland Park State High School and hope that you will have fond memories and make lifelong friends during your stay with us.

Principal

## INTERNATIONAL STUDENT PROGRAM STAFF

**Samantha Hawkins**

PRINCIPAL

**Leann Nichol (Junior Secondary)**

DEPUTY PRINCIPAL

**Cheryll Perry (Senior Secondary)** DEPUTY

PRINCIPAL

**Lucy Shiao**

INTERNATIONAL AND EALD COORDINATOR

LANGUAGE COORDINATOR

**Rebecca Blemings**

HOMESTAY COORDINATOR

**Debbie Watkin**

BUSINESS SERVICES MANAGER

**Rena Simpson**

GUIDANCE OFFICER

**Sarah David**

PSYCHOLOGIST

## IMPORTANT EMERGENCY CONTACTS



In emergencies you should call the Emergency phone numbers on your Emergency Card, which are your **host family, Homestay Coordinator**. You should keep these numbers in your phone for easy access.

If you need urgent help for a serious accident or personal threat you should call **000**.

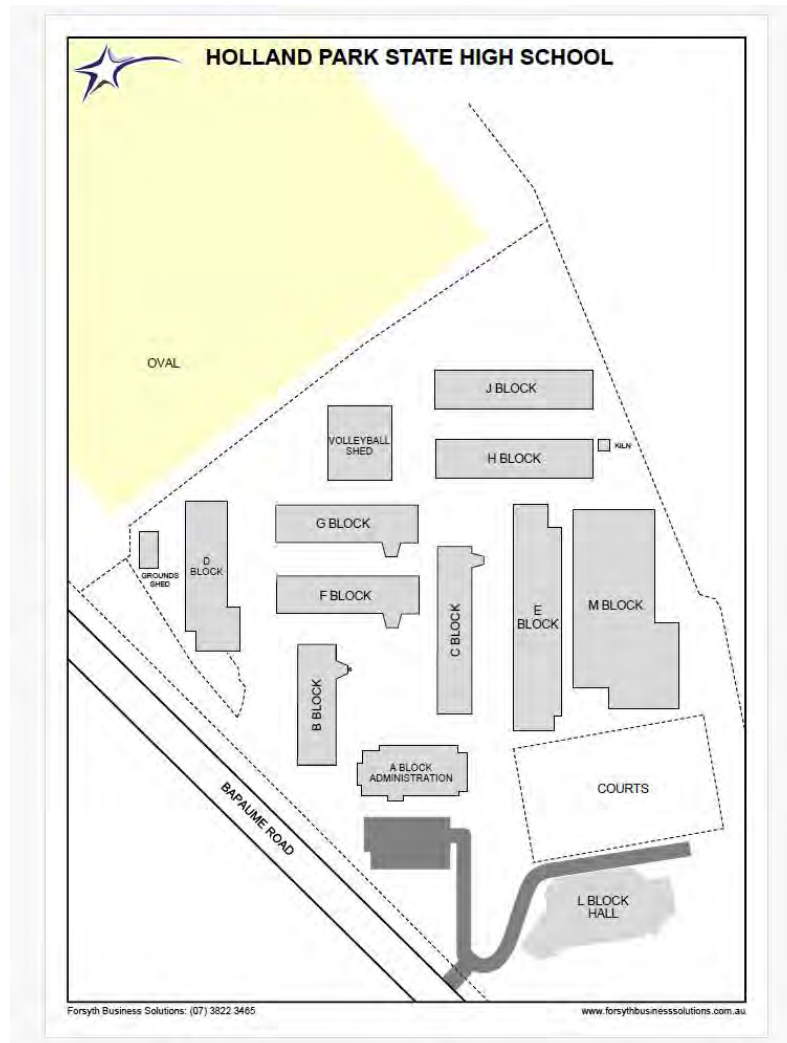
Title	Name	Contact Details
<b>Homestay Coordinator</b>	Rebecca Blemings	07 3347 0136 / 0409 685 311 <a href="mailto:rblem0@eq.edu.au">rblem0@eq.edu.au</a>
<b>International / EALD Coordinator Language Coordinator</b>	Lucy Shiau	07 3347 0136 <a href="mailto:lshia5@eq.edu.au">lshia5@eq.edu.au</a>
<b>Principal</b>	Samantha Hawkins	07 3347 0111 <a href="mailto:shawk8@eq.edu.au">shawk8@eq.edu.au</a>
<b>Deputy Principal</b>	Leanne Nichol	07 3347 0111 <a href="mailto:lnich6@eq.edu.au">lnich6@eq.edu.au</a>
<b>Psychologist</b>	Sarah David	07 3347 0111 <a href="mailto:sdavi881@eq.edu.au">sdavi881@eq.edu.au</a>
<b>Guidance Officer</b>	Renae Simpson	07 3347 0111 <a href="mailto:rsimp106@eq.edu.au">rsimp106@eq.edu.au</a>
<b>Emergency Services</b>	Police Fire Ambulance	000
<b>1800 QSTUDY</b>	After Hour's Call International Students Hotline	1800 778 830
<b>Kids Help Line</b>	24 HOUR	1800 551 800
<b>Beyond Blue</b>	24 HOUR COUNSELLING SERVICE	1300 224 636
<b>Lifeline</b>	24 HOUR COUNSELLING SERVICE	13 11 14



## WHAT, WHO, WHEN and WHERE

<b>Absent from school</b>	Ask host parents to phone school on the day to explain your reason for absence. For absences of 2 days or more, or absent for an exam or assignment due date, a medical certificate is required.
<b>Late for school</b>	Go to Student Services at the administration building with a note from your homestay family and ask for a late pass, then take it to your teacher.
<b>Need to leave school early</b>	Take a note from your host parent to Student Services in the morning and ask for a leave pass. Show this to your teacher when you need to leave.
<b>Sickness or injury at School</b>	Please report to Student Services
<b>Problems outside of school or homestay</b>	Contact your host family as soon as possible to tell them about your problem. If you can't contact your host family call the International Students Hotline 1800 778 830
<b>Problems with the homestay</b>	Please speak to your HSC - Homestay Coordinator (Ms Blemings), who can assist you.
<b>Personal problems</b>	Speak to the International Student Coordinator or Dean of Students who can then refer you to our Guidance officer, Psychologist, School Nurse or Chaplain.
<b>Study problems</b>	Talk to your teacher or ISC.
<b>Change in Family (people leave or come to live in your homestay)</b>	Please report this to your HSC or ISC.
<b>Change of address or contact details</b>	Please report this to your HSC or ISC.
<b>Overnight stays</b>	Complete and submit the Travel & Activities form at least 2 days prior to the proposed arrangement. Student must not stay elsewhere overnight without school approval.
<b>Travel</b>	Complete and submit the EQI Travel & Activities form at least 2 weeks prior to proposed travel. Students must not travel without school approval.
<b>Host family plans to be away from home overnight or for holidays</b>	Tell the HC in advance so alternative arrangements can be made

## SCHOOL MAP



BLOCK	AREA	BLOCK	AREA
<b>A</b>	Main Office, Administration	<b>G</b>	Business Education, I T, GYM
<b>B (upper)</b>	Language	<b>H (upper)</b>	Library, IT Support
<b>B (lower)</b>	Canteen Uniform shop	<b>H (Middle)</b>	HPE/Humanities
<b>C (upper)</b>	Home Economics	<b>H (lower)</b>	Art
<b>C (lower)</b>	Senior Schooling, Nurse, Chaplain, Guidance Officer, Psychologist	<b>J</b>	Mathematics, Music Multi-Media Room, Mathematics
<b>D</b>	Mathematics	<b>L</b>	Hall
<b>E</b>	Science	<b>M</b>	Industrial Technologies and Design
<b>F (upper)</b>	English	<b>VS</b>	Volleyball Shed
<b>F (lower)</b>	International Student Office		

## SCHOOL PROFILE

Recognised as one of Queensland's quality state high schools, Holland Park SHS is a co-educational secondary state school with a student population of approximately 600 and a full time equivalent of 52 teaching and 19 non-teaching staff. It is located in the inner city of Brisbane in the State of Queensland, Australia and was established in 1971. It has ready access to Brisbane City, Griffith University, TAFE Colleges, a natural forest and creek environment.

Holland Park SHS offers an extensive choice of subjects and special programs to suit the needs and interest of students. The specialist programs on offer are HPX Academy, HPX Music, STEAM Excellent Program, Volleyball High Performance and Development Program, Japanese Language Program including JLPT (Japanese Language Proficiency Test) Preparation and Student Leadership Program.



### **HPX Excellence Programs**

***STEAM – Science Technology Engineering Art Music***

***High Performance Volleyball Development Program***

***Japanese Language Program including JLPT***

***Student Leadership Program***



## SCHOOL CONTACT DETAILS

Mailing Address  
Street Address  
Phone  
Email  
Website

PO Box 197, Holland Park West Qld 4171  
153 Bapaume Road, Holland Park West  
3347 0111  
[info@hollandparkshs.eq.edu.au](mailto:info@hollandparkshs.eq.edu.au)  
[www.hollandparkshs.eq.edu.au](http://www.hollandparkshs.eq.edu.au)

### OFFICE HOURS

The school office is open Monday to Thursday 8.30am to 4.00pm and Friday 8:00am to 3:30pm.

### KEY DATES 2025

Tuesday 28 January – All Year Levels attend

### QUEENSLAND TERM DATES – 2025

Term	Dates	Length
Term 1	Tuesday, 28 January – Friday, 4 April	10 weeks
Term 2	Tuesday, 22 April – Friday, 27 June	10 weeks
Term 3	Monday, 14 July – Friday, 19 September	10 weeks
Term 4	Monday, 7 October – Friday, 12 December	10 weeks

### FINISHING DATES FOR 2025

Year 12 - Friday 21 November  
Year 10 and 11 - Friday 28 November  
Year 7 to Year 9 - Friday 12 December

## STUDENT WELFARE

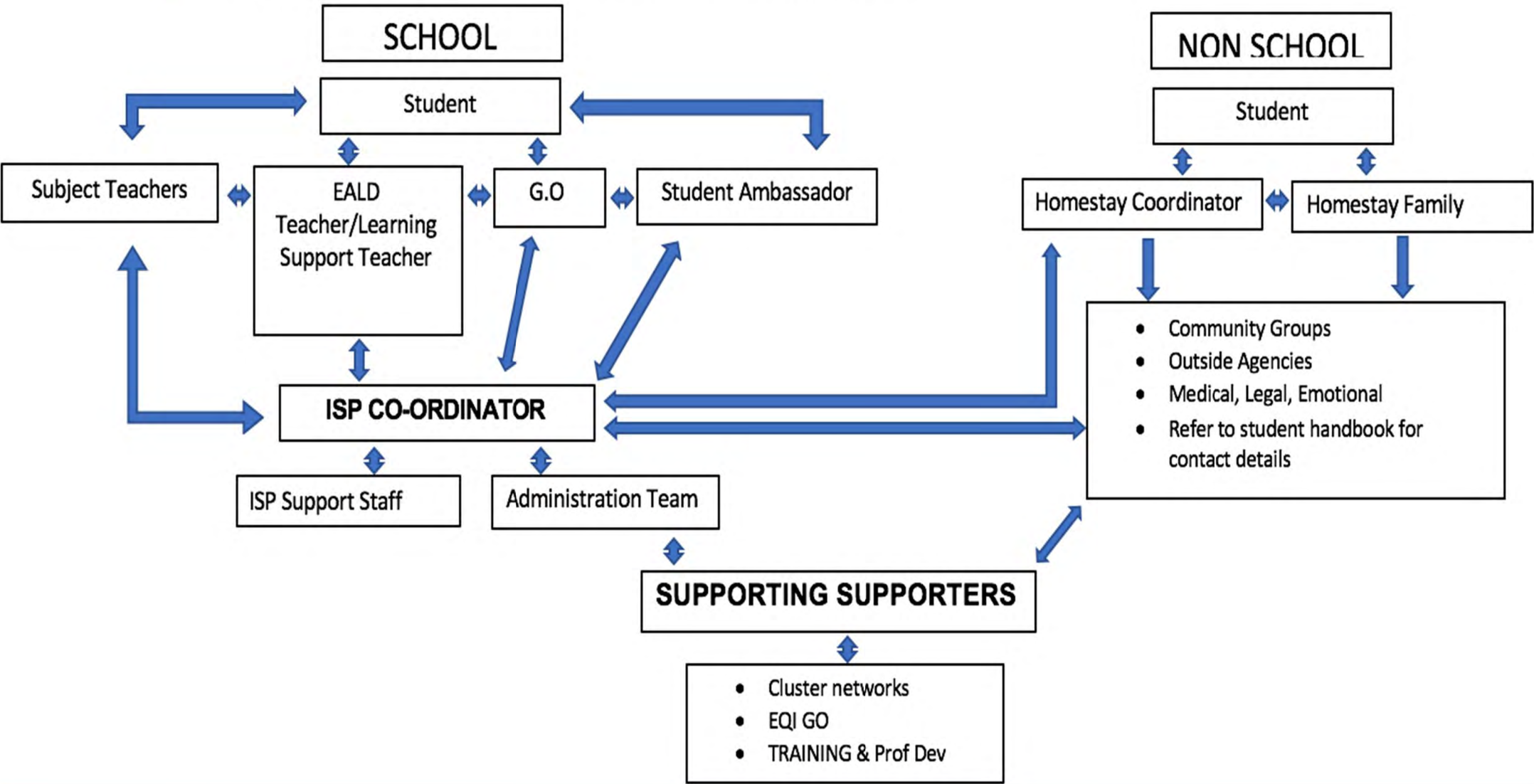
In addition to Homestay Coordinator, International Student Coordinator, classroom teachers, form teachers, Deans of Students, Subject Area Coordinators, Heads of Department, the Sport Coordinator, the Teacher/Librarian, office staff and Administration, other staff are also available for student/parent access:

- A Guidance Officer are available for academic, career and personal guidance. Students can make appointments in person or by phoning the school's general number.
- A part time Youth Health Nurse provides health advice to students, parents and teachers.
- Reports are emailed each Term (4 per year), except for Year 11 and 12. International students receive a report each term. Parent Teacher interviews are held for all year levels after the Term 1 & 2 reports.
- Weekly International Student Meetings are conducted.
- Parent/Teacher nights are held twice each year, and subject selection evenings are conducted.
- Homework Help  
Some subject areas have special tutorial sessions such as Maths in lunch break for their students. There is also a Homework Club for senior student after school on Mondays and Wednesdays most weeks. Additionally, all teachers are available at various times to assist students/parents.
- Daymap App. is used at HPSHS which is accessible to students and their Homestay parents/guardians. It is an excellent tool which students can use to plan their school life in order to achieve to the best of their ability. Homestay parents are asked to monitor weekly and to make regular use of it.
- A vast range of co-curricular activities is offered with the assistance of teachers, parents and outside support.



### International Student Program Support Flowchart Holland Park State High School

ISP students are members of the general school community and will be supported through the mainstream structures. Due to their particular needs this additional structure is to be implemented to enhance the support provided.



## STUDENT RESPONSIBILITIES

### VISA & EQI REQUIREMENTS

#### Attendance

It is a condition of your visa that you attend school every day unless you are sick.

If you miss 2 or more consecutive days or are away on the day of an exam or when an assignment is due, you must have a medical certificate.

Missing 1 or 2 periods will be recorded as a half day's absence.

You will be given a 1st letter if your absences fall below 90%.

<b>2-3 DAYS - YOU HAVE REACHED 95%</b>	Meet with International Student Program (ISP) Coordinator
<b>4-5 DAYS - YOU HAVE REACHED 94-90%</b>	Meet with Guidance Officer and ISP Coordinator Letter 1 "Meeting Letter" sent to agent /Parents/EQI
<b>6-7-8 DAYS - YOU HAVE REACHED 89-85%</b>	Meet with Principal Letter 2 sent to agent/Parents/EQI (Final warning)
<b>9 + DAYS - YOU HAVE REACHED 80%</b>	Department of Immigration will be informed of your breach by Director of EQI, Glen Donald.

#### Course Progress

The Queensland assessment system measures student performance continuously throughout the year, thereby giving students optimum opportunity to continuously improve their results. Students must submit a number of school-based assessment tasks, including:

- Assignments
- Oral presentations
- Practical exercises and demonstrations
- Tests and examinations
- Various subject-specific tasks

#### Reports

Students in Years 7 to 10 receive student reports at the conclusion of each term.

- Very High Achievement (A)
- High Achievement (B)
- Sound Achievement (C)
- Limited Achievement (D)
- Very Limited Achievement (E)

The school will provide written reports to you and your parents or legal custodians every term. Student must achieve a minimum of a 'C' for all subjects. More than one 'D' or 'E' must be reported to EQI. Passing subjects is a condition of your Student Visa. Poor results may result in the cancellation of your visa.

### **Unsatisfactory Course Progress**

If you are having difficulties with any of your subjects, you must discuss your concerns with the ISP Coordinator, Ms Suzhen Liu immediately. Your ISC will monitor your workload and your results to ensure you complete the course on-time and to assist you if you are having difficulties. It is recommended you attend the EAL/D tutorials offered to all international students.

### **Formal Intervention**

If your end-of-term report indicates that you are not achieving satisfactory course progress, your principal will give you and your parents or legal custodians a written warning. You will be required to meet with the principal to develop a plan to improve your performance. The principal may delegate this to another officer.

If your next end-of-term report indicates continuing unsatisfactory course progress, we will notify you in writing of our intention to report you to authorities for breaching the requirement of your visa to achieve satisfactory course progress.

### **Complaints and Appeals**

Complaints are first dealt with informally at schools. If not resolved, a formal complaint can be made to EQI by email: [EQInternational@qed.qld.gov.au](mailto:EQInternational@qed.qld.gov.au).

Certain decisions can be appealed. Appeals must be lodged within 20 working days of being given written notice of a decision. Appeals are to the Assistant Director-General, State Schools – RRI: [OADG\\_RRI@qed.qld.gov.au](mailto:OADG_RRI@qed.qld.gov.au). EQI accepts complaints or appeals by post to PO Box 15050, City East, Qld 4002. However, email is preferred, to ensure matters are resolved as quickly as possible

### **Behaviour**

If your behaviour is unsatisfactory, we may cancel or suspend your enrolment. This may affect your student visa.

#### **At school, you must:**

- Wear proper school uniforms;
- participate actively at school;
- take responsibility for your own behaviour and learning;
- respect other members of the school community and the school environment and property;
- cooperate with staff and others in authority; and
- comply with your school's rules. Check your school's website for the school's Responsible Behaviour Plan.

#### **Curfew agreement**

As a part of your EQI Study Abroad Program you are to adhere to strict curfew hours that have been put in place for your safety and duty of care.

These hours are as follows:

- Sunday, Monday, Tuesday, Wednesday and Thursday you are to be home by 7:00pm at night.
- Friday and Saturday evening by 10:00 at night if you are under 15 years old, if you are over 16 years old you must be home by 10.30pm.

If you are, for some valid reason, going to be a little late you must communicate this with your homestay family. If you choose to abuse your curfew times and not follow them, this will result in you receiving a written warning letter. If you receive 2 written warnings for your behaviour, and choose to abuse your curfew again you then be referred to the Director of International Programs within EQI.

## COURSE EXTENSIONS

If you would like to extend your enrolment at Holland Park State High School, your parents should write a letter of request, stating the dates for which they would like your enrolment extended, the name of the school they would like you to attend for the extended enrolment and the reason for the extension. If the request is approved a new offer and invoice will be issued. A new COE (Confirmation of Enrolment) will be issued upon payment to EQI.

## VISA EXTENSIONS

If you extend your enrolment you may also need to extend your visa. If your visa is due to expire before you complete your school enrolment you should request a visa extension. You can do this online at [immi.homeaffairs.gov.au](http://immi.homeaffairs.gov.au). You should do this 3-4 week *before* your visa is due to expire. Firstly, check if you will need a health check at <https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/health/health-undertaking> and if so, book your appointment and undertake the check before you lodge your application! This will make things much faster.

To lodge online you need your new COE, your current visa still needs to be valid and you need to make your payment of \$600 (2018 price). If you pay by credit card with your COE and you complete the form you, will instantly be granted a Bridging Visa.

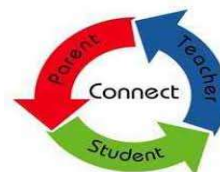
## TOURIST VISA

If you wish to travel at the end of your study abroad program you will require a Tourist Visa (Sub Class 600), the cost is approximately \$440.00 (subject to change) and YOU MUST submit your visa application 2 - 4 weeks in advance.

## THINGS TO REMEMBER

Here are some things that will help make your homestay experience a happy one:

- Tell your host family and/or school staff about yourself and ask them questions about themselves
- If you do not understand what has been said, ask the person to say it more slowly or to explain
- If you are not sure about what you should do, ask someone
- Show respect to family members and their property, just as they should show respect to you and your property.
- Keep your room and bathroom clean and tidy and clean up after yourself.
- Always be home by meal-time unless you have made other arrangements with your host family in advance.
- Be home at the time your host family has set.
- Follow homestay rules, including rules for phone and internet use, as homestay families are not required to provide Internet usage to international students.



## LEGAL DETAILS & LEGAL HELP

### Driving

The legal driving age in Australia is 17. International students can drive on an International licence for 3 months, but then must take the test to obtain a Queensland licence. Heavy fines apply for students found to be driving on an International Licence after 3 months. If you are riding a bicycle, you must wear a bike helmet or you will be fined.

### Drugs and Alcohol

It is illegal to drink alcohol until you are 18 years old in Australia. Nightclubs and bars require identification to prove you are 18 years old before entering. Under the Student Code of Conduct, all international students are prohibited from smoking, drinking alcohol or using non-prescribed drugs while enrolled in an EQI program. All non-doctor prescribed drugs are illegal (eg. Marijuana, speed, ecstasy etc). Your visa may be cancelled if you are caught in the possession of drugs.

### Legal Help

Students requiring legal help are advised to see the ISP Coordinator, Guidance Officer or principal.

## HEALTH

### OVERSEAS HEALTH COVER

EQI will organise your health cover for you for the length of your stay. If you extend your stay, your health cover will be automatically extended as well.



If you see a doctor, you will have to pay for the consultation. You should keep your receipt to claim a refund for some of the cost from your health insurance provider (usually Allianz).

It is a condition of your visa that you keep your health insurance up to date for the full length of your stay in Australia. Your health insurance will cover the cost of ambulance and hospital for accidents or new illnesses. It will *not* cover dental, optical, physiotherapy, medicines or other medical services. Dentists are quite expensive in Australia so you are advised to have your teeth checked when you go home for holidays.



As per the EQI Standard Terms and Conditions you must make your school aware of any and all of your health conditions and previous health conditions.

If you are sick for more than **2 days** you will require a medical certificate from a doctor, as per the conditions of your 500 Student Visa. Please see below the information

- 13SICK (National Home Doctor Service) – Bulk Billed, in home, out of hours' service.



## HOSPITAL ADMISSION

It is important when you arrive that you have a photo on your mobile phone of:

- Your passport
- Your Student Visa
- Your Allianz Health Card

As, if you are taken to Hospital for a severe injury or accident, hospital staff will ask you and your host parents for these documents to identify you to process your payment. You must ensure you have funds available if you are being admitted or seen by Emergency staff. The cost can be from \$250-1200.00 for admitting you.



Our Health system in Australia is of a high standard and our Public Hospitals are also of a high standard. They will charge you less to be seen so we suggest going to Lady Cilento (age 16 and under) or Mater hospital. If an accident occurs on school grounds our International staff will accompany you in the ambulance.

## CULTURAL MATTERS

It is normal for students to experience some difficulties when they first go to a new country. You may feel very tired, have trouble sleeping, feel irritable or even sick or angry. These feelings usually pass after a period of time, but when you have difficulties, it helps to talk to someone about how you are feeling.

Sometimes the difference in culture can cause problems or misunderstandings. It is always best to talk about these problems when they first happen because if you don't ask for help the problem may become worse. It will also help if you understand and respect the Australian culture.

Here are some basic codes of conduct that are expected from students at school, in the homestay and in the community. These are all ways of showing respect:

- Knock on a closed door before entering
- Look at the person and say hello when you see them
- Do not spit
- Do not swear in public places or you can be fined
- Always say "Pardon" and not "What" when asked a question
- Speak clearly so that people can hear you
- Listen to what the other person is saying before you speak again
- If you need to speak to someone who is talking or busy, wait until they have stopped speaking and saying "excuse me" if you need to get their attention
- It is polite to say "thank you" when someone has given you something or has helped you.
- Clean up your own mess, do not leave it for someone else to clean and put rubbish in the bin
- Respect other people's property including school property such as school books, computers etc.
- If you borrow something look after it and return it safely
- Respect the Australian Culture and Indigenous Communities.



## EQI TRAVEL & ACTIVITIES FORM

EQI Travel Policy has been designed to manage the potential risk associated with student travel. You must complete the EQI Travel and Activities Form and have it approved before you can travel anywhere. Please refer to the EQI Standard Terms and Conditions.

### TRAVEL REQUEST PROCEDURE

Procedures	Procedures	Person Responsible	Completed (Tick & Date )
STEP 1	Obtain EQI Travel & Activities from HS /ISP Coordinator at school. Copies to be handed to students at orientation	Student	
STEP 2	Complete <i>the Section that applies to your request</i>	Student	
STEP 3	Ask Homestay Provider to complete <b>Section F</b> on form	Student	
STEP 4	Give form to Homestay Coordinator/ ISP Coordinator/ within negotiated time frame prior to process.	Student	
STEP 5	Homestay Coordinator / ISP Coordinator to verify stay arrangements with both families, confirm adequate and appropriate supervision, then have the principal approve the travel request	Homestay Coordinator /ISP Coordinator /Principal	
STEP 6	Homestay Coordinator / ISP Coordinator/to email to your agent or parents to approve and sign the EQI Travel & Activities Form	Homestay Coordinator / ISP Coordinator	



## HOMESTAYS

If you are not residing with a relative or legal guardian during your EQI enrolment, you will be required to live in EQI approved homestay accommodation for the entire duration of your study course. Living with an Australian family provides an excellent opportunity to experience life within a different culture and improve your English language development on a daily basis.

Your homestay family will provide you with a fully furnished bedroom with room to store your belongings and an area in which to study. They will also provide you with three meals a day (including snacks) as well as access to the use of facilities in the home, including the laundry, kitchen, telephone (local calls).

## EXPECTATIONS

It is important to establish at the beginning of the homestay period, the expectations of all parties. This will assist to prevent possible future problems. The following is a list of the responsibilities of the student:

- keep common areas clean and tidy
- be clean in your personal habits
- help with minor household tasks as negotiated (e.g. unpack the dishwasher, wash up etc.)

Every homestay is different and homestay families are generally in the program not as a business, but as a generous act by people who are interested in meeting and interacting with other cultures.

Australia is a multicultural society with people from all over the world. Even within a family it is not unusual for parents to be of different cultural backgrounds.

Modern Australian families are very different to the image of "Mum, Dad and two or three kids". While there are many families where this is the case, there are an equal number of families where divorce has separated families and remarriage has created "blended" families. Single parent families are also common in Australia. Australian law and Australians generally regard all these families as being equal. Some families will have young children, some high school age children and some may be retired people with no children. Each one of these families has decided that they want to have you in their home, so please feel welcome and enjoy your time with them.

## AUSTRALIAN MANNERS

Every race of people has different ideas about good and bad manners. Neither is right or wrong, but for the moment you are living in Australia so Australian manners are very important.

'Please', 'thank you' and 'excuse me' are important words and make everyone feel better.

'G'day', 'hello', 'good morning' and 'goodbye' show that you are a friendly person who cares about others.

Always ask before using anything - you will quickly learn if it is one of those things that anyone can use and people will appreciate your care in asking.

Ask about household rules so you know how to do the right thing.

Rooms such as bedrooms (at home) and offices and staffrooms (at school) belong to someone, so you must knock before entering.

Direct questions about age, boyfriends/girlfriends etc. are normally not appropriate unless the other person is a good friend. Australians usually find out about a person by listening to what they say rather than by asking direct questions.

## HOUSEHOLD RULES

Most homes have rules and ways of doing things. You need to find out what to do in order to make the best impression. It is better to ask than to assume.

### Some important things to find out:

- house address and phone numbers for your host parents
- what to do about laundry
- where should you put your suitcase
- where to put rubbish
- how to lock up the house
- your own key
- what time is breakfast and dinner?
- what happens about lunch on school days?
- what happens about lunch on the weekend?
- when is it OK to have a shower?
- which shower/toilet should you use?
- Is it OK to use the pool?
- what time do family members usually go to bed?
- how long is OK to be in the shower?
- are there any special rules for washing your hair etc.?



In most Australian families, children over the age of 10 years prepare their own breakfast and high school aged children are generally responsible for making and packing their own school lunches. Generally, the Mother or Father will prepare the evening meal and the children are expected to help with the washing up.

## MEALS

Your host family will try to cook meals that you would like, but remember that whoever is cooking will want to cook just one meal, not lots of little ones for everyone. Tell your host family if there is any food you cannot eat (allergy, religious reasons etc), or if there is something that you would really like (eg soy sauce, rice more often etc), but try to eat what the family normally eats - remember you will be in Australia for a long time so if you can adjust to Australian food early in your homestay, you will have more fun. Your host family might enjoy a meal from your country if you are able to cook it. There are lots of food shops close to your home where you can buy ingredients.



### **BREAKFAST**

Most families do not eat breakfast together and often times it is a simple meal of cereal and toast. Many times children will make their own breakfast.

A hot breakfast (such as bacon and eggs, hotcakes etc) is normally for special occasions or perhaps on the weekend or holidays. As many parents work, it is expected that you will put away cereals after using and rinse plates and wipe down the bench at the end of your meal. Most homes have breakfast at about 7.00 - 7.30am.

### **LUNCH**

Lunch is normally sandwiches, fruit and maybe a sweet snack. Again, because it is simple, many children will make their own lunch to take to school. If you would like instant noodles for lunch tell your host family.

## DINNER

Dinner is more formal and families often use this as a time to catch up. It is normally a hot meal of meat and vegetables, although in summer (especially at weekends) a barbeque is popular with grilled meat and salad. Dinner is usually eaten between 6.00 - 7.00pm but every family is different. If your host family is involved in the hospitality industry, you may find some members are not around at night time.

While one of your host parents will probably cook the meal (don't forget that in Australia housework is shared by both mothers and fathers) children will often assist by setting the table, assisting to clear and washing up (or loading the dishwasher) - you should offer to do these things as they are often the type of chore that is expected of a homestay student (in Australia boys also help with such jobs, so don't feel embarrassed if your family expect you to help).

### A few hints with mealtimes:

- Thank the person who cooked the meal
- Make sure that you eat with your mouth closed
- Try not to make slurping noises while eating
- Wash your hands before the meal
- Place your knife and fork together on the plate when finished (in restaurants this is how the waiter knows to take your plate away)
- If you need to leave the table before everyone has finished excuse yourself by saying "may I leave the table"
- If you will not be home for a meal, make sure that you tell your host family beforehand. They will appreciate this.
- It is recommended that you also wash your hands before meals.



## BEDTIME

Australian families go to bed earlier than in many other countries. Check with your homestay family to ensure that you are not making things difficult in the house; remember host parents may well need to get up early in the morning so unwelcome noise at night time will be a problem.

## WASHING AND CLEANING

You should be treated as a member of the family and are expected to clean up after yourself. You are encouraged to make your bed and keep your room tidy. Most host families wash their student's clothes with the family wash. If you prefer this not to happen, you should discuss this with your host family.

Ironing is also something to be discussed with the homestay family. If you have never used an iron, ask your homestay family to show you how to use one before attempting this chore.

Wet clothing is not to be hung in your bedroom. If you want to hand wash underwear or other items, please hang them outside.

If you both agree to doing your own washing and/or ironing, please make sure you know how to use the washing machine and iron.



## PERSONAL HYGIENE

### BATHROOM

Whenever you use the bathroom make sure that you close the bathroom door - often there will be a lock on the door and it is appropriate to use this. Students are expected to provide their own toiletries (soap, shampoo, toothpaste etc.).

Most Australians use the shower everyday either in the morning or in the evening - check with your host family to see which time is best. Some houses use solar power rather than gas or electricity for water heating, so this may influence when is most convenient. Baths are used only infrequently

Once you have finished showering, you should commence drying yourself in the shower cubicle to minimize the amount of water on the bathroom floor. Most bathrooms will also have a bath mat that you should stand on when you get out of the shower.

It is considered inappropriate to take a long time in the shower or bath as this uses up a lot of hot water (which can be expensive) or does not let others use the facility (which is annoying). Try to be quick.

Check with your host family as to where you should put your wet towel - each family is different. Towels are not changed daily, and usually you would use the same towel for up to a week.

### TOILET

Australian toilets are maintained in a clean state (even public toilets at school etc) and it is unnecessary to put toilet paper on the seat before sitting down. If you use too much toilet paper you will block the toilet and this will be very embarrassing.

Some people like to take about four squares of toilet paper and wipe the seat. This is OK. **You should NEVER squat above the toilet or stand on it.**

Boys need to lift the toilet seat before urinating.

The toilet seat should be closed before you leave. Most toilets have dual flush mechanisms so please choose the appropriate button. Many toilets will also have some air freshener on a shelf so please give the air a short squirt to make it more pleasant for the next person coming in. It is also good hygiene to wash your hands after being to the toilet.



### Personal Hygiene for Boys

Australia's climate can be more humid than other countries so the regular use of deodorant is important. Boys should put on deodorant each morning before dressing and many Australian boys will then carry on roll-on deodorant for use at school, especially if they have been engaged in physical activity like sports.

### Personal Hygiene for Girls

Sanitary Pads and tampons need to be changed 3-4 hourly or sooner if required, so you may need to be aware of disposal methods at home and at school. (Of course tampons MUST be removed at night time and sanitary pads used due to a rare disease called Toxic Shock Syndrome which has symptoms including fever, vomiting, a rash that looks like sunburn, diarrhoea and dizziness. If you ever have any of these symptoms while wearing a tampon remove it immediately and seek medical assistance.)



### **At School**

Sanitary pads and tampons need to be wrapped in toilet paper and disposed of in the sanitary dispenser found in the toilet cubicle. Never try to flush a pad down the toilet – they are too big and will cause a toilet blockage.

Do not flush tampons in the toilet unless it says it is OK on the tampon box.

### **At Home**

Each family may have individual requirements regarding the disposal of pads/tampons and you may want to ask your host mother about what to do. As a general rule, if you are in doubt, wrap the tampon or pad in toilet paper and put in a plastic bag which you then can put in the council garbage bin (green lid).

Students from different cultures may feel unsure or uncomfortable talking to their homestay family about this. Please be open from the start.

## **OUTINGS**

### **Your Social Life**

Everyone hopes that you make lots of friends and have a great time while you are in Australia. However, it is important that you are sensible in what you do and be considerate of others.

If you are going out, always ask permission from your host family. Especially early in your homestay they will worry if you do not come home as expected. They should give their permission and you will create a good impression. If there is a dispute as to what is acceptable or not, you must do as your host parents say, but you may wish to consult with HSPSHS staff on your return to school. Make sure your host parents know where you are going.

If you want to have a meal with your friends, then it is a good idea to meet at a cheap restaurant for lunch or dinner - it is not the responsibility of your host family to provide meals for your friends.

As a general rule, you should be home and doing homework on Monday, Tuesday, Wednesday, Thursday and Sunday nights. Friday and Saturday nights are suitable for socializing. Make sure you have suitable transport arrangements as your host families are not expected to drive you to parties etc. If you come home late, make sure that you do not make a noise as you enter the house. Girls in particular should be careful to not be walking home in the dark alone. You may need to order a taxi to get home (Taxi No: 131924, 133222)

You should be aware that it is illegal to drink alcohol until you are 18 in Australia and all non-doctor prescribed drugs (eg marijuana, speed, ecstasy etc) are illegal. It is not OK to do these things, just because others are doing them. You are a guest in the country and if you get caught, you will be returned to your country.

Make sure that you always check on the prices of entertainment (movies, theatre etc) so you can pay your own admission charges. You pay for the cost of transport and entry to major attractions eg. Theme Parks. If you are going out with your family for a meal your host family should pay (remember to choose an inexpensive option).



## TRANSPORT COSTS

You are expected to pay for your own public transport costs although some hosts offer to pay for part of the costs if they live some distance from the school.

If you travel to school each day by bus, Go Card is required. If you purchase a bicycle you need to lock the bike and our laws require that you wear a helmet.

**Calling Australia from Overseas** To contact Australia, first dial the international access code from that country (this will vary in each country), then Australia's country code prefix (61) followed by the area code without the first zero (for instance Brisbane would be 07 and then dial the required number).

Example: International access number +61 07 3347 0111

## PHONES AND CONTACTS

### MOBILE PHONES

Before bringing your mobile phone to Australia, check with the Australian Communications and Media Authority [www.acma.gov.au](http://www.acma.gov.au) to make sure it can operate here. Some countries, such as Japan and the USA, use mobile phone networks that are not available in Australia. If your phone won't work in Australia, you can buy a mobile phone here. Australian telecommunications providers offer a wide range of services which provide a mobile phone within the cost of using that service under a contract that extends for an agreed length of time. There are many differences to the services provided and you should understand what plan you are accepting before signing any contract with any provider. For a comparison of mobile phone plans in Australia see:

<https://www.whistleout.com.au/MobilePhones>.

### CALLING EMERGENCY SERVICES: DIAL 000

In Australia dial 000 from any phone for fire, police or ambulance services. 112 may also be dialled from mobile phones. Dialling 112 will override key locks on mobile phones and therefore save time. Emergency Services operators answer this number quickly and to save time will say, "Police, Fire, or Ambulance". If you are unsure of what emergency service, you need tell the operator what the emergency is. You will then be connected to the appropriate service to assist. It is wise to think ahead with the most important information which will help them to respond.

For example, where you are; (note street names and the closest intersections), what has happened and to whom; what their condition is. The operator may also give you some instructions to assist until the emergency unit arrives. If you are concerned about your English, remain calm and work with the operators who are very experienced with all cultures.

### MAKING PHONE CALLS WITHIN AUSTRALIA

To make international calls:

Dial the international access code (0011) + the area code (if required) + phone number (when adding a country code to a number, any leading 0 on the area code following is not required to be dialled.)

## INTERNET

Australian internet plans are very different from what is available in other countries and are not free. Families must pay for their internet service just as they have to pay to use the telephone. The amount of data they use depends on the plan they have. The more data they use, the higher the cost. If they reach the limit of their monthly internet plan their service will drop to dial up speed or they may have to pay very high fees for excess use.

Please talk to your homestay family about their phone/internet rules when you arrive to avoid confrontation or confusion. Usually homestay families have the internet – please discuss costs and access with them.

You are not allowed to use the internet to download music, movies and photo's which uses large amounts of data. Internet should be used to communicate with your family and friends and to research homework. Excessive downloading is not acceptable and you may find yourself having to pay the homestay for over usage.

## SAFETY HOME SAFETY

### FIRE

International Students are increasingly appearing in statistics related to fire incidents and deaths in Australia. Sadly, most of these fires are preventable. You can take some simple steps to reduce the risk of fire in your accommodation.

Follow the fire safety tips below to help you reduce the chance of fire at home:

### SMOKE ALARMS

When you are sleeping you cannot smell smoke. Smoke alarms save lives. They wake you and alert you to the danger from smoke and fire. You **MUST** have a smoke alarm where you live, it is the law. All homes must have a smoke alarm on each level. Homestay families are responsible for testing and maintaining alarms. There must be a smoke alarm outside your bedroom.

### ELECTRICITY

The safe use of electricity assists in preventing house fires.

**Improper use of power boards and double adaptors can lead to fires.**

A double adaptor or a power board plugged into another double adaptor or power board creates a danger of overloading the system. For safety, use a single extension cord rather than joining shorter cords. Leaving an extension cord coiled while in use or placing a cord under floor coverings can cause overheating.

**Be careful to keep electrical appliances away from water.**

A hair dryer takes time to cool down. For safety, allow this to happen on an inflammable surface before storing it.

**Computers, monitors and TVs can overheat and cause fires even when not in use.**

They should be turned off after each session. Good air circulation is necessary around TVs and videos. TVs should be turned off at the set, not only with the remote control.

**Light globes can become very hot.**

It is dangerous to cover a lamp with any type of fabric. To dim a lamp, it is recommended that a lower wattage globe be used.



## Heaters

- It's nice to keep yourself warm in the cooler weather, but remember heaters are a major cause of house fires.
- Read and follow the operating instructions for your heater.
- All clothes and curtains should be at least one metre from the heater.
- Turn off all heaters before you leave your room or go to bed.
- Before you go to bed at night or leave your home, ensure heaters are turned off at their power source and fires are extinguished.

## Candles, Oil Burners and Cigarettes

- Candles, oil burners and cigarettes can all be dangerous fire hazards.
- Do not smoke in bed.
- Dampen cigarette butts before putting them in the rubbish.
- Make sure your candles are on properly designed candle holders.
- Don't leave your room when a candle or oil burner is alight.
- Don't go to sleep when a candle or oil burner is alight.
- Do not put candles or oil burners near windows; be careful, curtains can catch fire easily.

## Cooking

- Most house fires start in the kitchen.
- Prepare food only in the kitchen.
- Always stay in the kitchen while food is cooking.
  - Hot oils and fats catch fire easily. DO NOT use water to put out an oil fire.
  - Use a dry powder extinguisher, fire blanket or saucepan lid to extinguish, "If Safe To Do So".
- Turn off the cooking appliance before you leave the room or go to bed.

## BEACH SAFETY

It is important to swim between the red and yellow flags - this is the part of the beach supervised by lifesavers or lifeguards who can provide assistance if needed.

- Always read and follow the beach warning signs
- Always swim between the red and yellow flags (see the guide below)
- Only swim in areas compatible with your swimming ability
- Never swim alone
- Don't run, jump or dive into shallow water
- Be aware of creatures that bite or sting, particularly jellyfish



## Rips

A rip is a strong current that start near the shore and runs away from the beach. It may feel like you are being pulled out to sea and unable to get back to the beach. Not all rip currents flow directly out to sea. Some may run parallel to the beach before heading out to sea.

### What do rips look like?

Not all rips look the same. However, rips will have one or more of the following features:

- darker, deeper water
- murky brown water caused by sand stirred up by fast-moving water
- a choppy or rippled look, when the water around is generally calm
- in large surf, a smoother surface with much smaller waves
- an area where waves aren't breaking (compared to surf at other parts of the beach)
- foam or debris floating out to sea.

Read more about beach safety on the Surf Life Saving Queensland website ([www.lifesaving.com.au](http://www.lifesaving.com.au))

### If you are caught in a rip

- Stay calm, conserve your energy and consider these options:
- for assistance, float and raise your arm to attract attention
- float with the rip current, it may flow in a circular pattern and return you to a nearby sandbar
- swim parallel to the shore, you may escape the rip current and return to shore
- reassess the situation - if what you're doing isn't working, try another option until you return to shore.

## BUSH SAFETY

Australia has many extraordinary and beautiful places to explore. If you are going on a trip, travel with other people, make sure someone knows where you are at all times and stay on a road or a walking track.

### In the Bush

Be prepared if you plan some time in our bushland. Plan your hike. Always tell someone where you are going and what time you expect to return. Let them know when you return safely.

- Check the weather forecast and be prepared for unexpected changes in weather.
- Check the length and degree of difficulty of your planned walk. Consider using a local guide when taking long or difficult walks.
- When walking or exploring outdoors drink plenty of water (allow at least one litre of water per hour of walking). Wear sturdy shoes and socks, a hat, sunscreen lotion, comfortable clothing and insect repellent. Other handy items for long bushwalks include food, warm clothing, first aid supplies, a torch and a map.
- Never walk alone. Read maps and signs carefully. Stay on the track and stay behind safety barriers.
- Never dive into a rock-pool, creek, lake or river. Stay away from cliff edges and waterfalls.
- Limit your use of fire. Use a fuel stove for cooking and wear thermal clothing to keep warm. Never leave fires unattended or unconfined.
- Visit the ranger station or park information centre to obtain details on the best places to visit and any good additional safety tips for that park.

## STORM SAFETY

Storms can happen anywhere and at any time of the year. Storms are more common during storm season - from October to the end of April, but it is important to be aware all year round.

Severe storms can cause major damage. They may be accompanied by torrential rain, strong winds, hailstones, loud thunder and lightning. Storms can cause flash flooding, unroof buildings, and damage trees and power lines.

You can also be indirectly affected by storms even if your property is not damaged; such as losing power, or access roads being cut.

The SES (State Emergency Service) is responsible for managing the clean-up and helping people during and after a storm.

During a storm, there are some things you can do to stay safe:

- Stay indoors and away from windows.
- Unplug sensitive electrical devices like computers, televisions and video recorders
- Listen to your radio for weather updates.
- Don't use a landline telephone during an electrical storm.
- If you get caught outside during a storm:
  - Get inside a vehicle or building if possible.
  - If no shelter is available, crouch down, with your feet close together and head tucked in.
  - If in a group - spread out, keeping several metres apart, also do not shelter under trees, metal picnic shelters and stay away from fallen power lines.

## DANGEROUS ANIMALS AND PLANTS

Australia is home to a variety of native animals. Even if they seem friendly to you, do not touch or feed them – they are not used to close contact with humans and may hurt you.

If you are visiting any of Australia's beautiful parks or forests:

- **Be wary of animals in their natural habitat.** Stay well back from goannas, crocodiles, snakes, dingoes, cassowaries, and also wild pigs, cattle, horses and buffalos. People have been seriously injured or killed by wild animals. Be very careful about approaching any injured animal, such as kangaroos, koalas, wombats or possums. They are likely to bite and scratch if you attempt to touch or move them.
- **Never feed or play with wildlife.** Native animals are by nature timid however, having been provided food from people, may become aggressive in the pursuit of more food. You may get bitten or scratched. In addition, human foods may be harmful to native animals.



In the warm waters of Tropical Queensland:

- **Take care to avoid marine stingers.**
- **Do not enter water where crocodiles may live.**



## BITES AND STINGS

The majority of insects in Australia are not harmful to humans. Some insects bite and sting if they are threatened so it is best to avoid touching to avoid being stung or bitten.

The Australian-wide **Poisons Information Centres Tel: 131 126**

Some people are allergic to certain insect bites or venom. In the case of an allergic reaction to bites or stings, medical attention should be sought immediately. Call a doctor or hospital for guidance, or **000**.

### GENERAL FIRST AID FOR BITES AND STINGS

If you get a bite or sting from these creatures seek first aid assistance straight away, stay calm, and as immobile as possible.

- All species of Australian snakes, including sea snakes
- Funnel web spiders
- Blue ringed octopus
- Cone shell stings

For all other bites and stings: Seek or apply basic first aid.

- Wash with soap and water and apply an antiseptic if available
- Ensure that the patient's tetanus vaccination is up to date
- Apply an ice-pack to reduce local pain and swelling
- Pain relief may be required eg. Paracetamol or an antihistamine (to reduce swelling, redness and itch)
- The patient should seek medical advice if they develop any other symptoms or signs of infection.



<https://www.qld.gov.au/health/condition/accidents-injuries-and-poisonings/bites-and-stings/bites-and-stings>



## EXTRA INFORMATION (ST) (P)

### ASSEMBLY

A Formal School Assembly is on Monday fortnightly during Strive lesson where we recognise the achievements of various members of the school community. Year level assemblies are conducted on alternate Mondays during Strive lesson as well. Sports Assembly is held per semester.

### UNIFORMS

By enrolling at Holland Park High you agree to commit to uphold our standards and accept our school policies including school uniforms.

### BUS ROUTES

The school is located in close proximity to the Holland Park West Busway. Parents can use the **school timetables search** at [www.translink.com.au](http://www.translink.com.au) to find out about all school services that are now running in your area. Alternatively, you can use the **journey planner**, to find out how your child can get from home to school using school and regular TransLink services. For full details on school transport, tickets and fares for school services and school service routes and timetables, visit [www.translink.com.au](http://www.translink.com.au) or phone 131230.

### EDUCATIONAL AND CAREER AND PERSONAL COUNSELLING/GUIDANCE

Guidance is available for you and your child. Student welfare is a vital consideration in Secondary Education and there are times when individual guidance for students is essential. Parents are encouraged to make early contact with the school about any problems that arise. More effective results are accomplished with students, teachers and parents working together. This School has a Guidance Officer 5 days per week who is available to students and parents. Interview times can be arranged directly with the Guidance Officer. The Guidance Officer will provide valuable advice on: subjects, homework/study, general school matters, careers (including tertiary entry) and personal matters.

### LIBRARY

The library is available for the use of all students every day from 8.30 am to 3.30 pm and after 3.30 pm on request. Fiction books may be borrowed for a two-week period. Non-fiction books are on a one-week loan. The right to borrow materials may be withdrawn if students don't comply with borrowing rules. Audio-visual resources are also available for use in the library and for overnight loans.

### NEWSLETTERS

The school publishes an electronic newsletter which is sent to parents twice per term. The newsletter is also published on the school website, under "Newsletters". The school welcomes contact from parents.

The P & C operates a canteen and a uniform shop. The Canteen Committee is responsible for the conduct of a very extensive daily Tuckshop service to students. A comprehensive range of nutritious food is available every day. See the school website for the menu.

Stationery lists are available and items may be purchased from local suppliers.

### PASTORAL CARE

The school promotes student participation in school decision making, through the Student Council and student representatives on committees.

The school promotes a climate of respectful tolerance of all. Bullying, harassment or fighting are not acceptable and strict penalties apply for students who do not meet the school's standards for respect and cooperation.

## SPORT ACTIVITIES

Students compete each Tuesday (Years 7-9) and Wednesday (Years 10-12) afternoon in interschool competition in summer and winter sports in the South District of the Q.S.S.S.A. Below is the list of sport options available to students at HPSHS.

Summer Interschool Sport (BOYS)	Summer Interschool Sport (GIRLS)
Volleyball	Volleyball
Touch	Touch
Basketball (Years 7,8,9 only)	Basketball (Years 7,8,9 only)
Cricket Super 8s	Team Handball
Indoor Soccer	Indoor Soccer
Team Handball	Softball
Winter Interschool Sport (BOYS)	Winter Interschool Sport (GIRLS)
Rugby League	Netball
Basketball	Basketball
AFL 9s	Volleyball
Football (Soccer)	Football (Soccer)
Ultimate Disc	Ultimate Disc
Oz Tag	Oz Tag

Students of all year levels are also able to compete in Athletics, Cross Country and Swimming at the inter-house and interschool level. After interschool sport competitions are completed, Year 7-10 students are usually offered a range of recreational activities, or have scheduled classes. Years 11 and 12 have the option to go home to study after the Sport and Activities program is concluded in Term 4 providing all assessment and assignment work is up to date.

The school has a High-Performance Volleyball Program which competes at local, representative, state and national levels.

## SCHOOL WEBSITE

The school's website is at [www.hollandparkshs.eq.edu.au](http://www.hollandparkshs.eq.edu.au). Information about the school may be accessed via the website, including the current newsletter, sports competition venues, school calendar.

## ID CARDS & PUBLIC TRANSPORT

You will be photographed at Holland Park SHS for your ID card. You will need this identification for library resources, printing and to receive student discounts when purchasing your **Go Card** for transport services in Brisbane.

Please make sure when you get your student **Go Card** that you always have funds (money \$) on your card and that you tap on and off when on the buses, trams or Brisbane Ferry services.

## GETTING AROUND BRISBANE .... IT'S REALLY EASY

For information on public transport go to the TransLink website. There is also a "Plan Your Journey" option on this website which will tell you what buses to catch and how long your journey will take you. Please always travel in numbers and not alone for your own safety

<http://www.translink.com.au/> or phone 13 12 30..

For Taxi cabs call 13 19 24 or 13 32 22 or you can download the UBER App on your iPhone or smart Phone and book an UBER driver to collect you and take you to your destination.

*Please remember* that students are expected to stand on trains and buses if there are not enough seats for all adult passengers or elderly people. If there is not a spare seat for an adult passenger, you should offer your seat. If you have to stand do not stand near the doors, and make sure you hold onto something.

**Please also remember to press the STOP Button on our BUS services so they know to stop at the next bus stop you wish to get off at.**

The SE busway provides a fast and efficient service to Holland Park West busway station, which is very close to Holland Park High.

Your homestay family and you can use the **school timetables search** at [www.translink.com.au](http://www.translink.com.au) to find out about all school services that are now running in your area. Alternatively, you can use the **journey planner**, to find out how you can get from home to school using school and regular TransLink services. For full details on school transport, tickets and fares for school services and school service routes and timetables, visit [www.translink.com.au](http://www.translink.com.au) or phone 13 12 30.

## SCHOOL BUS SERVICE

### MORNING SERVICES

Depart: Dutton Park SS - Route: 833 Time: 7:47am Days of operation: Mon-Fri

Depart: Moorvale - Route: 835 Time: 8.00am Days of operation: Mon-Fri

Depart: Cracknell Rd stop 40 Tarragindi - Route: 846 Time: 7.50am Days of operation Mon-Fri

Depart: Annerley Rd Stop 9 - Route: 849 Time: 7:42am Days of operation: Mon-Fri

### AFTERNOON SERVICES

Depart: Greenmount Ave Stop 46 - Route: 833 Time: 3:18pm Days of operation: Mon-Fri

Depart: Holland Park High - Route: 834 Time: 3:10pm Days of operation: Mon-Fri

Depart: St Elizabeth School - Route: 836 Time: 3:17pm Days of operation: Mon-Fri

Depart: the Mt Gravatt stop - Route: 847 Time: 3.07pm Days of operation: Mon-Fri

### **BRISBANE CITY COUNCIL BUS SERVICE**

Depart: Holland Park High - Route: 113 Time: 3:36pm and 4.04pm Days of operation: Mon-Fri

All South East Busway Buses also stop at the Holland Park West Busway which is located a short walk from the school.