

INTERNATIONAL STUDENT INFORMATION HANDBOOK



**BRIGHTON
GRAMMAR**



Contents

About Brighton Grammar School (BGS)	04
Courses at BGS	06
Courses Content and Duration	07
Course Credit	10
Modes of Study	10
Methods of Assessment and monitoring student progress	12
Extra-curricular activities	13
Facilities at BGS	14
Meeting the prerequisites, prior to attending BGS	15
Appointing an Agent	16
Overseas Student Health Cover (OSHC)	19
Living in a Homestay	20
Course Fees and Additional Costs	21
Cost of Living in Australia	22
Student and Family Support	22
Reporting Safety Concerns	23
Application and Enrolment Process	24
Starting at BGS	27
Orientation program for Primary students	27
Orientation program for Secondary students	27
The Australian ESOS Framework	29
Services available from the Australian Government/School	29
Student Code of Conduct	30
Attendance requirements	30
Completion within the expected duration of study	31
Transferring between institutions	31
Deferring, suspending or cancelling a student's enrolment	31
Complaints and appeals	32
Refund of course monies	32
Privacy policy	33
Key personnel	33

About Brighton Grammar School

Established in 1882, Brighton Grammar School (BGS) is an ELC to Year 12 Anglican school for boys located 10 kilometres south of the Melbourne CBD, in the state of Victoria, Australia. Brighton is a safe, prestigious bayside suburb with very beautiful homes, landscaped streets and lively shopping areas, all with a welcoming community atmosphere.

BGS is registered as an independent (or private) school in Victoria and offers a standard primary and secondary school education to Australian children from the ages 3 to 18 years. It is a mid-sized school with approximately 1400 students.

While the majority of students live within an 8 kilometre radius of the School, BGS has welcomed overseas students for many years. They are embraced and integrated into our community and they share the same opportunities, expectations and support that all of our boys enjoy.

NOBODY KNOWS BOYS LIKE BRIGHTON GRAMMAR SCHOOL

BGS is about three things:

- 01 Leadership excellence in boys' education
- 02 Equipping boys with 21st century skills in 21st century learning environments
- 03 Teaching boys to become successful men

The School has a Junior, and Secondary School – located on one campus. Both have their own playing fields and buildings that reflect the traditions of the past, and state of the art buildings that reflect the promise of the future.

The School is well serviced by public transport (train and bus), as well as by our own bus service, which collects and drops off students through neighbouring suburbs.

The strategic focus of the School is to ensure each boy is nurtured and stretched to ensure he reaches his personal best in every endeavour. While academic success is our number one priority, we also have a diverse range of other activities on offer including sports, music, performing arts and cultural programs.

The School performs very well academically each year with the majority of students going on to study at university. In 2019 38% of the boys in Year 12 received an ATAR (university ranking) score of 90 or more placing them in the top 10% of students in Australia.

Our sister school, Firbank Grammar is located approximately 500m from BGS and many families have sons and daughters at each school.

BGS is what is referred to in Australia as a private school. Private schools tend to set higher standards for their students in terms of dress and behaviour. School uniforms are compulsory and students take pride in wearing their uniforms properly. BGS sets high standards of behaviour and respect for one another. Cigarettes, alcohol and all drugs are banned here. The School expects students to behave well, attend school each day, to arrive on time, get involved and study hard.

This booklet contains all of the information that you require to make an informed decision about your son attending Brighton Grammar School. We ask that you read the information thoroughly and carefully. Further information is available on the BGS website www.brightongrammar.vic.edu.au

Courses at BGS

Brighton Grammar School (CRICOS provider 00132K) is approved to deliver both Primary, Prep - Year 6 Studies (code 012236C) and Secondary, Year 7-12 Studies (code 005299B) to International Students studying in Australia.

Primary school in Victoria operates from Prep to Year 6 and Secondary School operates from Year 7 to Year 12. Australian primary and secondary studies are structured so that each calendar year represents the completion of a year level of study (40 weeks). Satisfactory completion of a year level is determined by completion of all set tasks, tests and exams (where required and within predetermined score levels as set by the governing authorities), and minimum attendance of 85% of face to face learning.

Students studying in Year 7 are usually about 13 years of age and students studying Year 12 are usually 18 years of age. Year 12 is the last year of secondary school and is designed to prepare students for university or other tertiary education. Entry to tertiary courses is dependent upon the score the students achieve in their VCE

In Victoria the highest qualification a student can obtain from secondary school is VCE (Victorian Certificate of Education). To qualify, students must study for a minimum of two years (Year 11 and 12) and pass at least 5 subjects throughout that two year course. (English is the only compulsory subject). Studying at Brighton Grammar does not guarantee a successful result or entry in to your desired University course.

Some students elect to study Vocational Education and Training, (VET) subjects. VCE VET subjects have equal status with other VCE studies. All VET subjects are nationally accredited and give specialised skills and knowledge useful for specific courses or occupations.



Course Content and Duration

Each year of secondary school prepares students for the following year. In the junior school years progression is automatic in to the following year unless minimum attendance levels of 85% are not met or the student is well below the expected averages for the year level. Brighton Grammar believes a student should always progress through the year levels with the same cohort of students therefore will always consult proactively with the student and family to ensure that the student is supported through any learning difficulties in order for seamless transition through year levels. Each year of schooling at Brighton Grammar School is 40 weeks in duration with 12 weeks set holiday dates. This normally works out to be approximately 10 weeks per term across four terms with 2-3 week breaks during the year and a longer break over the Christmas and New Year period. Brighton Grammar School does not encourage students taking breaks from school outside of these set term breaks.

Year 7

(40 weeks)

Subjects on offer in Year 7 include:

- Chinese (Advanced)
- Chinese Second Language
- Choral
- Creative Art and Design Technology
- Drama
- English
- English as a Second Language
- French
- Health, Wellbeing and Physical Education
- Humanities
- Japanese
- Latin
- Mathematics
- Mathematics Enrichment
- Music
- Science

Year 8

(40 weeks)

Subjects on offer in Year 8 include:

- Chinese (Advanced)
- Chinese Second Language
- Creative Art and Design Technology
- Drama
- English
- English as a Second Language
- French
- Health, Wellbeing and Physical Education
- Humanities
- Japanese
- Latin
- Mathematics
- Mathematics Enrichment
- Music
- Science

Year 9

(40 weeks)

Subjects on offer in Year 9 include:

- Art
- Chinese (Advanced)
- Chinese Second Language
- Digital Technologies
- Drama
- English
- English as a Second Language
- Forensic Psychology
- French
- Geography
- Health, Wellbeing and Physical Education
- History
- Japanese
- Latin
- Mathematics
- Mathematics Enrichment
- Music Performance
- Music: Rock Band
- Science
- Sports Exercise Science
- Visual Communication and Design
- Wood Technology

Year 10

(40 weeks)

Our curriculum philosophy at Year 10 is one of guided choice, with increasing room for challenge. Year 10 is regarded as a transition year from a compulsory and common curriculum to the more specialised pathways that boys plan in the two-year VCE program offering students an opportunity to undertake a wide variety of programs.

There is an increasing range of VCE options at Year 10 as well as an emphasis on career education and the very challenging Year 10 Outdoor Education camps program.

Subjects on offer in Year 10 include:

- Algorithmics and Emerging Technologies
- American History and Politics
- Art
- Australians at War
- Chinese Second Language
- Commerce
- Drama
- Engineering
- English
- English as a Second Language
- French
- Geography
- Health, Wellbeing and Physical Education
- Japanese
- Latin
- Mathematics A
- Mathematics Core
- Mathematics Enrichment
- Music Performance
- Psychology
- Science
- Visual Communication and Design
- Wood Technology

Year 11

(40 weeks)

The only compulsory subjects for boys in Year 11 at Brighton Grammar School are English (or EAL – English as a second language) and Ethics and Belief.

Boys may be eligible to undertake a VCE Unit 3/4 subject in Year 11 to maximise his ATAR in Year 12.

Subjects on offer in Year 11 include:

- Accounting 1/2
- Applied Computing 1/2
- Biology 1/2
- Business Management 1/2
- Chemistry 1/2
- Chinese First Language 1/2
- Chinese Second Language 1/2
- Chinese Second Language Advanced 1/2
- Drama 1/2
- Economics 1/2
- English 1/2
- English as a Second Language 1/2
- English Language 1/2
- French 1/2
- General Mathematics 1/2
- Geography 1/2
- Health and Human Development 1/2
- History (20th Century) 1/2
- Japanese 1/2
- Latin 1/2
- Legal Studies 1/2
- Literature 1/2
- Mathematical Methods 1/2
- Music Solo Performance 1/2
- Physical Education 1/2
- Physics 1/2
- Politics 1/2
- Product Design Technology 1/2
- Psychology 1/2
- Specialist Mathematics 1/2
- Studio Art 1/2
- Visual Communication and Design 1/2

Year 12

(40 weeks)

The only compulsory subjects for boys in Year 12 at Brighton Grammar School are English (or EAL – English as a second language) and Wellbeing Ethics Belief. Boys are expected to study an additional four subjects from the VCE Courses list.

VCE subjects include:

- Accounting 3/4
- Art 3/4
- Biology 3/4
- Business Management 3/4
- Chemistry 3/4
- Chinese First Language 3/4
- Chinese Second Language 3/4
- Chinese Second Language Advanced 3/4
- Drama 3/4
- Economics 3/4
- English 3/4
- English as a Second Language 3/4
- English Language 3/4
- French 3/4
- Further Mathematics 3/4
- Geography 3/4
- Global Politics 3/4
- Health and Human Development 3/4
- History Revolutions 3/4
- Japanese 3/4
- Latin 3/4
- Legal Studies 3/4
- Literature 3/4
- Mathematical Methods 3/4
- Music Performance 3/4
- Physical Education 3/4
- Physics 3/4
- Product Design Technology 3/4
- Psychology 3/4
- Specialist Mathematics 3/4
- Visual Communication Design 3/4

Year 11 and Year 12 boys are able to enrol in various VET subjects (like tourism, Hospitality, Music production, Building and Construction, Electronics Technology and Plumbing) which are offered off-campus.

Course Credit

Brighton Grammar School does not offer any course credits for year levels Prep to Year 9.

However, for students who are transferring in to the school in Years 10-12 and have already studied a VCE subject with another Victorian secondary school, the results achieved in this subject will be recognised as prior learning and considered valid under course credit guidelines.

Students must provide proof of course completion and their results prior to the credit being recognised. This can be in the form of past school reports, a letter from the previous schools outlining the details of subjects studied and results obtained, or official results from the VCAA

For further information on course credit recognition Brighton Grammar recommends the following website:

<https://www.vcaa.vic.edu.au/assessment/results/credit-recognition/credit-vce/Pages/Index.aspx>

The School's International Student Academic Policy outlines the recognition of course credit in more detail and can be found on the school website.

Generally, the recognition of course credit will not alter the duration of the course. However, if this is found to be the case the Director of Students will, in consultation with the Headmaster, family and Compliance Coordinator, outline this exception and ensure the CoE is updated in PRISMs to reflect the variation.

Modes of Study

Classes in all year levels at BGS are offered on campus only at Brighton Grammar School in Brighton Victoria, Australia.

Year 11 and Year 12 boys may be able to enrol in various VET subjects (such as tourism, Hospitality, Music production, Building and Construction, Electronics Technology and Plumbing) which are offered off-campus and may be with other local secondary school or TAFE Colleges. This requirement may be accommodated in consultation with the students House Tutor and Careers Coordinator at the time of subject selection and with schools and TAFEs who have a current agreement with BGS.

Remote Learning may be required in exceptional circumstances and as directed by the Victorian Department of Education and/or Independent Schools Victoria. The Headmaster will communicate with the students and their families if this is required.



Methods of assessment and monitoring student progress

The School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled. This includes monitoring of attendance rates which must remain above 85% each year.

Junior School

Students in the Junior School are assessed by a variety of criteria including written, oral and individual tasks.

Years 7 – 12

Students are assessed through a variety of modes, including;

- Assignments
- Class work
- Homework projects
- Oral examinations
- Written examinations (internal and external)
- Folios

Should your son be required to repeat a level of study the VISA dates will be extended via PRISMS to enable him to complete his course of study and/or issue a new COE (Confirmation of Enrolment) if required.

In addition to making sure each boy is meeting his homework and other obligations, boys are assessed regularly to determine if they are meeting academic standards. If it is thought a student would benefit from additional help, then it is provided. On-going progress reports are available online and formal written reports are produced twice yearly.

Two or three times during the year, parents or guardians are required to meet with teachers at Parent Teacher Interviews to discuss their son's progress. The dates of Parent Teacher Interviews can be found on the BGS website. Homestay hosts are encouraged to attend Parent/Teacher Interviews and are encouraged to liaise with Guardians about this.

Boys who are struggling can be supported by a number of processes:

- Extra time from the class teacher outside of normal class hours.
- Attendance at Homework Club
- Short term mentoring / learning strategy advice.
- Studying in the Library (open until 6pm and in the holidays) where teachers often circulate if help is needed.

VCE students are required to complete tasks to a satisfactory level. If this level is not achieved an extensive support process is implemented involving:

- Discussion with the student
- Letters home outlining the task and the standard required
- Time extension
- Alternative task if needed

Boys taking a Unit 3/4 (Year 12) language outside the School are normally allowed to reduce their total study load within the School. The goal is to give every boy the best opportunity to get their VCE with the highest possible ATAR (Australian Tertiary Admission Rank).

Progress from one academic year to another is usually automatic, but the range of subjects available does depend upon the academic progress in previous years. For example, Mathematics requires a certain standard of work before the higher level subject can be studied the following year. Students are made aware of this, and there is a formal process of review and advice in Term 3 if a boy looks as though he may not achieve the prerequisites for his desired course.

If a student does not improve academically and achieve satisfactory course progress by the end of the next study period, the Head of the School will advise the student in writing of intention to report the student for breach of his visa. The student has the right to access the internal complaints and appeals process which is located on the school intranet.

Extra-curricular activities

BGS provides a challenging range of music, performing arts, sports and other activities. These activities are specifically designed to provide new experiences and skill development for every boy. The extension of boys outside the classroom is inherent to our philosophy of excellence in boys' education. It is desired that all International boys show a willingness to become involved in the life of the School.

- All boys in Years 7 – 12 are required to be involved in the Saturday morning sports competition. This is compulsory.
- The Outdoor Education activities which includes the camps program provide the boys from Prep to Year 11 with some of their most exciting, rewarding and memorable experiences.
- There are opportunities to be involved such activities as Music, chess, drama productions, community service, public speaking, debating and the Duke of Edinburgh Awards.
- The School organises a range of cultural, language and sports study tours. Some recent tours have included:
 - Chinese language students visiting China, Japanese language students visiting Japan.
 - Music students touring Hong Kong and China
 - Rugby teams visiting the UK



Facilities at BGS

The BGS campus sprawls over 10.2 hectares (25 acres) of landscaped grounds and has a range of traditional and contemporary facilities and specialist learning spaces. BGS is located just 500 metres from the very beautiful Port Phillip Bay at 90 Outer Crescent in Brighton, Victoria, Australia.

The BGS facilities include:

- Extensive playing ovals
- FIFA standard artificially surfaced soccer pitch
- Physical Education Centre including a gym and weights and conditioning centre
- Tennis courts/basketball courts
- Indoor heated swimming pool
- Creative Arts Centre, including specialist areas for Music, Graphics, Art and Materials and Technology
- Specialist Science laboratories
- Assembly halls in each section of the School
- Three Library Resource Centres
- Numerous specialist classrooms
- Extensive WiFi coverage across the campus
- Wellbeing Centre
- A new sports pavilion incorporating specialist sports science learning spaces
- Indoor Adventure playground
- Purpose built Music classrooms and ensemble spaces



Meeting the prerequisites, prior to attending BGS

English language proficiency

BGS assesses the educational and English capacity of each applicant. If English is not the applicant's first language they will be required to undertake an English Language Proficiency test prior to consideration being given to their application for enrolment.

English language proficiency testing may need to be repeated if the gap between applying and entering the School is greater than 12 months. The cost associated with the English language proficiency testing must be met by the applicant's family on each occasion.

Testing is done in association with Australian Education Assessment Services (AEAS). The AEAS website in English is www.aeas.com.au There is a link on the page for other languages. The website has information regarding test location and times.

BGS will not enrol any boy who hasn't met the minimum English language proficiency levels. Other considerations include the academic reports from your son's present school, results gained in public examinations and additional tests of written and spoken English.

It should be noted that just attending BGS is no guarantee of gaining a university entrance qualification at the end of Year 12. Not even local Australian boys can do that. To gain entry into an Australian university you need to achieve the University/course entry requirements.

The minimum level of English Language Proficiency for applications is as follows:

AEAS

Years 7 & 8	AEAS score of 60 and above
Year 9	AEAS score of 70 and above
Year 10	AEAS score of 75 and above
Year 11 & 12	AEAS score of 85 and above



Appointing an Agent

Appointing an Education Agent

BGS has signed agreements with Educational Agents in a number of countries. These Agents have a good knowledge of the School and are ready to assist with enrolment and visa application processes.

- Integrity and Honesty
- Awareness of the needs of students
- The appropriateness of placements at BGS
- Compliance with Australian Laws and Regulations

An Education Agent is only invited to formally represent BGS if they demonstrate through discussion, documentation and practise:

Agents currently authorised to represent BGS

AEC EDUCATION CONSULTANCY (AEC)

Phoebe Sung
1402 Causeway Bay Plaza 2
463 Lockhart Road
Causeway Bay, Hong Kong
Tel: 852 2598 6166
Fax: 852 2598 6390
enquiry@aecl.com.hk
www.aecl.com.hk

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www.melblang.com.au

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AUSTRALIA FUTURA EDUCATION PTY LTD

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ZHIXIN STUDY

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Self Portrait by BGS boy Eric Shen, Year 8

Overseas Student Health Cover (OSHC)

Individuals applying to study in Australia must satisfy the health requirements specified in the Migration Regulations. Any family members who are included in the visa application are also required to satisfy health requirements.

As a condition of their Student Visa, International Students are required to take out OSHC for the duration of their studies. A copy of the students' OSHC must be provided to BGS under the terms of enrolment as detailed in the Conditional Letter of Offer and Written Agreement.

Overseas health cover is an additional cost incurred by the student and their family prior to coming to live in Australia. This cost is not covered as part of the school fees, cannot be paid by the School on your behalf and will not be refunded to you by the School.

The family must organise insurance through their own provider of choice. Indicative costs are approximately \$500 per year.

Living in a ‘Homestay’

BGS has welcomed international students as part of the School family for many years.

Students wishing to study at Brighton Grammar are encouraged to stay with their parents for the duration of their studies however Brighton Grammar acknowledges that there may be occasions where this is not practical and Homestay accommodation is required.

Only students in Secondary School, over the age of 13 are permitted to stay in homestay accommodation.

A homestay is where a local family or individual opens up one or more bedrooms in their home to be used by a paying student. Students are not permitted to live independently or without adult supervision.

If a student is in Australia on his own, BGS is mandated by law to undertake responsibility to make arrangements in regard to accommodation (Homestay).

Homestay requests for International Students are initiated through the Admissions Coordinator directly from the parent/s of the student wishing to study at Brighton Grammar School. Parents must complete the International Student Homestay request form as part of the enrolment process. This form is only available from the Admissions Coordinator who will discuss this option in detail with the family prior to formalising this agreement.

The School does not under-estimate the difficulty for international teenage boys in adjusting to the Australian way of life and school. For many, the first few months can be a very lonely experience and quite naturally there is a tendency to associate with only boys and girls from the same background. This can hamper progress with English which in turn can slow progress with study. The School encourages International boys to mix with as many different students as possible.

It is important that boys feel their homestay environment will be a haven for them where they can fully relax, while understanding and accepting the customs of an Australian household. Therefore the School will endeavour to match students with BGS families that align with their preferences and lifestyle e.g. if a student has a pet allergy they will not be placed in a pet friendly home.

Boys are not to alter their homestay arrangements without prior consultation with the Headmaster during the term of their enrolment.

- BGS is responsible for monitoring all Homestay arrangements
- All students will be placed in a Homestay where English is the first language.
- The Homestay host family is a vital point of contact with the Australian way of life and hosts play an important role in helping students to adapt to life here.
- A host is never a servant but assists by providing a family situation for an International Student. Hosts must be treated with respect and politeness at all times.
- Smoking is not acceptable
- A clear arrangement for the use of the telephone and internet access will be put in place.

For further information regarding Brighton Grammar School’s homestay guidelines, please see the International Student Homestay Policy on the school website.

Course fees

Fees for students are invoiced twice per year, payable at the beginning of each semester and must be paid in Australian dollars.

If your son's student visa changes status (e.g. he becomes a temporary or permanent resident) he will continue to pay full overseas student's fees for the duration of the current billing period.

YEAR LEVEL	LOCAL TUITION FEE PER BOY \$AUD	CONSOLIDATED CHARGE PER BOY \$AUD
Prep, 1 & 2	32,312	638
3 & 4	36,753	1,022
5	38,810	1,219
6	39,256	1,966
7	45,595	1,118
8	45,595	1,096
9	49,160	3,106
10	45,595	2,135
11	45,595	937
12	45,595	1,099



Additional educational costs

- Application fee of \$200
- Confirmation of Enrolment Fee of \$2,350
- A uniform (including clothing required for sport and other extra curricular activities) costs approximately \$1,000
- The cost of books depends on level of entry and is approximately \$500-600 per year
- Other non-educational costs for students including transport, entertainment and clothing, should be budgeted for, and would be approximately \$500 per month
- Overseas Student Health Cover - \$500 per year
- Boys in Homestay accommodation are required to take responsibility for the cost of all telephone calls, both local and international and internet access at approximately \$100 per month
- A laptop (information regarding the BGS Laptop Program will be provided once enrolment is confirmed) - \$750 per year from Year 7
- Outdoor Education International or Interstate experiences in senior secondary year levels range from \$1000-\$3000 (dependent on year level experience selected). Note: most experiences are included in the consolidate fee therefore this cost may not be relevant for the majority of students.

Cost of living in Australia

The cost of living can vary greatly in Australia and can depend of many factors.

There are many different types of housing and accommodation, and competitive and comparable pricing levels on most consumable products and utilities.

For a detailed overview and understanding of the cost of living in Australia, Brighton Grammar School recommends families review the following websites:

<https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

<https://www.studymelbourne.vic.gov.au/money-and-budgeting/the-cost-of-living-in-victoria>

Student and Family Support Services

The care and welfare of students is a priority for Brighton Grammar School and the School will ensure that all international students will have the appropriate levels of welfare and care prior to and while attending BGS. The International Liaison Officer will visit all international students and their families regularly to ensure that the student is safe, supported and cared for at all times.

The Brighton Grammar School International Liaison Officer welcomes all International students, parents and families to Brighton Grammar prior to school commencement and assists all family members, mothers in particular, with integration in to the community. The International Liaison Officer will coordinate activities such as:

- Assistance in English language lessons and/or language translation assistance
- Community engagement and participation
- Wellbeing support

We take safety seriously, and advise you to read all the links in this document to be very well informed on all aspects of safety prior to coming to Australia.

The links below also cover insurance, phone, internet and banking. Students coming to Australia need to be aware of the very different conditions such as swimming at our beaches and swimming safety as well as becoming aware of sun safety. If you have any difficulty assessing these links please advise the School to enable us to assist you.

For more information please visit:

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety>

SUN AND WATER SAFETY

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/sun-and-water>

FIRE SAFETY

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/fire>

EMERGENCY INFORMATION

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/emergencies>

PERSONAL SAFETY

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/personal>

EMPLOYMENT SAFETY

<https://www.fairwork.gov.au/>

Reporting safety concerns

Brighton Grammar will support all student and take all reasonable steps to ensure their safety on and off campus at all times. All students will be provided with a student safety card which details 24/7 emergency contact details for the School, support personnel, emergency services and government support services such as Kids Helpline.

Brighton Grammar employs three School Psychologists that are available to support students at all times, at no cost to the family.

The School's Policy, Student Support Service and Critical Incidents are available on the school website and clearly outlines how the School supports and manages student safety.

Application and Enrolment Process

01

Read through this booklet and if you believe you fully understand the costs, the policies and what is expected of a boy at BGS, you are welcome to apply. ★

02

Use the Application Forms on the BGS Website **www.brightongrammar.vic.edu.au** (English language only).

Most students make application to the School with the assistance of an approved Education Agent ★

03

The Application must include the following:

AEAS testing and report

- Notarized translations of school reports from at least the two previous years
- Verified translation of Birth Certificate or a copy of the name page of the boy's passport
- A testimonial from your son's current school
- Information or evidence of whether your son will be accompanied by a parent or will you require BGS to be responsible for his welfare and accommodation requirement.
- Failure to provide all of this information will delay consideration of your application
- If you are submitting a hard copy Application Form mail to:
Brighton Grammar School Admissions
90 Outer Crescent
Brighton Victoria 3186
Australia

04

On receipt, the Application will be assessed by the Admissions Coordinator and relevant academic staff.



Brighton Grammar School is a registered provider, CRICOS Provider: 00132K, for students from Prep to Year 12, therefore students may apply as international students of BGS at any year level.

05

If we are able to offer a place at BGS you will be issued with a Conditional Letter of Offer and Written Agreement which will include all details of the enrolment requirements and a payment advice form.

06

To accept the offer of enrolment you must pay the Confirmation of Enrolment fee, sign the Written agreement and BGS Payment Advice Form. You must also provide a copy of all document specified in the written agreement including the Overseas Health Care Cover (OSHC) as detailed in the offer letter.

07

Once we have received your acceptance paperwork as detailed in your Conditional Letter of Offer and Written Agreement, we will issue you with an eCoE. (electronic Confirmation of Enrolment).

With this you will be able to complete your application for a Student Visa with the Australian Embassy or Consulate in your home country. (Note: you will need a current passport that doesn't expire for at least two years).

08

If you are already studying in Australia and simply wish to transfer to BGS, the process is somewhat different. You should contact your current provider (the Australian school you are currently studying at) to find out the necessary steps you need to take.

Please Note: BGS will not knowingly facilitate the transfer of a student from another registered provider prior to the student completing six months of his study except where the course of study is unable to be provided.

THE TOWER WING



Starting at BGS

Boys joining BGS are provided with all necessary orientation information to ensure a smooth transition. This includes information regarding support services available to boys and also information about the structure of BGS, study courses, expectations, learning goals and outcomes.

The School will also provide each international student, their family and where required their homestay host, with detailed information on remaining safe and healthy while studying at BGS and while living in Australia.

This includes information regarding:

- Study requirements including study support programs
- Extra-curricular opportunities
- EAL support programs that can be accessed
- Student Code of Conduct and expected behaviours while studying at BGS
- Student Safety while studying in Australia, including information on:
 - o What the Child Protection laws in Australia mean to the student
 - o Social etiquette and expectations
 - o Water Safety
 - o Public transport
 - o After dark precautions
- Visa conditions and expectations highlighting attendance requirements and progress expectations
- Child Safety
- Available support services: School Counsellors, health services and assistance phone lines e.g. Headspace, Kids Helpline
- BGS Emergency contacts (also provided via the student safety card) including critical incident management and assistance
- An overview of local amenities and general information e.g. public transport, beach, and shopping

Orientation Program for Primary School

Our younger international students must be accompanied by their parents. They will meet with the Deputy Headmaster, Head of Junior School, and will be provided with commencement information and guidance.

The program encompasses:

1. Meeting with Deputy Headmaster, Head of Junior School
2. Tour of the school (unless done prior to enrolment)
3. Uniform purchasing assistance (if required)
4. Meeting of homeroom teacher
5. Meeting of specialist staff – Art, Music, Sport Teachers

Younger students will be monitored daily for the first weeks of their schooling to ensure they are settling in and supported.

Orientation Program for Secondary School

Our Secondary School students' orientation will be overseen by the Director of Students and Head of Transition.

The Director of Students, Head of Transition or delegate will work through the Transition Checklist to ensure all topics are covered with the student and parent prior to commencement and within the first week of studies.

During the orientation the student and parent/host will be introduced to the International Liaison Officer who will support both the parent and student with settling in to their new environment.

The support of an interpreter for Chinese and Japanese student is available if required.

All Orientation sessions will be recorded on the New Student 8-12 Transition Checklist.



The Australian ESOS Framework under which BGS Operates

All accredited education providers in Australia are governed by a wide range of regulations and standards that are defined under the ESOS Act and the National Code (of Ethics). The Act and Code serve to ensure that the high standards of Australian education providers are maintained and that students coming to Australia can be assured of quality education and transparency and fairness from education providers.

In practice, education providers like BGS are required to provide clear policy statements in relation to all aspects of the delivery of education to international students.

Application forms can be accessed on the BGS website. This booklet is largely dedicated to communicating the key information from these various policies.

It is important that every student considering applying to BGS should carefully read and ensure they understand the implications of these policies. If you need assistance with understanding the various policies, we suggest you engage an approved Education Agent (listed on page 14).

Further information on the ESOS act can be accessed at <https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx>

Brighton Grammar School (the Registered Provider) is a company limited by guarantee, incorporated and domiciled in Australia.

Services available from the Australian Government/School

The Admissions Coordinator is happy to advise on all enrolment enquires but cannot provide immigration advice.

- The Australian Government provides an extensive list of resources for International students
- For more information regarding the available resources, please contact www.immi.gov.au
- There are a range of student support and welfare-related services available from the School at no additional cost. If a referral is made from the School to an external provider this referral will occur at no additional cost to the student.

Student Code of Conduct

All boys:

- Must, as a requirement of Visa conditions, remain at the School for a minimum of 6 months: it is also a BGS requirement students must advise the Headmaster in writing giving one term's notice of withdrawal
- Use technology safely and securely
- Use the educational benefits of technology appropriately
- Are required to attend to their academic studies with commitment and effort. Key academic staff will monitor each boy's academic progress and failure to complete studies may put at risk a boy's place at BGS
- Are required to come to School every day and be on time. Attendance must not fall below 85%
- Need to understand and follow all of the School rules. These can be found in the School Record Book. Rules will be discussed during the Orientation Program.
- Are compelled to be involved in the Saturday sports competition
- Need to notify the International Student Liaison Officer if they are unhappy with their Homestay arrangements
- Must not change their address without discussing the matter with the International Student Liaison Officer
- Are required to have a current Overseas Health Insurance Policy

- Are required to have a current Visa
- Honor the traditions of the School.

Attendance Requirements

The BGS International Student Attendance Policy requires boys are in attendance 85% of scheduled course contact hours Attendance will be monitored by the Head of School. Student attendance is:

- Checked and recorded daily
 - Assessed regularly
 - Recorded electronically and calculated over each term
- Late arrival at School is recorded and will be included in attendance calculations
 - All absences from School should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been granted by the Head of School
 - Any absences longer than five consecutive days without approval will be investigated by the School
 - Student attendance will be monitored every week throughout the semester. The class roll is marked electronically every lesson and a report is sent to Heads of House. A report on an individual student can be viewed at any time to determine satisfactory progress.
 - Students at risk of breaching the School's attendance requirements will be interviewed by the Head of House

- Boys will be counselled and offered necessary support when they have absences reaching 10% of classes missed
- If a student's absence from classes exceeds 15% the School will advise the boy of its intention to report the student for breach of Visa condition 8202 and the student has 20 working days in which to access the BGS internal Complaints and Appeals process
- The School will notify DEST via PRISMS of the students' unsatisfactory course attendance as soon as practicable where:
 - The student does not access the Complaints and Appeals process within 20 working days
 - The student withdraws from the Complaints and Appeals process
 - The Complaints and Appeals process results in a decision in favour of the School
- Students will not be reported for failing to meet 85% threshold for class attendance where:
 - The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances. For example, medical illness supported by a medical certificate and
 - Class attendance is not below 70%
- If the student does not obtain a suspension of studies under the BGS Deferment,

Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance will commence

Completion within the expected duration of study

The School may extend the duration of the students study for the following reasons:

- Compassionate or compelling circumstances, For Example, illness where a medical certificate states that a student was unable to attend classes.
- The School has intervened as a result of the student not meeting satisfactory course progress.
- An approved deferment or suspension of study has been granted under the School Deferment, Suspension and Cancellation Policy.

Transferring between institutions

BGS will not knowingly enrol a student on a subclass 500 Visa who wishes to transfer from another school prior to the student completing six months of his principal course of study, unless the transferring school ceases to operate or Brighton Grammar School considers the transfer to be in the best interests of the student.

If you want your son to transfer from BGS to another education provider (school) before he has completed the first six months of his principal course of study at BGS, you must seek permission from the Head of School.

BGS would consider granting a letter of release, at no cost to you:

- If you present a valid letter of offer from your new school, which must be a registered education provider
- If your son is not being cared for by you in Australia, the valid enrolment offer must also confirm the registered provider will accept responsibility for approving your son's accommodation, support and general welfare arrangements
- If your son is under 18, you or your son's legal Guardian must provide a letter supporting the transfer
- If you have provided the School with a term's notice in writing

BGS will reply to your request for transfer within two weeks of receiving the documents required to support your request for transfer.

If BGS does not grant a letter of release, you will be provided with the reasons in writing after the decision has been made.

If you change provider (school) at any time, it is your responsibility to contact DIAC to seek advice on whether a new CoE and student visa is required

Deferring, suspending or cancelling a student's enrolment

Suspension of enrolment is not necessarily due to misbehaviour – suspension of enrolment may also be initiated by the student.

The reasons that BGS may defer, suspend (studies put temporarily on hold) or

cancel your son's enrolment may include:

- Inability to begin studying on the course commencement date due to delay in receiving a student visa
- Failure to pay fees
- Failure to meet attendance requirements
- Failure to comply with school rules
- On the grounds of compassionate or compelling circumstances, for example illness or bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- Illness, where a medical certificate states that the student was unable to attend classes
- Moving from their Homestay without seeking approval of the School
- The School's discipline policy is contravened (misbehaviour)
- Deferment, suspension or cancellation of enrolment may affect your son's student visa. The School has an obligation to inform the Department of Education, Employment and Workplace Relations (DEEWR) via provider registration and International Student Management Systems (PRISMS) when a student's enrolment has been deferred. Suspended or cancelled.
- The period of suspension will not be included in attendance calculations.

- Students will be informed to contact the Department of Immigration for advice on how this will affect their Subclass 500 visa.

Complaints and Appeals

Purpose

- The purpose of the BGS Complaints and Appeals policy is to provide a student the opportunity to access procedures to facilitate the resolution of a dispute or complaint.
- The internal complaints and appeals processes are conciliatory and non legal

Complaints against other students

- Grievances brought by a student against another student will be dealt with under the School's Code of Behaviour.

Informal complaints resolution

- In the first instance BGS requests that there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
- Students should contact their House Tutor in the first instance to attempt mediation/informal resolution of the complaint
- If further consultation is required to resolve the issue, the matter can be referred to the Head of House, Head of School or, when necessary the Headmaster. In these circumstances the BGS formal complaints and appeals handling procedure will be followed.

Formal complaints handling procedure

- The process of this grievance

procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.

- The student must notify the School in writing of the nature and details of the complaint or appeal using the BGS Complaints forms which is available on the school website.
- Written complaints or appeals are to be lodged with the Headmasters Assistant via email to headmaster@brightongrammar.vic.edu.au and will be assessed within 10 working days with full resolution within 20 working days.
- Where the internal complaints and appeals process is being accessed because the student has received notice from the School that the School intends to report him for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of notification in which to lodge a written appeal
- Internal complaints and appeals processes are available to students at no cost
- Each complainant has the opportunity to present his case to the Headmaster.
- Students may be accompanied and assisted by a support person at all relevant meetings
- The formal grievance process will commence within 10 working days of the lodgement of the complaint or

with the Headmaster

- Once the Headmaster has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reason for the outcome
- If the grievance procedure finds in favour of the student, BGS will immediately implement the decision and any corrective and preventative action required
- BGS undertakes to finalise all grievance procedures within 20 working days
- For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal

In the event that no resolution is possible using the resources within the School, the Headmaster will pass the complaint to an independent Appeals Body. If this situation arises a student has access to legal aid for arbitration of the issues.

A full outline of the School's complaints and appeals policy and process can be found on the school website.

Further assistance regarding the appeals process may be sought from:

The Overseas Student Ombudsman

Telephone (M-F 9am-5pm) – 1300 362 072 or +61 2 6276 0111

Or via the website: <https://www.ombudsman.gov.au/making-a-complaint/overseas-students>

Refund of course monies

The BGS International Student refund policy applies to all course monies paid to the School and includes any course monies paid to an Education Agent to be

remitted to the School.

In the event of a course not being delivered, all prepaid course monies for that course will be refunded in full.

Notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Admissions Coordinator.

The School will refund within 28 days all course monies paid where the student's application for enrolment is refused by the School or the student produces evidence the application made by the student for a student visa has been rejected by the Australian immigration authorities.

Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country unless otherwise requested in writing. Refunds will be paid to the student or the person specified in the written agreement.

No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons

- Failure to maintain satisfactory course progress (Visa condition 8202)
- Failure to maintain satisfactory attendance (Visa condition 8202)
- Failure to maintain approved welfare and accommodation arrangements (Visa condition 8532) [if applicable]
- Failure to pay course fees
- Any behaviour identified as resulting in enrolment cancellation in the BGS Behaviour Policy/Code of Conduct

Further information regarding refunds is available on the school website.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Privacy Policy

BGS complies with National Privacy Principles guidelines. Some of your personal information may be made available to Commonwealth and State Agencies. The BGS privacy policy is available from the Business Office.

Privacy statement

Information is collected during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under the Australian immigration laws generally.

That authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and training to overseas Students 2007.

Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.



Key Personnel

BGS will strive to provide appropriate care for all International students attending the School. A team of people take responsibility for caring for International students and act as required

The Pastoral Care program (or the personal, social and academic wellbeing of each boy) is regarded as extremely important. Accordingly, there is a coordinated structure to provide counsel and support to all boys. The following people can be called upon at any time to assist in their various areas of the School.

HEADMASTER

ROSS FEATHERSTON

61 3 8591 2200

admin@brightongrammar.vic.edu.au

DEPUTY HEADMASTER/HEAD OF JUNIOR SCHOOL

PETER TELLEFSON

61 3 8591 2275

ptellefson@brightongrammar.vic.edu.au

DEPUTY HEADMASTER, HEAD OF SECONDARY SCHOOL

DR RACHEL HORTON

61 3 8591 2200

rswann@brightongrammar.vic.edu.au

DEPUTY HEADMASTER, DIRECTOR OF CROWTHER CENTRE

DR RAY SWANN

61 3 8591 2200

rswann@brightongrammar.vic.edu.au

ADMISSIONS OFFICE (ENROLMENTS AND VISA ISSUES)

REBECCA DARLING

61 3 8591 2202

rdarling@brightongrammar.vic.edu.au

CAREERS COUNSELLORS (CAREERS & TERTIARY ENTRANCE ADVICE)

SOPHIE KEELE

61 3 8591 2217

skeele@brightongrammar.vic.edu.au

STUDENT COUNSELLORS (SUPPORT AND GUIDANCE)

NAOMI THAM

DANIELLE WOLFF

OLIVIA TIMS

61 3 8591 2200

DIRECTOR OF STUDENTS (YEARS 7-12)

61 3 8591 2264

HEAD OF ROFE HOUSE (PASTORAL ISSUES)

DENNIS RODWELL

61 3 8591 2242

drodwell@brightongrammar.vic.edu.au

HEAD OF DIXON HOUSE (PASTORAL ISSUES)

BEN WHITE

61 3 8591 2250

bwhite@brightongrammar.vic.edu.au

HEAD OF CROWTHER HOUSE (PASTORAL ISSUES)

MARK SAINSBERY

61 3 8591 2228

msainsbery@brightongrammar.vic.edu.au

HEAD OF SCHOOL HOUSE (PASTORAL ISSUES)

61 3 8591 2113

HEAD OF HANCOCK HOUSE (PASTORAL ISSUES)

MEG ADEM

61 3 8591 2235

madem@brightongrammar.vic.edu.au

HEAD OF ARMSTRONG HOUSE (PASTORAL ISSUES)

KYLIE ROSE

61 3 8591 2236

krose@brightongrammar.vic.edu.au

INTERNATIONAL STUDENT LIAISON OFFICER

INTERNATIONAL PARENTS' SUPPORT

GROUP COORDINATOR

MAGGIE LYNCH

0425 786 683

mlynch@brightongrammar.vic.edu.au

HEAD OF EAL

JO ELLIS

61 3 8591 2200

BUSINESS MANAGER

NATALIE BAKER

61 3 8591 2212

nbaker@brightongrammar.vic.edu.au

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