

INTERNATIONAL STUDENT INFORMATION HANDBOOK



**BRIGHTON
GRAMMAR**



Contents

About Brighton Grammar School (BGS)	04
Courses at BGS	06
Course Content and Duration	07
Course Credit	10
Modes of Study	10
Methods of Assessment and Monitoring Student Progress	12
Co-Curricular Activities	13
Facilities at BGS	14
Meeting the Prerequisites Prior to Attending BGS	15
International Education Agent	16
Overseas Student Health Cover	16
Living in a Homestay	18
Course Fees	19
Additional Educational Costs	19
Cost of Living in Australia	20
Student and Family Support Services	20
Application and Enrolment Process	22
Starting at BGS	25
Orientation Program for Junior School	25
Orientation Program for Secondary School	25
Services Available from The Australian Government	26
The Australian ESOS Framework	27
Student Code of Conduct	28
Attendance Requirements	28
Completion within the Expected Duration of Study	29
Transferring Between Institutions	29
Deferring, Suspending or Cancelling a Student's Enrolment	29
Complaints and Appeals	30
Refund of Course Monies	30
Privacy Policy	31
Key Personnel	32

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 over 1580 students.

While the majority of students live within a 15 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

Brighton Grammar's Junior and Secondary Schools are located on a single campus, each with their own playing fields and dedicated facilities. Together, they balance a rich sense of tradition with state-of-the-art buildings and facilities that reflect both our heritage and our 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 2025, 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 prohibited 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 Years P - 6 (code 012236C) and Secondary Years 7 - 12 (code 005299B) to international students studying in Australia.

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 entering Prep are usually 5, turning 6 during the Prep academic year. Students studying in Year 6 are usually 11-12 years of age. 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 may 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. VET educational partners vary year-to-year based on which VET subjects are requested and/or offered. Brighton Grammar enters a contractual arrangement with each VET educational partner. Additional costs are



applicable for enrolment in VET subjects, exact amounts calculated at the point of enrolment in to the subject, indicatively around \$2,000 per subject. Currently, VET subjects are delivered to Brighton Grammar students by Holmsglen (CRICOS: 00012G, RTO: 0416, IHE: PRV12129). Study delivery for approved VET subjects is always face-to-face, and does not include any work placements. Current VET subjects are delivered at Holmsglen's Moorabbin and Chadstone campuses. More information can be found here:

<https://www.holmesglen.edu.au/study-with-us/international-student-study>

Course Content and Duration

Each year of Secondary School prepares students for the following year. In the Junior School, years progression is automatic into 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 for a 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 4 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

Subjects on offer in Year 7 include:

- Art
- Chinese (Advanced)
- Community Chinese
- Design and Technologies
- Drama
- English
- English as an Additional Language
- Food Technology
- French
- Health, Wellbeing and Physical Education
- Humanities
- Japanese
- Latin
- Mathematics
- Mathematics Enrichment
- Media
- Music and Music Enrichment
- Science

Year 8

Subjects on offer in Year 8 include:

- Art
- Chinese (Advanced)
- Community Chinese
- Design and Technologies
- Drama
- English
- English as an Additional Language
- Food Technology
- French
- Health, Wellbeing and Physical Education
- Humanities
- Japanese
- Latin
- Mathematics
- Mathematics Enrichment
- Media
- Music and Music Enrichment
- Science

Year 9

Subjects on offer in Year 9 include:

- Art
- Chinese (Advanced)
- Chinese Second Language
- Design and Technologies
- Digital Photography & Media
- Drama
- English
- English as an Additional Language
- Entrepreneurship
- Food Technology
- Forensic Science
- French
- Geography
- Health, Wellbeing and Physical Education
- History
- Japanese
- Latin
- Literature
- Mathematics
- Mathematics Enrichment
- Music Performance
- Music: Rock Band
- Science
- Sports Exercise Science

Year 10

Our curriculum philosophy in 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.

Subjects on offer in Year 10 include:

- American History
- Biology
- Chemistry
- Chinese Second Language
- Classical Studies
- Commerce
- Design and Technologies
- Drama
- English
- English as a Second Language
- Extension Mathematics
- French
- General Mathematics
- Geography
- Health, Wellbeing and Physical Education
- Holistic Health
- Japanese
- Latin
- Law and Politics
- Literature
- Mathematics
- Media
- Music Performance
- Physics
- Psychology
- Science
- The Second World War
- Visual Communication and Design

Year 11

The only compulsory subjects for boys in Year 11 at Brighton Grammar School are English or EAL - English as an additional language.

A student 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
- 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
- Classical Studies 1/2
- Creative Practice (Art) 1/2
- Drama 1/2
- Economics 1/2
- English 1/2
- English as an Additional Language 1/2
- French 1/2
- General Mathematics 1/2
- Geography 1/2
- Health and Human Development 1/2
- Japanese 1/2
- Latin 1/2
- Legal Studies 1/2
- Literature 1/2
- Mathematical Methods 1/2
- Media 1/2
- Modern History 1/2
- Music 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
- Visual Communication and Design 1/2

Year 12 (VCE)

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

VCE subjects include:

- Accounting 3/4
- Algorithmics 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
- Creative Practice (Art) 3/4
- Drama 3/4
- Economics 3/4
- English 3/4
- English as an Additional Language 3/4
- French 3/4
- General Mathematics 3/4
- Geography 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
- Media 3/4
- Music Performance 3/4
- Physical Education 3/4
- Physics 3/4
- Politics 3/4
- Product Design Technology 3/4
- Psychology 3/4
- Specialist Mathematics 3/4
- Visual Communication Design 3/4

Recognition of Prior Learning and Granting Course Credit

Brighton Grammar School does not offer any course credits in the Junior School or from Year 7 to 9 in the Secondary School.

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 VCAA.

If a student believes that there is another reason for granting credit then a submission should be made in writing to the Headmaster for consideration. Further guidance is available in the School's International Students - Enrolment Policy available on the School's website.

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>

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 Building and Construction) which are offered off-campus and may be with other local secondary schools or TAFE Colleges.

This requirement may be accommodated in consultation with the student's House Tutor and Careers Coordinator at the time of subject selection.

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. In addition, international students must attend a minimum of 85% on campus studies in each study period in order to meet visa requirements. The School will monitor attendance rates and work with the student and family proactively to address any non-attendance.

Assessing and monitoring student progress

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

Years 7 – 12

Students in the Secondary School are assessed through a variety of modes, including:

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

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 Student Discussions to discuss their son's progress. Homestay hosts are encouraged to attend these discussions 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 6.00pm 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

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 is assessed as making unsatisfactory academic progress, is unlikely to meet course requirements within the expected duration, and resolution cannot be found and supported by the School, then this may be in breach of visa conditions. If this is the case, the School will formalise this decision in writing for the parent and student to read and, if needed, respond to. Further guidance is available in the School's International Students - Academics and Attendance Policy, along with information on appealing this decision in the School's International Students - Complaints and Appeals Policy. Both are available on the BGS website.

Co-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 during Summer and Winter Season. Participation is optional in Spring. This is compulsory.
- The Outdoor Education program which includes multi-week camps provides the boys from Prep to Year 11 with some of their most exciting, rewarding and memorable experiences.
- There are opportunities to be involved in music, chess, theatre productions, community service, public speaking, debating and the Duke of Edinburgh Awards.
- The School organises a range of cultural, language and sports study tours. They include:
 - Chinese language students visiting China
 - Japanese language students visiting Japan
 - Latin Tour to Italy
 - Performing Arts Tour visiting Europe and the US over a four year cycle
 - Cricket teams visiting the UK
 - Basketball Tour to the US
 - Entrepreneurship Tour to the US
 - Indigenous Trip to Tiwi Island



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
- The Duigan Centre – a hub for science, creativity, design and food technologies
- Assembly halls in each section of the School
- Three Library Resource Centres
- Numerous specialist classrooms
- Extensive WiFi coverage across the campus
- Wellbeing Centre
- The Annandale sports pavilion incorporating specialist sports science learning spaces
- Invicta – an indoor sport adventure centre
- Purpose built Music classrooms and ensemble spaces
- BHIVE – home for innovation, venture, entrepreneurship and Food Technology



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

Junior School	AEAS score of 46 and above
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



**Brighton Grammar School reserves the right, at its discretion, to require AEAS testing as a condition of enrolment. The School may accept alternative forms of assessment or waive this requirement entirely where appropriate.*

International Education Agent

BGS welcomes the use of Agencies and will work with authorised Agents when required. Agent applications will only be accepted if the agent maintains ethical and honest processes and is working in the best interest of the student. All agency activities must, at all times, maintain confidentiality, transparency and act in good faith.

Agents are expected to communicate in the first instance directly with the Admissions Coordinator. Further guidance is available in the International Students - Enrolment Policy available on the BGS website.

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 student's 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 around \$1,500 per person per year. Families are encouraged to conduct further research to find a provider and policy that fits their needs and meets requirements. Further guidance is available from the Australian Government: <https://www.health.gov.au/resources/collections/overseas-student-health-cover-oshc-resources#fact-sheet->



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, Brighton Grammar School accepts responsibility for sourcing, managing and monitoring all homestay accommodation agreements to ensure that the wellbeing and welfare of international students is maintained both during and after School hours.

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 and notice. This must be discussed with the International Liaison Officer.

- BGS is responsible for screening, inducting and 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 Students - Homestay Accommodation Policy available on the BGS 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 fees for the duration of the current billing period.

Brighton Grammar School fees are reviewed each year by the School's governing body and may change from time to time.

Communication will be made in writing by the Chairman of the School Council to parents, and will advise of any adjustment to fees and the reasons behind the change. Changes are communicated at the end of the previous year for implementation the following year.

Further guidance on fees is noted in the School's Business Notice and General Regulations available on the BGS website.

The current Schedule of Fees for international students is available on the BGS website here: <https://www.brightongrammar.vic.edu.au/learnwithus/apply-to-brighton-grammar/fees/>

Additional Educational Costs

- Application fee of \$250
- Non-refundable Confirmation of Enrolment fee - \$2350. As outlined in the Conditional Letter of Offer and Written Agreement, this is made up of a \$2000 confirmation of enrolment fee and \$350 for lifetime membership of the Old Brighton Grammarians' Society.
- A uniform (including clothing required for sport and other extra curricular activities) costs approximately \$1500, with ongoing costs to upsize. Details of uniform requirements and price lists are available here: <https://www.brightongrammar.vic.edu.au/learnwithus/our-school/uniform/>
- The cost of books depends on level of entry and is approximately \$700-\$800 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 - approximately \$1,500 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 approx \$130 per month
- A laptop (information regarding the BGS Laptop Program will be provided once enrolment is confirmed) - \$850 per year for 3 years.
- Excursions, including Outdoor Education programs, international and interstate experiences may carry additional costs. These will depend on the opportunities available for each year level and are planned by academic and co-curricular staff on a year-by-year basis. Some costs may be covered by the consolidated fee, and others may incur an out-of-pocket fee. Excursions that incur an out-of-pocket fee are optional.

Cost of Living in Australia

The cost of living can vary greatly in Australia and can depend on 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.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs>

<https://studymelbourne.vic.gov.au/living-here/money-and-budgeting>

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 very seriously, and strongly recommend that any international students and their families undertake appropriate research to better understand key safety considerations when living and/or studying in Australia.

Further information can be found on personal safety, water and sun safety and transport safety on the Australian Government's Study Australia website, which is available in multiple languages: <https://www.studyaustralia.gov.au/en/life-in-australia/safety-in-australia>

The Study Australia website also provides guidance on safe working in Australia and workers' rights.

Brighton Grammar will support all international students by providing a Student Safety Card which details 24/7 emergency contact details for the school, support personnel, emergency services and government support services.

The International Liaison Officer is the official point of contact should a student need support. However, students also have access to the BGS Counsellors/Psychologists, and all external health services such as 'Headspace' for mental health support when needed. This is free of charge.

When studying at Brighton Grammar School all students are allocated a 'House'. The student's House Tutor and Head of House are responsible for the pastoral care of the student. The Head of House will liaise with parents, guardians, homestay families and the International Liaison Officer to ensure international students are provided with any assistance needed.



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

Submit an online application via the BGS website, which includes payment of a non-refundable, non-transferable \$250 application fee.

03

During the application process, certain documentation must be provided to ensure the pre-requisites of study with BGS are met. These include:

- AEAS testing and report*
- Notarised translation of school reports from at least the previous 2 years
- Verified translation of your son's birth certificate, or a copy of the name page of your son's passport
- A testimonial from your son's current school
- Information or evidence regarding proposed housing and welfare arrangements; for example whether the student will live with a parent or will require a homestay arrangement

Failure to provide all documentation in a timely manner will delay consideration of your application.

04

The application will be reviewed by the Admissions Coordinator and relevant academic staff. If the documentation meets the School's requirements and there may be an available place in the required year level, an interview will be arranged with the appropriate Head of School.

*At the School's discretion.



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 and steps to take to accept the place. Not all prospective students will be made an offer of enrolment, due to demand for places exceeding the number of places available.

06

To accept the offer, you must sign and return the Conditional Letter of Offer and Written Agreement, supply any outstanding documents as requested by the Admissions Coordinator (inclusive of any visa documentation and Overseas Health Care Cover documentation). The non-refundable non-transferable enrolment fee is also due.

07

On receipt of all documentation and the enrolment fee, we will issue you with an electronic Confirmation of Enrolment (eCoE). This eCoE can be used to complete the Student Visa application with the Australian Embassy or Consulate in your home country. Please note that a current passport valid for at least 2 years is required.

08

Please note, if you are already studying in Australia and wish to transfer to BGS, the application process is different. Please contact your current provider (the Australian school you are currently studying at) to find out the necessary steps. Please note that BGS will not knowingly facilitate the transfer of a student from another registered provider prior to the student completing 6 months of study, except in the case of provider default.



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
- Co-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 Social etiquette and expectations
- o Water safety
- o Public transport
- o Emergency services
- o After dark precautions
- Visa conditions and expectations highlighting attendance requirements and progress expectations
- Child Safety and Wellbeing laws including information on seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse
- 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 Junior 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

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 Director of Operations/Head of Transition.

The Director of Students, Director of Operations /Head of Transition or delegate will work through the Orientation Checklist for International Students 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 into their new environment. The support of an interpreter is available if required.



Services Available from the Australian Government/School

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

- The Australian Government provides an extensive list of resources to support international students, as noted above. In addition, immigration guidance from the Department of Home Affairs is available here: <https://immi.homeaffairs.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.

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.

Guidance is summarised in this Handbook, but we advise international students and their families to read the applicable School policies in full to ensure their understanding of all details pertaining to the student's enrolment at BGS.

Where there is any inconsistency between this Handbook and the published policies, the published policies take precedence.

The School's international students policies can be found on the BGS website: <https://www.brightongrammar.vic.edu.au/learnwithus/apply-to-brighton-grammar/international-enrolment/>.

These are:

- International Students - Enrolment Policy
- International Students - Academics and Attendance Policy
- International Students - Transfer, Defer, Suspend or Cancel Enrolment Policy
- International Students - Refund Policy
- International Students - Complaints and Appeals Policy
- International Students - Homestay Accommodation Policy
- International Students - Student Support and Critical Incident Policy

In addition, other whole-of-School BGS policies are equally applicable to international students. These are available on the BGS website: <https://www.brightongrammar.vic.edu.au/community/publications-documents/policies/>.

These include:

- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Child Safety and Wellbeing Reporting Obligations Policy
- Child Safety and Wellbeing Complaints Process
- Student Code of Conduct
- Privacy Policy
- Parent and School Community Code of Conduct

Additionally, it should be noted that the School's Business Notice and General Regulations applies to all enrolments, including international students. These can be found on the BGS website: <https://www.brightongrammar.vic.edu.au/community/business-notice-and-general-regulations/>.

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.

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
- Must use technology safely and securely
- Must 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
- Must honor the traditions of the School.

Attendance Requirements

The International Students

- Academics and 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:

- a) Checked and recorded daily
 - b) Assessed regularly
 - c) Recorded electronically and calculated over each study period.
- 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 pastoral leaders. A report on an individual student can be viewed at any time to determine satisfactory progress
 - In Accordance with National Code Standard 8, where the School has assessed the overseas student as not meeting course progress or attendance requirements, the School will give the overseas student a written notice as soon as practicable which:
 - Notifies the overseas student that the School intends to report the overseas student for unsatisfactory course progress or unsatisfactory course attendance

- Informs the overseas student of the reasons for the intention to report
- Advises the overseas student of their right to access the registered provider's complaints and appeals process, in accordance with Standard 10 (Complaints and Appeals).

The student will have 20 working days to respond to Brighton Grammar's intention to report. Students must follow the complaints and appeals process (per the International Students – Complaints and Appeals Policy) if they wish to challenge an unsatisfactory academic study result or notice of unsatisfactory attendance.

The School must only report unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with section 19(2) of the ESOS Act if:

- The internal and external complaints processes have been completed and the decision or recommendation supports the registered provider, or
- The overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
- The overseas student has chosen not to access the external complaints and appeals process, or
- The overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing.

Completion within the expected duration of study

The School may extend the duration of the student's 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's International Students - Transfer, Defer, Suspend or Cancel Enrolment Policy.

Transferring between institutions

BGS will not knowingly accept an enrolment transfer from another institution where a student has been studying for less than 6 months except in exceptional circumstances.

If you want your son to transfer from BGS to another education provider (school) before he has completed the first 6 months of his principal course of study at BGS, a written application must be made to the Admissions Coordinator.

BGS will support the request where one of the following has been identified:

- The student is unable to achieve satisfactory course progress at the level they are studying, even after engaging with the School's intervention strategies (as outlined in the International Students - Academics and Attendance Policy and Standard 8), and is at risk of being reported;
- There is evidence of

compassionate or compelling circumstances;

- Brighton Grammar School is unable to deliver the course as outlined in the Conditional Offer of Enrolment and Written Agreement;
- There is evidence that the student's reasonable expectations about their current course are not being met;
- There is evidence that the student was misled by Brighton Grammar School or an education or migration agent regarding the course and it is therefore unsuitable to their needs and/or study objectives; or
- An appeal (internal or external) on another matter results in a decision or recommendation to release the student.

If a transfer is granted for a student to leave BGS, it is the responsibility of the student to advise and seek guidance from the appropriate authorities regarding any visa checks and for the new institution to issue new CoE's in PRISMS.

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)
- Any deferment or, cancellation or suspension or intent to initiated by the School will be done in writing with a full explanation of the reasoning behind the decision, before the decision is imposed.
- The School will direct the students to seek advice from Immigration on the potential impact on their visa as a result of the deferment, cancellation or suspension. The School will report the change to the student's enrolment in PRISMS in line with s.19 of the ESOS Act.
- Any period of suspension will not be included in attendance calculations.

Complaints and Appeals

BGS acknowledges that, whilst always endeavouring to provide a satisfactory outcome for international students and their parent(s), there may be circumstances where students wish to raise a complaint or lodge an appeal against a decision made by the School.

The School will respond to all complaints and appeals made by students or their parent(s) / legal guardian regarding dealings with the school, agents, third parties, homestay hosts or any other related party that the School has an arrangement with to deliver the course of study or other services related to the study. Further guidance can be found in the School's International Students Complaints and Appeals Policy, available on the BGS website.

In the first instance, BGS requests that there is an attempt to informally resolve the issue through mediation and discussion. Where this is not possible, the formal complaints and appeals procedure can be activated.

If an international student wishes to proceed with a formal complaint the following process applies.

- The student submits the complaint in writing to the Headmaster using the Formal Complaint Form - available on the International Student page on the BGS website, or upon request from the International Liaison Officer.
- The student has an opportunity to present his case formally to the Headmaster. A support person may accompany the

student at this meeting.

- The Headmaster will review the case in detail and provide a response and outcome in writing to the student within 20 working days (10 days for the initial assessment and a further maximum of 10 days to formalise and communicate the outcome).
- If the decision finds in favour of the student, in accordance with National Code 10 Section 10.4, the School will immediately implement the decision or recommendation and/or take the preventive or corrective action required by the decision, and advise the overseas student of that action. In accordance with section 10.2.6, regardless of the outcome, the student will be provided with a written statement of the outcome of the internal appeal, including detailed reasons for the outcome.

All complaints will be reviewed in a fair, transparent and professional manner. It is expected that the student remains at School and attends all classes during this process, if safe to do so.

No cost will be incurred by the student to lodge a complaint with the School at any stage during either the informal or formal process.

If no resolution and agreement can be obtained then the School will advise the student in writing that they may raise the complaint with the below independent appeals board. In such circumstances, the student is encouraged to access legal aid in order to minimise any associated costs.

Refund of course monies

Brighton Grammar School acknowledges that there may be circumstances that arise that would require an enrolled family to require a refund for school fees already paid to the school.

Under section 47B and 47D of the ESOS Act, BGS is obligated and will provide refunds to International Students in cases of provider default, where:

- The student is unable to commence the course due to withdrawal of the offer by the School
- The student is unable to continue in an already commenced course due to default by the School

If a student cannot commence at Brighton Grammar School due to a visa refusal and it is prior to the commencement date of the course of study, the family is entitled to request a refund of the full amount of fees already paid less \$500 or 5% (the lesser value) of the paid amount. However, in Accordance with subsection 47D (5) of the ESOS Act, the School is not required to provide a refund under this section if:

- The student was refused a student visa, and the refusal was a reason for one or more of the following acts or omissions by the student that directly or indirectly caused the student to default in relation to the course at the location. For example:
 - The student's failure to start the course at the location on the agreed starting day;
 - The student's withdrawal from the course at that location;
 - The student's failure to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course at that location.

All applications for refund must be made in writing to the Finance Manager via email fees@brightongrammar.vic.edu.au.

Further guidance is available in the International Students - Refund Policy, available on the BGS website.

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.

Privacy Policy

BGS collects personal information about international students in order to meet its obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018. This information is required to be entered into government databases such as PRISMS and may be shared with relevant Australian Government agencies, including the Department of Education, the Department of Home Affairs and the Tuition Protection Service. Information is handled in accordance with Australian privacy law, noting that some disclosures are authorised or required by law.

BGS is also governed by domestic privacy laws and regulation. The School's Privacy Policy is available on the BGS website.





Key Personnel

BGS seeks, at all times, to provide appropriate care for all students attending the School, inclusive of all international students.

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

SIMON ANGUS

61 3 8591 2200

sangus@brightongrammar.vic.edu.au

DEPUTY HEADMASTER, HEAD OF CROWTHER CENTRE

DR RAY SWANN

61 3 8591 2200

rswann@brightongrammar.vic.edu.au

ADMISSIONS OFFICE

(STUDENT ENROLMENTS)

REBECCA DARLING

61 3 8591 2202

rdarling@brightongrammar.vic.edu.au

CAREERS COUNSELLOR

(CAREERS & TERTIARY ENTRANCE ADVICE)

ILANA NISSEN

61 3 8591 2217

inissen@brightongrammar.vic.edu.au

STUDENT COUNSELLOR (SUPPORT AND GUIDANCE)

CHRISTINE FAY

MATT OSWALD

OLIVIA TIMS

61 3 8591 2200

StudentCounselors@brightongrammar.vic.edu.au

DIRECTOR OF STUDENTS (YEARS 7-12)

NICOLE CLARK

61 3 8591 2200

nclark@brightongrammar.vic.edu.au

HEAD OF PASTORAL OPERATIONS (YEARS 7-12)**JOSHUA MOORE**

61 3 8591 2200

jmoore@brightongrammar.vic.edu.au**HEAD OF ARMSTRONG HOUSE (PASTORAL ISSUES)****SARAH-ROSE STONEMAN**

61 3 8591 2200

sstoneman@brightongrammar.vic.edu.au**HEAD OF CROWTHER HOUSE (PASTORAL ISSUES)****MARK SAINSBERY**

61 3 8591 2200

sainsmar@brightongrammar.vic.edu.au**HEAD OF DIXON HOUSE (PASTORAL ISSUES)****BEN WHITE**

61 3 8591 2200

whiteb@brightongrammar.vic.edu.au**HEAD OF FAIRWEATHER HOUSE (PASTORAL ISSUES)****SHAE HOWER**

61 3 8591 2200

shower@brightongrammar.vic.edu.au**HEAD OF HANCOCK HOUSE (PASTORAL ISSUES)****MAT STEED**

61 3 8591 2200

msteed@brightongrammar.vic.edu.au**HEAD OF ROFE HOUSE (PASTORAL ISSUES)****KYLIE MAY**

61 3 8591 2200

kmay@brightongrammar.vic.edu.au**HEAD OF MELVILLE HOUSE (PASTORAL ISSUES)****ZOE TAMPLIN**

61 3 8591 2200

ztamplin@brightongrammar.vic.edu.au**HEAD OF SCHOOL HOUSE (PASTORAL ISSUES)****BLAIR COOPER**

61 3 8591 2200

bcooper@brightongrammar.vic.edu.au**INTERNATIONAL STUDENT LIAISON OFFICER****WEN YAN**

61 3 8591 2200

wyan@brightongrammar.vic.edu.au**INTERNATIONAL PARENTS SUPPORT GROUP**community@brightongrammar.vic.edu.au**HEAD OF EAL****JOE HARLOWE**

61 3 8591 2200

jharlowe@brightongrammar.vic.edu.au**FINANCE MANAGER****ANDY FERNANDO**

61 3 8591 2212

afernando@brightongrammar.vic.edu.au

Be

part

of

it



**BRIGHTON
GRAMMAR**

Brighton Grammar School
90 Outer Crescent
Brighton VIC 3186 Australia
t 03 8591 2200
w www.brightongrammarvic.edu.au

CRICOS Provider No. 00132K
ABN 61 004 117 668