



ST PATRICK'S COLLEGE
TOWNSVILLE

Welcome to

St Patrick's College Townsville

St Patrick's College Townsville is a Catholic day and boarding College in the Mercy tradition providing a secondary education for girls in Years 7 to 12.

Established by the Sisters of Mercy in 1905, the modern face of St Patrick's College Townsville continues the Mercy tradition of educating young women of all cultures to become successful, compassionate custodians of our world and leaders of the future.

We have had the privilege of enrolling students from overseas for a significant number of years and we value the contribution of our overseas students in the life of our dynamic learning community.

If you have any questions concerning enrolment, please do not hesitate in contacting the College on +61 (07) 4753 0300 or enrolments@stpatscollege.qld.edu.au.

TABLE OF CONTENTS

WELCOME MESSAGE.....	4
IMPORTANT INFORMATION AND EMERGENCY CONTACT DETAILS.....	5
INTERNATIONAL STUDENT TEAM.....	6
DEPARTMENT OF HOME AFFAIRS	7
MEDICAL CENTRES	8
TRANSPORT.....	9
AUTOMATIC TELLER MACHINES (ATMS)	10
POST OFFICES.....	24
LIBRARIES.....	24
A MESSAGE FROM BOARDING	25
THE BOARDING COLLEGE.....	26
COLLEGE LOGO.....	28
COLLEGE VALUES.....	29
COLLEGE PRAYER.....	30
COLLEGE SONG	31
OVERVIEW OF THE COLLEGE	32
STUDENT PROTECTION STATEMENT	34
COLLEGE STAFF ROLES.....	35
COLLEGE MAP	37
ESOS FRAMEWORK.....	38
STUDENT ORIENTATION	39
POLICIES AND PROCEDURES	40
COLLEGE UNIFORM	41
COLLEGE PROCEDURES.....	43
RESPECTFUL RELATIONSHIPS: ANTI-BULLYING POLICY	46
ASSESSMENT POLICY	47
STUDENT CODE OF CONDUCT	70
SPORTING CODE OF BEHAVIOUR	72
CHILD PROTECTION POLICY	72
BYOD COMPUTER POLICY	73
ORIENTATION AND SCHOOL TOUR	73

WHAT IS TOWNSVILLE LIKE?	75
TUITION AND ASSOCIATED FEES	77
WHAT ABOUT MY VISA?	78
WHAT DO I NEED TO KNOW ABOUT OVERSEAS STUDENT HEALTH COVER?	80
ARRANGING TRAVEL.....	84
OFFICIAL DOCUMENTS	86
BRINGING YOUR COMPUTER	86
WHAT TO BRING.....	87
WHAT NOT TO BRING	87
WELFARE ARRANGEMENTS FOR STUDENTS UNDER 18 YEARS OF AGE	89
APPROVED ACCOMMODATION FOR STUDENTS UNDER 18 YEARS OF AGE	90
WHAT SHOULD I DO ABOUT ACCOMMODATION?	90
WHAT SHOULD I DO ABOUT BANKING?	91
WORKING IN AUSTRALIA	92
FINDING WORK	93
EARNING AN INCOME.....	93
WORKING WITH CHILDREN.....	94
LAWS IN AUSTRALIA	94
LEGAL SERVICES AND ADVICE	94
SERVICES	95
COMPUTER AND INTERNET ACCESS AT SCHOOL	98
AUSTRALIA POST	99
EMERGENCIES.....	101
ADJUSTING TO LIFE IN AUSTRALIA	103
OVERCOMING CULTURE SHOCK	105
STUDY TOWNSVILLE	105

WELCOME MESSAGE

It is a pleasure to welcome you to our College. I hope that you find this handbook useful as you consider St Patrick's College Townsville for your secondary education.

When the Sisters of Mercy established St Patrick's College, they recognised the importance of providing education for young women that would enable them to assume their role in society with confidence and to be initiators of change in that society, within the spirit of the Mercy tradition.

Our vision of education at St Patrick's College Townsville is inspired by these values enshrined in the Gospels: love, service, and justice; and the Mercy tradition of striving for excellence within an environment of compassion and caring for students and their families.

At St Patrick's College Townsville, we offer our students a rigorous education enriched by Christian values and our Catholic heritage. As an all-girls' Catholic College, we provide a wonderful environment for our young women to grow with a strong sense of positive self-esteem and confidence.

With smaller class sizes, the highest standards in quality education and pastoral care, a warm, nurturing boarding environment and a rich, diverse co-curricular program, students at all levels benefit from more student-teacher interaction and achieve academic excellence and all-round success.

St Patrick's College Townsville acknowledges the role of parents/guardians. At all times, we seek to work together, knowing that positive relationships are essential for success.

We look forward to you joining us.



JOSIE GABRIELLI | Board Chair

IMPORTANT INFORMATION AND EMERGENCY CONTACT DETAILS

COLLEGE ADMINISTRATION OFFICE

Telephone Number: +61 (07) 4753 0300

Office Hours: 8.00am to 4.00pm Monday to Friday

BOARDING OFFICE

Telephone Number: +61 (07) 4853 0307

EMAIL

office@stpatscollege.qld.edu.au

boarding@stpatscollege.qld.edu.au

enrolments@stpatscollege.qld.edu.au

STREET ADDRESS

45 The Strand

TOWNSVILLE QLD 4810

Australia

POSTAL ADDRESS

PO Box 721

TOWNSVILLE QLD 4810

Australia

WEBSITE

www.stpatscollege.qld.edu.au

INTERNATIONAL STUDENT TEAM

PRUE MEIER

Director of Business Operations

KRISTEN ARMITAGE

Deputy Principal – Students

PAULA HENDERSON

Dean of Boarding

RENEE TRIFFETT

Human Resources Manager

JOANNA PACEY

Enrolment Registrar

24-HOUR EMERGENCY CONTACT FOR ALL INTERNATIONAL STUDENTS

Mobile: +61 419 905 168

Boarding Office: +61 (07) 4753 0307

EMERGENCY SERVICES TELEPHONE NUMBERS – POLICE, FIRE, AMBULANCE

CALL 000

When the operator answers, you will be asked to state which service you require.

To call for emergency help from a mobile phone, dial 112 (to override key locks).

DEPARTMENT OF HOME AFFAIRS

CAIRNS OFFICE STREET ADDRESS

Level 2
GHD Building
85 Spence Street
CAIRNS QLD 4870

CAIRNS OFFICE POSTAL ADDRESS

PO Box 1269
CAIRNS QLD 4870

CAIRNS OFFICE GENERAL FAX NUMBER

07 4051 0198

BRISBANE OFFICE STREET ADDRESS

Ground Floor
299 Adelaide Street
BRISBANE QLD 4000

BRISBANE OFFICE POSTAL ADDRESS

GPO Box 9984
BRISBANE QLD 4001

BRISBANE OFFICE COURIER ACCESS

Level 2
299 Adelaide Street
BRISBANE QLD 4001

TELEPHONE NUMBER FOR ALL DIBP OFFICES IN AUSTRALIA

131 881

This number cannot be accessed if you are calling from outside Australia.

The telephone number for the Department of Home Affairs offices in your home country can be obtained from <https://www.homeaffairs.gov.au/help-and-support/contact-us>

MEDICAL CENTRES

MEDICAL CENTRE USED BY THE BOARDING COLLEGE:

HEALTH AND WELLBEING NORTH WARD

34 Gregory Street

NORTH WARD QLD 4810

Telephone: 07 4772 4144

Email: info@hwb.com.au

Website: www.hwb.com.au

OTHER MEDICAL CENTRES:

CLEMENTS MEDICAL TOWNSVILLE CITY

City Arcade, Shop 11a & b

383 Flinders Street

TOWNSVILLE CITY QLD 4810

Telephone: 07 4447 1700

Email: receptiontc@clementsmedical.com.au

Website: <https://www.clementsmedical.com.au/contact/townsville-central-medical-practice/>

NORTHTOWN MEDICAL CENTRE

Shop V

280 Flinders Street

TOWNSVILLE CITY QLD 4810

Phone: 07 4720 8100

Email: reception@northtownmedical.com.au

TRANSPORT (Timetables are available on websites)

TOWNSVILLE

SUNBUS TOWNSVILLE

(services to most urban areas)

Telephone: 07 4771 9800

Fax: 07 4779 7057

Email: townsville@tagroup.net.au

Website: www.sunbus.com.au

HERMIT PARK BUS SERVICE

Telephone: 07 4779 0537

Email: reception@hpbs.com.au

Website: www.hpbs.com.au

TOWNSVILLE TAXIS

Taxi Bookings Telephone Number: 132 227

Enquiries Telephone Number: 07 4778 9555

Email: enquiries@tsvtaxi.com.au

Website: www.tsvtaxis.com.au

MAGNETIC ISLAND

Magnetic Island is 20 minutes by ferry from Townsville. The ferry terminal is situated a short distance from the College at the Breakwater Terminal, Sir Leslie Thiess Drive, Townsville QLD 4810.

The Breakwater Terminal is also the arrival and departure point in Townsville for buses which travel to and from other cities in Queensland and across Australia.

SEALINK QLD

Telephone: 07 4726 0800

Website: www.sealink.com.au

SUNBUS MAGNETIC ISLAND

44 Mandalay Avenue

MAGNETIC ISLAND QLD 4819

Telephone: 07 4778 5130

Email: magneticisland@tsgroup.com.au

Website: www.sunbus.com.au

AUTOMATIC TELLER MACHINES (ATMs)

All ATMs listed are within walking distance of the College.

COMMONWEALTH BANK

North Ward Shopping Centre
39 Eyre Street
NORTH WARD QLD 4810

BANK OF QUEENSLAND (BOQ)

North Ward Shopping Centre
39 Eyre Street
NORTH WARD QLD 4810

COMMONWEALTH BANK

121 Sturt Street
TOWNSVILLE CITY QLD 4810

WESTPAC BANK

383 Flinders Street
TOWNSVILLE CITY QLD 4810

ANZ BANK

181 Sturt Street
TOWNSVILLE CITY QLD 4810

NATIONAL AUSTRALIA BANK (NAB)

420 Flinders Street
TOWNSVILLE CITY QLD 4810

WEBSITES

COMMONWEALTH BANK

<https://www.commbank.com.au/>

BANK OF QUEENSLAND (BOQ)

<https://www.boq.com.au/>

WESTPAC BANK

<https://www.westpac.com.au/>

ANZ BANK

<https://www.anz.com.au/>

NATIONAL AUSTRALIA BANK (NAB)

<https://www.nab.com.au/>

POST OFFICES Within the vicinity of the College.

AUSTRALIA POST – TOWNSVILLE POST SHOP

Post Office Plaza

Shop 1

152-160 Sturt Street

TOWNSVILLE CITY QLD 4810

Telephone: 13 13 18

Website: <https://auspost.com.au/>

OPENING HOURS: 9am – 5pm Monday to Friday

BELGIAN GARDENS AUSTRALIA POST OFFICE

Shop 12

31-45 Eyre Street

NORTH WARD QLD 4810

Telephone: (07) 4771 2817

Website: <https://auspost.com.au/>

OPENING HOURS:

Monday to Friday: 8am – 5.30pm

Saturday: 8.30am – 12.30pm

Sunday: CLOSED

LIBRARIES

Townsville City Council Libraries are situated at:

CITYLIBRARIES FLINDERS STREET

Level 1 Northtown

280 Flinders Street

TOWNSVILLE CITY QLD 4810

Phone: (07) 4727 9666

Email: library@townsville.qld.gov.au

CITYLIBRARIES AITKENVALE

4 Petunia Street

AITKENVALE QLD 4814

Phone: (07) 4727 8310

Email: library@townsville.qld.gov.au

CITYLIBRARIES RIVERWAY

20 Village Boulevard

THURINGOWA CENTRAL QLD 4817

Phone: (07) 4773 8811

Email: library@townsville.qld.gov.au

For more information on opening hours, visit the Townsville City Council's website:

<https://www.townsville.qld.gov.au/facilities-and-recreation/libraries/using-your-library>

A MESSAGE FROM BOARDING

Welcome to the boarding community of St Patrick's College Townsville. Our hope is that you come to the College with a sense of excitement and energy and that you will come to feel a sense of belonging with us.

St Patrick's College Townsville's boarding is a special place where, for 120 years, the Sisters of Mercy in Townsville dedicated their lives to caring for and educating young women from Queensland and the Pacific Region. The College continues in the Mercy Tradition today.

Our boarding community is rich in culture and diversity. We provide a caring and supportive environment, and we aim to encourage all young women to reach their full potential. St Patrick's College Townsville boarding welcomes young women from many different areas. The students come from all around Australia and overseas and cultural differences are recognised and valued within the community.

Our facilities provide many opportunities, and those young women who come to join our boarding community, prepared to make the most of the academic and extracurricular opportunities provided, usually enjoy the experience and make long and lasting friendships.

We look forward to welcoming you into our boarding community at St Patrick's College Townsville.



THE BOARDING COLLEGE

St Patrick's College Townsville boarding provides an experience of secure, caring, "home like" accommodation.

The Boarding College is the students' "home away from home" and while they are expected to comply with all the College's rules regarding behaviour and conduct, it is not an extension of the College, but a residential community where girls are able to live together in a caring and respectful environment.

All staff members are committed to looking after the health and wellbeing of the students in their care. There is a strong emphasis on Pastoral Care for each student, and frequent staff and parent contact is encouraged. As members of a Catholic community, all students participate in prayer, liturgical rituals, special events, and Mass.

The boarding community encourages the development of a multicultural community. This includes young women from the Northern Territory, from the Western, Northern and Central areas of Queensland, including the Torres Strait Islands and Cape York, and Palm Island Indigenous Communities.

We have had a strong connection with Papua New Guinea for many years. Some PNG families have had two or more generations attend the College and we are grateful for the contribution these families have made over many years.

ACCOMMODATION FACILITIES

The student boarding accommodation is a modern brick two storey facility set in tropical gardens overlooking the sparkling waters of Cleveland Bay. The buildings are airy and spacious, with common rooms and other small recreation spaces, and extensive verandas. The main boarding building has two levels of dormitories and one dormitory above the College Administration Office with the capacity to accommodate a total of 100 students.

All of the dormitories have very recently been refurbished, and the boarding accommodation areas are fully airconditioned, making sleeping in our humid summers a more pleasurable experience. Senior students are accommodated in single cubicles, while the younger students live in shared cubicles. All student cubicles are equipped with a bed, wardrobe, and their own study desk.

The airconditioned dining hall for the students provides all meals, including morning and afternoon tea. Fresh fruit and vegetables are important components of the menu. Low-fat and special dietary requirement meals are available upon request.

RECREATION

The College is situated right on the beach front overlooking the waters and beautiful views of Cleveland Bay. The Pacific Ocean is at our "front door", and we have the Strand Water Park almost opposite the College. Boarding students are permitted frequent access to the beautiful parkland which runs the extent of the bay and they have many opportunities to swim in the three protected seawater enclosures along the Strand, and in the Tobruk Memorial Baths across the road from the College.

The College website provides an insight into what life is like as a boarding student.

Students play many sports and enjoy regular weekend recreational activities, such as outings to the beach, fishing, shopping, football games, markets, movies, cultural activities, etc. They visit other towns nearby and enjoy social activities with our “brother” boarding school St Teresa’s College Abergowrie. Many of our boarding students have brothers, or other family members or friends who attend St Teresa’s College Abergowrie, so socials are an opportunity for them all to stay in contact with each other. The students from Abergowrie visit us or we travel to their school whose campus is situated amongst sugar cane farms outside the town of Ingham (about a 1-hour drive North).

Students are encouraged to participate in some form of exercise every day and most of them enjoy a daily walk along the Strand. A fully equipped gym is on site at the College and students are encouraged to make use of the facilities.

JOBS

All boarding students wishing to hold part time jobs should first consult the Director of Boarding to ascertain if this is considered possible in terms of arrangements for travel to and from employment.

VACATION ACCOMMODATION

Students are unable to reside in the Boarding College during school vacation times and all students return to their homes or go to parent/guardian approved relatives’ homes during these periods. (Refer to the College’s *International Student Accommodation and Welfare Policy* included in the enrolment information package).

COLLEGE LOGO



ST PATRICK'S COLLEGE TOWNSVILLE

HERITAGE AND TRADITION

The journey started by Catherine McAuley when she took vows in Baggott Street, Dublin, Ireland in 1831 as a Sister of Mercy, led some 47 years later to the founding of St Patrick's College on the Strand, Townsville. On November 13 1878, St Patrick's College Townsville was born as a place of Mercy.

Four sisters with their leader, Sister M. Benigna Desmond and two lay teachers moved into a small cluster of basic buildings for shelter, worship and work on the Strand wilderness.

The sisters were pioneers of Christian education – St Patrick's College Townsville has a continuing story of good learning, underpinned by strong charitable and caring values. Its role in this environment extended as a uniquely cultural and civilised influence on the local community and also through its outstations, providing a network of assistance and opportunity to the families of North and Western Queensland.

Today, St Patrick's College Townsville stands impressively as a monument to all those who have contributed over the 132 years of its life. Although the buildings, methods and faces change, the staff at St Patrick's College Townsville remain committed to maintaining the essential character of the College – providing an educational environment of excellence where the Mercy tradition is exemplified at all levels of the College community. A series of booklets outlining the history of St Patrick's College Townsville were produced on the occasion of the College Centenary celebrations in 2005 and are available for purchase from the College office.



COLLEGE VALUES

An education in the Mercy tradition invites us to take up a challenge - one that encourages us to develop fully our own God-given talents. At the same time, it enkindles within us a desire to assist others, so that they too, 'may have life, and have it to the full'.

John 10:10

OUR VISION

St Patrick's College Townsville ignites a passion for knowledge, wonder and curiosity, empowering all to be courageous and compassionate.

OUR MISSION

St Patrick's College Townsville provides an inclusive joy-filled education that promotes fullness of life and nurtures excellence in learning. We are a proudly independent girls' school in the Mercy tradition.

OUR VALUES

Inspired by the practical example of Catherine McAuley and the Sisters of Mercy, we strive to bring Christ to everyone we meet and to everything we do.

COURAGE AND COMPASSION

Courage and Compassion, central to the charism of Catherine McAuley and the Sisters of Mercy, embody the very essence of our College.

LOVE AND JUSTICE

Love and Justice provide a framework for ethical decision-making and nurturing in a thriving community.

INTEGRITY AND JOY

Integrity and Joy foster a holistic education that prioritises both academic excellence and emotional wellbeing.

HOSPITALITY AND RESPECT

Hospitality and Respect call us to open our hearts and minds, welcoming others with generosity, understanding and love.

COLLEGE PRAYER

Loving God, be present with us here as we gather as members of St Patrick's College Townsville Community. We thank you for the uniqueness and diversity of students, staff, parents and friends. Let us be a welcoming presence for one another and may we work and play this day in peace and harmony. Help us to grow together in love and understanding.

The compassion of Catherine McAuley and the tradition of Mercy continue to inspire us. Encourage us to reach out to those who are hurting or marginalised. Open our eyes, our ears and our hearts to respond in love to all we meet today.

We pray for wisdom to be receptive and accepting of new ideas, information and inspiration. Be with us as we strive to empower and support one another to reach our full potential. May our College be a safe haven for all.

Lord, give us the grace to share our gifts, respect and preserve our earth, and respond to the needs of all our brothers and sisters. May we do what we can to be good stewards of our planet and to promote peace and justice in our world.

God, we thank you for the abundant blessings you have bestowed on us. May you continually open our eyes to the goodness that is evident in our College Community and our world.

Amen

COLLEGE SONG

“St Patrick’s by the Sea”

Where there are seagulls crying,
Where there are blue waves flying,
You’ll find a spot that’s endeared to me.
With joy our voices singing,
With love our hearts are winging
True to St Patrick’s, St Patrick’s by the sea.

Chorus

*Fair by the sea it stands, Fair by the shining sea,
Symbol of truth and of boundless charity.
Gold we shall never cherish, Honour ‘twill never perish,
While we’re still faithful to St Patrick’s by the sea.*

Though we are young in years,
Not knowing doubt or fears,
Loyal to our heritage we ever shall be.
Proud of our Alma Mater,
Our love we’ll never barter,
True to St Patrick’s, St Patrick’s by the sea.

Chorus

*Fair by the sea it stands, Fair by the shining sea,
Symbol of truth and of boundless charity.
Gold we shall never cherish, Honour ‘twill never perish,
While we’re still faithful to St Patrick’s by the sea.*

Through life these treasures prize,
Where’er our pathway lies,
Virtues of faith, hope, love and purity.
Mother of Mercy guiding,
In God our trust abiding,
True to St Patrick’s, St Patrick’s by the sea.

Chorus

*Fair by the sea it stands, Fair by the shining sea,
Symbol of truth and of boundless charity.
Gold we shall never cherish, Honour ‘twill never perish,
While we’re still faithful to St Patrick’s by the sea.*

OVERVIEW OF THE COLLEGE

St Patrick's College Townsville is an Independent Catholic Secondary College for girls, offering day and boarding for Years 7 to 12. Until December 2011, the College was owned by the Corporation of the Sisters of Mercy of the Diocese of Townsville.

At this time, the Sisters of Mercy Townsville (the Corporation), in conjunction with the Sisters of Mercy Cairns, Rockhampton and Brisbane established Mercy Partners, a canonical and civil body which is the successor to the Mercy Congregations in Queensland for the governance of the previous Sisters of Mercy ministries. A new company was established as the operating company of the College – St Patrick's College Townsville Limited. The new trading name of the College is now St Patrick's College Townsville.

A Board of Directors was appointed by Mercy Partners to take responsibility for the governance of the College.

St Patrick's College Townsville is a Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider and this accreditation permits the College to enrol full-fee paying international students.

The school provides an extensive curricular and extracurricular program for students, and detailed information about these are located on the College website. The curriculum has a strong academic focus with provision also made for students who wish to pursue vocational studies in the senior years of schooling.

The College has a well-qualified teaching and ancillary staff who provide comprehensive support to students. Professional development is aligned with the Strategic Plan of the College.

SOCIAL CLIMATE OF THE COLLEGE

We are blessed to have a group of young women from diverse backgrounds – we come together with respect, extending hospitality and love towards each other. The ability to think beyond our own culture sets the foundation for our girls to be global citizens, cosmopolitan in their outlook; recognising the powerful ties that connect people across religions, across cultures, and across nations. At its core, cosmopolitanism has a strong and inclusive ethic; it involves showing hospitality to strangers. It calls on us to understand how our actions impact the broader, even planetary, implications of these actions.

At St Patrick's College Townsville, we provide our students with many opportunities to develop transferable skills to flourish in an automated and global workplace, to become women who will make the future rather than fit a future. Our commitment is to educate the mind and the heart, for as Aristotle once wrote, "Educating the mind without educating the heart is no education at all."

Learning to be internationally-minded and intelligent begins in the classroom. Mindful that people who are able to gather information, think deeply, analyse critically and develop multiple perspectives have a strong foundation from which to lead positive change in the world, St Patrick's College Townsville is unashamedly focused on building a learning environment where students strive to achieve strong academic results. Our Year 12 outcomes and NAPLAN results continue to demonstrate positive trends.

While academic success looks different for each and every girl, we are proud of the results which show the improvements girls are making in their learning journey through hard work, and through working with our team of expert teachers.

Our students are encouraged to develop an appetite for ongoing learning to become smart learners. In the future, they will need to be agile and responsive to new technologies. Jobs requiring digital literacy skills will be up by 212% by 2030, making technologists – programmers and software engineers – the most likely career group to grow and persist into the future. Given this reality, we are committed to harnessing digital disruption in the school environment, even when it makes us uncomfortable. Young people are already on their way to being digitally literate; if they know what's trending, if they can recognise what makes one app great and another one clunky, if they run their own Instagram account or have promoted an event online, built a website or used excel to input data, they are developing a most highly sought-after skill set.

Underpinning this future-focused education is our team of educators and support staff. The staff at St Patrick's College Townsville are amongst the best in this country. A tight knit, collaborative team, they strive to offer an innovative and engaging curriculum. They are experts in their field, many with key industry experience prior to entering teaching, and are committed to continuous learning. Our teachers are ably supported by a devoted auxiliary staff who go above and beyond to provide the right environment to allow teachers to teach and students to learn.

Articulate women who can work effectively with others will be those who will lead their communities and take their place on the world stage. Empowering the students to act with confidence is a priority at the College. Grateful to have a nurturing and intimate environment, all students are expected to participate in a rich extracurricular program. Through sport, music, debating, choir, dance, visual art and drama, students learn to work together, and they also learn to stand out from the crowd. They learn to take risks, overcome fear, and find a variety of areas in which they can excel.

As an all-girls school, we are strong advocates of women in sport. In every way, lessons learnt on the court are lessons that transfer to the classroom. We have celebrated sporting success at all levels – applauding our students for their competitive spirit, commitment to training and sportsmanship – through rowing, rugby, netball, soccer, basketball and touch they learnt to persevere and practice, and develop stamina and grit.

Understanding that mentors and connections are vital in navigating the world of work and in career development, we engage our past pupils (Alumni) in playing an invaluable role in supporting our students in their career aspirations.

Our young women at St Patrick's College Townsville truly live out the Mercy values of courage, compassion, love, justice, integrity, joy, hospitality, and respect in all that they do. They love their school, care for one other and strive to be their best. Building a culture of service is another key priority for the College. Drawing together the Mercy charism and the call for community service, Mercy Girls in Action was launched in 2016 as part of the Year of Mercy. Meeting weekly, the group works on social justice projects for the local community and beyond. We have travelled to Nepal, New Zealand and Vietnam as part of community-based service learning, to help improve the lives of orphaned children, remote

communities and desperately poor families. Furthering our commitment to service, the College has hosted the Sony Foundation Children's Holiday Camp in Queensland. Working in conjunction with students from Ignatius Park College, members of Mercy Girls in Action facilitated a three-day holiday camp to care for children with special needs from the Townsville Community Learning Centre and Heatley State School. The program was life changing for all involved, and taught our students the challenges and gifts of caring for a child with a disability, providing an important opportunity to demonstrate understanding and compassion.

VALUE-ADDED

St Patrick's College Townsville offers a boutique school environment, with points of difference including boarding, the embedding of the Mercy Values in the life of the College and a vision to empower young women to achieve in line with the College positioning statement, *Where Ambition Meets Compassion*.

St Patrick's College Townsville offers the following value-adding services and features to students:

- A strong foundation of the Mercy values in all aspects of the College culture;
- A commitment to community service and opportunities for students to become involved in local, national and international programs;
- A highly dedicated and committed staff who engage in on-going professional learning and who are committed to improving student outcomes;
- A respectful relationship between students and teachers;
- Strong pastoral care and wellbeing personnel and programs;
- Extension and enrichment programs to complement in-class activities;
- A retreat program and leadership program to prepare students for the senior years;
- A commitment to international mindedness through the sharing and experiencing of other cultures;
- Opportunities for parents to be involved and engaged in the life of the College; and
- Extensive participation in the school's extra-curricular program.

FAITH AND MISSION

St Patrick's College Townsville is a Catholic educational community in the Mercy tradition. Our mission is to promote fullness of life and nurture holistic learning in a joyful environment.

STUDENT PROTECTION STATEMENT

St Patrick's College Townsville Limited, trading as St Patrick's College Townsville, is committed to fostering a safe and caring environment at St Patrick's College Townsville, within which students experience a proper sense of their own dignity and the dignity of others, as well as security and support in addressing any situation in which they are at risk or suffer harm.

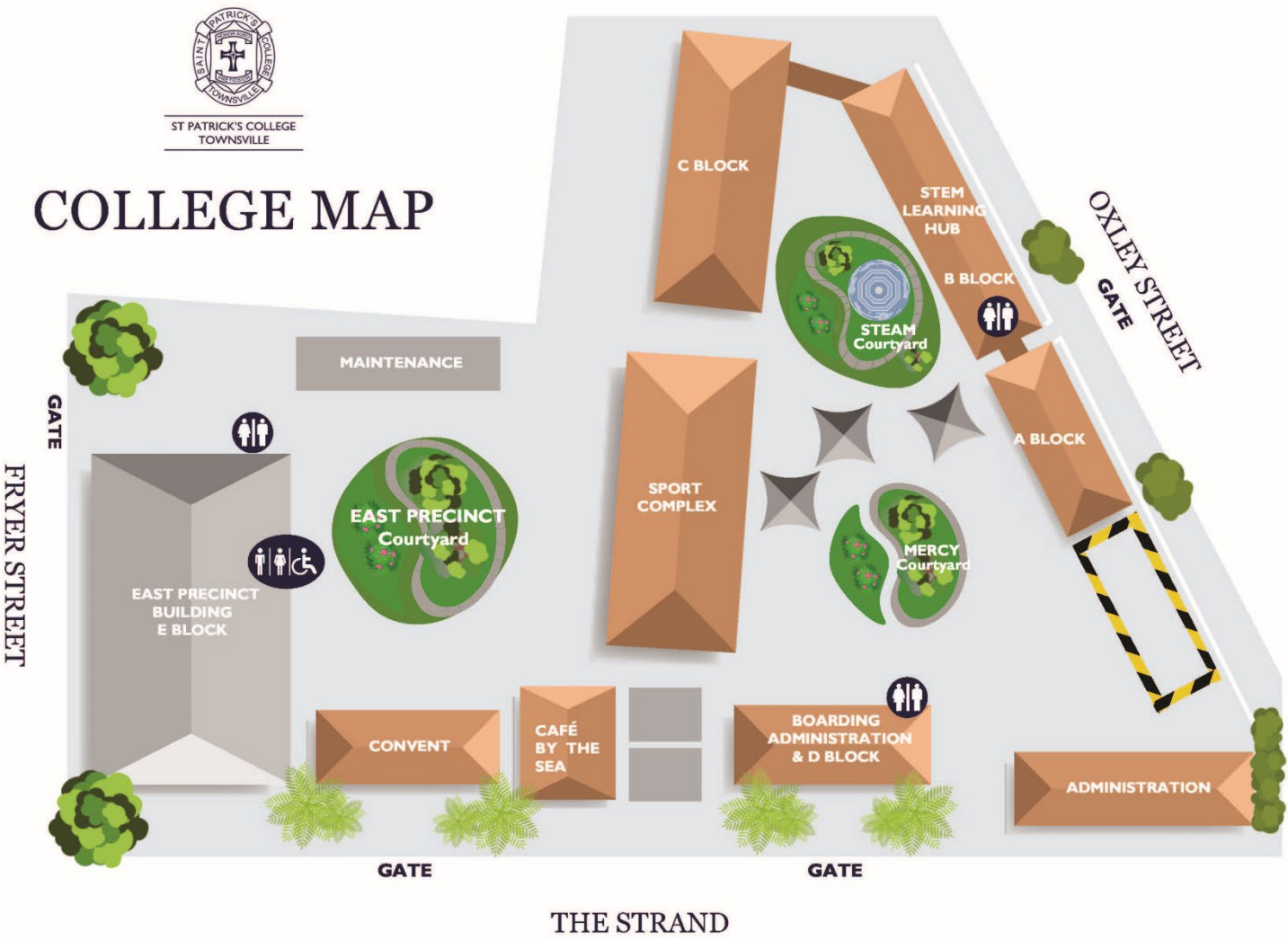
COLLEGE STAFF ROLES and what they can help you with

ACADEMIC	
PRINCIPAL	Decisions to defer from study, leave of absence during term time, cancellation of enrolment, transfer to another education provider. Reporting for breach of visa conditions. Complaints/appeals. Student Leadership duties, duty of care for students, discipline issues. Handling of any grievance towards a member of the College staff.
DEPUTY PRINCIPAL – STUDENTS	Oversee Pastoral Care and Wellbeing, collaborating with key staff to ensure all students thrive.
DEPUTY PRINCIPAL – OPERATIONS, STAFF & COMMUNITY	Contributes to the effective operation of the College with specific responsibilities in the areas Operations, Educative and Strategic Leadership, and Staff and Community Leadership. Workplace health & safety.
DEPUTY PRINCIPAL – ACADEMIC	School Moderator. Monitoring of students' course progression. Academic auditing of students. Change of subject selection or reducing course load for senior, middle and junior school students. Questions about the course of study as a whole and academic regulations. Requests for special consideration when assignments or exams cannot be completed by due date. Student Lesson Timetables.
DEAN OF FAITH & MISSION	Oversees Religious Education program, special liturgical celebration days.
HEADS OF FACULTY	Questions regarding content of units, teaching procedures, assessment. Requests to change level of subject (e.g. Math and English) or to move to a new teacher's class for the same subject.
DEAN OF STUDENT WELLBEING	Difficulties with study, time management, and behaviour management. Checking school reports for progress and achievement and developing strategies to assist students to develop their full potential.
TEACHING STAFF	Lessons, homework, assignments, exams. Lunchtime and after school tutorial assistance upon request from individual students.
DEAN OF INCLUSION	English as a second language support (ESL) and subject tutorial support in class time. Organisation of outside professional Diagnostic Testing.

DEAN OF PATHWAYS	Advice regarding Australian Tertiary Admission Rank (ATAR) eligible subjects required for Tertiary Entrance. Careers/Vocational Education and Training (VET). School-based Apprenticeships and Traineeships (SAT).
ADMINISTRATION	
INTERNATIONAL STUDENT OFFICER / ENROLMENT REGISTRAR	Enrolments, visas, passports, overseas health care enquiries. Contact point for parents/guardians. Advice on how to access help at College with academic and personal problems. Change of address advice.
CORPORATE STAFF	Copies of timetables, assist students with general enquiries and concerns. Maintaining attendance rolls and follow ups of absent students. Reporting extended or frequent absences to Principal.
ACCOUNTS OFFICE STAFF	Payment of school fees, uniform and stationery accounts.
PERSONAL	
HEALTH CENTRE NURSE	Care in College Health Centre.
COLLEGE COUNSELLOR / PSYCHOLOGIST	Problems with relationships, home-sickness, and mental health. Access to professional advice/assistance outside the College.
HEADS OF HOUSE / HEAD OF YEAR LEVELS	Available to students/parents for support/advice/assistance with relationship problems. Assist with students' personal problems and concerns, relationships with other students and staff.
DEAN OF BOARDING	Care of all boarding students. After hours tutorial support and study/homework program. Health and wellbeing of all boarding students. Travel, weekend and other leave. After hours recreation and sport.
PASTORAL CARE (PC) TEACHERS	Assist with students' academic, social and spiritual welfare.

<p>INTERNATIONAL STUDENT OFFICER / ENROLMENT REGISTRAR</p>	<p>Accommodation/welfare issues. Advice regarding compliance with visa conditions. Enrolment information and liaison with Department of Home Affairs.</p>
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COLLEGE MAP



ESOS FRAMEWORK

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

Information about the ESOS framework can be found at:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

Copies of the fact sheets "The ESOS framework – providing quality education and protecting your rights", "Easy Guide to ESOS" and "Refunds for International Students" are included in the enrolment information package provided to students who inquire about enrolment at St Patrick's College Townsville.

RELOCATION OF HEAD OFFICE OF GOVERNING BODY OF COLLEGE OR CAMPUS LOCATIONS

It is also a requirement under the ESOS Act and National Code 2018 that the College must notify all students enrolled at the College of any intention to relocate premises, including the head office and campus locations, at least 20 working days before the relocation. Should either of these circumstances ever arise, the Principal or the International Student Officer will make these notifications in writing to all enrolled students within the required timeframe.

STUDENT ORIENTATION

DURING ORIENTATION

It is a requirement of the ESOS Act that Australian education providers arrange orientation for international students before they commence classes.

Orientation for all students of St Patrick's College Townsville, both domestic and international, is carried out on the first day of school for the year. If a student is not present on that date, such orientation is given upon their arrival at the College.

Our staff, who organise and carry out the orientation, work hard to make sure that you will be well prepared to achieve the very best results that you can in your studies. If you read through the pre-departure, arrival, and orientation information which St Patrick's College Townsville provides for you, you will see that there is a great deal for you to understand.

WHAT TO DO FIRST

Report to the College Reception where staff will be on hand to assist you. If you arrive after Reception has closed or on a Saturday or Sunday, you will need to report to the Boarding Office, which is the building beside the Administration block at the front of the College.

If you arrive during a weekend, the boarding staff will help you to settle in at the boarding school and you will then be provided with an orientation on the first day that you attend school.

International students will be given another copy of the **International Student Handbook** if they have not brought the copy provided in their enrolment information pack when they travelled from home. All students, both domestic and international, will be issued with a College Student Diary and the **Student Handbook**.

Although the handbooks and other information supplied will outline what you need to know, it is impossible to understand and remember everything. When you are concentrating on your studies, you will feel less stressed if you have been able to settle in at the College and are comfortable with the staff and services.

ORIENTATION WILL GIVE YOU THE OPPORTUNITY TO MEET THE STAFF OF THE COLLEGE AND BECOME FAMILIAR WITH YOUR NEW ENVIRONMENT:

- Principal and College Leadership Team
- International Student Coordinator / Enrolments Registrar
- Teaching staff
- College Psychologists
- Day and Boarding College staff
- Find your way around the campus with the College Map
- College Administration Office

- Health Centre
- Boarding Office, dormitories and dining hall (Café By The Sea)
- Classrooms
- Library and Auditorium
- Information Technology Support (IT Support)
- Recreation and eating areas
- Café by the Sea
- Restrooms
- Meet other International students who you may share classes or boarding facilities with, to share your concerns or fears about being in Australia at a new and different type of school with lots of new things to learn.
- Meet some of the other students who will be more than happy to show you around the College. You will be assigned another student as a “buddy” to help you find your PC Class and classrooms, and generally help you settle in.
- Work out how to use the public transport system to move around the city and find your way to and from your accommodation if you are a day student.

POLICIES AND PROCEDURES that appear in the Student Diary

CODE OF ETHICS

St Patrick’s College Townsville strives to provide excellence in education in a caring, friendly environment, where each young woman, nurtured and shaped by the values of the Mercy Tradition, is given the opportunity to achieve her full potential and to develop a passion for life and for learning.

- We value the just treatment of all people as we accept the Mercy mandate to confront injustice.
- We value the sacredness, uniqueness and dignity of each person.

The College strives to develop a sense of belonging to a community which is inclusive of all its members, values diversity and is based on mutual respect, responsibility and loyalty.

COLLEGE UNIFORM as per Uniform page on the College website

ACADEMIC	SPORT
<ul style="list-style-type: none"> • College Panama hat • Navy blue knee length College skirt / culottes • Navy blue College academic shorts / long pants • Blue and white striped College blouse • Black closed-in leather school shoes • Plain white crew socks (no ankle socks) • College pullover • College tie • White or navy hair accessories only • College backpack • Black tights • College blazer (optional) 	<ul style="list-style-type: none"> • College backpack • College sport / House hat • Navy blue College short or skort • Navy blue College trackpants • College sport / House shirt • Sport shoes (no canvas, high-top or skate shoes) • Plain white crew socks (no ankle socks) • One-piece swimsuit • College sport jacket (optional)

Information regarding uniforms can be found on the College website here:

<https://www.stpatscollege.qld.edu.au/parents/uniforms-stationery/>

The College uniform supplier is **School Locker Townsville**, now trading at Shop 1B/161 Duckworth St, Garbutt QLD 4814. For website details, see <https://theschoollocker.com.au/schools/st-patrick-s-college-townsville/uniforms>, including trading times, and online purchases or phone: (07) 4430 8500.

Monday to Friday: 8.30am – 5.00pm

Saturday: 9.00am – 4.00pm

Sunday: 10.00am – 4.00pm

ACADEMIC UNIFORM

COLLEGE PANAMA HAT

COLLEGE BLOUSE

COLLEGE TIE

COLLEGE SKIRT

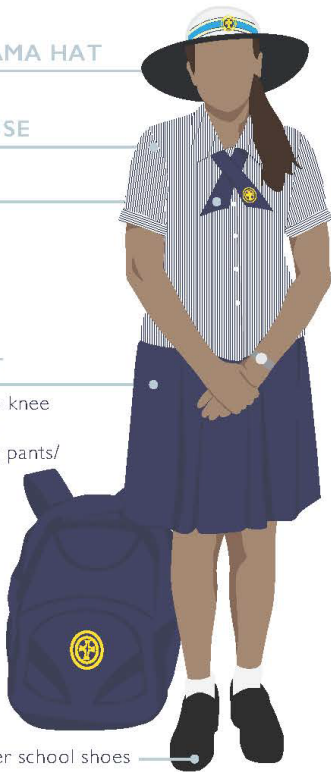
College skirt worn to knee
(alternatives: College culottes/College long pants/
academic shorts)



IN WINTER:

- College pullover
- Black tights

Black closed-in leather school shoes



COLLEGE SPORT/HOUSE HAT

SPORT HOUSE POLO

SPORT SHORTS

Alternative to the College sport shorts is the College skirt



IN WINTER:

- College pullover OR
College sport jacket

Sport shoes
(no canvas shoes or high tops)



ST PATRICK'S COLLEGE
TOWNSVILLE

Uniform

- ✓ One pair of small stud earrings or plain sleepers in gold, silver, birthstone or pearl in standard lobe. No clear retainers.
- ✓ Shoulder length hair or longer is tied back. Accessories in navy or white.
- ✓ Small religious cross/medallion on a fine chain, but not visible when worn.
- ✓ Plain white crew sock (no ankle socks).
- ✓ College backpack.

ACCESSORIES

REQUIRED

- One-piece swimsuit (own)

OPTIONAL

- College gear bag
- College fitted blazer
- Hair ties in College branded ribbon
- Rashie

COLLEGE PROCEDURES

UNIFORM EXPECTATIONS

The College Panama Hat must be worn to and from school, walking to and from class, during break times and when directed by College staff to do so. It is an expectation that during Physical Education (PE) practical lessons, the College sports hat will be worn. Other sun-safe procedures should be observed at all times.

HAIR AND JEWELLERY

- Hair must be of a natural colour tone and style (no bleach). The College reserves the right to decide whether styles and/or colours are unacceptable.
- Hair that is shoulder length or longer must be tied back.
- Hair ribbons and other accessories must be navy blue, white, House, or College branded ribbon – available for purchase at Reception.
- Small religious cross/medallion on a fine chain may be worn (*not visible when worn*).
- A watch/fitness tracker may be worn.
- Sunglasses may be worn to and from school.
- One pair of small stud earrings, pearl or plain sleepers may be worn as a standard lobe piercing only
- Facial piercings are not permitted.
- Inappropriate jewellery items may be confiscated by staff members and returned to students at the discretion of their Head of House.

MAKEUP

- No lipstick, obvious makeup (including mascara) or coloured nail polish is to be worn.
- No artificial nails or tattoos.

DRESS CODE FOR EXCURSIONS, CAMP / RETREATS AND FREE DRESS DAYS

- Dress standards must be sun smart and non-offensive at all times.
- Normal College rules apply to the wearing of hair, jewellery and makeup.
- Footwear – Closed-in footwear must be worn (*unless otherwise instructed*).
- Tops/Blouses/Shirts – Must be of a suitable length to have no midriff showing and must have sleeves (slogans, logos etc. must be in line with the image of St Patrick's College Townsville).
- Shorts – must be 'longer shorts' – i.e. no shorter than 5cm above the knee. No slashed or frayed jeans or shorts.
- Skirts/Dresses – Must be of an appropriate length to maximise sitting comfortably.

TRAVEL EXPECTATIONS

All students have the right to enjoy a safe and comfortable bus journey, to be respected and treated fairly by other passengers and the bus driver. Students also have the responsibility to conduct themselves in a manner that ensures both their comfort and safety, and the comfort and safety of others. All students who use the St Patrick's College Townsville Bus Service are expected to adhere to the College Code of Behaviour at all times. Any behaviour issues will be reported to the College by the bus driver and followed up with the students and their parent/guardian.

PUBLIC TRANSPORT TO AND FROM THE COLLEGE

Students who travel via public transport to and from the College must adhere to the Code of Conduct by the Queensland Government. This affects all Queensland students attending primary or secondary school, who travel by public transport to and from school, or for any school-related activities. Guidelines and information can be accessed at: <https://translink.com.au/travel-with-us/school-travel/getting-to-and-from-school/code-of-conduct>

STUDENT CAR POLICY & DOCUMENTATION

Some senior students obtain their driver's licence during their last years at school. It is the parent/guardian's responsibility and decision to allow their daughter to drive to and from the College. A Student Driving to School Form (held in Student Reception) must be completed and submitted to the College along with a copy of their drivers' licence.

Please note:

- Driving lessons and test must not be arranged during school hours.
- Boarding students must advise in writing to the Boarding Office of booked times.
- Driving and/or being a passenger driven by another student to and/or from the College or to any College function must be authorised in writing (or email) by both sets of parents/caregivers. The names of the driver and passengers must be listed and given to the Deputy Principal.
- Please see College Student Reception for driving forms.

LOCKER USE EXPECTATIONS

All Year 7 students at the College are allocated a locker and lock for the storage of books and materials. Students in all other year levels may request a locker by speaking to their Head of House, and will be supplied with their own lock. The following guidelines are to be followed in relation to the use of lockers:

1. Lockers are provided with a College issued combination lock at enrolment and students must keep their locker secured at all times.
2. Students are not to swap lockers or allow access to their locker/lock to others.
3. Each student is personally responsible for the cleanliness and tidiness of their locker.
4. Students are encouraged not to bring valuables to school.
5. Students are reminded that theft or interference with another student's locker will be considered a serious offence and may involve a police investigation.
6. If there is a problem with a locker (e.g. jammed door or broken handle), students are to report the issue immediately to their Head of House.
7. Students are responsible for cleaning out lockers at the end of each term and removing their lock, books and equipment so lockers can be cleaned if necessary.

PERSONAL DEVICE GUIDELINES

The College encourages students to display courtesy, consideration and respect for others when using a mobile phone or other personal device in accordance with the College's Student Code of Conduct and Respectful Relationships: Anti-Bullying Policy. Please refer to all appropriate policies on the College Website.

The College does not in any way accept responsibility for the safety or security of students' personal devices. Personal Devices are not required by students when attending Camps and Retreats as contact can be made home using College staff devices when needed.

PERSONAL DEVICES WITH INBUILT CAMERA FACILITY MUST NEVER BE USED:

- In the College change room, toilets or gym;
- To film people and their activities without their knowledge or permission; or
- To send harassing or threatening messages.

The Mobile Phone Policy can be found on the College Website: <https://www.stpatscollege.qld.edu.au/our-college/college-policies/>

MOBILE PHONE USE DURING LESSONS:

Mobile phones are not to be used (unless for educational purposes, under the direction of a teacher) from 8.10am until the end of classes at 3.15pm. This includes College activities such as events, excursions and sport. Mobile phones that are used during the school day will be confiscated until the end of the day. The mobile phone can be collected from the relevant Head of House/Head of Year after 3.15pm. Repeated use of mobile phones during the school day will lead to more serious consequences which may include community service, mobile phones being given to Heads of House/Head of Year for the duration of the school day, parent notification or internal suspension.

MOBILE PHONE USE OUTSIDE OF LESSON TIMES:

Students are not permitted to use their mobile phone or headphones during break times. Communication with parents/caregivers and emergency contacts for organisational matters only should happen through Student Reception.

If a student is found to be using a mobile phone inappropriately, it will be confiscated by the staff member on duty. Arrangements for return of this phone will be at the discretion of the relevant Head of House/Head of Year or Director of Students.

ABSENCES AND NOTES

- An email from a parent/guardian must be sent to absence@stpatscollege.qld.edu.au if a student has been absent or needs to leave the College grounds during normal school hours; is unable to participate in Physical Education lessons; or is unable to wear the correct uniform.

RESPECTFUL RELATIONSHIPS: ANTI-BULLYING POLICY

St Patrick's College Townsville and its wider community has a zero-tolerance approach to bullying. The College is committed to taking action to protect students from bullying and to respond appropriately when bullying does occur. Bullying behaviour seriously undermines the ethos of St Patrick's College Townsville, is not acceptable and will not be tolerated.

In order to prevent bullying from occurring, St Patrick's College Townsville will implement the following actions:

- Raise awareness of the College community's shared understanding of what bullying is, how it impacts on people and how bullying is responded to at the College.
- Develop and promote effective social skills and positive relationships amongst students.

COLLEGE RESPONSE TO BULLYING

In order to respond appropriately to any incidences of bullying, St Patrick's College Townsville has and will continue to:

- Develop an appropriate mechanism for students, staff and parents/guardians to report bullying;
- Educate students, staff and parents/guardians on how to respond, in the first instance, to incidences of bullying, and how to then report all incidences of bullying;
- Educate employees on how to appropriately respond to reports of bullying;
- Investigate and act upon all reports of bullying; and
- Take appropriate action, which might include support for targets of bullying and perpetrators and/or disciplinary measures.

St Patrick's College Townsville's Respectful Relationships: Anti-Bullying Policy, explains the bullying reporting mechanism for students, staff and parents/guardians, and how responses to reports will be managed. It is important to stress that all reports of bullying will be investigated and acted upon, with appropriate support and consequences implemented.

For the full policy visit the College website: <https://www.stpatscollege.qld.edu.au/our-college/college-policies/>

ASSESSMENT POLICY

St Patrick's College Townsville is committed to an educational philosophy that encourages all students to achieve personal excellence by developing their talents and abilities. This policy is designed to build capacity as students work towards summative assessment completion.

SENIOR ASSESSMENT POLICY

SCOPE

This policy provides information for teachers, students and parents/guardians about roles, responsibilities, processes and procedures to ensure the integrity of assessment that contributes to the Queensland Certificate of Education (QCE). The framework for the policy is developed from the Queensland Curriculum and Assessment Authority (QCAA) QCE and QCIA Policy and Procedures Handbook and applies to Applied, Applied (Essential), General, General (Extension) subjects, and Short Courses across all faculties.

PRINCIPLES

St Patrick's College Townsville's expectations for teaching, learning and assessment are grounded in the principles of academic integrity and excellence.

Assessment includes any examination, practical demonstration, performance or product that allows students to demonstrate the objectives of each subject. Assessment should be:

- aligned with the Australian Curriculum and pedagogy;
- equitable for all students;
- evidence-based, using established standards and continua to make defensible and comparable judgments about students' learning;
- ongoing, with a range and balance of evidence compiled over time to reflect the depth and breadth of students' learning;
- transparent, to enhance professional and public confidence in the processes used, the information obtained and the decisions made;
- informative of where students are in their learning.

High-quality assessment is characterised by three attributes:

- validity, through alignment with what is taught, learnt and assessed;
- accessibility, so that each student is given opportunities to demonstrate what they know and can do;
- reliability, so that assessment results are consistent, dependable or repeatable.

PROMOTING ACADEMIC INTEGRITY

St Patrick’s College Townsville promotes academic integrity by developing students’ skills and modelling appropriate academic practices. The following whole-school procedures support this endeavour.

Area of Academic Integrity	Policy and Procedures
<p>Location and Communication of Policy</p>	<p>The St Patrick’s College Townsville Assessment Policy is located on the College website. All questions regarding this policy should be directed to Heads of Faculty or the Deputy Principal - Academic.</p> <p>To ensure the assessment policy is consistently applied, it will be revisited by classroom teachers when assessment tasks are distributed or are upcoming. Relevant processes will be discussed:</p> <ul style="list-style-type: none"> • at enrolment interviews; • during SET planning; • when the assessment calendar is published; • when each task is handed to students; • in the College newsletter and by email in response to phases of the assessment cycle; • when students apply for Access Arrangements and Reasonable Adjustments (AARAs); • during subject change interviews.
<p>Expectations About Engaging in Learning and Assessment Section 1.2.4 Section 2</p>	<p>St Patrick’s College Townsville has high expectations for academic integrity and student participation and engagement in learning and assessment. Students become eligible for a QCE when they have accrued the set amount of learning, at the set standard, in a set pattern, while meeting literacy and numeracy requirements. Students are required to complete all course and assessment requirements on or before the due date for their results to contribute credit to the QCE.</p> <p>Student Responsibility Students are expected to:</p> <ul style="list-style-type: none"> • participate and engage in the learning and assessment for the subject or course of study; • produce evidence of achievement that is authenticated as their own work; • submit responses to scheduled assessment on or before the due date. <p>To emphasise the importance of sound academic practices, staff and students will complete the QCAA academic integrity courses.</p>
<p>Due Dates Section 8.2.7</p>	<p>College Responsibility St Patrick’s College Townsville is required to adhere to QCAA policies for gathering evidence of student achievement on or before the due date.</p> <p>Due dates for final responses will be published in the College Assessment Calendar. All students will be provided with their Assessment Calendar by no later than the end of Week 3 each semester. All handout, checkpoint and draft dates are included on specific assessment tasks distributed by the classroom teacher.</p>

	<p>The Assessment Calendar will:</p> <ul style="list-style-type: none"> • align with syllabus requirements; • provide sufficient working time for students to complete the task; • allow for internal quality assurance processes; • enable timelines for QCAA quality assurance processes to be met; • be clear to teachers, students and parents/guardians; • be consistently applied; • be clearly communicated by the end of Week 3 each semester and published on the College website; • give consideration to allocation of workload. <p>Student Responsibility</p> <p>Students are responsible for:</p> <ul style="list-style-type: none"> • recording due dates in their diaries; • planning and managing their time to meet the due dates; • informing the College as soon as possible if they have concerns about assessment load and meeting due dates. <p>In cases where students are unable to meet a due date, they will:</p> <ul style="list-style-type: none"> • contact the Deputy Principal - Academic as soon as possible; • provide the College with relevant documentation, e.g. medical certificate; • adhere to alternative arrangements for submission of assessment, if applicable and approved, as decided by the College. <p>All final decisions are at the Principal’s discretion. Refer to AARA information below.</p>
<p>Submitting, Collecting and Storing Assessment Information Section 8 Section 9</p>	<p>Assessment instruments will provide information about St Patrick’s College Townsville’s arrangements for submission of draft and final responses, including due dates, conditions and file types.</p> <p>All assessment evidence, including draft responses, must be submitted by their due date and where appropriate, via the College’s academic integrity software.</p> <p>Draft and final responses for all internal assessment will be collected and stored in each student’s folio. Live performance assessments will be recorded and stored as required for QCAA processes. All evidence used for making judgments is stored in each student’s folio.</p>
<p>Appropriate Materials Section 8.2.2</p>	<p>St Patrick’s College Townsville is a supportive and inclusive school. Material and texts are chosen with care in this context by students and staff.</p> <p>Academic integrity requires St Patrick’s College Townsville to approach academic responsibilities in an honest, moral and ethical way. Teachers, parents/guardians and others who support students in their learning have responsibility for promoting and maintaining academic integrity</p>

ENSURING ACADEMIC INTEGRITY

St Patrick’s College Townsville has procedures to ensure that there is consistent application of the assessment policy and that staff and students optimise opportunities to understand academic integrity. The following procedures are to be applied in this context.

INTERNAL ASSESSMENT ADMINISTRATION

Area of Academic Integrity	Policy and Procedures
<p>Scaffolding Section 8.2.3</p>	<p>Scaffolding for assessment helps students understand the process for completing the task.</p> <p>Scaffolding will:</p> <ul style="list-style-type: none"> • maintain the integrity of the requirements of the task or assessment instrument; • allow for unique student responses and not lead to a predetermined response. <p>Across the phases of learning, students will gradually be given more responsibility for understanding the processes required to complete their tasks as stipulated by QCAA.</p>
<p>Checkpoints Section 8.2</p>	<p>Checkpoints will:</p> <ul style="list-style-type: none"> • be detailed on student task sheets; • monitor student progress; • be used to establish student authorship. <p>Students will work on assessment during designated times and show evidence of progress at scheduled checkpoints.</p> <p>Teachers will use these checkpoints to identify and support students to complete their assessment.</p> <p>Teachers will advise Heads of Faculty and parents/guardians if checkpoints are not met.</p>
<p>Drafting Section 8.2.5</p>	<p>Drafting is a key checkpoint. Types of drafts differ depending on subject and the requirements of QCAA, e.g. written draft, rehearsal of a performance piece, or a product in development. Drafts might be used as evidence of student achievement in the case of illness or misadventure, or non-submission for other reasons (refer to Feedback on Draft section).</p> <p>Feedback on a draft is:</p> <ul style="list-style-type: none"> • provided on a minimum of one draft of each student’s response; • a consultative process that indicates aspects of the response to be improved or further developed; • delivered in a consistent manner and format for all students; • provided in a timely manner as stated on the task sheet. <p>Feedback on a draft must not:</p> <ul style="list-style-type: none"> • compromise the authenticity of a student response; • introduce new ideas, language or research to improve the quality and integrity of the

	<p>student work;</p> <ul style="list-style-type: none"> • edit or correct spelling, grammar, punctuation and calculations; • allocate a mark. <p>A copy of the feedback will be stored with a hard or electronic copy of the draft in the student’s folio.</p> <p>Parents and guardians will be notified by email about non-submission of drafts and the processes to be followed. If a draft is not submitted by the draft date, and approved AARA is not in place, at the discretion of the Head of Faculty the student may not be provided with feedback on the draft.</p>
<p>Managing Response Length Section 8.2.6</p>	<p>Students must adhere to assessment response lengths as specified by syllabus documents which are stipulated by QCAA. The procedures below support students to manage their response length.</p> <ul style="list-style-type: none"> • All assessment instruments indicate the required length of the response. • Teaching and learning programs embed subject-specific strategies about responding purposefully within the prescribed conditions of the task. • Model responses within the required length are available via the QCAA website. • Feedback about length is provided by teachers at checkpoints. <p>After all these strategies have been implemented, if the student’s response exceeds the word length required by the syllabus, the College will:</p> <ul style="list-style-type: none"> • mark the work, including evidence over the prescribed limit and annotate any such student work submitted for confirmation purposes to clearly indicate the evidence used to determine a mark.
<p>Authenticating Student Responses Section 8.2.8</p>	<p>Accurate judgments of student achievement can only be made on student assessment responses that are authenticated as their own work.</p> <p>St Patrick’s College Townsville uses the authentication strategies promoted by QCAA. The authentication strategies will be specified on assessment instruments.</p> <p>In cases where a student response is not authenticated as a student’s own work, procedures for managing alleged academic misconduct will be followed by the Deputy Principal - Academic.</p> <p>Further information relating to strategies for Quality Assurance Processes are below.</p>
<p>Access Arrangements and Reasonable Adjustments, Including Illness and Misadventure (AARA)</p>	<p>Applications for AARA</p> <p>St Patrick’s College Townsville is committed to reducing barriers to success for all students. Access Arrangements and Reasonable Adjustments (AARA) are actions taken by the College to minimise, as much as possible, barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment.</p>

<p>Section 6</p>	<p>The College follows the processes as outlined in the QCAA QCE and QCIA Policy and Procedures Handbook.</p> <p>The College Principal manages all approval of AARA for students in consultation with the Deputy Principal - Academic.</p> <p>All AARA applications must be accompanied by the relevant supporting documentation (outlined in Section 6.4.5) and made as far in advance as possible to meet the QCAA published timelines. All evidence used to make decisions is recorded in the student's file by the Deputy Principal - Academic.</p> <p>Students are not eligible for AARA on the following grounds:</p> <ul style="list-style-type: none"> • unfamiliarity with the English language; • teacher absence or other teacher-related issues; • matters that the student could have avoided; • matters of the student's or parent/guardian's own choosing; • matters that the College could have avoided. <p>Applications for Extensions to Due Dates for Unforeseen Illness and Misadventure</p> <p>Students and parents/guardians must contact the Deputy Principal - Academic as soon as possible and submit the relevant supporting documentation.</p>
<p>Managing Non-Submission of Assessment by the Due Date</p> <p>Section 7 Section 8 Section 8.2.7 Section 11.1</p>	<p>Teachers will collect progressive evidence of student responses to assessment instruments at the prescribed checkpoints.</p> <p>The checkpoints on the instrument-specific task sheets provide details of the evidence that will be collected.</p> <p>In circumstances where students are enrolled in a subject but do not submit a final response to an assessment (other than unseen examinations) and where evidence of student work:</p> <ul style="list-style-type: none"> • provided by the student for the purposes of authentication during the assessment preparation period is available, teachers make judgments based on this; • was not provided by the student on or before the due date as specified by the College and no other evidence is available, 'Not-Rated' (NR) must be entered in the Student Management system by the date published in the SEP calendar. <p>In circumstances where a student response is judged as NR, the student will not meet the requirements for that subject.</p>
<p>Internal Quality Assurance Processes</p> <p>Section 8.3</p>	<p>St Patrick's College Townsville's internal review processes for student results (including NR) for all General subjects (Units 1 and 2), Applied subjects, and Short Courses is equitable and appropriate for the local context. As part of the College's commitment to Academic Integrity, cross-marking and moderation occurs between classes and across teachers on all assessment tasks.</p>

EXTERNAL ASSESSMENT ADMINISTRATION

QCE and QCIA Policy and Procedures Handbook	Policy and Procedures
<p>External assessment is developed by the QCAA for all General and General (Extension) subjects Section 10</p> <p><i>See also: External Assessment — Administration Guide (provided to schools each year)</i></p>	<p>St Patrick’s College Townsville will follow the External Assessment – Administration guide for all processes relating to External Assessment. These guidelines including processes, roles and responsibilities of the College External Assessment Coordinator, teachers and students are located in the QCAA QCE and QCIA Policy and Procedures Handbook (Section 10).</p>

MANAGING ACADEMIC MISCONDUCT

St Patrick’s College Townsville is committed to supporting students to complete assessment and to submit work that is their own, and minimising opportunities for academic misconduct. There may be a situation when a student inappropriately and falsely demonstrates their learning. The following are some examples of academic misconduct along with the procedures for managing them:

	TYPES OF MISCONDUCT	PROCEDURE
<p>Cheating While Under Supervised Conditions</p>	<p>A student:</p> <ul style="list-style-type: none"> • begins to write during perusal time or continues to write after the instruction to stop writing is given; • uses unauthorised equipment or materials; • has any notation written on the body, clothing or any object brought into an assessment room; • communicates with any person other than a supervisor during an examination, e.g. through speaking, signing, electronic device or other means such as passing notes, making gestures or sharing equipment with another student. 	<p>For Authorship Issues</p> <p>When authorship of student work cannot be established or a response is not entirely a student’s own work the College will provide an opportunity for the student to demonstrate that the submitted response is their own work.</p>

Collusion	<p>When:</p> <ul style="list-style-type: none"> • more than one student works to produce a response and that response is submitted as individual work by one or multiple students; • a student assists another student to commit an act of academic misconduct; • a student gives or receives a response to an assessment. 	<p>For All Instances of Academic Misconduct Results will be awarded using any evidence from the preparation of the response that is available that is verifiably the student's own work and that was gathered in the conditions specified by the syllabus, on or before the due date.</p> <p>For Instances of Academic Misconduct During Examinations Students will be awarded a Not-Rated (NR) for sections of responses that are not their own work. Original responses or sections of a response that are created by a student will be provided will be provided with a grade. See the QCAA QCE and QCIA Policy and Procedures Handbook (Section 8.1.2). Where appropriate, the Ci's behaviour management policy will be implemented.</p>
Contract Cheating	<p>A student:</p> <ul style="list-style-type: none"> • pays for a person or a service to complete a response to an assessment; • sells or trades a response to an assessment. 	
Copying Work	<p>A student:</p> <ul style="list-style-type: none"> • deliberately or knowingly makes it possible for another student to copy responses; • looks at another student's work during an examination; • copies another student's work during an examination. 	
Disclosing or Receiving Information About an Assessment	<p>A student:</p> <ul style="list-style-type: none"> • gives or accesses unauthorised information that compromises the integrity of the assessment, such as stimulus or suggested answers/responses, prior to completing a response to an assessment; • makes any attempt to give or receive access to secure assessment materials. 	
Fabricating	<p>A student:</p> <ul style="list-style-type: none"> • invents or exaggerates data; • lists incorrect or fictitious references. 	
Impersonation	<p>A student:</p> <ul style="list-style-type: none"> • arranges for another person to complete a response to an assessment 	

	<p>in their place, e.g. impersonating the student in a performance or supervised assessment;</p> <ul style="list-style-type: none"> • completes a response to an assessment in place of another student. 	
Misconduct During an Examination	A student distracts and/or disrupts others in an assessment room.	
Plagiarism or Lack of Referencing	A student completely or partially copies or alters another person's work without attribution (another person's work may include text, audio or audiovisual material, figures, tables, design, images, information or ideas).	
Self-plagiarism	A student duplicates work, or part of work already submitted as a response to an assessment instrument in the same or any other subject.	
Significant Contribution of Help	A student arranges for, or allows, a tutor, parent/guardian or any person in a supporting role to complete or contribute significantly to the response.	

RELATED COLLEGE POLICY AND PROCEDURES

Refer to other College policies as appropriate, which can be found on the International Enrolments – International Student Enrolment Policies page of the College website:

<https://www.stpatscollege.qld.edu.au/enrolments/international-enrolment-checklist/international-student-enrolment-policies/>

JUNIOR ASSESSMENT POLICY

SCOPE

This policy provides information for teachers, students and parents/guardians about roles, responsibilities, processes and procedures to ensure the integrity of assessment completed by students in Years 7 to 10 at St Patrick's College Townsville.

PRINCIPLES

St Patrick's College Townsville's expectations for teaching, learning and assessment are grounded in the principles of academic integrity and excellence.

Assessment includes any examination, practical demonstration, performance or product that allows students to demonstrate the objectives of each subject. Assessment should be:

- aligned with the Australian Curriculum and pedagogy;
- equitable for all students;
- evidence-based, using established standards and continua to make defensible and comparable judgments about students' learning;
- ongoing, with a range and balance of evidence compiled over time to reflect the depth and breadth of students' learning;
- transparent, to enhance professional and public confidence in the processes used, the information obtained and the decisions made;
- informative of where students are in their learning.

High-quality assessment is characterised by three attributes:

- validity, through alignment with what is taught, learnt and assessed;
- accessibility, so that each student is given opportunities to demonstrate what they know and can do;
- reliability, so that assessment results are consistent, dependable or repeatable.

PROMOTING ACADEMIC INTEGRITY

St Patrick's College Townsville promotes academic integrity by developing students' skills and modelling appropriate academic practices. In the system of standards-referenced, school-based assessment conducted at St Patrick's College Townsville, teacher judgments are used to determine students' achievements. It is essential that these judgments are based on accurate and authentic assessment information. The ongoing challenge for teachers is to find ways of making judgments about student generated texts and examinations where there is access to electronic resources and collaborative text production. The issue is not that students use technologies or seek help from others, but how the resources are used and acknowledged, and the extent to which they affect the certainty of authorship.

The following whole-school procedures support this endeavour.

Area of Academic Integrity	Policy and Procedure
Location and Communication of Policy	<p>The St Patrick’s College Townsville Assessment Policy is located on the College website. All questions regarding this policy should be directed to Heads of Faculty or the Deputy Principal - Academic.</p> <p>To ensure the assessment policy is consistently applied, it will be revisited by classroom teachers when assessment tasks are distributed or are upcoming. Relevant processes will be discussed:</p> <ul style="list-style-type: none"> • at enrolment interviews; • when the assessment calendar is published; • when each task is handed to students; • in the College newsletter and by email in response to phases of the assessment cycle; • when students apply for Special Provisions; • during subject change interviews.
Expectations About Engaging in Learning and Assessment	<p>St Patrick’s College Townsville has high expectations for academic integrity and student participation and engagement in learning and assessment. Students are required to complete all course and assessment requirements on or before the due date.</p> <p>Student Responsibility</p> <p>Students are expected to:</p> <ul style="list-style-type: none"> • participate and engage in the learning and assessment for the subject or course of study; • produce evidence of achievement that is authenticated as their own work; • submit responses to scheduled assessment on or before the due date.
Due Dates	<p>College Responsibility</p> <p>St Patrick’s College Townsville gathers evidence of student achievement on or before the due date.</p> <p>Due dates for final responses will be published in the College Assessment Calendar. All students will be provided with their Assessment Calendar by no later than the end of Week 3 each semester. All handout, checkpoint and draft dates are included on specific assessment tasks distributed by the classroom teacher.</p> <p>The Assessment Calendar will:</p> <ul style="list-style-type: none"> • align with Australian Curriculum requirements; • provide sufficient working time for students to complete the task; • allow for internal quality assurance processes; • enable timelines for quality assurance processes to be met; • be clear to teachers, students and parents/carers; • be consistently applied; • be clearly communicated by the end of Week 3 each semester and published on the College website; • give consideration to allocation of workload.

	<p>Student Responsibility</p> <p>Students are responsible for:</p> <ul style="list-style-type: none"> • recording due dates in their diaries; • planning and managing their time to meet the due dates; • reference all non-original work and quotes correctly using the APA System of Referencing; • ensure that their assessment and/or draft is submitted via the platform specified by the class teacher; • save their work in more than one place as no extra time will be allowed for computer or printing malfunction; • informing the school as soon as possible if they have concerns about assessment load and meeting due dates. <p>In cases where students are unable to meet a due date, they will:</p> <ul style="list-style-type: none"> • contact the Deputy Principal - Academic as soon as possible; • provide the school with relevant documentation, e.g. medical certificate; • adhere to alternative arrangements for submission of assessment, if applicable and approved, as decided by the College. <p>All final decisions are at the Principal’s discretion. Refer to Special Provisions information below</p>	
<p>Submitting, Collecting and Storing Assessment Information</p>	<p>Assessment instruments will provide information about St Patrick’s College Townsville’s arrangements for submission of draft and final responses, including due dates, conditions and file types.</p> <p>All assessment evidence, including draft responses, must be submitted by their due date and where appropriate, via the College’s academic integrity software. Draft and final responses for all internal assessment will be collected and stored in each student’s folio. All evidence used for making judgments is stored in each student’s folio.</p>	
<p>Appropriate Materials</p>	<p>St Patrick’s College Townsville is a supportive and inclusive school. Material and texts are chosen with care in this context by students and staff.</p> <p>Academic integrity requires St Patrick’s College Townsville to approach academic responsibilities in an honest, moral and ethical way. Teachers, parents/carers and others who support students in their learning have a responsibility for promoting and maintaining academic integrity.</p>	
<p>Equipment for Supervised Assessment and Examinations</p>	<p>Uniform</p>	<p>All equipment taken into examinations or supervised assessment must be visible at all times throughout the examination. Guidelines on acceptable equipment will be given by the subject teacher.</p> <p>Students undertaking examination blocks are expected to be in full Academic College Uniform for all assessment. Those students undertaking practical Physical Education Assessment will be required to wear the full College Sports Uniform and will be advised by their classroom teacher when this is required.</p>

	Water Bottles	Water bottles can be taken into supervised assessment and examinations if they are transparent, with no labels, printing or writing on the bottle itself. Water bottles must be kept on the floor beside the student's desk, in such a manner to not provide any tripping hazards for aisles and thoroughfares.
	Mobile Phones, Smart Watches, Tablets, and Electronic Devices	Students are not permitted to take mobile phones or smart watches into examinations or supervised assessment. When a situation exists, and the Principal has been advised, where a student must have a phone, smart watch, tablet or electronic device on their person, the phone/device must be switched off and placed at the front of the room on the Teacher's Desk for the allocated assessment time.
	Assisting Students	It is expected that professional and ethical behaviour will be demonstrated by teachers regarding all aspects of examination administration. Any help with answering questions for a student that advantages them in any way will be considered cheating and will be dealt with as detailed in Managing Academic Misconduct.

ENSURING ACADEMIC INTEGRITY

St Patrick's College Townsville has procedures to ensure that there is consistent application of the assessment policy and that staff and students optimise opportunities to understand academic integrity. The following procedures are to be applied in this context.

INTERNAL ASSESSMENT ADMINISTRATION

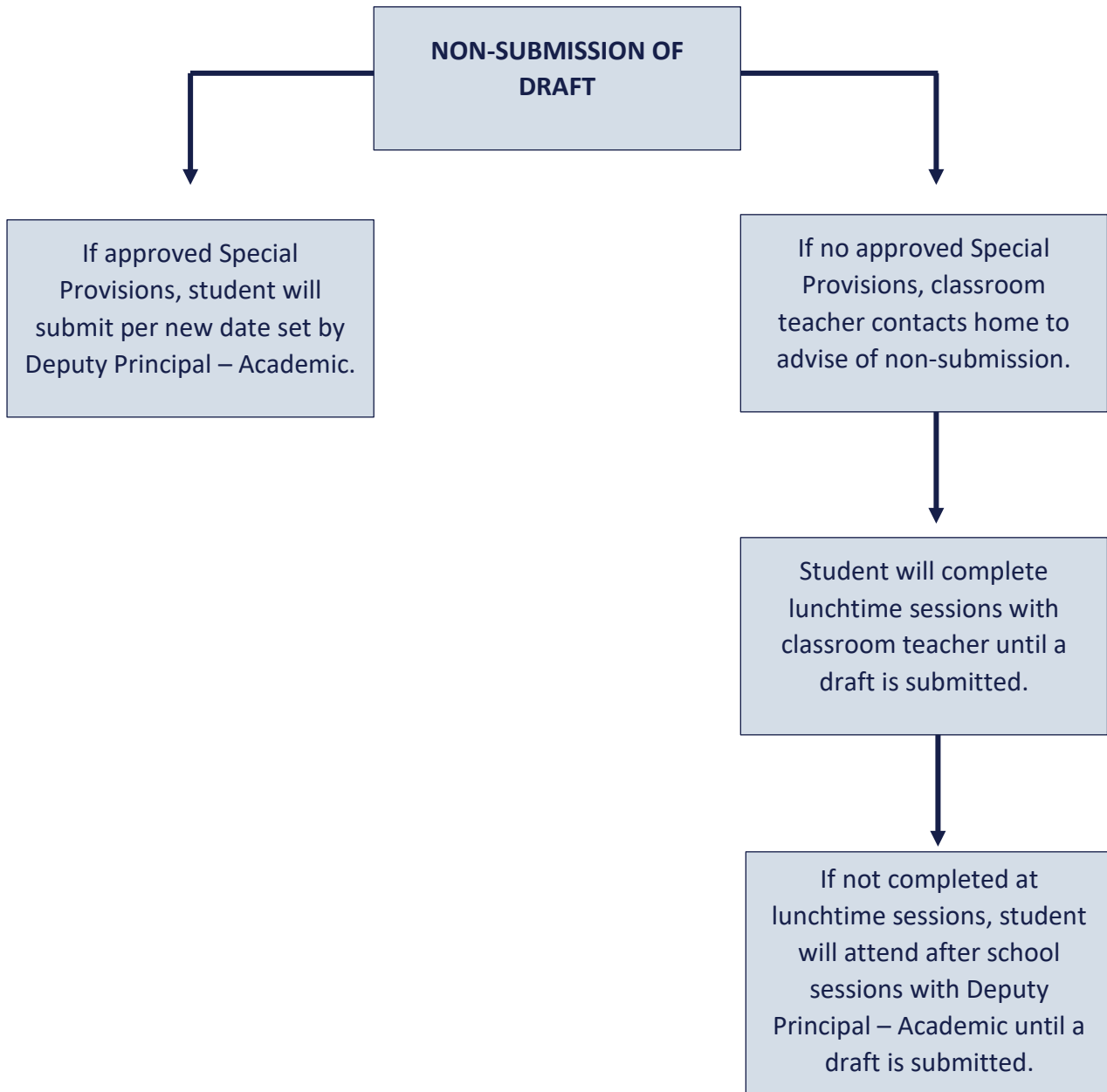
Area of Academic Integrity	Policy and Procedures
Scaffolding	<p>Scaffolding for assessment helps students understand the process for completing the task.</p> <p>Scaffolding will:</p> <ul style="list-style-type: none"> • maintain the integrity of the requirements of the task or assessment instrument; • allow for unique student responses and not lead to a predetermined response. <p>Across the phases of learning, students will gradually be given more responsibility for understanding the processes required to complete their tasks.</p>
Checkpoints	<p>Checkpoints will:</p> <ul style="list-style-type: none"> • be detailed on student task sheets; • monitor student progress; • be used to establish student authorship. <p>Students will work on assessment during designated times and show evidence of progress at scheduled checkpoints.</p> <p>Teachers will use these checkpoints to identify and support students to complete their assessment.</p> <p>Teachers will advise Heads of Faculty and parents/carers if checkpoints are not met.</p>
Drafting	<p>Drafting is a key checkpoint. Types of drafts differ depending on the subject and the subject requirements e.g. written draft, rehearsal of a performance piece, or a product in development. Drafts might be used as evidence of student achievement in the case of illness or misadventure, or non-submission for other reasons.</p> <p>Feedback on a draft is:</p> <ul style="list-style-type: none"> • provided on a minimum of one draft of each student’s response. The number of drafts varies depending on the task conditions; • a consultative process that indicates aspects of the response to be improved or further developed; • delivered in a consistent manner and format for all students • provided in a timely manner as stated on the task sheet <p>Feedback on a draft must not:</p> <ul style="list-style-type: none"> • compromise the authenticity of a student response; • allocate a mark. <p>A copy of the feedback will be stored with a hard or electronic copy of the draft in the student’s folio.</p>

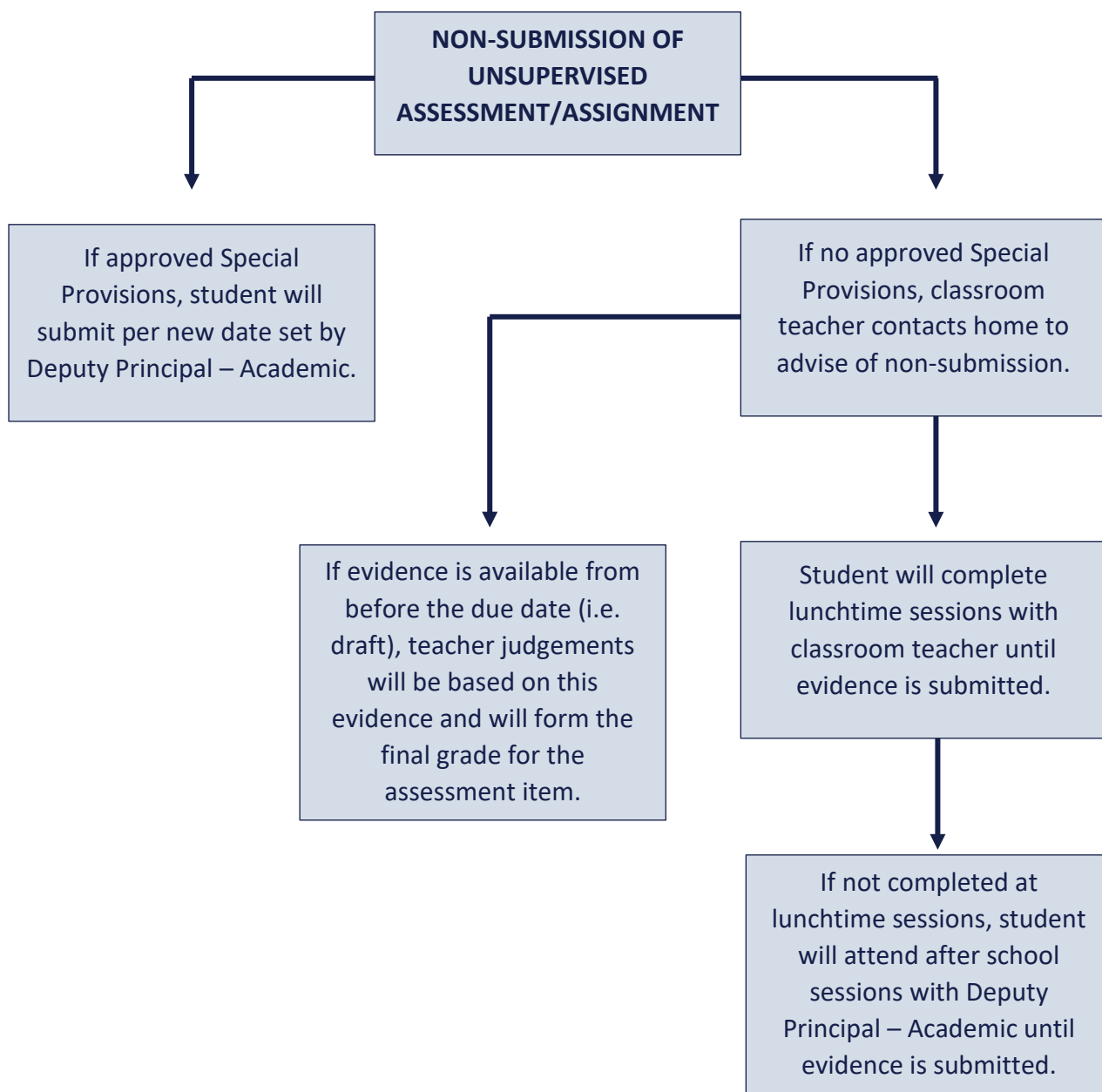
	<p>Parents and carers will be notified by email about non-submission of drafts and the processes to be followed.</p> <p>The following procedure will take place if a student has not completed their draft or associated work and submitted via the platform specified by the class teacher by the class lesson on the due date:</p> <ol style="list-style-type: none"> 1. The College will contact a parent/carer concerning their daughter’s non-submission and breach of the College Assessment Policy. 2. The student will complete supervised lunch time sessions to work through the issues of non-submission with their teacher and to submit a draft, if not already done so. If the draft work is not completed satisfactorily, then the student will attend supervised after school sessions with the Deputy Principal - Academic until this is done. 3. Drafts might be used as evidence of student achievement in the case of illness or non-submission for other reasons. 4. The assessment item will be dealt with as outlined in Special Provisions (below).
<p>Managing Response Length</p>	<p>Students must adhere to assessment response lengths as specified by the subject. The procedures below support students to manage their response length.</p> <ul style="list-style-type: none"> • All assessment instruments indicate the required length of the response. • Teaching and learning programs embed subject-specific strategies about responding purposefully within the prescribed conditions of the task. • Feedback about length is provided by teachers at checkpoints.
<p>Authenticating Student Responses</p>	<p>Accurate judgments of student achievement can only be made on student assessment responses that are authenticated as their own work.</p> <p>In cases where a student response is not authenticated as a student’s own work, procedures for managing alleged academic misconduct will be followed by the Deputy Principal - Academic.</p>
<p>Special Provisions</p>	<p>Applications for Special Provisions</p> <p>St Patrick’s College Townsville is committed to reducing barriers to success for all students. Special Provisions are actions taken by the school to minimise, as much as possible, barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment.</p> <p>The Deputy Principal - Academic manages all approval of Special Provisions for students.</p> <p>All Special Provisions applications must be accompanied by the relevant supporting documentation and made as far in advance as possible. All evidence used to make decisions is recorded in the student’s file by the Deputy Principal - Academic.</p> <p>Applications for Extensions to Due Dates for Unforeseen Illness and Misadventure</p> <p>Students and parents/carers must contact the Deputy Principal - Academic as soon as possible and submit the relevant supporting documentation.</p> <p>Students will need to follow the conditions outlined below and students will be given no credit for late assessment without an official request for Special Provisions being granted.</p>

	<p>Unsupervised Assessment, Assignment, and Drafts</p>	<p>Students who are unavoidably absent on the day when an assignment or draft is due (absence is explained and verified), must arrange for the assignment or draft to be submitted via the platform specified by the subject teacher by the specified due date and time. On their return to school, students must meet with the Deputy Principal - Academic to complete a Request for Special Provisions form with accompanying documentation; a medical certificate, statutory declaration or a written request for special provisions on compassionate grounds from a parent/carer. The classroom teacher will allow students to submit the assessment item immediately upon their return to school (where possible and equitable); however, this assessment will not be included in the determination of the overall level of achievement until the Special Provisions request has been approved. Should the request for Special Provisions be denied or not applied for, the assessment item will be dealt with under the section Managing non-submission of assessment by the due date.</p>
	<p>Examinations</p>	<p>Students who are unavoidably absent on the day when an examination is scheduled, must notify the School Office by 8.15am on the examination day of their inability to attend. On their return to school, students must meet with the Deputy Principal - Academic to complete a Request for Special Provisions form. This form must be accompanied by appropriate documentation; a medical certificate, statutory declaration or written request for special provisions on compassionate grounds from a parent/carer. The classroom teacher will allow students to sit the missed examination immediately upon their return to school (where possible and equitable); however, this examination will not be included in the determination of the overall level of achievement until the Special Provisions request has been approved. Should the request for Special Provisions be denied or</p>

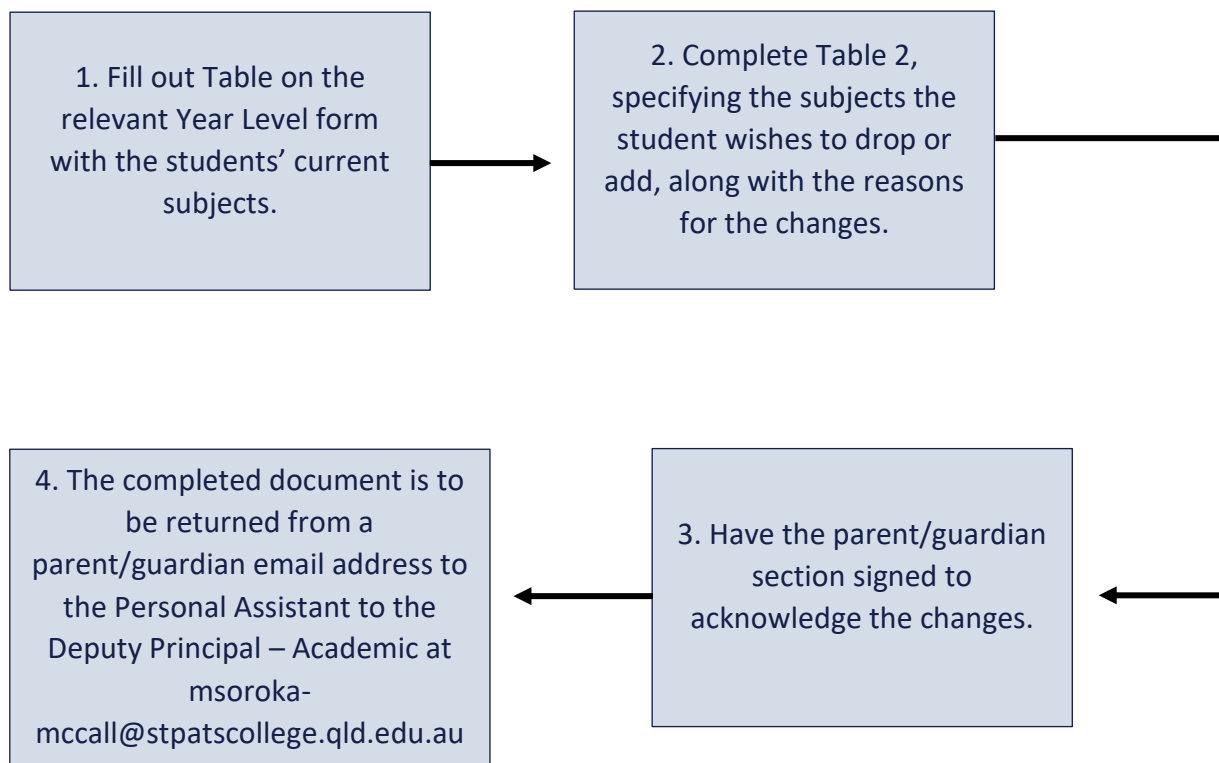
		not applied for, the assessment item will be dealt with under Managing non-submission of assessment by the due date.
Managing Non-Submission of Assessment by the Due Date	<p>Teachers will collect progressive evidence of student responses to assessment instruments at the prescribed checkpoints.</p> <p>The checkpoints on the instrument-specific task sheets provide details of the evidence that will be collected.</p> <p>In circumstances where students are enrolled in a subject but do not submit a final response to an assessment (other than unseen examinations) and where evidence of student work:</p> <ul style="list-style-type: none"> • provided by the student for the purposes of authentication during the assessment preparation period is available, teachers make judgments based on this; • was not provided by the student on or before the due date and submitted via the platform specified by the teacher by the due date and no other evidence is available, the following procedure will take place: <ol style="list-style-type: none"> 1. The College will contact a parent/carer concerning their daughter’s non-submission and breach of the College Assessment Policy. 2. The student will complete supervised lunch time sessions to work through the issues of non-submission with their teacher and to complete the assessment item, if not already done so. If the assessment is not completed satisfactorily, then the student will attend supervised after school sessions with the Deputy Principal - Academic until this is done. 3. The assessment item will be dealt with as outlined in Special Provisions. <p>Please refer to the flow chart below that shows the steps of non-submission of assessment by the due date.</p>	
Internal Quality Assurance Processes	<p>St Patrick’s College Townsville’s quality management system ensures valid, accessible and reliable assessment of student achievement. This includes:</p> <ul style="list-style-type: none"> • quality assurance of all assessment instruments before they are administered to students using quality assurance tools provided by the QCAA; • quality assurance of judgments about student achievement. 	
Review	<p>As part of the College’s commitment to Academic Integrity, cross-marking and moderation occurs between classes and across teachers on all assessment.</p>	

FLOWCHART OF NON-SUBMISSION OF ASSESSMENT BY THE DUE DATE





HOW TO CHANGE SUBJECTS



Visit the Learning Hub <https://learninghub.stpatscollege.qld.edu.au/> for all information on Subject Changes, or speak to the Personal Assistant to the Deputy Principal – Academic.

MANAGING ACADEMIC MISCONDUCT

St Patrick's College Townsville is committed to supporting students to complete assessment and to submit work that is their own, and minimising opportunities for academic misconduct. There may be a situation when a student inappropriately and falsely demonstrates their learning.

Cheating refers to the use of unfair methods to improve results. This can be using other people's assignments, taking notes into examinations, sharing answers in examination conditions or other means. Mobile phones and smart watches, because of social media, SMS and MMS messaging, could also be used to pass on information. Mobile phones and smart watches are therefore not allowed in examinations. Ensuring student authorship of responses to assessment tasks is required by all syllabuses. Many subjects require students to work outside of the classroom on assignments and that may raise issues of authorship and ownership. Issues may also be raised concerning past examination papers. St Patrick's College Townsville will continually review and implement procedures that enable students to establish their authorship and ownership of responses that they submit for assessment.

If the College is able to determine that a student has knowingly used methods to unfairly improve her work:

- the matter is to be reported to the Head of Faculty, where applicable, and to the Deputy Principal - Academic;
- the teacher will take possession or note of the method used for academic misconduct (if on the student's person, the teacher will make note of what was seen);
- the student and parents/carers will be notified of the incident and the outcome; • The matter will be referred to the Deputy Principal for consideration of consequences in consultation with the Principal;
- in some circumstances the Principal may, at their discretion, enforce further consequences;
- a written report of the incident should be filed in the student's work folio.

All assessment items at St Patrick's College Townsville will have a Declaration of Student Ownership Statement on the task sheet. Students are required to sign and date this statement prior to submission of their assessment and to confirm that they are aware of the College Assessment Policy and the consequences for breaching this policy.

In cases of questionable authorship or suspected plagiarism, the teacher could request further evidence of that achievement through the submission of additional work or questions. The student could be required to provide extra responses to tasks set by the teacher, under whatever conditions were considered necessary.

The following are some examples of academic misconduct along with the procedures for managing them:

Types of Misconduct	
Cheating While Under Supervised Conditions	<p>A student:</p> <ul style="list-style-type: none"> • begins to write during perusal time or continues to write after the instruction to stop writing is given; • uses unauthorised equipment or materials; • has any notation written on the body, clothing or any object brought into an assessment room; • communicates with any person other than a supervisor during an examination, e.g. through speaking, signing, electronic device or other means such as passing notes, making gestures or sharing equipment with another student.
Collusion	<p>When:</p> <ul style="list-style-type: none"> • more than one student works to produce a response and that response is submitted as individual work by one or multiple students; • a student assists another student to commit an act of academic misconduct; • a student gives or receives a response to an assessment.
Contract Cheating	<p>A student:</p> <ul style="list-style-type: none"> • pays for a person or a service to complete a response to an assessment; • sells or trades a response to an assessment.

Copying Work	<p>A student:</p> <ul style="list-style-type: none"> deliberately or knowingly makes it possible for another student to copy responses; looks at another student's work during an examination; copies another student's work during an examination.
Disclosing or Receiving Information About an Assessment	<p>A student:</p> <ul style="list-style-type: none"> gives or accesses unauthorised information that compromises the integrity of the assessment, such as stimulus or suggested answers/responses, prior to completing a response to an assessment; makes any attempt to give or receive access to secure assessment materials.
Fabricating	<p>A student:</p> <ul style="list-style-type: none"> invents or exaggerates data; lists incorrect or fictitious references.
Impersonation	<p>A student:</p> <ul style="list-style-type: none"> arranges for another person to complete a response to an assessment in their place, e.g. impersonating the student in a performance or supervised assessment; completes a response to an assessment in place of another student.
Misconduct During an Examination	A student distracts and/or disrupts others in an assessment room.
Plagiarism or Lack of Referencing	<p>A student completely or partially copies or alters another person's work without attribution (another person's work may include text, audio or audio-visual material, figures, tables, design, images, information or ideas).</p> <p>Some examples of plagiarism are detailed below. This is not an exhaustive or full list and all instances are not limited to these provided examples.</p> <ul style="list-style-type: none"> Word-for-word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, articles, working papers, conference papers, websites or other students' assignments) without clearly identifying their origin by appropriate in-text referencing and listing; Closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgment in the form of an in-text reference to the original work or works; Using another person's ideas, work or research data without appropriate acknowledgment or in-text referencing; Copying computer files in whole or in part without indicating their origin; Submitting work which has been produced by someone else on the student's behalf as if it were the work of the student; and Producing work in conjunction with other people (other students, sibling, a tutor, parents) when it is purported to be work from the student's own independent research and development.
Self-plagiarism	A student duplicates work, or part of work already submitted as a response to an assessment instrument in the same or any other subject.
Significant Contribution of Help	A student arranges for, or allows, a tutor, parent/carer or any person in a supporting role to complete or contribute significantly to the response.

The following are the procedures undertaken by St Patrick's College Townsville for managing academic misconduct:

Types of Misconduct	Procedure
Authorship Issues	<p>When authorship of student work cannot be established or a response is not entirely a student's own work the College will provide an opportunity for the student to demonstrate that the submitted response is their own work.</p> <p>If the College is able to determine that a student has knowingly used work that is not her own and neglected to reference that work:</p> <ul style="list-style-type: none"> • The matter is to be reported to the Head of Faculty, where applicable, and to the Deputy Principal - Academic; • The teacher will notionally highlight for deletion the plagiarised work from the piece of assessment and grade the task on the basis of student-authored work only. A copy of the sources used for the text will be attached as an appendix to the student's work. This should help to ensure that the grade awarded is fair and equitable, not only for the student in question, but for all students; • The student and parents/carers will be notified of the incident and the outcome; • The matter will be referred to the Deputy Principal for consideration of consequences in consultation with the Principal; • In some circumstances the Principal may, at their discretion, enforce further consequences; • A written report of the incident will be filed in the student's work folio.
For Instances of Academic Misconduct During Unsupervised Assessment, Assignment, and Drafts	<p>Results will be awarded using any evidence from the preparation of the response that is available that is verifiably the student's own work and that was gathered in the conditions specified by the syllabus, on or before the due date.</p>
For Instances of Academic Misconduct During Examinations	<p>Students will be awarded a Not-Rated (NR) for sections of responses that are not their own work. Original responses or sections of a response that are created by a student will be provided with a grade. Where appropriate, the College's behaviour management policy will be implemented.</p>

RELATED COLLEGE POLICY AND PROCEDURES

Refer to other College policies as appropriate, which can be found on the International Enrolments – International Student Enrolment Policies page of the College website:

<https://www.stpatscollege.qld.edu.au/enrolments/international-enrolment-checklist/international-student-enrolment-policies/>

STUDENT CODE OF CONDUCT

Found on International Enrolments – International Student Enrolment Policies page of the College website:
<https://www.stpatscollege.qld.edu.au/enrolments/international-enrolment-checklist/international-student-enrolment-policies/>

The Student Code of Conduct at St Patrick’s College Townsville is based on the values of the Mercy tradition and promotes the fullness of life and nurtures excellence in learning for all young women in a joyful environment. In accordance with the Christian spirit and values, students are expected to demonstrate:

- Respect for themselves;
- A sensitivity to the needs of others and to treat others with dignity and respect;
- Respect for the reputation of the College.

We work in partnership with each students’ family in developing a Christian basis for social behaviour and expect our families to support the Student Code of Conduct and other policies. It is the responsibility of each student to behave in accordance with this code.

GUIDELINES

We also set specific guidelines in a number of areas which affect College life:

1. All students are expected to take responsibility for their own learning and to work diligently, participate fully and prepare carefully for all classes. Irresponsible behaviour at the College or defiance of the authority of a staff member will not be tolerated.
2. Students must take pride in their appearance and to this end, their uniforms are expected to be kept clean and in good repair. All students are required to wear correct College uniform to all College functions and for sporting fixtures. Hair is to be tied back when it reaches the collar and colour is to remain of a natural tone. Jewellery is to be kept to a minimum as per the uniform expectations. Students must be in full College uniform from home to home and may not wear the uniform with non-uniform items at any time.
3. Drugs, including tobacco, vapes, e-cigarettes and alcohol, are not permitted at the College. Alcohol should not be offered to young people and parents/guardians are reminded that the purchase of alcohol is illegal for those under the age of eighteen (18). The possession or consumption of such items whilst at the College or in uniform in a public place will incur serious consequences.
4. Students will behave at all times in a manner which will not detract from the fine reputation enjoyed by that student being a member of this College. Offensive behaviour including the use of offensive language, inappropriate acts, smoking, drinking of alcohol, taking drugs, stealing or bullying will not be tolerated. A student committing such an offence may be asked to leave the College.

5. While the College encourages students' freedom of speech, students must be mindful of the way they publish their thoughts to ensure they are not offensive or hurtful to members of the College Community. Student-published communication, in print or any electronic form, must value the dignity of each person and strengthen our College Community.
6. Mistreatment of property reveals a lack of concern for the owner of that property, whether the owner is an individual, the College or the community and as such, this behaviour is strictly forbidden.
7. It is an understanding that students refrain from interfering with and/or removing other students' personal belongings and property without their permission or knowledge.
8. All students are strongly encouraged to participate in the broad range of extracurricular pursuits provided at the College and to encourage the involvement of their peers. All are expected to attend, even if only as spectators, the major annual events of College life e.g.: Sporting Carnivals and other functions held from time to time.
9. It is a requirement that students attend all weekly College assemblies and church services, including College Masses and Liturgies. Singing is an integral part of the cultural life at the College and students are expected to participate in the gathering of the College Community through the singing of hymns and songs. A student who accepts membership of a College team, club or society also accepts the commitments involved in that membership e.g. attendance at training.
10. All must recognise that there are certain legal responsibilities involved in attendance at the College. In particular, a student may not leave the grounds for any purpose during the school day without leave from a member of the College administration. The Parent/guardians must sign their daughter out on departure and the student must sign in upon return. Except in the case of illness, a student must be in attendance on all days on which the College is open, unless special leave by the Principal has been granted.
11. As a condition of a student's enrolment at the College, parents/guardians agree to be bound by all College policies which include, but are not limited to, the Respectful Relationships: Anti-Bullying Policy. The College has an obligation to its staff and students to provide a safe and enjoyable working and learning environment. It takes this responsibility very seriously and will exercise its right to ensure these obligations are achieved.
12. There is an expectation that parents/guardians cooperate with teachers and administrators. There is also an expectation that parents/guardians require their children to uphold the rules of the College. The College reserves the unconditional right to suspend or ask to leave any student whose conduct for any reason is deemed by the administration of the College to be unsatisfactory.

SPORTING CODE OF BEHAVIOUR

In addition to adhering to the College's Student Code of Conduct, a code of behaviour must be followed when representing the College in sporting competitions.

GUIDELINES

- Players are expected to be modest in success and generous in defeat. Players are also expected to acknowledge, willingly and openly, good play by either team.
- Players should be wholehearted in their approach to games and should adhere strictly to the letter and the spirit of the rules or the laws. The referee or umpire's decision is, of course, final and the Captain of the team is the only one who may ask for clarification of a decision.
- Players shall never resort to verbal or physical abuse.
- Players are expected to be punctual and well-presented in accordance with the specific sport uniform of their chosen activity.
- At the conclusion of the game, staff, referees, umpires and other officials (scorers, touch judges, etc.) should be thanked.
- Players should not applaud the opposition's mistakes.
- Spectators & supporters must treat each other, players and officials with respect at all times.

CHILD PROTECTION POLICY

St Patrick's College Townsville is committed to the safety and wellbeing of students enrolled at the school. The College has written processes in place to enable it to comply with the requirements of the *Work Health and Safety Act 2011* (Qld) and the *Working with Children (Risk Management and Screening) Act 2000* (Qld).

RESPONDING TO REPORTS OF HARM

When the College receives any information alleging 'harm' to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can. This is set out in the College's Child Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy.

CONDUCT OF STAFF AND STUDENTS

All staff, contractors and volunteers must ensure that their behaviour towards and relationships with students reflect proper standards of care for students. Staff, contractors and volunteers must not cause harm to students.

The [Child Protection Policy](#) is dedicated to eliminating and minimising risks to child safety through the processes detailed, and includes other and refers to other various policies and procedures, to effectively ensure the safety and wellbeing of student's in the school's care.

BYOD COMPUTER POLICY

The College has a compulsory Bring Your Own Device (BYOD) program in order to further empower students to take control of how they use technology in their learning. These devices will be used in classrooms to support student learning. Students are required to sign an ICT Agreement that sets out how the device can be used at school. IT Support staff will be available to provide assistance so that students are able to connect to the College network and access the required free software for the device. However, the College does not manage, support, own or provide warranty for the device.

For specifications, please visit the College website:

<https://www.stpatscollege.qld.edu.au/parents/stationery-byod/>

ORIENTATION AND SCHOOL TOUR

STUDENTS WILL BE INTRODUCED TO:

- Principal
- Deputy Principal – Students
- Deputy Principal – Operations, Staff & Community
- Deputy Principal – Academic
- Dean of Faith & Mission
- Dean of Boarding
- Director of Student Wellbeing
- College Counsellors
- Head of House / Head of Year Level
- Enrolment Registrar
- Pastoral Care (PC) Teacher
- College Administration & Corporate Office Staff
- ‘Big Sister’

STUDENTS WILL BE GIVEN ADVICE ABOUT:

- Mobile phones
- Emergency contact number of staff member
- Accommodation contact number
- 000 is the Emergency Number in Australia (for Police, Fire, Ambulance, etc.)
- How to travel to and from the College (if you are a Day Student)
- College uniform requirements
- How to seek assistance on and off campus
- How to set up a bank account

STUDENTS WILL RECEIVE INFORMATION ABOUT:

- Overseas Student Health Cover
- Complaints and Appeals Processes
- Available student support services
- Legal services available to students
- Student visa conditions relating to course progress and attendance
- Grounds for suspension or cancellation of enrolment
- College Calendar
- College Rules and Code of Conduct

POLICIES FOR THE ENROLMENT OF INTERNATIONAL STUDENTS IN THE FOLLOWING COLLEGE POLICIES:

- Entry Requirements for Registered Courses Policy
- Policy Statement on Course Credit
- International Student Written Refund Policy
- International Student Deferring, suspending or cancelling enrolment Policy
- International Student Transfer Policy
- International Student Complaints and Appeals Policy
- International Student Accommodation and Welfare Policy
- International Student Behaviour Management Policy
- International Student Critical Incident Policy
- International Student Course Progress and Attendance Policy

All policies can be found on the College website:

<https://www.stpatscollege.qld.edu.au/enrolments/international-enrolment-checklist/international-student-enrolment-policies/>

Within 7 days of the commencement of their studies, all international students will be provided with a further copy of the College's Policies for the Enrolment of International Students booklet which includes a copy of the *International Student Complaints and Appeals Policy*.

The policies are also provided with the *Written Agreement*. The *Written Agreement* is the contract between the student and the College which is signed by the student, or if the student is under 18 years of age, by their parent(s)/legal guardian(s).

WHAT IS TOWNSVILLE LIKE?

CLIMATE

Townsville has a tropical climate, with only two main seasons - the wet season and the dry season. The wet season is from December to April. Daily maximum temperatures during the wet season are around 34 degrees Celsius, while during the night, the temperature cools to about 24 degrees. Although the weather is not as hot as in some other Australian cities there is high humidity, so air-conditioning is common and very popular. Ceiling fans are also provided in many types of accommodation.

The student accommodation in Boarding at St Patrick's College Townsville is fully air-conditioned. The classrooms in the College are also air-conditioned.

The dry season is pleasant and from April to November conditions are dry and mild. There is usually very little rain, and temperatures drop to about 14 degrees during the night. Daily maximum temperatures are usually around 25 degrees.

SOME INFORMATION ABOUT THE CITY

Townsville is Australia's largest tropical city. It is situated in the "dry tropics" and is considered the 'Capital' of North Queensland. Townsville is on the coast of the Coral Sea in the north-eastern part of Queensland. It is 1359km north of Brisbane, which is the state capital. Brisbane is about 14 to 15 hours' drive south from Townsville while Cairns is 346 km north of us and is about 4 hours' drive.

Townsville is a "laid back" spread-out city. There is a good public transport system, but only buses are used for public transport around the city, there are no trains or trams. An extensive system of bikeways makes cycling a good way of getting around.

We have a wide choice of attractions and entertainment, including the Reef HQ, Billabong Sanctuary, and the beautiful Strand beach development which is right in front of the College. We are probably the only school in Australia with a Water Park just across the road! Magnetic Island is one of the region's major tourist attractions and is only a 20-minute ferry ride away. The ferry terminal is a very short distance from the College campus.

Townsville has a culturally diverse population of about 193,000. The excellent climate encourages an active lifestyle. The city is recognised as the sporting centre for North Queensland, with national sporting teams based in the twin cities.

Our boarding students are dedicated supporters of the *Cowboys* rugby league team which competes in the National Rugby League. Another national sporting team based in Townsville is *Townsville Fire* female basketball team. The people of North Queensland are very keen sports fans!

RECREATION, CULTURAL EVENTS AND VENUES, SPORTING CLUBS ETC.

For more information about Townsville, visit the website of our local governing body, the Townsville City Council at <https://www.townsville.qld.gov.au/>. This website is also an excellent source of information about what sporting and cultural recreation facilities are available in the city. It lists what events have been planned, such as the Townsville 400 Festival (a major motor racing event), the Festival of Chamber Music, which attracts international musicians, Jazz Festivals, and many other cultural and sporting events.

TOWNSVILLE

See <https://www.cictownsville.com.au/new-to-townsville-packs/> for information about settling in as a new resident of the city. The New to Townsville Pack is a free collection of must-have resources for anyone moving to the region. It should be your first point of reference if you're seeking information and connection to the community. The pack includes a wealth of information about recreation opportunities, community groups, emergency contacts, local notices, and much more.

COST OF LIVING IN AUSTRALIA

Knowing the average living costs in Australia is an important part of your financial preparation. To get a better idea, check out the Cost of Living Calculator here <https://www.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs>. The Cost of Living Calculator is designed to help you think about how you spend money and to give you a broad estimate of potential costs in Australia.

TUITION AND ASSOCIATED FEES

ENROLMENT FEES

Payment of the \$500.00 AU Enrolment Fee is applicable to all international day and boarding students, and it must be received with the Enrolment Application Form. **Enrolment procedure will NOT commence until this fee is paid.**

If the student is accepted and she does NOT take up the enrolment fee, then the entire fee of \$500.00 AU will be forfeited.

TUITION AND BOARDING FEES

All Tuition and Boarding fees are to be paid by Semester in advance. There are two (2) Semesters per year. One Semester's fees must be pre-paid **IN FULL** before a new student may commence.

Each year, there will be annual indexed increases in the tuition fees and boarding fees. There may also be increases in the Building Fund, Boarding Students' Activities Fee, Consumable Levies, Levies on Compulsory Subjects and Levies on Subjects selected by students.

Please refer to the current *Full Fees Overseas Students Tuition and Residential Fees Schedule* included in the Enrolment Information Package and also available on the College website at <https://www.stpatscollege.qld.edu.au/enrolments/international-enrolment-checklist/>.

The Queensland Curriculum and Assessment Authority may also increase the fees it charges the Year 11 and 12 students and for the Year 12 Queensland Core Skills levy.

WHAT ABOUT MY VISA?

APPLICATION STEP-BY-STEP PROCESS

STEP 1: Student enquiry and application

STEP 2: International Student Officer

Offer of enrolment issued by St Patrick's College Townsville to the student (if application has been accepted).

STEP 3: AEAS Test booked

STEP 4: Student acceptance – signed Written Agreement returned and fees

Including OSHC for international students.

STEP 5: International Student Officer issues electronic Confirmation of Enrolment

Certificate (CoE) and CAAW Letter for students under 18 years (if applicable).

STEP 6: Student finalises Visa

STEP 7: Student makes travel arrangements

STEP 8: Student arrives in Australia

STEP 9: International Student Orientation

STEP 10: Student Orientation

STEP 11: Classes begin!

ARRANGING A STUDENT VISA

The Australian Government's Department of Immigration and Border Protection (DIBP) provides comprehensive information about student visa requirements and what you have to do to obtain your visa. Visit <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder> for further information.

In order to apply for a student visa, you will need a valid passport, an electronic Confirmation of Enrolment (CoE) and any other documentation required by the Australian Diplomatic Post with which you lodge your application. For example, if you are under 18, you must have a completed Confirmation of Appropriate Accommodation / Welfare (CAAW) form to ensure your accommodation and welfare is approved by your education provider. The College will issue a CoE and the accompanying CAAW form (if applicable) to you after you have accepted the Offer of Enrolment and returned the signed Written Agreement and necessary payment to the College. The Written Agreement is the contract between the student and the College.

The Department of Foreign Affairs and Trade (DFAT) has a comprehensive list of Australian embassies, high commissions, consulates and representative offices around the world. Their website is <https://www.dfat.gov.au/>.

Make sure to allow ample time for your visa application to be processed to ensure you can start your course on time, as this process can take a while.

One of the requirements which must be met for acceptance into a course is the successful completion of an English Test. The CoE will not be issued if you do not achieve a pass for this test. Refer to the College's *Policy Statement on Entry Requirements for Registered Courses* which is included in your enrolment information package.

The COE will not be issued until the College has received payment in full of your first semester's tuition fees and associated fees, first semester boarding fees (if you will be living on campus), and your Overseas Student Health Cover premium (OSHC).

If you are from Norway or Sweden, you do not have to take out OSHC as your government will provide your overseas health cover.

MIGRATION AGENTS

While a migration agent can help you to submit your visa application and communicate with DIBP on your behalf, you do not need to use a migration agent to lodge any kind of visa application.

EDUCATION AGENTS

Education agents are not engaged to formally represent St Patrick's College Townsville. The College responds to all enrolment enquiries and to applications for enrolment according to established procedures. Individuals making enrolment enquiries or assisting students in any way with enrolment applications are not paid by the College for doing so.

VISA CONDITIONS

If you are granted a visa, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa. These conditions include (but are not limited to):

- Complete the course within the duration specified in the CoE
- Maintain satisfactory academic progress
 - An 'At Risk' letter will be issued should we be concerned about the students' progression
- Maintain approved Overseas Student Health Cover (OSHC) while in Australia
- Remain with the principal education provider for six calendar months, unless issued a letter of release from the provider to attend another institution
- Notify your training provider of your Australian address and any subsequent changes of address within seven days

For a full list of mandatory and discretionary student visa conditions, please visit <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>, and use your personal email address.

CURRENT ADDRESS DETAILS

You MUST maintain a current residential address on your student file AT ALL TIMES. Notification of a change in your address and/or contact details may be made by notifying the College Administration Office in writing, WITHIN 7 DAYS OF ANY CHANGE OF ADDRESS. Notification may be made by a letter delivered by hand to the office or by email.

WHAT IF THERE IS A DELAY WITH MY VISA APPLICATION?

A DELAY OF A FEW WEEKS

If a student visa application is taking longer than expected to process, missing up to four weeks of classes will be acceptable, unless the student is in Year 11 or 12. Be sure to contact the College for advice if you think your arrival will be delayed.

The College teaching staff will assist you to catch up on the school work you will have missed.

LONGER DELAYS

Sometimes long delays make it impossible for a student to take up the studies in the semester offered. In this case, contact the College for advice. It is possible to arrange to commence studies in the following semester or following year.

WHAT DO I NEED TO KNOW ABOUT OVERSEAS STUDENT HEALTH COVER?

WHAT IS OVERSEAS STUDENT HEALTH COVER?

OSHC provides medical insurance to cover most basic medical requirements. However, you may need to pay extra for some services, depending on what these services are.

For further information about what your insurance will cover visit the Medibank Private website: <https://www.medibank.com.au/overseas-health-insurance/oshc/>

DO I HAVE TO HAVE OSHC?

YES. Immigration law obliges holders of a student visa to have medical insurance known as “Overseas Student Health Cover”. The only exceptions are Swedish and Norwegian students, whose governments have a special agreement with the Australian Government.

I AM ALREADY COVERED BY MY OWN OR MY PARENTS’ MEDICAL INSURANCE, SO DO I NEED TO HAVE OSHC?

YES. All holders of a student visa must have OSHC with an insurer approved by the Australian Government, such as Medibank Private. If your current insurance is comprehensive, it may provide cover for "gaps" in the OSHC, such as dentistry and travel to and from Australia. Check with your insurance company for full details.

St Patrick’s College Townsville has a preferred provider agreement with Medibank Private and the College will arrange OSHC with Medibank Private on your behalf. Payment of the premium will be requested with your first semester’s fees. The College will lodge your OSHC application and payment at the time your application for enrolment is being processed.

While you are enrolled at St Patrick’s College Townsville, we ask that you are a member of Medibank Private. You are able to choose to change your health provider at any time, but you will need to abide by the conditions of change of the health fund provider you are leaving.

The other health funds which are registered OSHC providers are:

OSHC Worldcare: www.oshcworldcare.com.au

BUPA OSHC: www.overseasstudenthealth.com

Australian Health Management: www.ahm.com.au

HOW MUCH DOES IT COST?

Students who apply for a student visa after 1 July 2010 will be required to take out OSHC for the **full length of their visa**. For members of Medibank Private, this will ensure that international students are protected from any subsequent increase in rates during that time. We would encourage you to download the Medibank Private app.

St Patrick’s College Townsville has two courses registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). These are the Secondary Junior Years 7 to 10 Course which is of four years duration and the Secondary Senior Course Years 11 to 12 which is of two years duration.

Membership rates for Medibank Private change from time to time. Known charges will be detailed in the Written Agreement. Current charges can be found at <http://www.medibank.com.au/oshc/>.

However, please be aware that if your student visa is granted to expire after the completion date of your course, you must now pay for OSHC cover for the additional period.

For example, many student visas are issued to expire on March 15 of the year following the completion of the course the student is enrolled in. If your course will finish in November, then your student visa may not expire until the following March, and you will be required to purchase extra health cover for that 3-month period.

Further information about OSHC will be provided as part of the orientation program at the beginning of the academic year.

When the College arranges your membership of Medibank Private, your postal address will be advised to them as being in the care of the College if you have enrolled as a boarding student. In most cases, your membership card will have been issued after your arrival in Australia – please send this to the College.

WHAT MEDICAL SERVICES ARE COVERED BY OSHC?

- Medical care in hospital
- Private general practice and medical centres
- Specialist practitioners
- Emergency ambulance services and more

OSHC provides a safety net for medical expenses for international students, similar to that provided to Australian citizens through Medicare. Additionally, OSHC includes access to some private hospitals and day surgeries, ambulance cover, and benefits for prescription medications.

Please note that most services require payment at the time you are receiving treatment, with refunds made upon application.

Medication prescribed by your doctor in Australia is not free. You must pay the pharmacy which will dispense your prescription.

WHAT MEDICAL SERVICES ARE NOT COVERED BY OSHC?

Some of the services not covered may include:

- Dentistry
- Ophthalmology
- Physiotherapy
- Medical treatment required while travelling to and from Australia
- Medical evacuation

WHAT HAPPENS IF I HAVE A MEDICAL CONDITION WHICH EXISTED BEFORE I ARRIVED IN AUSTRALIA?

You will have to meet all expenses associated with the **pre-existing condition**.

When does the OSHC insurance commence?

When the student enters Australia on a student visa, the date stamped in their passport will be the commencement date. If you arrive in Australia on a date other than your expected date Medibank Private can change their records to reflect the appropriate commencement date. To make this change you will need to visit Medibank online or contact the College. You will need your membership card (if it has already been issued).

How do I use my OSHC card?

If you need to visit a doctor or medical centre, show your card at the end of the visit. You will be charged the doctor's fee, and the government fee component of that fee may be processed by the medical centre. If the medical centre is not able to process the government fee, you will have to pay the total amount and keep the receipt so you can claim the government fee back from your OSHC Provider. This can be done via the Medibank app.

How do I make a claim?

You may make a claim online. You will need to ensure you have a copy of the receipt and your Medibank Private Membership card. Please see the office or the Health Centre for assistance in processing the claim.

Claims may also be posted to: Member Services, Medibank Private, GPO Box 9999, Brisbane, QLD 4001.

How do I renew my membership?

While you are a student at St Patrick's College Townsville, the International Student Officer will renew your cover on your behalf. In most cases, your membership is current until March, the year after course finalisation dates.

For information on how to renew your cover if you wish to complete tertiary or further study in Australia after you have completed Year 12, refer to the Medibank Private website.

Further Information about OSHC

<https://www.medibank.com.au/overseas-health-insurance/>

ARRANGING TRAVEL

You will need to make your own travel arrangements to Australia. Please try to arrive in Townsville in time to start school on the commencement date noted on your CoE Certificate (Confirmation of Enrolment).

Students under 18 years of age for whom St Patrick's College Townsville has issued a CAAW letter must not arrive in Australia before the date stated on the letter as being the start date of the Nominated Welfare Period. The start date of the Nominated Welfare Period will be noted as between 1 and 2 days before the expected commencement date of the student's course.

All boarding students accepted by the College will be issued a CAAW letter if they are under 18 years of age. (Refer to the College's *Welfare and Accommodation Policy* <https://www.stpatrickscollege.qld.edu.au/enrolments/international-enrolment-checklist/international-student-enrolment-policies/>).

The closest International Airport to Townsville is in Cairns which is approximately 346 kms north of Townsville. Visit www.cairnsairport.com.



If you intend travelling to Townsville by plane, you will need to proceed to the domestic terminal of whichever Australian city you first arrive in so you can connect with your domestic flight.

Domestic airlines which have services to Townsville are:

QANTAS www.qantas.com.au

VIRGIN www.virgin.com.au

JETSTAR www.jetstar.com.au

GETTING FROM THE TOWNSVILLE AIRPORT TO THE COLLEGE

The College may transport students to and from the airport or other public transport terminals. This must be arranged with the College in writing via email.

The contact details for Boarding are:

Boarding Office Telephone	07 4753 0307
Mobile Phone for Director of Boarding	0417 711 527
Email	boardingschool@stpatscollege.qld.edu.au

Townsville does not have a public train or tram transport service.

For public buses and taxi services see the contact details on Page 6 of this handbook.

Airport Shuttle Buses: BOOKINGS ESSENTIAL as some services may only run if they are required. The following link details services available:

<https://www.townsvilleairport.com.au/parking-transport/local-transport>

KEEPING IN CONTACT

Before you leave home, you should provide your family and friends, **and your education provider in Australia** (St Patrick's College Townsville), with the details of your flights to Australia and where you will be staying when you arrive. (Do not change these details without informing them).

Once you have arrived in Australia, you should then let your family and friends know that you have arrived safely. It is very important that you **ALWAYS** let someone know where you are and how to contact you by telephone or email.

You should contact St Patrick's College Townsville upon your arrival in Australia and again when you arrive in Townsville. See the contact details for the College on Page 3 & 4 of this handbook.

OFFICIAL DOCUMENTS

You should prepare a folder of **official documents** to bring with you to Australia, including:

- Valid passport with Student Visa
- The letter from Department of Home Affairs (Student Visa Grant) if a visa label has not been inserted into your passport
- Offer of Enrolment letter from the College
- Confirmation of Enrolment (CoE) issued by the College
- Receipts of payments (e.g. tuition fees, OSHC, bank statements etc.)
- Other personal identification documents, e.g. birth certificate, ID card
- Your driver's licence (if applicable)
- Insurance policies (OSCH Certificate issued by the College)
- Medical records and any prescriptions you may have for medication

Keep all of these documents in your carry-on luggage. In case you lose the originals, make copies that can be left behind with your family and sent to you. If you have a laptop computer and will be bringing it to the College with you, it would also be a good idea to scan all of these documents onto the computer and perhaps then copy the file to a "memory stick".

BRINGING YOUR COMPUTER

Bringing a laptop into Australia may be complicated to do.

Items owned and used for more than 12 months prior to your arrival in Australia are allowed into the country tax-free. Proof of the date of purchase and purchase price may be required. Computers which are less than 12 months old and over AU\$400.00 may attract Goods and Services Tax (GST) at a rate of 10%. Consideration is given as to whether or not you intend to export the computer after you have finished your course.

To satisfy the Customs Officer that you will be taking the computer out of Australia at the end of your course, you should bring along a statutory declaration (a written declaration witnessed by the certifying authority in your country) which states that the computer is for use during your studies in Australia, and that you intend to take it back with you when you complete your studies. You may be required to give an undertaking under Section 162 to this effect and provide a cash security to Australia Customs upon your arrival.

MOBILE PHONES AND LAPTOPS

If you are considering bringing a mobile phone, laptop, or any communication devices, we suggest that you visit the website of the Australian Communications and Media Authority (www.acma.gov.au) before making any purchases. Some students have brought in their own laptops with internal modems only to find out that they were unable to use their modem in Australia. Any external or built modems must be **Austel Approved** to function in Australia.

WHAT TO BRING

WHAT SORT OF CLOTHING AND OTHER ITEMS SHOULD I BRING?

CLOTHING

Baggage allowances when flying into Australia will vary according to your carrier, flight class and country of origin. Please check with your carrier prior to departure. Economy passengers are generally permitted 1 x checked luggage (35kg) and 1 x carry-on (7kg) for international flights, but only 20kg of checked luggage on domestic flights within Australia. This will significantly limit the number of things you can bring, especially if you will be connecting with a domestic flight to the College. The College can arrange for a Click & Collect or to have items sent over from family.

People in North Queensland generally prefer to dress in comfortable casual clothing. For most of the year, light clothing is appropriate, although in June, July and August, a few items of moderately warmer clothing should be added for cooler evenings. If you intend travelling during holidays in other parts of Australia, you will need to pack some different clothing as the weather varies considerably across Australia.

Winter (June, July, August) 10 to 25 degrees Celsius.

Summer (December, January, and February) 20 to 40 degrees Celsius.

You will wear the College academic uniform to attend classes, so you do not need to bring clothes to wear to classes. Uniforms are available for purchase only through the College uniform provider.

<https://www.stpatrickscollege.qld.edu.au/parents/uniforms-stationery/>

TOWELS AND BEDDING

These items are not expensive to buy in Australia so you may prefer to save space and weight in your luggage by buying them in Australia.

Students usually bring a lot more than necessary. Because you must wear a uniform to school, you will not need a lot of clothes. Try to travel light – lay out everything you think you wish to pack and then try to discard as much as half of the items before you commence packing.

WHAT NOT TO BRING

Are there any items I should NOT bring with me?

YES. Australia's quarantine laws are very strict and many foodstuffs, plants, animal products and some medicines, especially traditional and herbal medicines, may not be brought into Australia. You can avoid problems if you do not include these items when you are packing to come to Australia. These restrictions also apply to items being mailed to Australia, so while staying in Australia you should let your friends and family overseas know about declarable and prohibited goods.

Where can I obtain detailed information about goods I wish to bring and the Australian quarantine laws that may affect me?

Visit the website of the Australian Quarantine and Inspection Service (AQIS)

<https://www.agriculture.gov.au/biosecurity>

Students are often surprised by how strict Australian Customs Services and quarantine can be. If you're in doubt about whether your goods are prohibited or not, **declare it anyway** on the Incoming Passenger Card which you will receive on the plane. Students have received on the spot fines for not declaring items.

- Read “**What can I bring to Australia through the airport and what do I need to declare?**”

Also let your family and friends know “**What can't be mailed to Australia?**”

FOR SCHOOL:

Stationery, diary and text books will be provided.

- () Your laptop

FOR BOARDING:

- () Pillow and pillow cases x 4
- () Sheets – 2 x flat and 2 x fitted single sheets
- () Doona and 2 x doona covers
- () 2 x bath towels / 2 x hand towels / 2 x face washers
- () 1 x beach towel
- () Toiletries (no aerosols permitted)
- () Personal items
- () Clothes basket or hamper (not wire)
- () Sporting and musical equipment or items associate with other activities
- () Headphones/earphones for computer use

CLOTHING:

- () School uniform (both academic and sports)
- () College bag (compulsory – available from the uniform shop)
- () School shoes (both black leather lace-up shoes and runners)
- () Pyjamas x 3 and dressing gown, slippers
- () Underwear
- () Casual clothes
- () Clothes suitable to wear to Church
- () Swimmers and a rashie
- () Hat and sunscreen
- () Casual shoes + one pair of closed in shoes + one pair of thongs
- () Coat hangers

All clothing, bedding and personal items must be clearly labelled.

Please do not bring excessive luggage as storage space is limited.

WELFARE ARRANGEMENTS FOR STUDENTS UNDER 18 YEARS OF AGE

Students under 18 years of age must maintain adequate arrangements for their accommodation, support and general welfare for the duration of their stay in Australia (Visa Condition 8532).

To maintain adequate arrangements for welfare you must stay in Australia with:

(a) Your parent or legal guardian

OR

(b) A relative who has been nominated by your parents

OR

(c) Custodians who are aged over 21 and are of good character

OR

(d) Your accommodation, support and general welfare arrangements must have been approved by your education provider. **You must not change those arrangements without the written approval of your education provider.**

If the College has taken responsibility for approving the arrangements for your care and welfare, should the College not approve requests from you for changes to the agreed arrangements, and you refuse to maintain the approved and agreed arrangements, then the College will advise you that this will be reported to the Australian Department of Home Affairs and your visa may be cancelled. Department of Home Affairs would contact you directly to ensure visa implications are understood.

The above arrangements include any requests by students under 18 years of age to attend “Schoolies Week” on their completion of Year 12.

If the College has taken responsibility for approving the arrangements for your care and welfare and you are under 18 years of age with a visa that covers multiple courses, and are *currently enrolled* with St Patrick’s College Townsville, then the College will be responsible for approving the arrangements for your accommodation, support and general welfare during that nominated period.

Students under 18 years of age for whom St Patrick’s College Townsville has approved accommodation and welfare arrangements must NOT arrive in Australia before the date stated as being the start date of their Nominated Welfare Period. The start date of the Nominated Welfare Period will be noted as between 1 and 2 days before the expected commencement date of the student’s course.

The minimum length of the Nominated Welfare Period will be for the duration of the course, as shown on the Confirmation of Enrolment (CoE), plus 7 days at the end of the course.

APPROVED ACCOMMODATION FOR STUDENTS UNDER 18 YEARS OF AGE

Accommodation options for full fee-paying international students under 18 years of age who are enrolled at St Patrick's College Townsville are:

1. Boarding at the College. The College will approve their accommodation and welfare arrangements by issuing the appropriate documentation.
2. Private accommodation arrangements pre-approved by the College which meet all requirements under relevant state and commonwealth legislation.

For school vacation periods, the following accommodation options are available to full fee-paying international students under 18 years of age:

1. Student returns home to parents.
2. Student may spend vacation with a relative with parent/guardian permission, provided all requirements are met in order to attain College approval.

All students, including students 18 years and older, are required to notify the College of a change of address while enrolled in the course, and all students who live in school approved accommodation must not change agreed arrangements without prior approval of the College.

WELFARE ARRANGEMENTS FOR STUDENTS WHO MAY HAVE THEIR ENROLMENT SUSPENDED OR CANCELLED BY THE COLLEGE

Should the College suspend or cancel the enrolment of a student under 18 for whom it has taken responsibility for approving the arrangements for their care and welfare, the College must continue to check the suitability of arrangements for the student until:

- a. the student is accepted by another registered provider and that registered provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements;
- b. the student leaves Australia;
- c. other suitable arrangements are made that satisfy the Migration Regulations; or
- d. the College reports to Department of Home Affairs that it can no longer approve of the arrangements for the student.

WHAT SHOULD I DO ABOUT ACCOMMODATION?

St Patrick's College Townsville prefers that all overseas students enrolled at the College, including those 18 years and older, live on campus in boarding.

Should you wish to live off campus, there are certain conditions which you MUST agree to before the College will accept your application for enrolment as a day student.

Please make sure that you carefully read the College's *Welfare and Accommodation Policy*:

https://os-data.s3-ap-southeast-2.amazonaws.com/stpatscollege-qld-edu-au/bundle134/accommodation_welfare_policy_v3_0420_new_branding.pdf

WHAT SHOULD I DO ABOUT BANKING?

BANKING IN AUSTRALIA

CAN I OPERATE MY HOME COUNTRY BANK ACCOUNT WHILE IN AUSTRALIA?

YES. Before leaving your home country, ask your home bank for full details of their international services and find out the correct procedures to follow. However, you should not rely on ATM or Internet access to your home country bank as your only source of money.

All banks operate differently, and you should be aware of all fees, charges, ease of access to your funds, and safety of the way in which you will access those funds.

WHY SHOULD I OPEN A BANK ACCOUNT IN AUSTRALIA?

You may not be able to access your accounts in your own country sometimes because of political events, natural disasters, computer failure, and internet problems.

Plastic cards can also be lost, destroyed or damaged. If that happens, you may not be able to access your money again for a number of days. Having a small amount of money in a local bank for emergencies is a good idea. It is also possible to have money transferred from overseas to your local bank account.

ELECTRONIC TRANSFER

You can transfer money into Australia by **electronic telegraph or telegraphic transfer** at any time. This is a fast option and will take approximately **48 hours**, but the bank will charge a fee on every transaction. If preferred, mobile banking is another option.

HOW DO I OPEN A BANK ACCOUNT IN AUSTRALIA?

It can only be done in person, so as soon as you settle in Townsville, you should go to the bank of your choice with the following documentation:

- Passport for identification
- Proof that you are a student at St Patrick's College Townsville
- Proof of your residential address in Australia (e.g. a copy of your electricity or telephone account if you are over 18 and living off campus).

If necessary to do so, boarding students will be able to provide proof of their residential address by obtaining a letter from the College office to confirm that they live on campus.

WHAT IS THE MOST CONVENIENT BANKING FACILITY FOR STUDENTS AT ST PATRICK'S COLLEGE TOWNSVILLE?

There are branches of all the major banks in the CBD and ATMs in shopping centres nearby.

ATMs

Automatic Teller Machines (ATMs) are located everywhere, including the airport, and you can immediately withdraw cash from your overseas bank account (if your ATM card has international access). Check this with your financial institution before leaving home.

CREDIT CARDS

All major international credit cards are accepted in Australia, but you must remember that **repayments** for many of these cards can only be made in the country where they were issued. Do not rely on being able to get a credit card once you arrive in Australia because this is very difficult due to credit and identification laws.

WHERE CAN I FIND MORE INFORMATION ABOUT BANKING SERVICES?

Go direct to the websites of the major banks:

<https://www.thinkingaustralia.com/finance/australian-banks/>

WORKING IN AUSTRALIA

PERMISSION TO WORK

From 26 April 2008, applicants granted student visas will automatically receive permission to work with their visa grant. Most student visa holders will no longer need to apply separately in Australia for permission to work. Please note that you will NOT be able to work in Australia until the first official day of classes and are of age to fulfil casual employment.

WORKING WHILE STUDYING

1. You are not permitted to start work until you have commenced your course of study.
2. You can work a maximum of 12 hours per week.

DO I NEED A VISA LABEL TO SHOW MY EMPLOYER MY WORK ENTITLEMENTS?

No. Your visa information is held electronically, and you can access it at any time using the Visa Entitlement Verification Online (VEVO) system. Employers, banks and government services can also check details about your visa entitlements on VEVO once they have your consent to do so. For information on how to access VEVO go to:

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online>

VEVO is a free, online facility available for visa holders to check their current visa details. VEVO enables visa holders to confirm their visa details without a visa label being placed in their passport.

For a full list of **mandatory** and **discretionary** student visa conditions please visit

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions>

FINDING WORK

As employment may be difficult to find in Australia, you should not rely on income from employment when budgeting to pay for living expenses. Try looking at online employment sites such as www.seek.com.au and www.careerone.com.au.

International students studying on student visas only permitted to work 20 hours during the periods when their course is considered to be “**in session**”. For a full list of visa conditions relating to employment refer to <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500#>

EARNING AN INCOME

TAXES

Taxes in Australia are managed through the Australian Taxation Office (ATO). How much tax you pay will depend on how much money you earn.

GETTING A TAX FILE NUMBER

You must obtain a Tax File Number (TFN) to be permitted to work in Australia. A Tax File Number is your unique reference to our tax system. Your employer will request you to complete a Tax File Number Declaration Form when you first start work. If you do not tell them the TFN, you will be taxed at the highest personal income tax rate.

You can apply for your TFN online at <https://www.ato.gov.au>. An interpreter service can be accessed by telephoning 13 14 50.

TAXATION RETURNS

If you pay too much tax you are entitled to a refund. To get a refund, you will need to lodge a tax return. You can lodge online using **e-tax** (free), by mailing a **paper tax return**, or by paying a **registered tax agent** to complete and lodge the return for you. If you lodge by e-tax, your refund will normally be issued within 14 days.

- Lodge online using e-tax at <https://www.ato.gov.au/>
- To find a registered tax agent visit https://www.tpb.gov.au/registrations_search
- Tax returns are lodged at the end of the Australian tax year – 1 July to 30 June

SUPERANNUATION

Your employer must contribute an additional sum equal to 12% of your wage into a superannuation (pension) account for you. In most cases, you will be able to access your contributions when you leave Australia permanently, although the contributions will be taxed.

To check your eligibility to claim your superannuation and to apply for your payment, visit www.ato.gov.au/departaustralia

(Source: Australian Taxation Office)

WORKING WITH CHILDREN

All requirements of the Child Protection Laws must be met. For further information see www.legislation.qld.gov.au/OQPChome.htm

The government department responsible for child safety in Queensland is the Department of Communities (Child Safety Services). www.childsafety.qld.gov.au

It is very important that you understand the requirement of “Blue Card” if you will be working, living, volunteering etc with children. In Queensland, you must hold a *Positive Notice blue card for Child Related Employment* which is issued by the Department of Justice and Attorney General, Blue Card Services. For information about what a blue card is and how to apply for a card, access the website at <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>

St Patrick’s College Townsville students may also request assistance from the Director of Boarding or Dean of Pathways to submit their application for a Tax File Number or for a Positive Notice blue card.

LAWS IN AUSTRALIA

If you are over 18 years of age, as a condition of being granted a visa to study in Australia, you must sign a document (*Australian Values Statement Temporary*) agreeing to respect Australian values and obey the laws of Australia for the duration of your stay. See information on: https://immi.homeaffairs.gov.au/support-subsite/files/life-in-australia/lia_english_full.pdf even if you are under 18 you are still obliged to obey all Australian laws and regulations.

Failure to comply with the laws of Australia (including State and Territory laws) could result in you receiving a fine or possibly having your visa cancelled and being deported back to your home country. If you are convicted of a serious crime, you could be sent to prison. For a comprehensive outline of Australian law and the legal system visit www.australia.gov.au.

LEGAL SERVICES AND ADVICE

If you do break the law and are arrested and required to attend a court appearance, you will need a solicitor (lawyer) to assist you. For access to legal advice contact Legal Aid Queensland on telephone 1300 651 188 or see www.legalaid.qld.gov.au. The staff will tell you if you are eligible for this service, or if you are not eligible, where to seek legal further advice and assistance. The Legal Aid Queensland office in Townsville is situated at 12 Wills Street, Townsville. Wills Street is on the edge of the CBD which is a reasonable distance from the College. Telephone number is 1300 651 188. For Townsville solicitors (lawyers) visit: www.australianlawyersdirectory.com.au

If it seems that you will need legal advice or assistance, you must tell the College Principal. If you are not able to speak with the Principal then you should contact the Director of Boarding. See all College telephone numbers listed in this handbook.

SERVICES

TELEPHONES

CALLING EMERGENCY SERVICES DIAL 000

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

- where you are (note street names and the closest intersection);
- what has happened and to whom; and
- what their condition is.

The operator may then ask you to stay on the phone until the emergency services arrive. In life threatening situations the operator may also give you some instructions to assist until the emergency unit arrives. If you are concerned about your English, remain calm and work with the operators who are very experienced with all cultures.

PUBLIC TELEPHONES

Australia has a network of public phones throughout the country. They are easily recognised by the orange and blue Telstra emblem. The cost of local calls are FREE. Long distance international call charges vary depending on time of day and distance.



Prepaid telephone cards offer competitive rates to all countries 24-hours per day. Prepaid telephone cards cost \$5.00, \$10.00, \$20.00 and \$50.00, and may be purchased online and in most post offices and convenience stores.

MAKING PHONE CALLS WITHIN AUSTRALIA

TO MAKE INTERNATIONAL PHONE CALLS:

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

TO MAKE DOMESTIC PHONE CALLS

Dial – the area code + phone number

AREA CODE	STATES
(02)	ACT, NSW
(03)	VIC, TAS
(07)	QLD
(08)	SA, WA, NT



CALLING AUSTRALIA FROM OVERSEAS

To contact Australia, first dial the international access code from that country (this will vary in each country), then Australia's country code prefix **(61)** followed by the area code without the first zero (for instance Sydney would be 2 instead of 02) and then dial the required number.

Example: International access number +61 2 9999 3662

MOBILE/CELL PHONES

Before bringing your mobile phone to Australia, check with the Australian Communications and Media Authority www.acma.gov.au to make sure it can operate here. Some countries, such as Japan and the USA, use mobile phone networks that are not available in Australia. If not, you can buy your mobile phone in Australia. Australian telecommunications providers offer a wide range of services which provide a mobile phone within the cost of using that service. There are many differences to the services provided. You should understand what deal you are accepting before signing a contract with a provider.

For a comparison of mobile phone plans in Australia, see:

- <https://www.telstra.com.au/>
- <https://www.optus.com.au/>
- <https://www.dodo.com/>

Yellow Pages: www.yellowpages.com.au/

The Yellow Pages are a telephone directory where business products and services are listed alphabetically. They are very useful when you are looking for specific products or services.

COMPUTER AND INTERNET ACCESS AT SCHOOL

Day and boarding facilities have WIFI available to all Students. A network account and an email address will be set up for students upon their arrival at school. Please refer to the College's **Acceptable Use of ICT Services Policy** and **Acceptable Use of Personal Electronic Devices Policy** on the College website: <https://www.stpatscollege.qld.edu.au/our-college/college-policies/>

The College has a compulsory Bring Your Own Device (BYOD) program in order to further empower students to take control of how they use technology in their learning. These devices will be used in classrooms to support student learning. Students are required to sign an ICT Agreement that sets out how the device can be used at school. IT Support staff will be available to provide assistance so that students are able to connect to the College network and access the required free software for the device. However, the College does not manage, support, own or provide warranty for the device. Full details can be found on the College website:

<https://www.stpatscollege.qld.edu.au/parents/stationery-byod/>

The device must meet the following specifications:



ST PATRICK'S COLLEGE
TOWNSVILLE

2026

BYOD SPECIFICATIONS

	Minimum Requirements	Recommended	Best	Not Recommended	Not Compatible
Screen	12"	13"	14/15"	11" or below	Tablet (iPad etc)
RAM	4GB	8GB	16GB	2GB	
Processor	Intel i3 or equivalent	Intel i5 or equivalent	Intel i7 or equivalent	Celeron	
Hard Drive	256GB SSD	512GB SSD	1TB SSD	eMMC Storage	
Operating System	Windows 11 Home	Windows 11 Home	Windows 11 Professional	Windows 7/8/10S	Chromebook, Mac OSX and Windows 11 SE
Wi-Fi Card	Wi-Fi 802.11 a/c	Wi-Fi 802.11 a/c	Wi-Fi 802.11 ax	Wi-Fi 802.11 b/g/n	
Insurance	Accidental Damage	Accidental Damage	Accidental Damage	No Insurance	

PLEASE NOTE THE COLLEGE ONLY SUPPORTS WINDOWS DEVICES. THE COLLEGE DOES NOT SUPPORT MACS OR CHROME BOOKS. WINDOWS OS NOW REQUIRES A PERSONAL MICROSOFT ACCOUNT TO BE CREATED FOR COMPUTER SETUP. THIS IS REQUIRED TO BE SET UP BEFORE COMMENCEMENT.

ACCESS TO LIBRARIES

The College has its own Library and all students are welcome to access this facility after school, as well as during class times. The Library has a good range of written research material and computers are available for the students' use.

Students are also able to borrow books for recreational reading from the College library.

There are three Public Libraries in Townsville and details of where to find these are given on page 6 of this handbook. Please note however that the libraries in Aitkenvale and Kirwan are a long way from the College and you would need to use public transport to get there. The nearest public library to the College is in the Northtown Complex in the CBD and this is within walking distance.

AUSTRALIA POST

Australia Post is one of our nation's largest communications, logistics and distribution businesses; and is committed to providing high quality mail and parcel services to all people within Australia.

www.auspost.com.au

SMALL LETTERS

The cost of posting a small letter for distribution in Australia is AU\$1.00 postage stamp which you affix to the envelope.

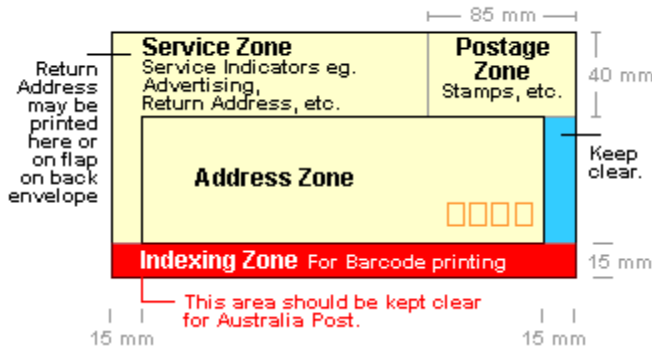
A small letter has the following characteristics:

- No larger than 130mm x 240mm
- No thicker than 5mm
- Maximum weight 250g

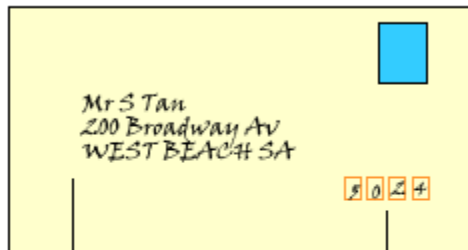
ENVELOPE LAYOUT

Australia Post uses advanced letter sorting technology to read the address on each envelope electronically. These machines work best when address formats are structured in a consistent manner. That is why it is necessary to address your mail clearly and correctly. The information below demonstrates how:

Envelope Face Format - Allocation of Zones



Typical Hand Addressed Envelope

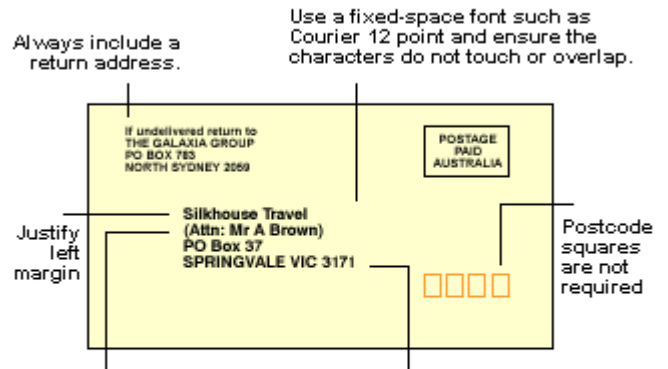


The bottom line should be in CAPITALS and include only the placename or post office of delivery and the State or Territory, in abbreviated form.

Write the destination postcode clearly in the four squares postcode squares.

Do not use the squares when addressing letters for overseas - even if the overseas postal code can fit in the squares.

Typical Machine Addressed Envelope



Attention or other details should not appear in or below the last two lines of the address.

The last line should be printed in capitals without punctuation & underlining.

Always include the correct postcode in the last line. Leave one or two spaces between the place name, the Territory or State abbreviation and the postcode.

(Source for "Australia Post": ISANA)

EMERGENCIES

EMERGENCIES – DIAL 000

The Triple Zero (**000**) service is the quickest way to get the right emergency service to help you. It should be used to contact Police, Fire or Ambulance services in life **threatening or emergency situations** only.

Emergency 000 lines should not be used for general medical assistance.

POLICE

In Australia, Police protect people and properties, detect and prevent crime, and preserve peace for everyone. They are not connected to the military or politics. The Police can help you feel safe. In a **non-emergency situation**, you can contact the Townsville Police Station, which is the police station closest to the College, directly on 07 4759 9777.

FIRE

The fire brigade extinguishes fires, rescues people from fires in cars and buildings, and helps in situations where gas or chemicals become a danger. As soon as a fire starts call **000**, no matter how small or large the fire may be.

AMBULANCE

Ambulances provide immediate medical attention and **emergency transportation to hospital**. Dial **000**

STATE EMERGENCY SERVICE

The State Emergency Service (**SES**) is an emergency and rescue service dedicated to providing assistance in natural disasters, rescues, road crashes and extreme weather conditions. It is made up almost entirely of volunteers and operates in all States and Territories in Australia. For emergency assistance in a **FLOOD** or **STORM** dial **132 500**.

LIFELINE

Lifeline's **13 11 14** and <https://www.lifeline.org.au/> service is staffed by trained volunteer telephone counsellors who are ready to take calls 24-hour a day, any day of the week from anywhere in Australia. These volunteers operate from Lifeline Centres in every State and Territory around Australia.

Anyone can call Lifeline. The service offers a counselling service that respects everyone's right to be heard, understood and cared for. They also provide information about other support services that are available in communities around Australia. Lifeline telephone counsellors are ready to talk and listen no matter how big or how small the problem might seem. They are trained to offer emotional support in times of crisis or when callers may be feeling low or in need of advice.

BEYOND BLUE

Beyond Blue, **1300 22 4636** and <https://www.beyondblue.org.au/>, is a mental health organisation in Australia focused on supporting people affected by anxiety, depression, and suicide. They aim to raise awareness, reduce stigma, and provide resources and support to individuals and communities. Beyond Blue offers services like 24/7 phone and online counselling, information, and resources, as well as support for families and workplaces.

HEADSPACE

Headspace, **1800 650 890** and <https://headspace.org.au/>, is Australia's National Youth Mental Health Foundation. It provides early intervention mental health services to young people aged 12-25. headspace offers a variety of support, including mental health services, alcohol and drug support, and work and study support. They also provide online and phone counselling, and support for families.

headspace's core focus is on early intervention, helping young people manage their mental health and build resilience.

KIDS HELPLINE

Kids Helpline, **1800 55 1800** and <https://kidshelpline.com.au/>, is Australia's only free (even from a mobile), confidential 24/7 online and phone counselling service for young people aged 5 to 25.

Qualified counsellors at Kids Helpline are available anytime and for any reason.

POISONS INFORMATION LINE

The poisons information line provides the public and health professionals with prompt, up-to-date and appropriate information, and advice to assist in the management of poisonings and suspected poisonings. The seriousness of a poisoning situation is assessed after a detailed history is obtained from the caller. Members of the public may be then given first aid instructions, information on possible symptoms, and advised on the need for assessment by a doctor or referral to hospital. The Australia-wide **Poisons Information Centres** have a common telephone number: **13 11 26**.

EMERGENCY TRANSLATION

For translation service in an emergency situation dial **131 450**.

ADJUSTING TO LIFE IN AUSTRALIA

While living and studying abroad may be an exciting adventure, it can also present a range of challenges. Having decided to study and live in Australia, you will be undertaking adjustments in many areas of your life including cultural, social and academic. It is also important to remember that while these changes are occurring, you will be embarking upon a new semester of study (for many of you in a different language) and be away from your usual supports, networks and resources. Adjustment to a new country and culture is a process that occurs gradually and takes time. The values, beliefs, traditions and customs of your home country may vary greatly from those in Australia and adapting to the Australian way of life may take some time. This advice may help:

LISTEN, OBSERVE AND ASK QUESTIONS

Adjusting to a new culture and way of life takes time. Allow yourself time to observe those around you and patterns of both verbal and non-verbal communication. Don't be afraid to ask questions if there are things you do not understand as this will reduce the chance of confusion or misunderstandings.

BECOME INVOLVED

Try to meet people and become involved in groups both on campus and in the wider community. Maintain an attitude of openness to new situations and experiences. Establishing friendships and joining groups is the best way to experience and learn about Australian culture and will certainly mean you have a richer and more enjoyable time here.

TRY TO MAINTAIN A SENSE OF PERSPECTIVE

When confronted with difficulties, remind yourself that living and studying abroad is a challenge and it is normal to feel stressed, overwhelmed and out of your depth at times. Try to recall or make a list of the reasons you initially wanted to study abroad in the first place. Also, listing positive events or changes within yourself that have occurred since you arrived may also assist with getting things in perspective.

MAINTAIN SOME OF THE ROUTINES AND RITUALS YOU MAY HAVE HAD IN YOUR HOME COUNTRY.

This can include small things such as continuing to drink a certain type of coffee or tea or eating specific foods. It may also include maintaining involvement in bigger events such as celebrating a national day in your country of origin with a group of friends.

KEEP LINES OF COMMUNICATION OPEN WITH THOSE AT HOME.

Communicating with those at home regularly about your experiences of study and life in Australia, through emails, telephones and letters, is vital. Not only does it help to keep you connected with important social supports, but it also assists your friends and family to understand your experiences which will smooth the transition when you return home.

SENSE OF HUMOUR

Importantly, remember that living in a different culture means you will inevitably find yourself in a range of unusual and often confusing situations. Being able to laugh in these situations will remind you that it takes time to understand different cultures and that it is ok to make mistakes.

ASK FOR HELP

Don't be afraid to ask for assistance or support if you need it. In addition to the Counselling Service, there are many organisations set up on campus to ensure you have a successful and enjoyable time in Australia.

FINALLY, RELAX AND ENJOY THE JOURNEY!

OVERCOMING CULTURE SHOCK

Once you realise you have culture shock, getting over it and moving on to better adjust with the host culture will depend on you. It is you who must take some positive steps to feel better, and the sooner you take them, the better!

1. **Recognition:** First, you should remember that culture shock is a normal part of your adjustment and that you may have some of the symptoms. Some of your reactions may not be normal for you; you may be more emotional or more sensitive or lose your sense of humour. Recognising your culture shock symptoms will help you learn about yourself as you work your way through it.
2. **Be objective:** Second, try to analyse objectively the differences you are finding between your home and your host country. Look for the reasons your host country does things differently. Remember that host customs and norms are (mostly) logical to them, just as your customs and norms at home are logical to you!
3. **Set goals:** Third, set some goals for yourself to redevelop your feeling of control in your life. These should be small tasks that you can accomplish each day. For example, if you do not feel like leaving your room, plan a short activity each day that will get you out. Go to a post office or store to buy something, ride a bus or go to a sports event. If you feel that language is your problem, set daily goals to learn more: study fifteen minutes a day; learn five new words a day; learn one new expression each day; watch a TV program in your new language for 30 minutes. Each goal that you achieve will give you more and more self-confidence that you can cope.
4. **Share your feelings:** Fourth, find local friends who are sympathetic and understanding. Talk to them about your feelings and specific situations. They can help you understand ideas from their cultural point of view.

STUDY TOWNSVILLE

<https://studytownsville.com.au/>

The Study Townsville organisation is the official industry body for international education and training in the Townsville and surrounding region. Study Townsville works closely with education providers, industry and tourism operators to promote the region and is supported by our Members, Study Queensland, Townsville City Council and Townsville Enterprise Limited.

Please remember to always ask College staff for assistance for any area you may need help with. We are here to provide a safe and positive experience to your academic and personal journey.