



# SHORE

## **International Student Handbook**

CRICOS Code 00772M



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## Headmaster's Welcome



Shore was established in 1889 as a leading comprehensive school for the education of boys. In 2003 also welcomed girls to our Early Learning Centre and Kindergarten, Year 1 and Year 2 facility at the Northbridge Campus. Our rich history and traditions have powerfully shaped our School, fostering a sense of community and belonging.

Reflecting Shore's Christian foundations, we focus on developing the whole person, intellectually, physically, spiritually, and socially. We place a strong emphasis on character formation, challenging our students to be responsible citizens of integrity who seek to serve the wider community.

Our commitment to a truly comprehensive education means we pursue engaged rigour in academic work, and also offer a wide range of learning experiences, both in and out of the classroom. We create a genuine partnership between the School and home, enabling each student to discover their individual talents and preparing them for the realities and challenges of our contemporary world.

We believe the best evidence of success will be exhibited in the adult lives of those who have passed through the School. We are proud of our many Old Boys who have served in all walks of life with great dedication. I am delighted to extend an invitation to you to visit Shore and explore all that a Shore education has to offer.

**Dr Timothy Petterson**

Headmaster

## **LIVING AND STUDYING IN SYDNEY AUSTRALIA**

Sydney is the state capital of New South Wales and the most populated city in Australia with just over 5,000,000 residents. It is located on Australia's east coast and the city surrounds the world's largest natural harbour. It is bordered by many beautiful beaches to the east and the Blue Mountains to the west, the Hawkesbury River to the north and the Royal National Park to the south.

The central business district of Sydney fronts the harbour at Circular Quay at the south side of the Harbour Bridge. It contains many high rise commercial buildings and world class shopping centres together with art galleries, museums and theatres, the most famous of which is the sail like structure of the Sydney Opera House. Sporting facilities are close by at Moore Park and the Sydney Olympic Village at Homebush.

Sydney enjoys a humid subtropical climate with warm summers, cool winters and uniform rainfall throughout the year.

For more information about living and studying in Australia please visit [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

### **Visa Information**

A full fee paying overseas student requires a valid passport and student visa to attend school in Australia. Information about student visas can be found at [www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditionsstudents](http://www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditionsstudents). Please see the section in the Application for Enrolment section for necessary requirements to apply for this visa.

### **Customs and Quarantine**

Australia has strict customs and quarantine rules. Strict rules prohibiting or restricting the entry of drugs, weapons, firearms, protected wildlife and associated products apply. Please refer to the Australian Customs Service website for further information [www.australia.gov.au](http://www.australia.gov.au)

Australia has a very strict quarantine policy. It is important that you declare any items in your luggage that you may be unsure of to avoid prosecution for bringing forbidden items into the country. Please refer to the Department of Agriculture website for further information at [www.agriculture.gov.au](http://www.agriculture.gov.au)

### **Roads and Traffic**

In Australia people drive on the left hand side of the road. If this is different to your country, you need to be very careful when crossing the road

### **Water usage**

The water in Australia is clean and you are able to drink straight from the tap. However Australia is a much drier country than others and therefore water usage must be managed carefully.

### **Electricity**

The electrical current in Australia is 220-240 volts, AC 50 Hz. The Australian three-point pin power outlet is different from many other countries. You may need an adapter which you can purchase from electrical shop and at airports. You may also need a voltage converter for 110 volt appliances.

### **Food**

Traditionally food in Australia is a reflection of the country's English heritage with a typical main meal being served on one plate with a portion of protein (beef, lamb, pork, chicken or fish) a portion of carbohydrate (potato, pasta or rice) and two or three vegetables or salad. Increasingly Australians are enjoying more diversity in their food as the country welcomes people of different countries and cultures into its community. At Shore the Boarder's Dining Room offers a selection of different options for every evening meal.

## ABOUT SHORE

### General Information

Shore is an Anglican independent day and boarding school for boys and girls from the 3 year old Early Learning Centre to Year 12.

The school is situated on the north shore of the harbour which is central to the city of Sydney. It is from this geographical location that the school became known as Shore, rather than the more formal and original Sydney Church of England Grammar School.

The North Sydney campus is situated on just over eight hectares bordered by the central business district and the residential suburbs of McMahons Point and Waverton. It is a short five minute walk into the shopping area of North Sydney, where you will find banks, a Post Office, hairdressers, general shops and pharmacies together with train station on the North Shore line. At North Sydney the Preparatory School from Year 3 to Year 6 and the Senior School Year 7 to Year 12, including the Chapel and the four boarding houses are based.

At Northbridge, a ten minute drive from the main campus, we have the Early Learning Centre and Preparatory School from Kindergarten to Year 2. We have both boys and girls at our Northbridge campus, with the girls leaving Shore at the end of Year 2. The overall population of the school is approximately 1700, with 1250 boys from Years 7 to 12 in the Senior School. Our Boarding community is approximately 200.

The Memorial Playing Fields are located at the Northbridge campus. Most home games are played on these fields. In addition boys participating in rowing do so at the Gladesville Boatshed. The sport programme of the School is a vital part of the learning and development process of every Shore boy. Every boy is expected to participate in the School's sport programme until the end of Term III in Year 11, but the majority continue to take part in year 12. Every boy is expected to participate in the School's sport programme until the end of Term III in Year 11.

Shore welcomes international students and is registered on the Commonwealth Register of Courses and Institutions for Overseas Students (CRICOS). Shore's CRICOS provider number is 00772M. International Students reside in one of four boarding houses at the North Sydney campus.

Shore offers International Students the New South Wales Education Standards Authority (NESA) courses in Junior Secondary Studies (Years 7 to 10) and Senior Secondary Studies (Years 11 & 12). Details of the School's academic programme is available on the website [www.shore.nsw.edu.au](http://www.shore.nsw.edu.au)

### School Hours and Attendance

In New South Wales there are 13 years of formal school education. A child commences Kindergarten at approximately 5 years of age and completes their schooling at approximately 18 years of age in Year 12. The Australian school year commences in late January and concludes in early December. There are four terms in every year with approximately 10 weeks in each term. There are three school holiday periods in April, July and late September/early October of 2 to 3 weeks duration with a longer summer holiday of 8 weeks in December/January.

School commences at 8.20am and concludes at 2.50pm Monday to Friday. It is compulsory for every student to attend classes every day during term time. In addition sport training, games and various events which may occur before or after normal school hours or on weekends are also compulsory.

It is a visa requirement that full fee paying overseas students must attend a minimum of 80 per cent of scheduled classes. The Department of Immigration and Border Protection (DIBP) may be notified in the case of failure to meet this requirement.

## Nominated Guardians

International students are required to have a suitable guardian in Sydney. A guardian must be a person who can act on behalf of the parents and be contacted by Shore to give written, or in the case of an emergency, telephoned permission for outings and medical assistance. Guardians are expected to attend School events such as parent/teacher meetings and information evenings, and to collect and deliver students at the end and beginning of terms, if the parents are not able to do so.

A guardian must be over 25 years of age, be proficient in both speaking and understanding English, be a permanent resident or have permission to reside in Australia for the duration of the student's enrolment, and reside in or close to Sydney. The guardian should be known to the student and be willing to assist him with support and advice whilst attending Shore.

## Boarding Accommodation

All International Students at Shore will be enrolled as Boarders, regardless of whether or not their parents are resident in the Sydney metropolitan area.

Shore has four boarding houses – Barry, Hodges, Robson and School. Each one has a Boarding Housemaster and both male and female staff who live within the houses. The boarding staff live and work as teachers at Shore. They provide a welcoming and caring environment and contribute greatly to the day to day care of our boarders. These staff along with their families, and in some cases their pets, provide each of our boarders with encouragement, advice and support to help them during their time at Shore.

For more information on Boarding at Shore please see the Boarder's Handbook on our website at [www.shore.nsw.edu.au/boarding/boarding-handbook](http://www.shore.nsw.edu.au/boarding/boarding-handbook)

## Academic Tutoring

In Boarding the structured academic routines each week night, along with the generous academic tutoring assistance, means that the boarders are fully supported to achieve their best results in their studies. Within each house, all boys are encouraged to develop sound and efficient study routines. All boarders have access to a range of academic tutoring and support that is available both before school and after school. In addition to this the school provides specific Academic Support and EAL/D provision for boarders. This is administered by the school staff and is part of the overall school rationale to assist all students regardless of their academic abilities.

## Uniforms

The Shore Clothing Shop supplies all necessary uniform and sport items. It is conveniently located just inside the school gates off William Street. Opening hours are: Monday, Tuesday and Thursday 9.30am to 4.30pm during term time. There is no need to make an appointment. The shop accepts cash, cheques, Mastercard, Visa and EFTPOS. A detailed list of requirements will be supplied to you prior to commencement. Shoes are not available at the Clothing Shop. The uniform requires black lace up shoes which can be purchased at most major department stores or shoe shops.

## Textbooks and Stationery

Textbooks can be ordered through Champion Books. A link is available on our website [www.shore.nsw.edu.au/community/textbooks/textbooks](http://www.shore.nsw.edu.au/community/textbooks/textbooks) Champion Books also have a small shop on the Shore campus which is open Monday, Wednesday, Thursday 8.00am to 1.00pm.

A Secondhand Textbook service is run by the Shore Association and volunteer helpers from the Shore community. It provides an avenue for families to buy and sell used textbooks. The service operates at the end of Term IV and all the book lists are displayed on the textbook page of the website in mid-November. A buying service is also provided at the end of Term III for the Year 11 boys to allow them to purchase their Year 12 texts prior to commencing Year 12 in Term IV.

## Staff Relating to International Students

Headmaster	Dr Timothy Petterson
Bursar	Mrs Kathy Dickson
Registrar	Mrs Vickii Scott
Deputy Headmaster	Mr Rod Morrison
Director of Pastoral Care	Mr Stuart Ryan
Director of Studies	Mr Matthew Leeds
Director of Inclusion	Ms Cate Fryder
Chaplain	Rev Paul Dudley
Senior Boarding Housemaster	Mr Brendan Morris
Boarding Housemasters	Barry House – Mr Brendan Morris Hodges House – Mr Rod Fitch Robson House – Mr Sam Walker School House – Mr Darren Junee
Health Care Professionals	Sister Elizabeth Glynn Sister Raellen Vandenberg

## PROGRAMMES OF STUDY AND CURRICULUM YEARS 7 TO 12

The School is registered and accredited to present students for both the Record of School Achievement and the Higher School Certificate. The HSC provides a certificate to mark the end of secondary education as well as the qualification for entry to universities. The School offers a broad curriculum which is organised into three stages: Stage 4 (Years 7 and 8), Stage 5 (Years 9 and 10) and Stage 6 (Years 11 and 12). The 2017 Curriculum shows the Key Learning Areas by year and stage.

Please go to the Curriculum page on our website for details on subjects offered from Year 7 to Year 12.

<https://www.shore.nsw.edu.au/curriculum/senior-school>

## THE ENROLMENT PROCESS

The Registrar at Shore manages the application process. The Registrar can be contacted during office hours at +61 2 9956 1130 or [registrar@shore.nsw.edu.au](mailto:registrar@shore.nsw.edu.au)

### Tours

Before making an Application for Enrolment to Shore for your son we strongly recommend that you visit the School. For international families we provide personal tours of the campus hosted by the Senior Boarding Housemaster and the Registrar. This enables you to have a thorough understanding of the School, its location and facilities.

### Application for Enrolment requirements

In order for the parents of a Full Fee Paying Overseas Students (FFPOS) to apply for enrolment at Shore for their son, the following documentation is required. We ask that you download and complete the manual Application for Enrolment form and credit card form available on our website. It is only when the Registrar has assessed the application that the application fee is processed.

- A completed Application for Enrolment form. Please download and use the manual Application Form available on our website <https://www.shore.nsw.edu.au/enrolment/general-information>
- A completed credit card form for the application fee (\$400), also available on our website
- A copy of the student's birth certificate, translated into English if necessary
- A copy of the information page of the student's passport
- A copy of the Australian visa paperwork, once granted
- A copy of the student's two most recent school reports
- A history of education – schools attended and the years of attendance
- A synopsis of the student's interests in sport and/or the performing arts and any co-curricular activities he may be involved with
- A certificate of English fluency from the Australian Education Assessment Service ([www.aeas.com.au](http://www.aeas.com.au)) It is a requirement of application to Shore that a minimum result of Stanine 7 in all areas assessed be achieved by the student.

### Interview

The Registrar will review the Application for Enrolment and advise if the student will proceed. The Secondary School Years 8 to 11 are not formal student intake years. For those years our Enrolment Policy provides for us to be considerate in our student enrolment, taking into account the effort a student gives to their studies, the engagement shown at their current school and their involvement in sport or the performing arts. After the application has been reviewed the student and one or both of his parents, or his guardian, are invited to attend an interview with the Deputy Headmaster, Senior Boarding Housemaster and Registrar. Students living outside of Sydney are interviewed via SKYPE. A place offer will be reliant on this interview.

### Acceptance

If it is decided to issue an offer of enrolment to the student a letter of offer is prepared and sent both by email and by airmail to the parents of the student. The letter asks the parents to accept the offer by signing the documents including the Terms & Conditions of Enrolment together with the necessary payments outlined in the offer letter. On acceptance of an offer of a place the Enrolment Fee (\$1000) and Confirmation Fee (\$2000) are payable. These fees are non-refundable (except in limited circumstances as outlined in the Full Fee Paying Overseas Student Refund Policy) and are not credited to tuition fees.

### Overseas Student Health Cover (OSHC)

The Department of Immigration and Border Protection (DIBP) requires international students with a student visa to have Overseas Student Health Cover (OSHC) for the length of their Visa. Australia's national health care program, Medicare, doesn't cover international students.

Shore recommends that all international students obtain OSHC through Medibank Private. Please go to the Medibank Private website for full details of the cover available for Overseas Students. [www.medibank.com.au/overseas-health-insurance/oshc/](http://www.medibank.com.au/overseas-health-insurance/oshc/) A copy of the certificate of insurance must be provided to the Registrar with the acceptance of the place offer.

## Visa Application

On receipt of all documentation, payment of the relevant fees and receipt of a copy of the Overseas Student Health Cover certificate the Registrar of Shore will issue an electronic Confirmation of Enrolment (eCoE) and Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW). These documents are necessary for the student to apply for a Student Visa for entry to Australia. It is imperative the Registrar at Shore be provided with a copy of the visa paperwork as soon as it is granted.

## Orientation

It is vital that all new students to Shore feel comfortable and ready to commence. To assist with this process we have an excellent Orientation programme for all new students commencing at Shore. This occurs in the second half of the year preceding the year of entry.

## Class Placement Test

The Class Placement Test is held for all new Year 7 students in September. For the convenience of our international families we hold a second test on the afternoon of New Boy's Day which is part of the Boarder's Sleepover Weekend.

## Boarder's Sleepover Weekend

The Boarder's Sleepover Weekend is held at the end of November. It enables students to familiarise themselves with Boarding at Shore while providing an opportunity for them to meet other boarders and international students who will be starting at Shore at the same time, together with current boarders. The Sleepover night is designed to help reduce some of the anxieties that families and boarders have in regards to boarding at a new school. Meanwhile an Information Session is provided for the parents.

Shore has a network of City Host Families. Each new boarder has a city family allocated to them to provide support for them while they are living away from their parents. This event also provides a time for the new boarders and their parents to meet their City Host Family.

The weekend concludes with a Chapel Service on Sunday morning.

## New Boy's Day

All new boys commencing at Shore attend New Boys Day, which is held the Monday after the Boarders Sleepover Weekend. It isn't compulsory for our boarders as much of the information given at this event has been discussed at the Boarder's Sleepover information session. However it provides an opportunity for new boarders and international students to see all of the day students commencing with them. The second class placement test for boarders and day students unable to sit the first test is scheduled at the conclusion of the New Boys Day event.

## Orientation Day

Orientation Day is held the day before the School commences Term 1 at the end of January each year. Attendance is compulsory for all new Year 7 students and those who have been enrolled after the Boarder's Sleepover Weekend.

## INTERNATIONAL STUDENT POLICIES

### Full Fee Paying Overseas Student Compliance Information Statement

The Education Services for Overseas Students Act 2000 (ESOS Act) and related legislation is designed to protect the interests of students coming to Australia on student visas.

The legislation aims to protect and enhance Australia's reputation for quality education, to provide tuition protection and support the integrity of the student visa programme. The ESOS Act and related laws protect international students through:

- The ESOS legislation and recent reforms
- The National Code of Practice for Providers of Education and Training to Overseas Students 2017
- The Overseas Students Ombudsman
- The Tuition Protection Service

Further information about students' rights and obligations under the ESOS Framework can be found in ESOS Framework Student Fact Sheet, which can be found at

<https://docs.education.gov.au/system/files/doc/other/esosstudentfactsheetv3.pdf>

To meet Shore's obligations for international students our policies, listed below, are also available on the school's website <https://www.shore.nsw.edu.au/enrolment/international-students> The following policies must be read in conjunction with the International Student Handbook.

- Enrolment Policy
- Accommodation and Welfare Policy
- Privacy Policy
- Course Progress and Attendance Policy
- Complaints and Appeals Policy
- Deferment, Suspension and Cancellation Policy
- Student Transfer Request Policy
- Refund Policy