



Christ Church  
Grammar School  
PERTH, WESTERN AUSTRALIA



**2019 Handbook**

Full-Fee Paying Overseas Students



Christ Church Grammar School is registered with the Commonwealth Government, CRICOS listing 00433G, and offers the following courses:

**035561M Primary School Studies | Years Pre-Primary to Year 6**  
*(Boys accompanied by Parents)*

**099034E Secondary Education | Years 7 to 10**  
*(Boys only, boarders)*

**099033F Secondary Education | Years 11 to 12**  
*(Boys only, boarders)*

As a provider of education and training services to overseas students, the School is required to comply with the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* and *Education Services for Overseas Students Act 2000 (ESOS Act)*.



## Summary of entry procedures

### **1. Application – apply for enrolment**

Enrol your son by completing an online application through the School website:

- Application fee of \$300
- AEAS test results
- A copy of your son's birth certificate
- A copy of passport page with name, photo identification, passport number and expiry date
- Provide copies of your son's two most recent school reports
- Submit evidence of English proficiency – copy of recent English Competency Test results

### **2. Level of entry, course of study and graduation**

The student's level of entry (and course selection in Senior School) will be determined in close consultation between the Head of School and the Director. The student's age, English competency results and academic reports will also form part of the decision process.

Students in the Senior School must attain a 'C' average across a semester, and in Years 11 and 12 maintain achievement at a level that supports attainment of WACE or an ATAR score high enough to meet requirements for university entry.

### **Senior School**

It is important to note that course programs for the Senior School are finalised each September, and the timetable constructed for these courses will determine course availability to students finalising arrangements after this date.

Whilst the student is given every opportunity to succeed, in terms of Christ Church's academic programs, and support structures both academic and pastoral, the School cannot make any guarantee in regard to a successful outcome.

## **The School Curriculum and Standards Authority (SCSA)**

The SCSA is an independent statutory authority responsible for setting standards of student achievement and for the assessment and certification of student achievement according to those standards, developing an outline of curriculum and assessment in schools and developing and accrediting courses for schools in Western Australia.

## **Western Australian Statement of Student Achievement (WASSA)**

At the end of Year 12 all students will receive a WASSA (Western Australian Statement of Student Achievement). The WASSA provides a formal record of the achievements of all leaving Year 12 students as a result of their school education in Western Australia.

## **Western Australian Certificate of Education (WACE)**

The WACE is the certificate that students receive upon successful completion of their senior secondary education. It is recognised nationally in the Australian Qualifications Framework (AQF), by universities, industry and training providers.

University entry scores achieved at Christ Church Grammar School are fully transferrable to all Australian universities and many accredited educational institutions in the United Kingdom, USA and Canada.

## **The WACE Requirements**

Achievement of a WACE is now a more significant achievement than it used to be. Essentially a WACE acknowledges a student has demonstrated at least a minimum standard in both literacy and numeracy and has at least achieved the minimum standards in an educational program of suitable breadth and depth.

The basic requirements:

- Satisfactory demonstration of the literacy and numeracy competency requirement. This is achieved from past Year 9 NAPLAN results or OLNA tests done thereafter;
- Completion of at least twenty course units or the equivalent across Years 11 and 12, from ATAR and/or General courses; and

- Completion of four or more Year 12 ATAR courses or complete a VET Certificate II (or higher) qualification.

### **Breadth and Depth requirements:**

Within the twenty course units completed across Years 11 and 12, there must be:

- A minimum of 10 Year 12 units, or the equivalent;
- Two completed Year 11 English units and a pair of Year 12 English units (or Literature or EALD);
- One pair of Year 12 course units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology); and
- Achievement of at least fourteen C grades (or the equivalent) in units across Years 11 and 12 with at least six C grades (or the equivalent) having been achieved in Year 12 units.

### **Extension to Course**

Christ Church Grammar School will not extend the duration of the student enrolment if the student is unable to complete the course within the expected duration, unless the following occurs:

- There are compassionate or compelling circumstances, as assessed by the registered provider on the basis of demonstrable evidence; or
- The School has implemented, or is in the process of implementing, an intervention strategy for the student because the student is at risk of not meeting course progress requirements; or
- An approved deferral or suspension of the student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).

In the event of a course extension, Christ Church will counsel the student to contact the [Department of Home Affairs](#) to seek advice on any potential impact to their visa, including the need to obtain a new visa.

### **3. English Competency Assessment**

All instruction at Christ Church Grammar School is in English so a prospective student must have competence in the English language to succeed in achieving his educational objectives. Further, the state education authority sets minimum literacy and numeracy standards that students must meet to fulfil graduation requirements.

Assessment prior to entry - as part of the pre-enrolment process, if the student's first language is not English, Christ Church requires an Australian Education Assessment Services (AEAS) English competency test. Visit the AEAS website for information about the test, practice exams and testing centres available in Australia and other countries. The AEAS recommended ELICOS Program is set out below. This is a general guide only. Christ Church Grammar School reserves the right to vary these recommendations.

#### **English proficiency**

Christ Church has a long tradition of educating boys for whom English is an Additional Language or Dialect (EAL/D). Some of these students come from remote regions of Australia and others come from countries all around the world.

The student's wellbeing is our first and foremost consideration when making decisions about the entry and instruction of an EAL/D boy. Christ Church has a high standard of academic excellence and students require a satisfactory level of proficiency in English before enrolling at the School. Christ Church provides EAL/D classes from Years 7 to 12, however, the School is not an intensive language centre.

As part of the application process, the School must be provided with all relevant information regarding possible learning difficulties, and students must undertake an English assessment test by an organisation such as [Australian Education Assessment Services](#). A place at the School is conditional on reaching the required standard prior to enrolment. For this reason, we require mandatory re-testing by AEAS before final enrolment, the results of which are used to ensure optimal placement of students in regard to year level and choice of subjects.

In order to best enable the School to support EAL/D students, students are usually admitted in Terms 1 and 3 only.

AEAS Test score	Level	ELICOS recommendation	ELICOS recommendation	ELICOS recommendation
		Upper Secondary Entry Years 10 to 12	Lower Secondary Entry Years 7 to 9	Primary School Entry – up to Year 6
0 to 25	Beginners	40 to 48 weeks	30 to 40 weeks	12 to 20 weeks
26 to 35	Elementary	30 to 40 weeks	20 to 30 weeks	6 to 12 weeks
36 to 45	Pre-intermediate	20 to 30 weeks	12 to 20 weeks	4 to 6 weeks
46 to 60	Intermediate	12 to 20 weeks	8 to 12 weeks	0 weeks
61 to 70	Upper Intermediate	8 to 12 weeks	4 to 8 weeks	0 weeks
71 to 80	Pre-advanced	4 to 8 weeks	0 weeks	0 weeks
Above 80	Advanced	0 weeks	0 weeks	0 weeks

## ELICOS in Perth

If the student is required to complete an intensive English course (ELICOS – English Language Intensive Course for Overseas Students) prior to entry to Christ Church, the School refers students to Phoenix Academy or a reputable ELICOS centre. For further information, please email [info@phoenixacademy.com.au](mailto:info@phoenixacademy.com.au).

Please carefully note the following:

- Towards the end of the ELICOS course and prior to entry at Christ Church, the student will be required to sit a follow-up AEAS assessment (and in some cases a Christ Church Grammar School based assessment).
- If the student has not reached the required level of English, Christ Church will request that the student extend their ELICOS course.
- Christ Church Grammar School may not progress an enrolment application if it deems that a prospective student does not

have, or cannot meet, the required level of English language proficiency.

- After commencement, the student requires additional ELICOS to support his learning at Christ Church; parents will be required to cover the supplementary cost of an external tutor.

#### **4. Offer for enrolment**

The School will issue a formal letter of offer once satisfied with the application, the submitted documentation and test results. If an ELICOS course is required prior to entry, the offer will be conditional upon the student reaching the required level.

#### **5. Accommodation and Welfare Policy**

Primary School (up to Year 6) overseas students: Christ Church Grammar School will only accept a Primary School student if they are living with at least one of their parents, or a Department of Home Affairs Approved Relative.

Years 7 to 12 overseas students: Christ Church Grammar School requires its international students to enrol as resident boarders and live in the Boarding House.

This Policy applies to any overseas student enrolled at Christ Church Grammar School as a 500 or 571 visa holder, where the School is required to accept responsibility for approving the accommodation and welfare arrangements for the student, as specified in Standard 5 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

The nominated dates for which Christ Church accepts responsibility for approving the accommodation and welfare arrangements (CAAW) is for the period of time starting two weeks prior to the start of the student's commencement and ending when the student turns 18. However, when the student turns 18, the School's duty of care will continue, and the student will remain subject to the School's Student Code of Conduct.

If the School is no longer able to approve welfare arrangements for the student, parents will be notified immediately by the Principal (or his representative). Immigration will be advised of the decision via an update on the PRISMS database:

- a) As soon as practicable if the student will be cared for by a parent or nominated relative approved by Immigration and a Confirmation of Appropriate Accommodation and Welfare (CAAW) is no longer required
- b) Within 24 hours if the registered provider is no longer able to approve the student's welfare arrangements

Student welfare arrangements: Cancellation or suspension of enrolment if a student is suspended, or their enrolment is cancelled, Christ Church will continue to approve the welfare arrangements for that student until any of the following applies:

- the student has alternative welfare arrangements approved by another registered provider
- care of the student by a parent or nominated relative is approved by Immigration
- the student leaves Australia
- Christ Church Grammar School has notified Immigration under Standard 5.3.6 that it is no longer able to approve the student's welfare arrangements or under Standard 5.5 that it has taken the required action after not being able to contact the student

## **6. CoE (Confirmation of Enrolment) and CAAW (Welfare Letter)**

The School will issue an electronic Confirmation of Enrolment (eCoE) and Student Welfare Letter (CAAW) upon receipt of the following:

- Signed acceptance forms – the written agreement between Christ Church and the family
- Payment of enrolment fee – which includes the School's enrolment fee, Overseas Health Cover fee, advance payment of tuition fees for one semester (and boarding, if applicable)

If the enrolment does not proceed, a refund will occur (as per the School's Refund Policy).

## **7. Applying for a student visa**

Families are required to submit a student visa application to the Department of Home Affairs, and details of the application process are available at your nearest Australian Embassy or High



## **School monitoring of local carers**

The School must be satisfied that appropriate welfare arrangements are in place at all times, and that the person nominated by the family is appropriate as a local carer. The appropriateness of the local carer's homestay accommodation will be checked as part of the pre-enrolment process, and bi-annual site visits will occur thereafter.

### **Local carer guidelines**

- Be 25 years of age (family members over the age of 21 will be considered at the discretion of the Principal);
- Be of good character, and provide current Police Clearance, or Working with Children Check; and
- Have permission to reside in Australia until the student turns 18, or their visa expires.

### **Local carer expectations**

- Provide suitable homestay accommodation for the overseas student;
- Act as a contact for general, day-to-day issues; and
- Be responsible for caring for the student if he is unwell, injured, requires emergency care, requires transport and an adult to attend scheduled appointments, or is required to be removed from Christ Church Grammar School boarding house for disciplinary reasons.

### **Mid-term breaks and school holidays**

- If the student is not returning home for the holidays, please provide details of accommodation and supervision.
- Confirm all holiday and travel arrangements with the student and Director of Boarding.
- Provide or arrange travel to and from the airport as required.

## **10. Christ Church Grammar School uniform fitting**

You will need to organise an appointment for a full fitting at the time of orientation. The full Christ Church uniform will cost approximately \$1500.

## **11. Orientation**

To ensure our new families are familiar with the Christ Church campus and programs, an orientation day is held for new students entering the School. This provides new students with a chance to meet their peers in a fun, relaxed setting. For boarding students, orientation also includes a boarding house orientation weekend. This provides an opportunity for both the parents and local carers of international students to meet boarding staff, and to become familiar with the policies and routines of the boarding house.

If a student starts mid-year, the Admissions Office will facilitate a less formal orientation whilst ensuring the parents, the local carer and the student meet all key personnel responsible for the student and his wellbeing.

### **Support and pastoral care for our international students**

Under the ESOS National Code all education providers must offer their international students support to help them adjust to study and life in Australia, achieve their learning goals and achieve satisfactory progress in their learning. This support is available because we recognise that Australia is a new environment for our students, as well as a different culture, with different laws and systems.

The following section outlines the support structure and services at Christ Church. These are available to our international students, and may be accessed at no additional cost.

- Support and welfare services available at Christ Church
- Legal services (Fair Work Ombudsman)
- Emergency and Health Services
- Facilities, Resources and Complaints and Appeals Processes

Pastoral care and behaviour management are inextricably linked. The classroom teacher, coach, manager, teacher on duty, and all teachers are responsible for the effective care of a student. This may require interventions under the behaviour management policy, and such interventions, including the impositions of sanctions, invariably have a pastoral and educative dimension.

Christ Church offers many levels of support for its international students, who receive help and assistance from school staff in a caring and welcoming environment.

Monitoring students' pastoral care is the direct responsibility of:

- The class teacher from Pre-Kindergarten to Year 6
- The tutor, Year Group Coordinator, and Head of House from Years 7 to 12
- The Boarding Year Coordinators and the Head of Boarding for boarders

Contact details for staff are available in the relevant handbooks for Preparatory School, Senior School and Boarding. You will be introduced to your son's teacher, tutor, Head of House, Year Group Coordinator and Boarding Year Coordinator during the orientation process. These staff should be the first point of contact for any concerns about your son's general welfare and progress.

### **The role of the Director of Boarding and Boarding Year Coordinator**

The Director of Boarding has an overarching responsibility for the academic and pastoral welfare of the boys living in the boarding house, and is supported by boarding coordinators, housemothers, and duty masters.

- Each year group in the boarding house has a specific Year Group Coordinator. This person is the main contact point for the student, and also liaises with parents and the boarders' local carers.
- Each student attends a regular tutorial group during school hours. Tutors are also responsible for overseeing the pastoral and academic aspects of each student, and are in regular contact with the Boarding Year Coordinator.

Specialist guidance and support is available from the Head of Senior School, Director of Studies and school psychologists. An outline of the specialist framework for our students is as follows:

### **School Psychologist**

The Psychology Services team at Christ Church Grammar School provide a variety of services for the school community, including individual counselling for students, direct psycho-educational assessment and indirect support for students by consulting with teachers and parents, as well as advice about prevention and intervention practices to support the whole-school population.

## **School Chaplain and Anglican Ethos**

Christ Church Grammar School is affiliated with the Anglican Church and it is compulsory for all boys to attend Chapel service once a week.

This regular contact with the Chaplain ensures that our students come to know him and feel comfortable seeking support when needed.

The Anglican Ethos is founded on Christian values; however, Christ Church Grammar School welcomes students from all religions. The School has students from a variety of faith backgrounds.

## **Legal services and the Fair Work Ombudsman**

International students have the same workplace rights as all other workers in Australia. Pay rates and workplace conditions are set by Australian Law. The [Fair Work Ombudsman](#) provides free advice and assistance to all workers to help them understand their rights, and translated information is available in multiple languages under the 'Language Help Section' of the website. If an interpreter is required, the phone line for the Translating and Interpreting Service is 131 450.

If you do wish to undertake part-time work whilst studying at Christ Church, the School recommends that you seek guidance from your Year Coordinator prior to making a commitment. The conditions of your visa should also be checked through the [Department of Home Affairs](#).

In the event of concerns, or you require to seek legal advice, please speak with your Year Coordinator or the Admissions Office as soon as possible.

## **Health Centre for medical support**

Christ Church Grammar School operates a comprehensive health service which is integrated across the full life of the School and works in close liaison with the school community. The Health Centre is located on our Claremont campus, adjacent to the Years 7 to 9 boarding house.

The Health Centre is managed and staffed by experienced registered nurses who are always available if you have a query about your son's health status, or an enquiry of a general nature.

To ensure the School has appropriate contact, medical information and consent to assist your son whilst on school campus and activities, please ensure you fill out relevant medical information and consent as soon as possible. Consent allows for your son to be seen by Christ Church Grammar School Health Centre registered nurses, receive medications and any services listed for First Aid and/or illness.

You will be informed of any significant care your son receives whilst attending the School's Health Centre, or contacted by a registered nurse on duty if your son falls unwell and requires to be taken home.

All medical information is kept in strict confidence, and any access to this information is regulated by the Manager of Health Services in conjunction with parents and guardians.

The Health Centre is open between the following times during school terms:

- 7.00am to 7.30pm from Monday to Friday
- 7.30am to 12.30pm on Saturday
- 5.00pm to 8.00pm on Sunday

The registered nurses are on-call outside of these hours for boarding student requirements, and emergency contact numbers will be provided to you as part of your boarding package.

### **What to do in the event of an emergency**

Dependent on the nature or urgency of the emergency, the following steps are available to the student and parent:

1. Contact the Boarding House reception on 9442 1633 or Christ Church Grammar School reception on 9442 1555.
2. Contact your Boarding Year Coordinator (mobile number provided prior to commencement).
3. Contact the Director of Boarding (mobile number provided prior to commencement).

If the emergency is life threatening or time critical, dial 000 (triple zero) within Australia.

An operator will answer your call and ask whether you need police, fire and rescue, or an ambulance.

## **12. School involvement**

A quality education demands a balance between every aspect of school life. The diverse co-curricular programs at Christ Church not only complement and broaden the day-to-day curriculum but also offer further opportunity for skills development, creative expression, innovation and teamwork.

### **Sport and co-curricular activities**

Students at Christ Church are expected to participate in co-curricular activities. From Years 7 to 12, boys attend sports training one or two days a week, either before or after school. During Years 7, 8 and 9, boys compete in sporting competitions each Friday afternoon, with Years 10, 11 and 12 boys competing each Saturday morning. The annual camps in Years 7 to 10 take boys on a journey from Koorinal, the School's Outdoor Education campus near Dwellingup, to Shark Bay onboard the STS Leeuwin II, and culminates in an 11-day expedition in the D'Entrecasteaux National Park around Walpole.

There is a diverse range of co-curricular activities and Inter-House competitions. Your son will be expected to enter fully into the life of the School. This compulsory aspect of Christ Church life creates an atmosphere of teamwork, healthy competition, camaraderie between students and community spirit.

### **Cultural engagement**

Christ Church is a connected community that encourages all students to engage in the cultural life of the School. This includes active participation in the House systems, engaging in out of school activities and representing the School by taking part in national and international tours. The cultural life of the School manifests itself in a rich academic program, assemblies, chapel, special events, extra-curricular activities and parent engagement. Regular cultural, language, community service and sporting tours are a feature of our diverse cultural engagement program.

## The Arts

We celebrate the Arts in all their forms at Christ Church.

Our visual arts subjects, ranging from Dance and Drama through to Music and Media, are popular amongst boys of all ages. Our teachers, artists themselves, are skilled in designing innovative programs to extend boys' learning.

At Christ Church, the arts sit comfortably alongside Rugby and Robotics, Cricket and Cadets, testament to the way the School celebrates masculinity and the varied passions and talents of boys across all programs.

Whether a participant or spectator, all boys will benefit from the creative arts. The pleasure and emotional stimulation of a personal 'felt' response, central to each boy's journey, connects him more deeply to his world and opens him to new ways of thinking.

The experiences and knowledge a boy acquires from engaging in artistic pursuits assists him in developing crucial 21st century skills – *critical thinking, creativity, collaboration and communication* – are vital for his success at school and beyond.

The arts enhance a student's education and overall development in many ways:

- learning to read music and understanding rhythm and pitch have a direct effect on a student's ability to comprehend mathematical concepts
- studying the lyrics of music can teach phonics, vocabulary and history
- mastering an instrument or memorising lines teaches a student about hard work, practice and discipline
- working in a group, such as an orchestra, band, cast or crew, develops collaboration, co-operation, negotiation and teamwork skills
- increases cultural appreciation

### 13. Refund Policy

The aim of this policy is to ensure that parents are aware of fees and charges payable in the event their son is unable to commence at the School, or withdraws from the School.

<b>Reason for refund</b>	<b>Notification period</b>	<b>Refund</b>
Student's application for a visa is unsuccessful	As soon as practical  Refer ESOS Act 2000 Subdivision B – Student Defaults Section 47D and 47E	Total course fees received, less the lesser of: 5% of total course fees received before default; or The sum of \$500
Student issued with a student visa withdraws	Between acceptance of offer and 10 weeks or more prior to agreed starting date	Total course fees received, less the lesser of: 5% of total course fees received before default; or The sum of \$500
	Between acceptance of offer and less than 10 weeks prior to agreed starting date	Total course fees received, less 25% of the current annual FFPOS tuition fees
	After course commences with appropriate period of notice (one school term or the equivalent of 10 weeks)	Unexpended course fees, calculated on a pro rata basis, proportional to the amount of time the student is at Christ Church Grammar School
	After course commences without appropriate period of notice (one school term or the equivalent of 10 weeks)	Course fees received, less 25% of the current annual tuition fee for FFPOS

Christ Church Grammar School withdraws the offer or fails to provide the course offered	Prior to agreed starting date or after commencement  Refer ESOS Act 2000 Subdivision A – Provider Defaults Section 46A and 46B	Full refund of total course fees, or refund of unexpended course fees, calculated on a pro rata basis, proportional to the amount of time the student is at Christ Church Grammar School
Student withdrawn due to a serious breach of the international student visa conditions. Failure to maintain: satisfactory course progress, satisfactory attendance. Approved welfare accommodation arrangements (visa conditions 8202 and 8532)	After course commences	No refund
Failure to pay course fees	After course commences	No refund
Any behaviour resulting in enrolment cancellation at Christ Church Grammar School as per the School 'Student Code of Conduct'	After course commences	No refund
Total course fees are equal to 'tuition' and 'non-tuition' fees		
Application and enrolment fees will be refunded in full if the enrolment ceases prior to, or during, the first semester of enrolment.		

Exceptions to the Refund Policy may be made when the reason for student withdrawal is of a compassionate nature, including:

- Death or serious illness of a family member, serious illness or disability of the student; or
- Political or civil event, or natural disaster in home country that prevents continuation of studies.

### **Terms of refund**

1. Fees are as per the Christ Church Grammar Fees Policy and Schedule for Full Fee-Paying Overseas Students. All refunds will be made to the payee in Australian Dollars by electronic transfer within two weeks of confirmation of the reason for withdrawal.
2. Any refund of course fees in the event of visa refusal or school default is prescribed by Sections 47D (4) and 46D of the ESOS Act.

### **Role of the Tuition Protection Service (TPS)**

In the unlikely event Christ Church ceases to provide a course of study and Christ Church is at fault, all unspent, pre-paid tuition fees (and associated fees) to date, will be made to the payee in Australian Dollars by electronic transfer within two weeks of the default day. The TPS ensures that international students are able to either:

- Complete their studies in another course or with another education provider; or
- Receive a refund of their unspent tuition fees.

More information on the Tuition Protection Service can be accessed at <https://tps.gov.au/>.

## **14. Student visa requirements**

### **Change of living circumstances (local carer and/or guardian)**

Christ Church Grammar School must be informed within seven days of any change of living circumstances, including change of accommodation and local carer and/or guardian details.

## **Satisfactory attendance and progress**

International students must make satisfactory attendance and academic progress in order to maintain a student visa.

- Satisfactory attendance is defined as attending a minimum of 90% of classes.
- Satisfactory progress is defined as attaining a 'C' average across a semester.

Where Christ Church assesses an international student as not achieving satisfactory progress across a semester, the parents (and student if appropriate) will be contacted and an intervention strategy will be agreed and implemented in order to maximise the student's opportunity for success.

## **15. Cancellation of enrolment**

Unsatisfactory progress, poor attendance (across a second semester) – as detailed in the Attendance and Academic Progress Policy for FFPOS, non-payment of fees, or a serious breach of the Student Code of Conduct, may ultimately lead to the cancellation of the student's enrolment at Christ Church Grammar School, and a report to the Secretary of the Department of Education through PRISMS.

If this occurs, the student may need to seek advice from Immigration on the potential impact, as there may be implications for the ongoing viability of the student's visa. The School will uphold Standards 9 and 10 of the National Code 2018 when assessing and administering a deferment, suspension, or cancellation of enrolment.

## **Student Welfare Arrangements in the event of a Cancellation or Suspension of Enrolment**

If a student is suspended, or their enrolment is cancelled, Christ Church will continue to approve the welfare arrangements for that student until any of the following applies:

- The student has alternative welfare arrangements approved by another registered provider;
- Care of the student by a parent or nominated relative is approved by Immigration;
- The student leaves Australia; or

- Christ Church Grammar School has notified Immigration under Standard 5.3.6 that it is no longer able to approve the student's welfare arrangements or under Standard 5.5 that it has taken the required action after not being able to contact the student.

## **16. Deferral or cessation of studies**

Student visa conditions specify that international students must remain enrolled and attend a full-time course of study. Christ Church Grammar School is required to advise the Department of Home Affairs when a student fails to commence a course or withdraws before the course ends. Deferral or cessation of studies for a period of time may result in the student visa being cancelled by the Department of Home Affairs if a student is not attending a full-time course of study.

If a student wishes to defer or cease his studies with Christ Church Grammar School, the request should be made by the student's parents or legal guardian(s) to the Deputy Head of School, in writing. The Deputy Head of School will consider the request for deferment, or suspension of study for the student within 10 working days. A written response will be sent to the family, and documentary evidence of the assessment of the application will be placed on the student's file.

Christ Church Grammar School will advise a student in writing of its intention to notify the Department of Education and the Department of Home Affairs via PRISMS of its intention to report a student's deferral or cessation of studies. A student will be allowed 20 working days to access the provider's internal complaints and appeals process, unless extenuating circumstances relating to the welfare of the student apply.

Please refer to 'Cancellation, Deferral or Cessation of Studies Policy' for more detailed information.

## **17. Complaints and Appeals procedure**

Christ Church Grammar School has a complaints and appeals process to help students resolve their issues. These processes are independent of your son's enrolment (making a complaint will not affect the enrolment) and will be available at little, or no cost to you.

It is always the intention of the School to work constructively and cooperatively with students, parents and legal guardians, and we expect that regular communication through the School's well-established pastoral and academic care systems will allow the majority of issues to be resolved. However, if an issue is unable to be resolved through the normal course of communication, and the student enrolment is to be suspended, they may access the School's [Complaints and Appeals process](#) as follows.

### **Internal process**

The student will be allowed 20 working days to access the School's internal Complaints and Appeals process. A complaint should be submitted in writing to the Principal, of which the following will then apply:

1. Assessment will begin within 10 working days, and a meeting with the Principal will be arranged. The Principal may ask other staff to attend the meeting (such as Deputy Head of School, Head of Boarding, Boarding Year Coordinator, Tutor, Year Group Coordinator or Christ Church Psychologist).
2. The student may be accompanied by a parent/guardian, or a support person.
3. Following the meeting, a written statement will be provided outlining the outcome of the meeting and any decisions made, along with the reasons for the decision(s).

If the complaint relates to the Principal, the student and his family may send a written complaint to the Deputy Head of School or the Director of Finance. Please contact the Admissions Office for guidance.

### **Student enrolment during the Complaints and Appeals process**

The School will uphold Standards 9 and 10 of the National Code during the Complaints and Appeals process.

- During the internal process, the School will maintain the student enrolment.
- Dependent on the nature of the suspension, the Principal will decide whether the student is allowed to attend classes and/or remain in the boarding house. In the event that the overseas

student is required to be removed from the boarding house, the local carer will be asked to accommodate the student. Under these circumstances it is preferable, and an expectation, that a parent or guardian fly to Perth as soon as possible in order to discuss and resolve the situation.

The School will await the outcome of the appeals process before notifying the Department of Education through PRISMS of the change to the student enrolment. The student will only be reported through PRISMS after:

- The internal process has been completed and the breach has been upheld
- The student has chosen not to access the internal complaints and appeals process within the 20-working day period
- The student withdraws from Christ Church Grammar School (in writing)

Following the internal complaints process, if the student (and family) is not satisfied with the outcome or the recommendations made, the School will advise the student (and parents) within 10 days, that they may appeal the decision through the Overseas Student Ombudsman – an impartial, external body.

### **Overseas Student Ombudsman**

In the unlikely event that an issue is unable to be resolved through either the School's internal Complaints and Appeals process, the student may appeal through the Overseas Students Ombudsman. Family or friends of the student may also contact the Ombudsman. The Overseas Student Ombudsman is independent and impartial. You may make a complaint in your own language, and the Ombudsman will cover the costs for an interpreter if required.

### **External appeal in favour of the overseas student**

If the external appeal is against the School's decision to report the student for poor attendance, progress, serious breach of school code of conduct, or failure to pay fees, Christ Church will immediately implement the decision or recommendation and/or take the preventive or corrective action required by the decision, and advise the student of that action (in writing).

## **Student record of complaint or appeal**

A written record of the complaint or appeal, including a statement of the outcome and reasons for outcome will be provided by the Principal (or his representative) to the student's parents. The record will be maintained on the student's file in perpetuity.

### **18. Overseas Student Transfer Policy**

In the Schools sector, international students are restricted from transferring to another provider until they have completed the first six months of their first school course, not the principal course.

- In this case, Christ Church Grammar School will not consider or accept an application from an overseas student unless the transfer reason meets an exception under the National Code (Standard 7).

### **Steps to request a transfer**

If a student wishes to transfer from Christ Church Grammar School to another provider during the first six months:

- A transfer request must be made in writing to the Principal, clearly outlining the reasons for the request. Should the student be under 18 years of age, the request must be from the student's parents. If they are over 18 years of age, Christ Church still requires a written communication from the student's parents, indicating their support for the transfer.
- The request will be responded to as soon as practicable, within 10 working days.
- Christ Church Grammar School will always consider the wellbeing of the student when considering a transfer request, and uphold the requirements of the National Code (Standard 7).

### **Approval of transfer requests**

Christ Church Grammar School will grant a transfer request if it is in the student's best interests, including but not limited to where the Principal has assessed that:

- The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging an intervention strategy to assist

the student in accordance with Standard 8 (overseas student visa requirements)

- There are compassionate or compelling circumstances.
- Christ Church Grammar School is unable to deliver the agreed course as outlined in the written agreement, and there is evidence that the student's reasonable expectations about their current course are not being met
- The student demonstrates that the new course more appropriately meets the capabilities and/or long term goals of the student
- The student wishes to gain access to greater support (including academic, cultural and personal) with a new provider
- There is evidence that the student was misled by Christ Church and the course is therefore unsuitable to their needs and/or study objectives
- An appeal (internal or external) on another matter results in a decision or recommendation to release the student
- The student's enrolment has been suspended or cancelled
- If the student has a valid offer of enrolment from a new provider, and the provider has indicated their willingness to accept welfare responsibility for the student if he is under 18 years of age

If a release is granted:

- There will be no cost to the student
- The student must contact the Department of Home Affairs to seek advice on whether a new student visa is required

### **Refusal of transfer requests**

A transfer may be refused if:

- The student does not have permission from his parents or legal guardians
- The student is unable to provide a valid offer of enrolment with a new provider

The School will notify the parents in writing, the reasons for the refusal. The family will then have 20 working days to access the

Complaints and Appeals process (in accordance with Standard 10 of the National Code).

In the event of an appeal, Christ Church will not finalise the student's refusal status in PRISMS until the appeal finds in favour of Christ Church, or the student has chosen not to access the Complaints and Appeals processes within the 20-working day period, or the student withdraws from the process.

## **19. Personal information**

In some instances, personal information may need to be shared between Christ Church Grammar School and the Australian Government. This may also involve designated authorities and, if relevant, the Tuition Protection Service. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.

## **20. ESOS Framework**

If you would like to access further information about the ESOS framework, please click [here](#).

## **21. Other important information**

To ensure your son's transition to Christ Church Grammar School is as smooth as possible, it is important that we receive as much relevant information as possible.

- You will need to finalise your son's travel arrangements. If he returns to his home country during holiday and school term breaks, you will need to make bookings well in advance. To meet your son's student visa requirements, it is important that he leaves school at the end of term and returns before the new term begins.
- Overseas students may not drive whilst a student at Christ Church Grammar School.
- The possession, distribution or use of any form of illegal substance under Australian law or any type of offensive weapon or behaviour illegal under Australian law will lead to the

immediate dismissal of the student from Christ Church Grammar School.

- Overseas students are expected to participate fully in the academic, sporting and social life of Christ Church Grammar School. Our international students are encouraged to speak English whenever possible and to observe Australian customs of social courtesy and behaviour. In return, Australian students are expected to respect the different cultural backgrounds and experiences of their overseas peers. An unwillingness to be an active and committed member of the Christ Church community will lead to a review of the student's enrolment by the Principal.

With exceptional teaching staff, the School delivers an outstanding program combined with the best features of a non-selective school (a balanced education and diverse student body). Christ Church is distinguished by an involved and wonderful community, with parents encouraged to participate in many aspects of school life. Places at the School are in demand as it offers academic excellence combined with character development.

If you feel that Christ Church is the right place for the next step in your son's educational journey, we encourage you to contact us soon.

For further information:

Susie Gill  
Admissions Registrar

T: +61 8 9442 1512

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Christ Church  
Grammar School  
PERTH, WESTERN AUSTRALIA