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WELCOME TO TRINITY

We understand that it can be difficult moving to a new school without friends and family and so we have prepared this booklet to give you important information about daily life at the School.

You will be supported by various members of staff, such as the International Student Coordinator, your Head of Year, and Head of House, along with other international students who have been appointed mentors for your commencement.

Please remember to ask questions of our staff and students as they want to make your transition as comfortable as possible.

Location: 5 km from Central Business District
Main Campus in Kew
Sports Fields – 10 minutes by bus from Kew Campus

School Population:
Currently we have 1,370 students from Prep to Year 12. 25 of these students are international students from different Asian countries.

School hours: 8.30am – 3.15pm Mondays
8.20am – 3.15pm Tuesday to Friday

Coordinate Program

Some and not all, Year 11 and 12 classes may be combined with girls from Ruyton Girls’ School (a very short distance from Trinity). This allows for flexibility of subject choices. In all other aspects, the School is an all boys’ school.
Pastoral Care Support Staff

There are a number of people who are here to help you.

International Student Coordinator
Our International Student Coordinator will help you adjust to life at Trinity. If you have any concerns or problems, please speak to Ms Yu. Ms Yu speaks Mandarin and Cantonese.

Ms Vicky Yu
International Student Coordinator

Head of Year teachers
The teacher in charge of your year level is called “Head of Year”. This person is there to help you with most of your daily problems like, where to go for an assembly or a class or what is happening and when.

Mr Fred Brown-Greaves
Head of Year 12

Mr Steve Maus
Head of Year 11

Mr Leigh Attwood
Head of Year 10

Career Guidance Counselling
If you need any information about tertiary courses and entrance, please make an appointment to see Ms Herbst.

Ms Jenny Herbst
Career Guidance Counsellor

Mrs Mandy Coxon
Registrar
Registrar
The Registrar will assist with homestay, guardianship, visas, passports and health cover.

Form Teachers
You will be allocated to a Form and the Form Teacher will record your attendance each morning and give you daily notices.

Heads of House
You will be allocated a House and you will represent your House in various competitions. Any queries about these activities can be directed to your Head of House.

Counselling - A counselling service is also available to all students and you can make an appointment. Sessions are highly confidential.

Guardian
Your guardian is also responsible for your welfare while you are enrolled at the School. He/she should contact you at least on a weekly basis. We will be in touch with your guardian from time to time, but particularly if you are having difficulty in settling in, or if we have any concerns about your attendance or performance at school.

Your guardian may also assist you with airport pick up.

Accommodation
To ensure your safety and well-being, all students must live in school approved homestay or our boarding house. No student is allowed to live alone, or with other students.

If you need any help with your accommodation or wish to change your homestay, please see the International Student Coordinator, Ms Vicky Yu, first. The Registrar, Mrs Mandy Coxon, will assist with homestay changes.

Homestay parents are always mindful of wasting water or electricity/gas. Please be careful by having short showers and turning lights and heaters off, when not required.

Please ensure you speak to your homestay parent about arrangements for payment of telephone calls and internet usage when you first move in to come to an agreement about costs.

Most Australians cook a variety of foods, including Asian foods, but if you find you cannot eat the food served, please ask your homestay parent to include foods you like.

Your homestay will have some house rules and you should try to fit in with what they require. This makes for a pleasant stay all round.
Health Cover (OSHC)
Your OSHC will commence the day you arrive in Melbourne. The Registrar, Mrs Mandy Coxon, is responsible for payment of your membership for the duration of your course at Trinity. All students who become NEW Medibank OSHC members MUST register their details with Medibank OSHC in order to have their membership care posted to them. This registration process must be done within 60 days of the start date.

Students who have renewed their Medibank OSHC are not required to re-register.

Completing your registration
To complete your registration go to www.medibankoshc.com.au, select ‘OSHC members’ and then follow the prompts. Medibank OSHC will post a membership card to the Australian address you have given.

Medibank Overseas Student Health Cover will provide
- Cover if you need to go to hospital
- Cover if you need to visit a doctor or specialist.
- Medical services provided out of hospital (e.g. specialists, pathology and x-rays)
- Medical services provided when admitted to hospital (surgeon’s fees, anaesthetist’s fees)
- Ambulance Services
- Benefits for some prescription medicines

Please refer to the sheet attached for a detailed list of medical and hospital cover.

Nurse
If you are unwell at school you can see the School Nurse who will attend to you.

Subject Selection
In the few months prior to entry, during the orientation program, you will you’re your Head of Year to discuss subject selection. For those students not in Melbourne, we will send information through the post.

Students entering Year 10 have a range of subjects to choose from which are more interest-based, in addition to their compulsory subjects.

The VCE subjects need to be carefully chosen to take into account certain pre-requisites for study at tertiary level.

The Careers Guidance Counsellor, Ms Herbst, can assist you with your choices or change of subjects at any time.
Students who have difficulty with any subject can change within three weeks of commencement. Students must make a request through their Head of Year.

**Books and Stationery**

A Booklist is issued in November prior to entry and you can order your books online through the suppliers using a specific school code. Once you have selected your subjects, the books will be delivered to the School on the day set out on the Booklist.

Our book suppliers are -

Campion Education (Aust) Pty Ltd
632 Mitcham Road, Mitcham
(03) 9837 2650
www.campion.com.au

**School Uniform**

School uniforms are worn by all students. There is a winter and summer uniform and a sport uniform. The official supplier of these uniforms is –

Bob Stewart
205 High Street Kew, 3101
Tel  9853 8429
bobstewart.com.au

Alternatively, second hand uniform items can be purchased at the Trinity Uniform Shop. Opening hours for the Trinity Uniform Shop are between 3.00pm and 4.00pm Thursdays, during term time.

Please note that outrageous hairstyles and hair colours are not allowed.

**Transport**

The School is easily accessed by trains, trams or buses, which run regularly and stop within close walking distance of the School.

You must have a Myki card to travel on Melbourne's trains, trams and buses and V/Line regional services.

The reusable smart card is easy to use. You simply top up before your journey and then touch on and touch off at the myki reader as you travel.

You can buy and top up your myki at nearly 800 retailers including all 7-Eleven stores, the ticket office window at premium stations and staffed V/Line commuter stations, from a myki machine (full fare myki cards only) located at all train stations and major tram and bus interchanges, and on the myki website or by calling 1800 800 007 (6.00 am – midnight daily).

Fines are imposed for travel without a ticket.

SkyBus runs a reliable, low-cost airport service between Melbourne Airport (Tullamarine) and Southern Cross Station in the city centre, 24/7, with day departures every 10 minutes. Book your ticket online at www.skybus.com.au
Attendance

You are expected to be at School 10 minutes before commencement every school day. If you are ill, your absence must be reported to the School by telephoning, 9854 8720 by 9.00am.

It is school policy that students will not be given permission to leave the School before the end of term, unless in exceptional circumstances. A letter must be addressed to the Headmaster for his consideration six weeks prior to the end of the term in which leave is sought. Students are also expected to arrive in Melbourne in time to commence on the first day of the school year.

Easter Service
The Easter Church Service is held before the end of Term 1 and all students must attend.

Presentation Night
Presentation Night is compulsory for all students to attend. This occurs in December and all students will need to make their travel arrangements to return to their home country after this date. Year 12 students may leave after their exams, but are strongly encouraged to attend Presentation Night, particularly if they are receiving a Prize.

Chapel Services
All students must participate in the religious life of the School. You are required to attend all chapel services and participate in religious lessons.

Co-Curricular Activities
All boys participate in the Saturday morning sport competition. You can choose which sport you would like to represent the School in. Some of the sports you can choose from are basketball, soccer, table tennis and badminton. Two compulsory training sessions will run on two separate nights after school.

Your coach can help you arrange transport to the various sporting venues.
You are encouraged to be involved in other activities like drama, debating and leadership programs. Your Head of Year, Head of House and Form teachers will advise you about these activities.

**Passports and Visa Conditions**

A valid passport and visa is required for study in Australia.

Failure to maintain satisfactory attendance at classes can result in the cancellation of your student visa. Student attendance is checked and recorded daily and assessed regularly.

Failure to maintain satisfactory academic progress can result in the cancellation of your student visa. The School will monitor, record and assess course progress of each student. The course progress will be assessed at the end of each semester.

**Contact Details**

You must notify the School immediately, if you have a change of contact details (address, telephone, and email address). This is a condition of your student visa.

**Orientation**

An orientation program is held in late October for new students. This program runs for three days and gives students the opportunity to experience the daily routine of school and participate in classes, prior to commencing the following year. Subject selection will be discussed as well. Most students will take the time out of their High School Preparation course to attend. Those who do not require a language course prior to commencement will be sent subject selection forms through the post.

**Grievances**

The purpose of Trinity Grammar School’s Complaints and Appeals Policy is to provide a student or parent or guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint. These internal procedures are a conciliatory and non-legal process.

Grievances brought by a student against another student will be dealt with under the School’s Behaviour Policy/Code of Conduct.
Lodging a complaint

If a student is not satisfied with any decision made by the School which affects him he should -

- discuss the dispute with his Head of Year or the International Student Coordinator who will assist with resolution of the matter.
- If he is still not satisfied, he is able to put his concern in writing addressed to the Deputy Headmaster School Management, who will convene a meeting involving the Head of Year, International Student Coordinator and other Staff relevant to the issue.
- Complaints will be treated in confidence and with respect.
- Students have the right to be supported by another person at these meetings if they wish.
- The formal complaints process will commence within 10 working days of the date of lodgement of the complaint with the Head of Year or International Student Coordinator.
- The student will be informed in writing of the outcome and the reasons for the outcome.
- The School will immediately implement the decision and any corrective and preventative action required.
- This process will be at no charge to the student.

If the complaints procedure does not find in favour of the student, he will be advised that he has a right of appeal at no cost through an independent external appeal avenue. If the student wishes to take this course, he can contact the Overseas Student Ombudsman. See the Overseas Student Ombudsman website www.oso.gov.au or phone 1300 362 072.

Information about any support services or legal services will be provided to the student at no additional cost from the School. If the School refers the student to external support services, the School will not charge for referral.

For the duration of the internal appeals process, the student is required to maintain enrolment and attendance at all classes as normal, unless extenuating circumstances prevail.