



## International Student Handbook

2022

## Mueller College Directors

Mr A J F Hatch,	BEd(Sec) (Chair of the Board)
Mr R L Heazlewood,	MSc, BSc (Hons), MRACI
Dr M D Heazlewood,	MB, BS, MA, DipPM, ThL, FRACGP
Mr S Ginn,	DipTh
Dr D Taylor,	BSc MBBS FRACGP
Mr A L Potts,	B.Bus (Acc), GradDipCA
Mr A S Beveridge,	GradDipMin

## Head of College

Mr Paul Valese

## Deputy Head of College

Mr Todd Langford

## Primary School

Head of Primary  
Early Years Learning Centre

Mrs Sarah Grady  
Miss S Coulson

## Secondary School

Head of Senior School

Mr Ben Stiller

## Heads of Department

Maths	Mr R Everitt
Science	Mr S Dickfos
Technologies	Mr C Gator
Arts	Mr S Ratcliffe
English	Mrs A Dickfos
Humanities	Mr M Peasey
VET	Mr B Sadler
Careers Guidance Counsellor	Mrs L Stokes

## Support Services

Workplace Health and Safety Officer	Mr R Calderon
Chief Financial Officer	Mr David Litke
Technologies Manager	Mr Anthony Kuhl

Welcome to Mueller College.

We are delighted to have you with us at Mueller College. We hope you have a wonderful time at the College and in Australia. We are here to help you, so please feel free to ask us as many questions as you like.

On your first day at the College you will be given a copy of this handbook. Please read all the information carefully. It will help you to familiarise yourself with the College Staff, College rules and other useful tips about life in Australia.

You will be introduced to all key staff at Mueller. The International Coordinator will be your first contact person and will look after you. You will also have access to other staff that will be able to help you with any concerns or problems.

If you are confused or don't understand something, remember to ask your friendly Coordinator for assistance.

We hope you make a lot of friends, have fun and most importantly work very hard at the College, so you can be successful in your studies.

Warmly Welcomed

Mr Paul Valese

Mr Paul Valese

Mueller College Head of College

<b>FOUNDATIONS OF MUELLER COLLEGE</b>	<b>6</b>
College Mission Statement	6
Goals And Objectives:	6
College Administration	6
Chaplaincy Services	7
College Facilities	7
College Policies	7
<b>IMPORTANT CONTACT DETAILS</b>	<b>8</b>
Mueller College	8
International Student Contact	8
Emergency Telephone Numbers:	8
Department of Immigration and Citizenship (DIAC)	8
<b>KEY STAFF MEMBERS</b>	<b>9</b>
<b>STUDY PROGRAM</b>	<b>10</b>
Daily Routine	10
Supervision Outside School Hours	10
School Bell Times	10
Courses of Study	10
Primary	10
Middle School	10
Middle Secondary	11
Senior Secondary	11
Vocational Education Subjects and Traineeships	12
Authority Registered Subjects will not contribute to an O.P.	Error! Bookmark not defined.
Subject Changes	12
Assessment and Reporting	12
Homework and Assignments	13
Tutorial Service	13
Booklist and Stationary	13
Work experience/Work Placement	Error! Bookmark not defined.
Excursion/Camps	13
<b>UNIFORM REQUIREMENTS</b>	<b>14</b>
<b>GENERAL INFORMATION</b>	<b>16</b>
School Captains, Prefects and Student Leaders	16
Code of Conduct	16
Detentions and Suspensions	17
Communication	17
Absence from School	18
Sick Students	18
First Aid	18
Infectious Diseases	18
Medication	19
Late Slips and Early Departures	19
Visitors	19
Friendships	19
Lost And Found	19



Mobile Phones	19
Internet Safety Tips for Parents	20
Money and Valuables	21
Portable CD Players, IPODS, MP3'S AND MP4'S etc.	21
Car Park and Internal Road Safety	21
School Crossing Safety	21
Cycling	22
<b>BUS TRANSPORT</b>	<b>23</b>
<b>PROCEDURE FOR TUCKSHOP</b>	<b>25</b>
<b>MUELLER COLLEGE PRIVACY INFORMATION NOTICE</b>	<b>29</b>
<b>COLLEGE MAP</b>	<b>31</b>
<b>HELPFUL INFORMATION ABOUT AUSTRALIAN FAMILIES</b>	<b>32</b>
Use of Homestay Facilities	35
Homestay Rules	36
Behaviour Management	38
Australian Culture	39
<b>Public Holidays &amp; Special Celebrations:</b>	<b>42</b>
New Year	42
Australia Day	42
Easter	42
Anzac Day	43
Labour Day	43
Queen's Birthday	43
Melbourne Cup Day	44
Christmas	44
<b>HOME FIRE SAFETY</b>	<b>46</b>
<b>SUN SAFETY</b>	<b>47</b>
<b>BEACH SAFETY</b>	<b>48</b>
<b>BUSH AND OUTBACK SAFETY</b>	<b>50</b>
<b>STORM SAFETY</b>	<b>51</b>
<b>DANGEROUS PLANTS AND ANIMALS</b>	<b>53</b>
<b>ANAPHYLAXIS</b>	<b>54</b>
For all other bites and stings: Seek or apply basic first aid.	<b>54</b>

## **FOUNDATIONS OF MUELLER COLLEGE**

### **MINISTRY OF MUELLER COMMUNITY CHURCH**

Mueller College has been developed as a ministry of the Mueller Community Church. It is a part of the church vision to become more effective in outreach and service to the local community and further afield in global evangelism.

#### **College Mission Statement**

The aim of Mueller College is to prepare its students for life in the world and eternity by applying Biblical principles through excellent education in a distinctly Christian environment.

#### **Goals And Objectives:**

- To present God as Sovereign Ruler of all things and Christ, His Son as Saviour and Lord, through the power of the Holy Spirit.
- To prepare educational programs which are in harmony with the revealed truth of the Bible and fulfil Government educational requirements consistent with this truth.
- To help students develop and use their God-given talents in the service of God and mankind by providing quality educational programs addressing spiritual, academic, physical, social and emotional needs.
- To teach students a Biblical world view, their roles and responsibilities as individuals and as members of the community.
- To present to students the choice they have in becoming a disciple of Christ and to help them understand the consequences of their decision.
- To resource the College with dedicated Christians, committed to the Mission of the College, who, through professional skills and spiritual gifts, influence and encourage students and the wider College community in the ways of God and recognise the role of faith in their ministry.
- To support families in the role of raising their children and to encourage them to be involved in the life of the College.
- To create an educational environment which encourages students to learn of God and respond to Him in love and obedience.
- To encourage the College community to be active participants in their local Churches.

#### **College Administration**

The Management Committee consists of the College Directors, Head of College, Deputy Head of College and Site Manager. Its primary function is to:

- promote Christian education
- be responsible for financial management
- develop and maintain facilities and resources
- employ teaching personnel
- manage the College consistent with the aims and purposes of the church

The Executive Director, as Chairman of the Management Committee welcomes any enquiries regarding the Mission Statement, Goals and Objectives, and College Administration.

**The Head of College is responsible for:**

- the welfare of all students and staff,
- the smooth and efficient school operation,
- enrolments and continuing attendance,
- ensuring educational programs, resources and facilities are appropriate and adequate,
- ensuring professional development and support of staff is consistent and ongoing,
- providing open communication for the whole College community,
- advising the College Management Committee and the Faith and Action Association.
- advising all relevant stakeholders and authorities (CRICOS)

Appointments to discuss day to day affairs of the College with the Head of College, should be made through the College office (3897 2990).

**Chaplaincy Services**

In keeping with the Mueller College mission statement the aim of the College is to prepare students for life in the world and eternity by applying Biblical principles through excellent education and exemplary Christian living. Chaplaincy services seek to facilitate this aim and provide effective counsel and support to students and families open to such support.

Chaplains at Mueller College operate in both the Primary and Secondary schools. Each sub-school has a dedicated chaplain, specifically focussing on the needs of the students at their stage of schooling. Chaplaincy services are voluntary, with students able to freely approach a chaplain at any time.

**College Facilities**

Mueller College commenced in 1990 using temporary accommodation while its first primary school building was being constructed. Students and staff moved into the new premises at 75 Morris Road, Rothwell, in January, 1991. A substantial building program has been implemented to provide the necessary facilities for our school population.

There is a tax deductible Mueller College Building Fund and Mueller College Library Fund. Families are encouraged to donate to either or both of these funds. A suggested family contribution is \$300 per year to either fund. Cheques should be made payable to the particular fund.

**College Policies**

Mueller College is strongly committed to the care and well-being of students and staff and maintains Policies on many issues, including Child Protection, Bullying and Harassment, Emergency Procedures, Crisis Care and Counselling, Drugs, Workplace Health and Safety and Privacy. Policies may be accessed by contacting the Head of College or the Workplace Health and Safety Officer or the College website at [www.mueller.qld.edu.au](http://www.mueller.qld.edu.au).

The interests of the students are best served when home and school are united in their approach. Parents are therefore required to support the Policies and Guidelines of the College, including matters of discipline, attendance, and completion of prescribed homework, assessment items and the correct wearing of school uniforms. Reference should be made to other sections in this Parent Handbook for further details on policies, guidelines, codes of behaviour, dress etc. These may be varied at any time by announcement at school assembly and publication in the school's newsletter or through daily notices to students.

## IMPORTANT CONTACT DETAILS

### Mueller College

75 Morris Road  
Rothwell  
Queensland 4022  
Phone: (07) 3897 2990  
Fax: (07) 3204 0404  
Email: [admin@mueller.qld.edu.au](mailto:admin@mueller.qld.edu.au)  
Website: [www.mueller.qld.edu.au](http://www.mueller.qld.edu.au)

### International Student Contact

Mr Brynley Sadler  
Phone: (07) 3897 2874  
Email: [b.sadler@mueller.qld.edu.au](mailto:b.sadler@mueller.qld.edu.au)

### Emergency Telephone Numbers:

Police	000
Fire	000
Ambulance	000

*(000 calls are answered by an operator who will ask you about your emergency)*

### Department of Home Affairs

Ground Floor  
299 Adelaide Street  
Brisbane QLD 4000  
Office Hours: 0900-1600 Monday-Friday  
[www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)  
Phone: 131 881

## KEY STAFF MEMBERS

<i>Staff Member in this Role</i>	<i>Area of Responsibility for Overseas Students</i>	<i>Method to Contact / make Appointment</i>
<b>Mr Paul Valese</b>	Head of College	Main Office
<b>Mrs Linda Smith</b>	Registrar	Main Office
<b>Mr Adrien Bird</b>	Studies Co-ordinator	Main Office
<b>Mrs Namali Holwerda</b>	ESL Support	D25
<b>Mrs Leanne Stokes</b>	Careers Counselling	H202
<b>Mr Brynley Sadler</b>	Vocational Education and Training Coordinator	H202
<b>Mrs Jenny Wilson</b>	Student Monitoring	Student Services N2
<b>Mrs Naomi Kusic</b>	Personal Counselling	Appointment can be made through Main Office
<b>Mr Ralph Calderon</b>	Workplace Health and Safety	MPAC Level 3

## **STUDY PROGRAM**

### **Daily Routine**

Teachers are involved in fellowship meetings daily until 8.30am. Teacher supervision before this time is limited. School begins at 8.35am each day, the primary school finishes at 3.05pm and secondary classes at 3.10pm.

### **Supervision Outside School Hours**

Staff members are not rostered for duty until 8:00am each morning. Parents are discouraged from sending their children to school before this time. Staff members are also rostered to undertake supervision until 3:30pm each day. Parents are requested to ensure that their children have been collected or have left the school grounds by this time.

Parents wishing their children to be at school outside the hours of teacher supervision provider may avail themselves of the fee-for service arrangement of after-or-before-school care provide by OSHC staff (Outside School Hours Care).

### **School Bell Times**

	<b>PREP</b>	<b>PRIMARY</b>	<b>SECONDARY</b>
<b>Start</b>	8.45am	8:35 am	8:30 am
<b>Morning Tea</b>	10.45-11.20am	10:45-11:20 am	10:25-10:50 am
<b>Lunch</b>	12.55-1.30pm	12:55-1:30 pm	12:50-1:40 pm
<b>Finish</b>	2.45pm	3:05 pm	3:10 pm

## **Courses of Study**

### **Primary**

In accordance with the requirements of the Australian Curriculum, students study English, Mathematics, HASS, Science and HPE. Additionally, students study Music, Visual Art, Technology, Chinese, and Christian Studies. While all subjects have been written to be consistent with the Word of God, Christian Studies particularly teaches Godly values and attitudes. Students are expected to take part in all aspects of the program provided.

### **Middle School**

Consisting of a three-year transition from primary to senior school, the middle school program at Mueller College is designed to provide support and structure within an engaging environments with dedicated spaces, so our students reach their academic, social and developmental goals in a nurturing environment. A significant time of growth, change,

challenges and intense learning, this structure promotes a seamless curriculum from Prep to Year 12.

### **Year 7**

All Year Seven students are allocated to a form class and corresponding teacher. This teacher will work with the students for a significant portion of their timetable, teaching such subjects as English, Mathematics, Humanities and SL@M (Student Life @ Mueller). Depending on their personal area of expertise, they may also teach in areas such as the Arts, HPE and Music. In addition to those core subjects, students will study Design and Technology, Chinese, Christian Studies, and the Arts Rotation where they rotate through subjects such as Film and Television, Drama, Musical Theatre, Music, Visual Art and Dance.

### **Year 8**

Similar to the previous year, Year Eight students continue to be allocated a set timetable that explores the various options of subjects on offer at Mueller College.

### **Year 9**

In addition to their study of the core subjects of English, Mathematics, Humanities and Science, Year Nine students begin to experience more choice in their timetable and can select electives from an extensive list of options.

The year 9 Subject Selection Information booklet can be found here: [Year 9 Subject Selection](#)

## **Middle Secondary**

### **Year 10**

Students in Year 10 will study six subjects in preparation for the Senior Studies of Years 11 and 12. All students will study a common core of English, Mathematics, Global Perspectives, as well as THREE elective subjects.

The Year 10 Subject Selection Information Booklet can be found here: [Year 10 Subject Selection](#)

## **Senior Secondary**

### **Years 11 and 12**

Students will be required to study six subjects, with English being the only compulsory subject. Biblical Studies and Sport are part of the common core of the student's education. Students will be required to study a mathematics subject at least one semester in Year 11 to be eligible for a Queensland Certificate of Education (QCE).

The Senior Subject Selection Information can be found here: [Senior Subject Selection](#)

### **Vocational Education Subjects and Traineeships**

Vocational Education Subjects/Traineeships will be offered in some subject areas and may involve industry placement. Offerings will be confirmed by an interview with the Careers Guidance Counsellor.

### **Curriculum and Assessment Policy**

Please refer to the Curriculum and Assessment policy found here: [Curriculum and Assessment Policy](#)

### **Courses Approved by Queensland Curriculum and Assessment Authority**

Courses of study are approved by the Queensland Curriculum and Assessment Authority (QCAA). The Principal reserves the right to cancel any subject due to financial constraints, teacher unavailability or lack of participants in the subject.

### **Subject Changes**

If a subject change becomes necessary, this will need to be effected within the first three weeks of the semester. This requires consultation with the relevant teachers, the parents and the Future pathways department

### **Assessment and Reporting**

Assessment is on-going and regular, with Parent/Teacher interviews planned at various stages of the year. Formal written reports will be issued at the end of each Semester and will provide a summary of the progress of the student. Informal reporting will occur throughout the year through comments and suggestions on assignments, projects or homework. Parents are encouraged to communicate with class teachers if there are concerns or problems. Communication between parents and teachers can be greatly enhanced by the use of email.

Academic performance is monitored on a regular basis. Mueller College reports on student progress and reports issued at the conclusion of Term 1, 2 and 4. In cases where performance by a student does not match the student's ability, counselling occurs. If students continue to have difficulty and are not able to achieve what is considered by the College as satisfactory academic performance, then further consultation and parent involvement will occur.



## Homework and Assignments

All students will be expected to review all material covered during the school day and to complete tasks which may be assigned by the teacher. Set homework assignments will not be excessive for written and learning activities and will generally be as follows:

<b>Prep School</b>	No homework
<b>Year 1- 4</b>	Up to an hour per week
<b>Year 5-6</b>	Up to 2 hours per week
<b>Year 7</b>	Up to 3-4 hours per week
<b>Years 8-9</b>	Up to five hours per week
<b>Years 10-12</b>	Will vary per subject

All Primary children are expected to learn memory verses, review tables and spelling and read aloud to parents.

Homework should not be seen as an imposition on families. If there are any problems associated with this activity, please contact your class/subject teacher. Failure to adequately complete homework tasks by children in Years 7 to 12 will adversely affect their final results. Parents will be contacted in the event of continued failure by their children to complete homework tasks. Parents are expected to monitor homework by regularly viewing and signing your child's student Diary.

## Tutorial Service

Teachers of secondary students offer tutorials in some subjects during lunch breaks and also after school hours, by arrangement.

## Booklist and Stationary

Years 1-12 book list requirements can be located here: [Booklists](#)

## Excursion/Camps

Mueller College is committed to the provision of educationally valid excursions – including camps, as part of the school curriculum. Excursions will be prepared, managed, supervised and monitored in a way that seeks to ensure the health, safety and security of the participating students and staff, as well as others who may be affected by the conduct of an excursion.

## **UNIFORM REQUIREMENTS**

College is a Sun Smart Accredited School. All students are required to wear suitable sun protective hats and sunscreen for all outdoor activities. Sunscreen is provided by the College and kept in classrooms, sports kits and buses. The wearing of sunglasses is encouraged.

### **Suppliers**

All new Mueller College uniforms can be purchased through School Locker at North Lakes. They are open 7 days/week and have a dedicated Mueller College section in store which stocks the entire range of Mueller uniforms:

School Locker

4-6 Burke Crescent, North Lakes

Online Store: [www.theschoollocker.com.au](http://www.theschoollocker.com.au) P: (07) 3490 1400

### **SECOND HAND UNIFORMS**

Second hand uniforms are available at The Mueller Shop (N Block)

Hours: Tuesday 8am-11am Thursday 8am-11am

2:30-3:30pm on the first day of each term

P: (07) 3897 2767

E: [uniforms@mueller.qld.edu.au](mailto:uniforms@mueller.qld.edu.au)

### **UNIFORM SHOP INFORMATION**

**Prep, Primary, Middle and Senior Secondary School**

#### **FORMAL UNIFORM**

Formal Uniform must be worn on all days except specified Sports Days when it is replaced with the Sports Uniform. Primary Girls may wear Navy Bike Pants under the formal dress for modesty or warmth.

**FORMAL HATS** are to be always worn with formal uniform by all students in Years 7-12 when out of class.

**SHOES** Plain Black, leather, flat-soled lace-up school shoes are part of the formal school uniform. Thick-soled or platform shoes or buckled shoes are not permitted, due to workplace health and safety requirements. Velcro and "skate" shoes not acceptable.

#### **SOCKS**

**\*\* All Socks must be purchased from the Uniform Shop (see Uniform Requirements).**

**SPORTS UNIFORM** - Students must wear hats and sunscreen for all outdoor sports and bathing caps for swimming. The wearing of sunglasses is encouraged and these are available from the Uniform Shop. While House shirts are worn on other specific days, we ask that parents please check students' timetables to confirm days of wear.

**ADDITIONAL ITEMS** - All uniform items, (except shoes) are available from the Uniform Shop as well as a range of School accessories, Band, Choir and Orchestra Uniforms, including

assorted Spartan navy school bags with 12 months' warranty and Swimming bags in assorted colours, Bathing Caps and Sunglasses.

## **PREP AND PRIMARY REQUIREMENTS**

### **UNIFORMS PRIMARY**

## **SECONDARY REQUIREMENTS**

### **UNIFORMS SECONDARY**

## GENERAL INFORMATION

### School Captains, Prefects and Student Leaders

Student leaders will be selected from each year level, Year 6 to Year 12. Students will be nominated for these positions and will be selected according to the leadership qualities, behaviour, attitude and modelling of outstanding attributes. They will have various responsibilities and duties and their main role will be to encourage other students in the school to give of their best. School Captains and Prefects will be chosen from student leaders at the end of Year 11. Their role will be to mentor and assist the student leaders within the School, as well as accepting responsibilities for various events and functions.

### Code of Conduct

- The Christian orientation of the College means that the responsibility of the students is to obey God's Word, to respect authority and to care for others.
- Students are encouraged to participate in and contribute to the broader life of the College.
- Students are expected to represent the College and its high standards of behaviour and dress at all times, including travel to and from school and when in school uniform in public.
- Standards of honesty, courtesy, modesty, moral purity in word, action and language are to be maintained.
- Students must remain in the grounds unless prior permission has been obtained from the Head of College. Students must sign in/out from Student Services when arriving or leaving outside set times.
- Students are expected to wear their uniforms without additional adornments (e.g. jewellery, coloured socks).
- Only natural foundation, clear nail polish and lip balm are permitted.
- **Boys' hair.** Faddish hairstyles, ponytails and beards are unacceptable. Generally hair should be evenly layered and neatly groomed. No cut below a number 3 blade is acceptable. Hair length should be no longer than the collar, above the eyes if combed forward and cut above the ears. Earrings, chains, and visible body piercing or tattoos are not permitted. One plain ring is acceptable.
- Hair should be of the student's own natural hair colour. A plain colour just one shade different from the natural colour is acceptable – no foils or streaks allowed.
- **Girls' hair.** Faddish hairstyles and colours are unacceptable. Hair is to be well groomed and cut in a moderate style. Shoulder length and longer hair should be tied back using white, blue or red hair ties. Hair needs to be tied back neatly off the face and eyes. Hair should be of the students' own natural hair colour. A plain colour just one shade different from the natural colour is acceptable – no foils or streaks allowed. Girls with pierced ears may wear only one sleeper in each ear **lobe** and one dress ring only. Other visible body piercing is unacceptable.
- The Head of College is the final arbiter with respect to appropriateness of all uniform requirements.
- Each student is expected to respect the property rights of the school and every member of the school. All breakages and damage must be reported to the Principals,

Deans, Co-ordinators or Assistant Principal immediately by the person responsible. All breakages and damage caused by irresponsible or malicious actions of a student must be paid for by the student, parents or guardian of the student. Payment for breakages and damage will be in addition to any disciplinary measures or other appropriate action deemed necessary by the College.

### **Detentions and Suspensions**

- Students who disrupt classes, breach school rules and/or display disrespectful behaviour will be placed on detention, under supervision. Such detentions may be at lunchtime or from 3.10pm to 5.00pm.
- If a student continues to be placed on detention, he/she may be placed on an internal or external suspension for a period of time. Internal suspensions commence at 8.30am and conclude at 5.00pm.
- The school will endeavour to assist the student to respect the school behaviour code; however, failure to do so may result in exclusion.
- Incidents involving serious breaches of behaviour may require immediate removal of students by parents or guardians.
- Any process involving suspension or exclusion will involve consultation with Homestay parents.
- Principals are the final arbiters on matters of behaviour management.
- Periods of 'exclusion from class' will not be included in the attendance calculations as per Mueller College's Course Progress and Attendance Policy.

### **Communication**

- It is our desire that regular communication between the College and home is considered to be of great importance.
- To accomplish this, weekly newsletters will be sent home.
- Parents/Homestay contacts are encouraged to contact the school for any information or general communication.
- The Head of College may not always be available, so please telephone to make appointments.
- Teachers are only available for calls during non-teaching periods. Appointments must be made for interviews through the Office. Please remember teachers are better contacted during lunch hours or immediately after school. The use of email for communication is encouraged.
- Student absences must be explained by a note from parent/guardian.
- Please advise the College of change of address and/or personal details. This information is important, so parents can be contacted in the event of an accident, etc.
- Correspondence in relation to student's welfare will be given to; student, NIC, Homestay Parent and Parent.

## Absence from School

Parents or guardians must telephone the school and leave a message (see number below) on the day the student is absent, giving a reason. On return to school the student should bring a note from the parent or guardian and give it to the form teacher during form class.

- **Primary** students' absences must be reported by telephoning  
**3897 2793**
- **Secondary** students' absences must be reported by telephoning  
**3897 2792**

**It is very important for notes and Doctors' certificates, where appropriate, to be supplied for absences involving Years 11 and 12 students as assessment consideration can be given in extenuating circumstances.**

International students will have their classroom absences monitored in accordance with the Course Attendance Policy.

## Sick Students

If students are sick it is advisable to keep them at home. Parents will be contacted by the school to collect students who exhibit signs of illness during the day.

## First Aid

First Aid may be provided at school. In the cases of serious injury or illness parents will be requested to take students to a doctor or to hospital by ambulance if necessary. Where there is an emergency, the school will arrange for an ambulance to attend the scene, and if necessary the ambulance will take the student to hospital.

## Infectious Diseases

ILLNESS	EXCLUSION PERIOD
Measles	At least 7 days from when rash appears
German Measles (Rubella)	At least 5 days from when rash appears
Chicken Pox	At least 7 days after last eruption when all blisters have crusted.
Mumps	At least 9 days after onset of swelling
Diarrhoea	At least 24 hours without symptoms
Vomiting	At least 24 hours without symptoms
Glandular Fever	Illness lasts 2-6 weeks (blood test to diagnose)
School Sores (Impetigo)	Sores must be completely covered.
Conjunctivitis	Very contagious. Characterised by red/sore/itchy/weeping eyes

Please be considerate of your child's friends and teachers. These illnesses spread quickly and easily through whole classes and families. Parents should ensure their child/ren receives

appropriate vaccinations.

## **Medication**

A “**Student Medication Request Form**” must be completed by a parent or person with legal responsibility for a student who requires medication to be administered during school time or who may require administration of emergency medication (e.g. for a severe allergic condition). These forms are available from the school office. Only certain medications can be administered and must be authorised by the student’s medical practitioner.

In certain cases students may self-administer medication (e.g. asthma puffers) but the school should be notified of such requirements. Medication will only be administered by persons authorised by the Principal, typically office staff (primary) and teacher aides (secondary).

Parents or guardians must advise the College of any changes in medication and if such a change occurs a new Student Medication Request Form is required.

## **Late Slips and Early Departures**

- Primary students will report to Reception A Block. They must collect a late slip and hand it to their class teacher. If a student is being taken home early, parents must complete the sign-out sheet at Reception A Block.
- Secondary students must report to Student Services, N2, and sign in the late register. Teacher Aides will then adjust the roll. A late note will be given to the student from the Teacher Aide’s office which must be given to the class teacher. Blank slips are available in the back of the Student’s Diary. Parents/guardians are required to provide the school with a legitimate reason for the student’s late arrival or early departure in writing. If a student is being taken home early, parents must sign secondary students out at Student Services.

## **Visitors**

For security and Workplace Health and Safety reasons, all visitors to the school must first report to the main College Reception. After permission is obtained a register detailing the name and reason for the visit must be signed. A visitor badge will be issued and returned to the Office before leaving the school.

## **Friendships**

Students are encouraged to make friends and be friendly to others. However, we have a “hands-off”, “lips-off” policy which precludes outward displays of affection between students while in attendance at school or travelling to and from school.

## **Lost And Found**

When property goes astray, or something is found that belongs to someone else, please check the lost property boxes, either:

- Near the Primary toilets (A Block courtyard), or
- The box outside D25 (Secondary)

## **Mobile Phones**

### **Procedure/Policy**

1. All student mobile phones must be handed in to Student Services (secondary) or Front Office/Primary Teacher (primary) at start of school day and collected at the end of the day.
2. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
3. The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
4. Phones should be clearly marked with the name of the owner.

### **Unacceptable Use**

1. It should be noted that it is a criminal offence to use mobile phones to menace, harass or offend another person. Students who use their phones to engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile phone will have their phones confiscated for a period decided by the Principal. Students should note that, in extreme cases, the school may consider it appropriate to involve the police.
2. Students found in possession of a mobile phone during school hours will face disciplinary action and confiscation of the phone.
3. Students should not phone parents or guardians requesting to go home or be picked up from school. Such requests should be made through the Office or Student Services.

### **Internet Safety Tips for Parents**

Tips for parents for student use of e-mail and Internet at home.

Growing up with the Internet.

Children need parents and carers to teach them how to make smart choices about who and what they find online.

- Spend time online with your kids. Check out good sites together. The Internet can be a fun family activity!
- Help your kids use the Internet as an effective research tool – learn about handy homework tips for kids and also good searching ideas.
- Be aware of online stranger danger, particularly in chat rooms. Set house rules about what information your children can give out and where they can go online.
- Put the Internet computer in a public area of the home, such as the living room, rather than a child's bedroom. It needs to be visible.
- Talk to your kids about their Internet experiences, the good and the bad. Let them know it is okay to tell you if they come across something that worries them. (It doesn't mean that they're going to get into trouble.)



- Teach your kids that there are ways they can deal with disturbing material – they should not respond if someone says something inappropriate and they should immediately exit any site if they feel uncomfortable or worried by it.
- Teach children that information on the Internet is not always reliable.
- Encourage children to treat others in the same way they should in real life by giving them understanding of netiquette.
- Know the best ways of avoiding SPAM.
- Consider using filters, labels and safe zones.

REMEMBER: Children need parents and family members to help them become cybersmart.

Source: [www.cybersmartkids.com.au](http://www.cybersmartkids.com.au)

### **Money and Valuables**

Students must not bring large sums of money or other items of value to school. If, however, it is necessary, any money or valuable item(s) should be left in safekeeping with Teacher Aides in Room D25 or at the main office Reception. They can be collected at the end of the school day. The school accepts no responsibility for loss of money and/or valuables or damage to same.

### **Portable CD Players, IPODS, MP3'S AND MP4'S etc.**

Any electronic devices should not be brought to school and if found will be confiscated and returned at a later date.

### **Car Park and Internal Road Safety**

Parents are asked to observe the speed limits (15KPH) posted on the College internal roads. *Special care is required where pedestrians and vehicles may use the same area or where children may cross internal roads.*

Children using on-site car parks which contain median strips must use these strips for walking away from cars (when arriving at school) and for walking to cars (when leaving school).

### **School Crossing Safety**

School Crossing Supervisors are employed by the Transport Department. The supervisors for Mueller College work the crossing in the mornings from 7:45am to 8:45am and in the afternoons from 3:00pm to 3:30pm. All students and parents crossing Morris Road are asked to use the crossing at these times.

When the Supervisor has placed the "Children Crossing" signs, pedestrians are to wait behind the yellow line until the Supervisor is in place in the middle of the road with the STOP sign and blows the whistle. When the whistle blows pedestrians are to cross between the red and white poles. When the signs are taken down the Supervisor can no longer allow pedestrians

to cross under his/her supervision and the crossing becomes once again a simple pedestrian crossing.

Motorists parking or setting down or picking up passengers **PLEASE DO NOT USE** the “No Standing” zones. **Bus zones must be kept clear at all times.**

The Morris Road speed limit is 40 kph at all times.

### **Cycling**

Students may cycle to school provided they are competent riders, their bicycles are in safe working condition, and they wear appropriate bicycle helmets. Students should dismount when crossing all roads. Students must abide by road rules, and dismount once in the school grounds. Once at school all bicycles must be locked in the bike racks provided.

## BUS TRANSPORT

There is a Code of Conduct that applies for all students travelling by bus.

### SAFE BUS BEHAVIOUR

Parents are asked to help reinforce our rules for children who catch buses:

BEHAVIOUR	ACTIONS REQUIRED
<b>Respect other people and property</b>	<ul style="list-style-type: none"><li>• Treat other people and their possessions with respect.</li><li>• Follow the teacher &amp; driver's directions without argument.</li><li>• Do not cause damage to the bus in any way.</li></ul>
<b>Wait for the bus in an orderly manner</b>	<ul style="list-style-type: none"><li>• Wait well back from the bus (2m+) until it stops.</li><li>• Stand quietly without calling out or shouting.</li><li>• Do not push other people in the line.</li></ul>
<b>Whilst on the bus, conduct yourself in an orderly manner</b>	<p><b>STUDENTS SHOULD:</b></p> <ul style="list-style-type: none"><li>• Always follow instructions from the teacher/ driver about safety on the bus.</li><li>• Sit properly on a seat if one is available (in an allocated seat if directed by the teacher/ driver).</li><li>• Always wear a seat belt if bus fitted with seat belts.</li><li>• Store bags under the seat or in appropriate luggage areas.</li><li>• Speak quietly and not create unnecessary noise.</li></ul> <p><b>STUDENTS SHOULD NOT:</b></p> <ul style="list-style-type: none"><li>• Bully other students.</li><li>• Place feet on the seat.</li><li>• Fight, spit or use offensive language.</li><li>• Throw any article around or from the bus.</li><li>• Consume food or drink (except water).</li><li>• Allow any part of their body to protrude out of the bus windows.</li><li>• Stand forward of the front seat.</li></ul>
<b>Use designated stops</b>	<ul style="list-style-type: none"><li>• Get on and get off the bus at the correct designated stop.</li></ul>
<b>When getting off the bus, do so in an orderly manner</b>	<ul style="list-style-type: none"><li>• Wait until the bus stops before standing to get off.</li><li>• Get off the bus in a quiet and orderly fashion.</li><li>• When you get off the bus, take two (2) big steps away from the bus.</li></ul>

	<ul style="list-style-type: none"> <li>• If an article is dropped under the bus DO NOT retrieve it.</li> <li>• <b><i>Never cross the road in front of or behind the bus; wait until the bus has moved away and it is safe to cross the road.</i></b></li> </ul>
<b>In case of an emergency or a breakdown, follow the driver's directions</b>	<ul style="list-style-type: none"> <li>• Wait until the bus stops before standing to get off.</li> <li>• Leave the bus in a quiet and orderly fashion.</li> <li>• Wait in the area indicated by the driver.</li> </ul>

Mueller College is serviced by two different external bus providers. Details can be obtained at the Front Office.

## **PROCEDURE FOR TUCKSHOP**

The Tuckshop is open five days a week, from 8.30 am till 1.30 pm.

Parents are encouraged to join our voluntary workers who make this service available for students (Lunch is provided for workers).

**All Primary Orders Are To Be Placed On Bags. Method of Ordering Follows:**

### **Please Note:**

When printed bags are not used, please add 5 cents for each bag required. If your child writes out his/her own bag, please ensure they use a ballpoint pen and that their writing is clearly legible. Also if your child goes to Sport on Friday, please ensure that SPORT is written on the front of the bag. Correct money is appreciated but change will always be given, taped to front of order bag. All prices are subject to price rise without notice. If insufficient money is tendered, a substitute will be placed in the order.

### **NO OTHER CREDIT WILL BE GIVEN.**

Thank you for your co-operation. We welcome all help and any suggestions can be directed in writing to the Tuckshop Convenor.

**NO CREDIT WILL BE GIVEN TO SECONDARY STUDENTS (YEARS 7 - 12).**

### **Method of Ordering**

All orders are to be placed in Tuckshop box in classroom each morning BEFORE 9.00am. ALL FOOD MUST BE ORDERED. PLEASE USE A SEPARATE BAG FOR BIG AND LITTLE LUNCH. Please write orders on each bag and place money inside the bag, stating amount of money enclosed and how much change is required. Fold bag over several times. DO NOT STAPLE OR TAPE BAGS. If one amount of money is enclosed for both big and little lunch, please put money in main bag and state on bag that it is for both meals.

### **Little Lunch**

Little lunch is done by bag ordering only (Years 1-6). These orders require only one bag whether for hot and/or cold food.

All Hot Food Must Be Ordered in the Morning as we cook only what is ordered. Over the counter service is available from 12.40pm for snacks, drinks, ice blocks etc. If drinks are ordered children are to bring the order bag back to the Tuckshop counter to collect them - drinks or ice blocks.

Primary school children are not permitted to go to the Tuckshop. They are to order their little lunch and big lunch on bags prior to morning tea.

**Tuckshop is not available for PREP children.**

**Mueller College**  
International Student Fee Schedule – 2022

CRICOS Provider Number – 01095B

Application Fee	\$0
<b>Tuition Fees</b>	<b>Annual Fee</b>
Primary School Studies 1-6 Course Code: 082465K	\$21700
Secondary junior Studies 7-10 Course Code: 082466J	\$23650
Secondary Senior Studies 11-12 Course Code: 026423G	\$23650
<b>Non-Tuition Fees</b>	
OSHC	\$1000
Uniforms	\$300
Booklist	\$150
Laptop (once-off)	\$2000 (secondary only)
<b>OTHER COSTS which will be incurred</b>	
Uniforms	As per your own purchase
Stationery, writing equipment, paper (this will vary from student to student)	\$100

All tuition fees and non-tuition fees are reviewed annually and so may vary from year to year. All fees are quoted in Australian dollars (AUD). Payments will be accepted in Australian

dollars only. Other non-tuition expenses will be incurred by students and will vary from year level to year level. These include uniforms, stationery, non-subject specific camps and private music tuition.

### **Tuition Fees**

Tuition fees include tuition, excursions, sport, carnivals, QSA Moderation fee, NAPLAN Testing for Years 3, 5, 7 & 9 and yearbook.

The QSA Moderation Fee, for all students of Years 11 and 12, is levied by the Queensland Studies Authority for processing the Year 12 Certificate.

### **Excursions and Camps**

Depending on the extra-curricular activities a student chooses, additional charges may apply throughout the year.

### **Student Health Cover**

It is an Australian Government requirement that all students studying are covered by overseas Student Health cover (OSHC). Students are required to maintain their OSHC for the period covered by their Visa.

### **Uniforms**

Uniforms must be purchased by the student from the uniform shop. The cost will depend on the number of items purchased.

### **Payment of Tuition & Non Tuition Fees**

New overseas students enrolling at the beginning of a year must pay the first year's fees in advance including tuition, levies and other applicable fees and charges.

Fees thereafter are required to be paid one semester (half year) in advance, no later than two weeks' prior to commencement of the semester.

Change of Status – Australian Residency Government funding arrangements dictate, in most cases, if the student changes visa status e.g. becomes a temporary or permanent resident, he/she will continue to pay full overseas student's fees for the duration of that year.

It is the responsibility of the student/family to advise the School of changes in residency status. Evidence of the change must be supplied at that time.

The parent/s and / or legal guardian/s who have signed the Enrolment contract with the College are jointly and severally liable for the student's fees and any other costs associated with the student's attendance at the College, unless a Court Order states differently. A copy of any relevant Court Order or other documents stating amendments to the financial and/or parental responsibility arrangements must be provided by the parent/s and / or legal guardian/s to the College.

### **Overdue Payments**

For planning purposes, parents are advised annually of the due dates for payment of fees and again with each fees statement. Payment not received by the due date are considered to be in arrears and in breach of the Enrolment Contract.

### **Impact on Student Attendance**

A student shall not be allowed to commence a new semester at the College if the College tuition fees for the previous semester have not been paid.

### **Withdrawal of a Student from the School**

One term's notice in writing is required if a student is to be withdrawn from the School. One term's fees will be charged in lieu of one term's notice.

### **Refund Policy**

Refunds will be made in accordance with the Education Services to Overseas Students (ESOS) Act 2000 and the National Code of Practice. A copy of the Refund Policy is provided upon enrolment and available on the College website.



## MUELLER COLLEGE PRIVACY INFORMATION NOTICE

### Notice to all Parents:

A copy of our Privacy Policy is available from the College office or on our website.

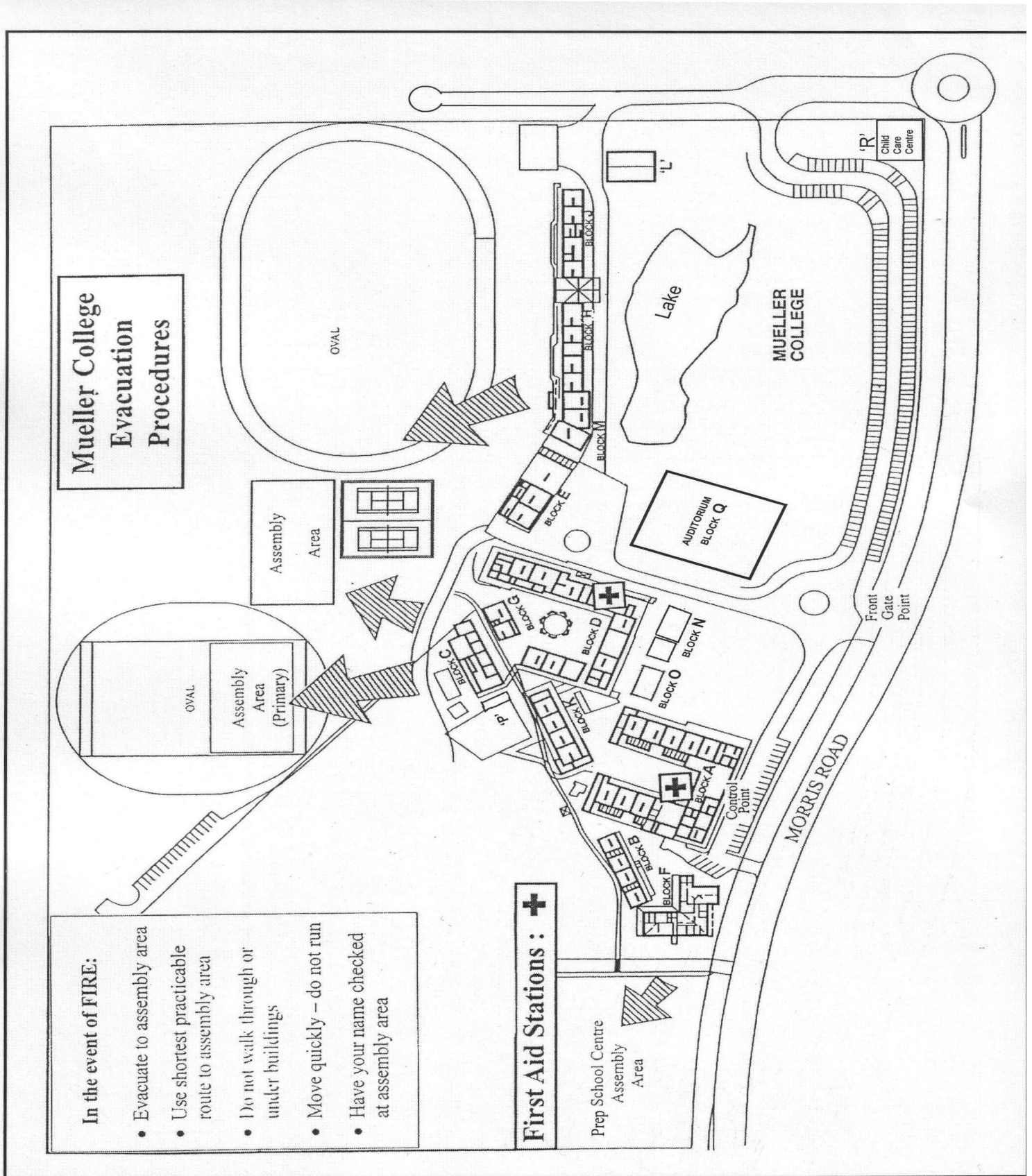
### MUELLER COLLEGE - STANDARD COLLECTION NOTICE

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected, for example Public Health laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people or organisations providing services to the College, including specialist visiting teachers, coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website. This may also be in video clip or photo form.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us prior to enrolment.

11. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College. The reason for disclosure is that they can access the information if they wish. The College does not usually disclose information to third parties.

# COLLEGE MAP



## HELPFUL INFORMATION ABOUT AUSTRALIAN FAMILIES

### Homestay and Cultural Differences

The way Australian families live may be different from the way you live in your home country

When you live in homestay with an Australian family you are usually considered part of the family. The Australian families that take international students for homestay are generally considerate, kind people who try to understand the cultural differences between themselves and their international students. You, also, need to try to understand these differences so that your homestay is a good experience for you.

### Australian Families are not all the same

Australian families, like families everywhere, differ from each other in many ways. This is especially so because Australia is a multi-cultural country. It has been settled by people from all over the world, including Europe and Asia. There is freedom of religion in Australia and people practise many different religions (for example, Christianity, Buddhism, Islam, Hinduism, Judaism).

In general, Australians live in nuclear families (that is, mother, father and children) rather than with grandparents, uncles and aunties, although they often have regular contact with their relatives. In recent years, the number of single parent families (one parent and children) and childless families (husband and wife only) has increased.

### Everyone helps

In Australia, families do not normally have household help and, frequently, both parents work. Therefore, it is usual for all members of the family to be expected to help with household tasks. These might include helping with food preparation and clean-up, keeping their own room clean, and washing and ironing their own clothes. In many families, the children prepare their own breakfast and lunch and either the mother or the father prepares the evening meal.

### Mealtimes

The food eaten by Australian families and the customs associated with eating depend on the cultural background of the family. For example, families from an Australian background eat mainly European food, although many families like to try different types of food and may buy or cook dishes from China, Mexico, Thailand, Lebanon, etc. Breakfast, for many Australians, consists of cereal or toast, and perhaps fruit and a juice drink. Lunch is often sandwiches and fruit or cake. All members of the family normally eat their evening meal together. This meal is often a time for discussion and sharing of information about what has happened during the day. European families, while encouraging their children to join in discussions at mealtime, consider noisy eating (e.g. loud chewing, slurping, chewing with your mouth open) to be impolite.

### Emotions

Australians, especially European Australians, tend to express their emotions openly. They are usually not embarrassed about showing others that they are angry, happy, sad, etc. Many Australians find it quite acceptable to openly disagree with another person's opinion, as long as this is done in a non-aggressive, reasonable manner. In most cases, it is also considered acceptable to discuss personal problems with other people, especially friends, family and children to say 'please' and 'thank you' when they ask for something and to apologise (say 'I am sorry') when they upset someone.

### Homes

Most Australian homes have a kitchen, living room (where the family may watch TV, entertain friends, etc), bedrooms, laundry and bathroom. The bathroom usually contains a bath or shower or both. Sometimes the toilet is also located in the bathroom and toilet paper, not water, is used. When Australians bathe, they usually do so in the bath or shower cubicle so water does not splash on the bathroom floor. If there are many people in the family or if there is a drought, water (especially hot water) may be scarce and family members must limit the length of time they spend bathing.

### Australian Teenagers

Australian teenagers, in general, are fairly independent although parents would expect to be told where they are going, who they are going with, what they will be doing, and the time they will be home. It is extremely important that international students let their homestay parents know these things also. This will avoid a lot of worry for the homestay parents. It is also polite for students to tell homestay parents in advance (the day before) if they are not coming home for dinner.

Most parents set a time by which their children must return home when they go out at night. Sometimes they set a time for going to sleep (for example, 10.30pm). Some international students find this difficult because, in their home country, they stay up very late at night. Australian teenagers participate in a wide range of leisure activities, including sports, movies, parties and visiting friends. Shopping with friends is also enjoyed, although most shops close at 5pm and some shopping centres are open on Sundays. A favourite activity of Australian teenagers is telephoning friends. Parents, however, normally place a time limit on telephone calls so that other family members have access to the phone.

International students are expected to pay for the telephone calls they make. This may be done after each call or at a time negotiated between the student and the homestay parents. As most Australian teenagers are students, much of their time is spent at school and doing homework. Students normally attend school between 8.30am and 3.00pm, five days a week, two semesters a year.

Australian teenagers often invite their friends to their home. This is with their parents' permission and knowledge. International students can do this also, but they must first make sure it is okay with their homestay parents.

### Talking to the Family

It is normal to feel nervous when you first meet your homestay family. You will begin to feel happier when you get to know the family better. Talking to your homestay family about any worries or questions you have when you first arrive will help you adjust to living in a new country.

If you do not speak English well, you can still communicate. Write down what you want to say if your written English is better than your spoken English. Draw a picture of what you want to say. Use your bilingual dictionary. Mime or act out your message. Ask another student to interpret for you or use the telephone interpreter service (your homestay or school can tell you about this).

If you spend most of your time in your room with the door closed, the homestay family may think you do not like them. Spend some time each day with the family talking, watching TV, or helping the family with household tasks. Tell the homestay family about your culture and find out about theirs.

### Make the most of your stay

Staying in homestay gives you an excellent opportunity to:

- learn about Australian culture;
- make friends with Australians;
- improve your English language skills;
- share information about your culture; and
- adjust to a new country while living in a safe and caring environment.
- Your homestay parents act as your guardian, and as such, are responsible for your welfare.

Since your safety and welfare is of paramount concern, the Homestay Parents have the authority to reprimand you for inappropriate behaviour.

- You should treat the homestay family like your family and try to involve yourself in family outings and leisure activities.
- You should use your own pocket and spending money for extra things you want and also pay your own way on family outings or trips.
- The homestay parents will check that you complete all given homework. You will be encouraged with his/her study as much as possible.
- Smoking, the consumption of alcohol, the possession and/or use of illicit drugs and inappropriate behaviour will not be tolerated by your homestay.

## Use of Homestay Facilities

### Bathroom

- Your homestay family will tell you when would be a convenient time take a bath or shower. They may also tell you to shower for 3-4 minutes only, because of water restrictions in Queensland.
- They will show you how to use the bathroom.
- They will tell you where wet towels should be hung so they can dry.
- There are water restrictions in Queensland. You must shower quickly and not waste too much water.
- TURN OFF TAPS SHORT SHOWERS ONLY 3-4 minutes

### Telephone

- You are expected to pay for all phone calls made.
- You can buy phone cards from the college Reception. Although all overseas calls will be charged to this card, there is a local call charge for every connection made. The homestay family may make a list of all the calls made and present this to you at the end of the month.

### Other Facilities

- In general, you can expect to have the facilities in the home available to you. These items include the television, video, swimming pool etc. However, the homestay may have some items to be off-limits, eg. personal computers, piano etc. Please ask your homestay about this.

### General Behaviour

- If you wish to go out on your own must seek and gain the permission of the homestay parents, supply details of the venue and the approximate return time. You are not to sleep over at a friend's house unless it is agreed to by both the Homestay parents.
- You should not smoke in their homestay accommodation. Alcohol is not to be consumed.
- You may not be used to going to bed early. However, most Australian families go to bed by 9:00pm on weekdays. Try to adapt to the Australian lifestyle so that you do not disturb your family after this time.

### Good Manners

- You are encouraged to say "please" when asking for something and "thank you" when receiving something or if someone does something for you. This is considered extremely important and it is customary to say "thank you" when someone serves you some food or drink. Saying "hello" and "goodbye" daily is part of good manners in Australia. Family members usually greet each other with a friendly "hello" when they come out of their room of a morning and say "goodbye" or "I'm leaving now, see you tonight" when departing for work or college. When you come home at night it is polite

to greet everyone with a “hello” or “hi” and a smile, perhaps asking them how their day went.

- Show your homestay that you really appreciate it if they take the initiative and chat to you. You can ask them about their day and tell them about how your day went.

### Security

- \*\*\*Make sure you do not carry large sums of money with you and do not keep large amounts in your room\*\*\*\*.

### Homestay Rules

- 1) Show respect to the homestay family members and follow all homestay household rules.
- 2) As the homestay parents are acting as your carers you need to accept they are able to reprimand you for inappropriate behaviour and administer non-physical punishment.
- 3) Keep your room tidy including keeping clothing off the floor and putting dirty laundry out to be washed or your homestay parent will assist you to use the washing facilities.
- 4) If aged 17 years and over you must return to the homestay by 6pm Sunday to Thursday and by 10:00pm on Friday and Saturday nights. If aged 15 to 16 years, you must return to the homestay by 6pm Sunday to Thursday and by 8:00pm on Friday and Saturday nights. If aged 14 years and under, you must return to the homestay every night before dark or 6pm, whichever is the earlier? Your homestay parents have the right to impose stricter curfew rules if they feel it is necessary to do so.
- 5) If aged 17 and over you must refrain from using the internet and telephone after 11pm Sunday to Thursday and after midnight on Friday and Saturday nights. If aged 16 and under, you must refrain from using the internet and telephone after 10pm Sunday to Thursday and 11pm on Friday and Saturday nights. Your homestay parents have the right to impose stricter internet and telephone rules if they feel it is necessary to do so.
- 6) There will be no sleeping over at others’ homes. You MUST inform your homestay parents of your whereabouts at all times. You MUST keep your homestay and the school informed of your current mobile numbers at all times.
- 7) You will not go to Chinatown, the City or Sunnybank after school, from Mondays through Thursdays.
- 8) Smoking and the consumption of alcohol by a minor (under 18), the possession and/or use of illicit drugs and inappropriate behaviour will not be tolerated.
- 9) You will be responsible for any loss or damage you may cause to the homestay property.



- 10) You need permission to use, and will be responsible for, all phone usage and access to the internet. Internet access will NOT be available to students after 10.00pm Monday to Thursdays.

### ***HELPFUL THINGS TO DISCUSS WITH YOUR HOMESTAY FAMILY***

- What do you call them?
- What do they expect you to do daily?
- Where do you put your dirty clothes?
- Can you use the washing machine & iron any time?
- Where do you keep your bathroom accessories?
- When can you use the bathroom?
- When are meals?
- Can you help yourself to food and drink anytime?
- Are there strictly private areas in their home?
- Can pictures and posters be put up in your room?
- What time must you get up on week days?
- What time must you go to bed at night (week days)?
- What time must you get up on weekends and holidays?
- Can you invite friends around any time?
- How long can you speak on the phone and must you pay?
- Latest time you can accept phone calls.
- Any rules e.g. shirt at dinner table.
- How late can you stay out on weekends?
- Can you use house hold equipment any time?

YOU ARE SUPPOSED TO ENJOY YOUR HOMESTAY EXPERIENCE. IF AT ANY TIME YOU ARE UNCOMFORTABLE OR NEED ASSISTANCE, TALK TO YOUR HOMESTAY FAMILY OR CONTACT THE NIC ACCOMMODATION OFFICER.

## Behaviour Management

If you choose not to follow the homestay rules, then the following steps may be taken:

Discussion and counselling by the Homestay parent, International Student Coordinator.

You may be given a grounding at home (this may involve work activities around the home or extra school work to be undertaken at home, or not allowed to go out for some time)

You may be issued a Warning Letter 1. A copy of the letter may be sent to your parents if you repeatedly break homestay rules or fail to attend previously assigned detentions or more serious issues

You may be issued a Warning Letter 2, for continued infractions after issuing Warning Letter 1 or for a serious incident putting a Student, Staff, Homestay or School at risk or including Police involvement

If you continue to break school rules you may be asked to attend a meeting to explain reasons for your behaviour to the Principal and or Dean of Students.

As an international student on a student visa, you are required to have Overseas Student Health Cover (OSHC) for the duration of your studies. OSHC is medical and hospital insurance that you may need while studying in Australia. It is a government requirement and is compulsory.

OSHC covers you when you need to visit a doctor or go to the hospital. You may possibly be required to pay at the time of consultation approx \$50 – \$55. Pay, and obtain a receipt from the doctor's receptionist. This should be forwarded to Medibank Private with your receipt and receive a rebate of 100% of the Medicare Benefits Schedule fee. Alternatively you may visit a Medibank Private Centre and submit your receipt and Medibank Private Membership Card.

What am I covered for? OSHC helps you pay for:

- Medical practitioners (including specialists) who treat you at the doctor's surgery, hospital or at home.
- Pathology services as such blood tests
- X-rays
- Hospitals – Public or Private
- Emergency ambulance transport (medically necessary). OSHC pays 100% of the charge for medically necessary ambulance transport when medical attention is required immediately.
- OSHC provides benefits for prescription medicines. You are required to pay a contribution towards the cost of each prescription item. Medibank Private will pay the rest of the cost up to a maximum of \$50 per item.

## Australian Culture

### Greeting People

When meeting someone for the first time, it is usual to shake the person's right hand with your right hand. People who do not know each other generally do not kiss or hug when meeting. When you first meet someone, it is polite not to talk about personal matters.



Many Australians **look at the eyes of the people** they are talking with. They consider this a sign of respect, and an indication that they are listening. Do not stare at the person for a long time.

You can address a new acquaintance using their title and family name. You may use their first name when they ask you to or use it in the introduction. In the workplace and among friends, most Australians tend to be informal and call each other by their first names.

### Clothing Customs

The types of clothing that people wear reflect the diversity in our society just as much as the variation in climate. There are no laws or rules on clothing, but you must wear certain clothing for work situations. Most workplaces have dress standards.



Outside of the work situation, clothing is an individual choice; many people dress for comfort, for the social situation or the weather. Clubs, movie theatres and other places require patrons to be in neat, clean clothes and appropriate footwear.

Many Australians live close to the beach and the sea. On hot days, they may wear little clothing on the beach and surrounds. This does not mean that people who dress to go to the beach or swimming have low moral standards. It means that this is what we accept on and near our beaches.

People from other countries can choose to wear their national dress. They may be religious or customary items and include monks' robe, a burqa, a hijab or a turban. As a tolerant society with people from many different cultures, clothing is a part of cultural beliefs and practices that is encouraged.

### Polite Behaviour

'Please' and 'thank you' are words that are very helpful when dealing with other people, and buying goods or services. When asked if you would like something, like a cup of tea, it is polite to say, 'Yes please', or just 'please' if you would like it, or 'no, thank you' if you do not. When you receive something, it is polite to thank the person by saying 'thank you'. Australians tend to think that people who do not say 'please' or 'thank you' are being rude. Using these words will help in building a good relationship.

Sometimes a sensitive issue may come up in conversation. Not to talk may seem rude. It is more polite to say 'sorry, it is too hard to explain' than to ignore a question.

Australians often say, '**Excuse me**' to get a person's attention and '**sorry**' if we bump into them. We also say, 'Excuse me' or '**pardon me**' if we burp or belch in public or a person's home.

You should always try to **be on time** for meetings and other visits. If you realise you are going to be late, try to contact the person to let them know. This is very important for visits to professionals as you may be charged money for being late or if you miss the appointment without notifying them before the appointment time.

Most Australians blow their noses into a handkerchief or tissue, not onto the footpath. This is also true for spitting. Many people will also say, '**Bless you**' when you sneeze. This phrase has no religious intent.

### **Australian Slang**

Much common word usage or 'slang' may seem strange to people new to Australia. Slang words start from many different sources. Some words are shortened versions of longer words. Many were expressions already used by migrants who came from the north of England. If you are unsure what an expression means, it is all right to ask the person who said it to explain. Some common expressions are:

- **Bring a plate** - when you are invited to a party and asked to 'bring a plate', this means to bring a dish of food to share with your host and other guests. Take the food to the party in any type of dish, not just a plate, and it is usually ready to serve. This is common for communal gatherings such as for school, work or a club. If you are unsure what to bring, you can ask the host.
- **BYO** - when an invitation to a party says 'BYO', this means 'bring your own' drink.
- **Arvo** - This is short for afternoon. 'Drop by this arvo,' means please come and visit this afternoon.
- **Fortnight** - This term describes a period of two weeks.
- **Barbeque, BBQ, barbie** - outdoor cooking, usually of meat or seafood over a grill or hotplate using gas or coals. The host serves the meat with salads and bread rolls. It is common for a guest, when invited to a BBQ, to ask if they should bring anything.
- **Snag** - The raw type sausages usually cooked at a BBQ. They can be made of pork, beef or chicken.
- **Chook** - The term chook means a chicken, usually a hen.
- **Cuppa** - a cup of tea or coffee 'Drop by this arvo for a cuppa' means please come and visit this afternoon for a cup of tea or coffee.
- **Loo or dunny** - These are slang terms for toilet. If you are a guest in someone's house for the first time, it is usually polite to ask permission to use his or her toilet. 'May I use your toilet please?' Some people ask, 'Where's the loo?'
- **Fair dinkum** - honest, the truth. 'Fair dinkum?' when used as a question means, 'is it really true?'
- **To be crook** - to be sick or ill.
- **Flat out** - busy.
- **Bloke** - a man. Sometimes if you ask for help, you may get an answer to 'see that bloke over there'.

- **How ya goin?** 'How are you going?' means how are you, or how do you do? It does not mean what form of transport you are taking. Sometimes it can sound like 'ow-ya-goin-mate'.

For more information on Australian slang visit:

[www.cultureandrecreation.gov.au/articles/slang](http://www.cultureandrecreation.gov.au/articles/slang)

## Responding to an Invitation

- **What could I be invited to?** If you get an invitation to lunch, dinner, barbeque, party, wedding, birthday, or any type of event you will usually respond with a phone call. The midday meal is called lunch, and the evening meal is called dinner or 'tea'. 'Tea' can also mean a cup of tea or 'cuppa'. If invited for tea, the time of the event is a good sign of whether your host means dinner or just a cup of tea. An invitation to tea, for anytime after 6pm (1800 hours) usually means dinner.
- **How are invitations made?** Invitations can be written or spoken. Written ones usually ask for RSVP, (which is *repondez s'il vous plait* in French) and means please reply. You should reply whether you intend to go or not. The invitation will tell you how to reply and when the reply is expected. Your host may be specific about how many people are invited. If your host invites the whole family, you should tell your host how many people would go. Usually a family is the parents and their children.
- **What if I do accept an invitation?** When you accept an invitation to a meal, it is also usual to tell the host what you cannot eat. It is perfectly okay to say that you are a vegetarian and do not eat meat or that you are Muslim or Jewish and do not eat pork. **It is not polite to arrive late** and you should make a telephone call to your host to explain if you are going to be late.
- **What if I cannot accept an invitation?** You may not always be able to accept an invitation. The best way to refuse is to say, 'thank you, unfortunately I/we have other plans at that time'. To say that you are too busy may seem extremely rude, even if it is true. Once you accept an invitation, you should only cancel if something arises where you cannot go. You should also explain the reason to your host. To cancel because you got a better invitation from somewhere else can seem very rude, and can affect new friendships. Sometimes it is best not to accept an invitation right away and to ask your host whether they would mind if you check your plans and reply to them later.

(Source: Department of Immigration & Citizenship)

## Public Holidays & Special Celebrations:

Australians hold certain days each year as special days of national meaning. We may recognise the day with a holiday for everyone or we can celebrate the day as a nation with special events. Most States and Territories observe some of the public holidays on the same date. They have others on different dates or have some days that only their State or Territory celebrates. In larger cities, most shops, restaurants and public transport continue to operate on public holidays. In smaller towns, most shops and restaurants close.

### New Year

Australians love to celebrate New Year. There are festivals, celebrations and parties all over the country to welcome in the New Year. Sydney Harbour and Sydney Harbour Bridge have become synonymous with New Year celebrations in Australia the fireworks display is considered to be one of the best in the world. **January 1** is a public holiday.

### Australia Day

Australia Day, **January 26**, is the day we as a people and place celebrate our nationhood. The day is a public holiday. The day marks the founding of the first settlement in our nation by European people.



### Easter

Easter commemorates the resurrection (return to life) of Jesus Christ following his death by crucifixion. It is the most significant event of the Christian calendar.

In addition to its religious significance, Easter in Australia is enjoyed as a four-day holiday weekend starting on Good Friday and ending on Easter Monday. This extra-long weekend is an opportunity for Australians to take a mini-holiday, or get together with family and friends. Easter often coincides with school holidays, so many people with school aged children incorporate Easter into a longer family holiday. Easter is the busiest time for domestic air travel in Australia, and a very popular time for gatherings such as weddings and christenings.

### Easter Traditions

- **Hot Cross Buns:** Hot cross buns are sweet, spiced buns made with dried fruit and leavened with yeast. A cross, the symbol of Christ, is placed on top of the buns, either with pastry or a simple mixture of flour and water. The buns are traditionally eaten on Good Friday; however in Australia they are available in bakeries and stores many weeks before Easter.



A recent variation on the traditional fruit bun has become popular in Australia. A chocolate version is made with the same spiced mixture, but cocoa is added to the dough and chocolate chips replace the dried fruit.

- **Easter Eggs:** Eggs, symbolising new life, have long been associated with the Easter festival. Chocolate Easter eggs are a favourite part of Easter in Australia. Some families and community groups organise Easter egg hunts for children in parks and recreational areas. Easter eggs are traditionally eaten on Easter Sunday, however stores start stocking Easter treats well before the Easter holiday period.
- **The Easter Bunny:** Early on Easter Sunday morning, the Easter Bunny 'delivers' chocolate Easter eggs to children in Australia, as he does in many parts of the world.

The rabbit and the hare have long been associated with fertility, and have therefore been associated with spring and spring festivals. The rabbit as a symbol of Easter seems to have originated in Germany where it was first recorded in writings in the 16th century. The first edible Easter bunnies, made from sugared pastry, were made in Germany in the 19th century.

### Anzac Day

Anzac Day is on **April 25** the day the Australian and New Zealand Army Corps (ANZAC) landed at Gallipoli in Turkey in 1915 during World War



This day is set apart to hold dear the memory of those who fought for our nation and those who lost their life to war. The day is a public holiday. We remember with ceremonies, wreath laying and military parades. You will find that many towns have an ANZAC Day parade and ceremony culminating in the laying of memorial wreaths at a monument or war memorial. These services can be very moving and a wonderful way of experiencing some Australian National pride, as the memories of our fallen soldiers are commemorated. Many Australians attend the National War Memorial in Canberra, or a War Memorial in one of the Capital Cities around Australia for either the traditional “Dawn Service”, which commemorates the landing of the ANZACS at Gallipoli in the dark and dawning of that day, or another service usually commencing around mid-morning with a parade of returned armed forces representing all Australians who have fought in war. As Australia is such a multi-cultural country, these days it is common to see many other countries also represented in these parades.

ANZAC Day is the only day of the year where it may also be possible to attend an RSL (Returned Servicemen’s League) Club to experience a traditional game of **“TWO-UP”**. A game of chance played by the ANZACS where money is waged on the toss of three coins for a resulting combination of 2 out of 3 being either heads or tails. RSL clubs are crammed with returned soldiers and their families and friends on this day, the atmosphere is one of “mate-ship” and friendliness to all and the experience of a game of two-up is a memorable one.

### Labour Day

Labour Day is celebrated on different dates throughout Australia. As elsewhere in the world, Labour Day originated in Australia as a means of giving ‘working people’ a day off and recognising the roots of trade unionist movements and workers’ rights.

### Queen’s Birthday

The Queen's Birthday holiday celebrates the birthday of Queen Elizabeth II who is not only Queen of the United Kingdom but also Queen of Australia, where the Queen's Birthday is a

public holiday celebrated on a Monday but on different dates. Having the Queen's Birthday on a Monday, results in a three-day long weekend.

### **Melbourne Cup Day**

The Melbourne Cup is a 2 mile international horse race run on the **first Tuesday of November each year** attracting the finest racehorses from around the world. Known as the “race that stops a Nation” due to a Public Holiday being declared in metropolitan Melbourne in its home State of Victoria, and most of the nation whether at work, school or home, stopping to watch the race broadcast on television. In other places, and mainly in the workplace, many people have a celebratory “Cup Day Breakfast”, lunch, party or barbeque to celebrate Melbourne Cup. It is traditional to run a “Cup Sweep” where everyone wagers an amount per horse to create a total prize pool. The names of the horses entering the race are drawn and matched one by one to the list of people wagering money. After the race is won, the prize pool is divided into amounts for 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup>, and usually a small amount for last place, or horses scratched due to injury just before the race. The Melbourne Cup forms part of the “Spring Racing Carnival” which attracts celebrities from around the world. Women dress in their best outfits; hats are definitely the order of any day, gentlemen in suits of all sorts, and assorted other costumes. It’s a very colourful time to be in Melbourne.

### **Christmas**

Christmas is celebrated in Australia on 25 December. Christmas is the celebration of the birth of Jesus Christ. Christians believe that Jesus is 'the son of God', the Messiah sent from Heaven to save the world.

The heat of early summer in Australia has an impact on the way that Australians celebrate Christmas and our English heritage also has an impact on some northern hemisphere Christmas traditions which are followed.

In the weeks leading up to Christmas houses are decorated; greetings cards sent out; carols sung; Christmas trees installed in homes, schools and public places; and children delight in anticipating a visit from Santa Claus. On Christmas Day family and friends gather to exchange gifts and enjoy special Christmas food. Australians are as likely to eat freshly caught seafood outdoors at a barbeque, as to have a traditional roast dinner around a dining table.

Many Australians spend Christmas out of doors, going to the beach for the day, or heading to camping grounds for a longer break over the Christmas holiday period. There are often places which have developed an international reputation for overseas visitors to spend Christmas Day in Australia. One such example is for visitors who are in Sydney at Christmas time to go to Bondi Beach where up to 40,000 people visit on Christmas Day.

**Carols by Candlelight** have become a huge Christmas tradition in Australia. Carols by Candlelight events today range from huge gatherings, which are televised live throughout the country, to smaller local community and church events.

Christmas in Australia is also associated with two major sporting events:



- **The Boxing Day Test:** December 26 is the opening day of the traditional 'Boxing Day Test' at the MCG (Melbourne Cricket Ground) between the Australian Cricket Team and an international touring side. It is the most anticipated cricket match each year in world cricket, and tickets are usually sold out months in advance.
- **The Sydney to Hobart Yacht Race:** the “Sydney-to-Hobart” is Australia’s most prestigious yachting race and on the calendar of international yacht racing, and begins 26 December in beautiful Sydney Harbour.

(Source: Australian Government – Culture and Recreation Portal)

## HOME FIRE SAFETY

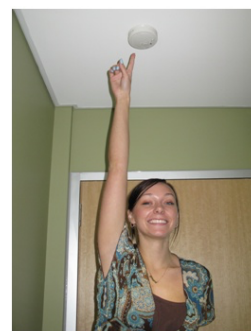
### Smoke Alarms

When you are sleeping you cannot smell smoke. Smoke alarms save lives. They wake you and alert you to the danger from smoke and fire. You **MUST** have a smoke alarm where you live, it is the law. All homes must have a smoke alarm on each level. Landlords are legally responsible for installation of alarms in rental properties. Tenants are responsible for testing and maintaining alarms. If you live on campus there will be a smoke alarm in your room. If you live off campus in a house or flat there must be a smoke alarm outside your bedroom.



Look after your smoke alarm, it can save your life.

- Test your smoke alarm monthly by pressing the test button.
- **DON'T** remove the battery
- **DON'T** take the smoke alarm down
- **DON'T** cover the smoke alarm
- Replace the battery in your smoke alarm yearly.
- Regularly vacuum over and around your smoke alarm to remove dust and debris to keep it clean.
- If there is no smoke alarm or it does not work report it to your landlord.



### Electricity

The safe use of electricity assists in preventing house fires.

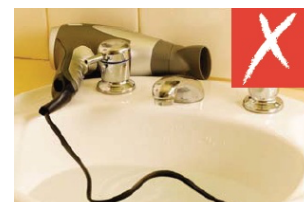
- **Improper use of power boards and double adaptors can lead to fires.**

A double adaptor or a powerboard plugged into another double adaptor or powerboard creates a danger of overloading the system. For safety, use a single extension cord rather than joining shorter cords. Leaving an extension cord coiled while in use or placing a cord under floor coverings can cause overheating.



- **Be careful to keep electrical appliances away from water.**

A hair dryer takes time to cool down. For safety, allow this to happen on a inflammable surface before storing it.



- **Computers, monitors and TVs can overheat and cause fires even when not in use.**

They should be turned off after each session.  
Good air circulation is necessary around TVs and videos. TVs should be turned off at the set, not only with the remote control.



### **Light globes can become very hot.**

It is dangerous to cover a lamp with any type of fabric.  
To dim a lamp it is recommended that a lower wattage globe is used.

## **SUN SAFETY**

Australia has the highest rate of skin cancer in the world. In fact, one in every two Australians will be diagnosed with skin cancer at some point during their lifetime. The good news is, it can be prevented. By minimising your exposure to the sun's damaging ultraviolet radiation (UVR), you can protect your skin and prevent the development of skin cancer.

### **Sun Protection**

Skin cancer and skin damage are caused by being exposed to the sun's harmful ultraviolet radiation (UVR). The key to preventing skin cancer is to protect your skin from the sun by practising sun safe behaviours.

There are **six simple steps** you can follow to reduce your risk of skin cancer and protect your skin:

1. Minimise your time in the sun between 10am and 3pm
2. Seek shade
3. Wear suitable clothing that provides good sun protection
4. Choose a broad brim, legionnaire-style or bucket-style hat that will protect your face, neck and ears
5. Wear UV protective sunglasses



6. Apply SPF 30+ broad spectrum, water-resistant sunscreen 20 minutes before you go out into the sun.



## BEACH SAFETY



Understanding the ocean is very important - the more you know about how waves, wind and tides affect conditions in the water, the better able you are to keep yourself safe, or even rescue others, from danger. Recognising danger signs and awareness of surf conditions is an essential part of lifesaving.

### Remember the F-L-A-G-S and Stay Safe

**F** Find the flags and swim between them - the red and yellow flags mark the safest place to swim at the beach.

**L** Look at the safety signs - they help you identify potential dangers and daily conditions at the beach.



**A** Ask a surf lifesaver for some good advice - surf conditions can change quickly so talk to a surf lifesaver or lifeguard before entering the water.

**G** Get a friend to swim with you - so you can look out for each other's safety and get help if needed. Children should always be supervised by an adult.

**S** Stick your hand up for help - if you get into trouble in the water, stay calm, and raise your arm to signal for help. Float with a current or rip - don't try and swim against it.

And remember – **NEVER**

**Never** swim at unpatrolled beaches

**Never** swim at night

**Never** swim under the influence of alcohol



**Never** run and dive into the water

**Never** swim directly after a meal

## The Surf Environment

RIP - A rip is a strong current running out to sea. Rips are the cause of most rescues performed at beaches. A rip usually occurs when a channel forms between the shore and a sandbar, and large waves have built up water which then returns to sea, causing a drag effect. **The larger the surf the stronger the rip.** Rips are dangerous as they can carry a weak or tired swimmer out into deep water.

### Identifying a Rip

The following features will alert you to the presence of a rip:

- darker colour, indicating deeper water
- murky brown water caused by sand stirred up off the bottom
- smoother surface with much smaller waves, alongside white water (broken waves)
- waves breaking further out to sea on both sides of the rip
- debris floating out to sea
- a rippled look, when the water around is generally calm



### Escaping From a Rip

If you are caught in a rip:

- Don't Panic - stay calm
- If you are a strong swimmer, swim at a 45 degree angle across the rip and in the same direction as the current until you reach the breaking wave zone, then return to shore
- If you are a weak or tired swimmer, float with the current, don't fight it. Swim parallel to the shore for about 30 - 40m until you reach the breaking wave zone, then swim back to shore or signal for help.
- Remember to stay calm and conserve your energy.

### Negotiating the Surf

Before entering the surf, always make note of a landmark such as a building or headland that can be seen from the water and used as a guide for maintaining a fixed position. Also check the depth of any gutter and the height of any sandbank before diving under waves – this will help prevent spinal injury.

When going out through the surf, negotiate the shallows by a high hurdle type of stride until the breakers reach your waist or until your progress is slowed.

Waves of any size and force should not be fought against and should be negotiated by diving underneath, giving you time to reach the bottom and lie as flat as possible on the sand while the wave passes over.

Your hands can be dug into the sand in front at arm's length for stability and as a pull forward when ready to surface.

If the water is deep enough, bring your knees up under your body so you can get a good push off the bottom, like an uncoiling spring. This gives added force to your next dive. Repeat this process until in chest-deep water, then start swimming.

If a broken wave approaches when the water is not too deep, dive down and run or crawl along the bottom. In deep water, do not use extra energy trying to reach the bottom; instead duckdive to just below the turbulence. Wait for the wash to pass and then push or kick to the surface (off the bottom, if possible).

Stick to your predetermined path on the swim out.

Check your position by occasionally raising your head for a quick look when swimming on top of a swell.



## BUSH AND OUTBACK SAFETY

Australia has many extraordinary and beautiful places to explore. If you are going on a trip, travel with other people, make sure someone knows where you are at all times and stay on a road or a walking track.

### In the Bush

Be prepared if you plan some time in our bushland. Plan your hike. Always tell someone where you are going and what time you expect to return. Let them know when you return safely.



- Check the weather forecast and be prepared for unexpected changes in weather.
- Check the length and degree of difficulty of your planned walk. Consider using a local guide when taking long or difficult walks.
- When walking or exploring outdoors drink plenty of water (allow at least one litre of water per hour of walking). Wear sturdy shoes and socks, a hat, sunscreen lotion, comfortable clothing and insect repellent. Other handy items for long bushwalks include food, warm clothing, first aid supplies, a torch and a map.
- **Never walk alone.** Read maps and signs carefully. Stay on the track and stay behind safety barriers.
- **Never dive** into a rock-pool, creek, lake or river. Stay away from cliff edges and waterfalls.

- Do not feed or play with native animals. You might get bitten or scratched.
- Limit your use of fire. Use a fuel stove for cooking and wear thermal clothing to keep warm. Never leave fires unattended or unconfined.
- Visit the ranger station or park information centre to obtain details on the best places to visit and any additional safety tips for that park.

## STORM SAFETY

Storms can happen anywhere and at any time of the year. Storms are more common during storm season – from October to the end of April, but it is important to be aware all year round.



Severe storms can cause major damage. They may be accompanied by torrential rain, strong winds, large hailstones, loud thunder and lightning. Storms can cause flash flooding, unroof buildings, and damage trees and powerlines.

You can also be indirectly affected by storms even if your property is not damaged; such as losing power, or access roads being cut.



The SES is responsible for managing the clean-up and helping people during and after a storm.

During a storm, there are some things you can do to stay safe:

- Stay indoors and away from windows.
- Unplug sensitive electrical devices like computers, televisions and video recorders.
- Listen to your radio for weather updates.
- Don't use a landline telephone during an electrical storm

If you are caught outside during storm

- Get inside a vehicle or building if possible.
- If no shelter is available, crouch down, with your feet close together and head tucked in.
- If in a group – spread out, keeping people several metres apart.





## DANGEROUS PLANTS AND ANIMALS

Australia is home to a variety of native animals. Even if they seem friendly to you, do not touch or feed them - they are not used to close contact with humans and may hurt you

If you are visiting any of Australia's beautiful parks or forests:

- **Be wary of animals in their natural habitat.** Stay well back from goannas, crocodiles, snakes, dingoes, cassowaries, and also wild pigs, cattle, horses and buffaloes. People have been seriously injured or killed by wild animals. Be very careful about approaching any injured animal, such as kangaroos or possums. They are likely to bite and scratch if you attempt to touch or move them.
- **Never feed or play with wildlife.** Native animals are by nature timid, however, having been provided food from people, may become aggressive in pursuit of food. You may get bitten or scratched. In addition, human foods may be harmful to native animals.

In the warm waters of Tropical Queensland:

- **Take care to avoid marine stingers.**
- **Do not enter water where crocodiles may live.**

### Bites and Stings

The majority of insects in Australia are not harmful to humans. Some insects bite and sting if they are threatened so it is best to avoid touching them if you want to avoid being stung or bitten.

The Australia-wide **Poisons Information Centres** have a common telephone number:

**131 126**

Some people are allergic to certain insect bites or venom. In the case of an allergic reaction to bites or stings, medical attention should be sought immediately. Call a doctor or hospital for guidance, or **000**.

## ANAPHYLAXIS

### Allergic Reactions

**Anaphylaxis is a severe allergic reaction** that can occur in sensitive individuals from exposure to any chemicals foreign to the body, including bites and stings, plants, or medications. Parts of the body, for example the face or throat swell up so much that the patient can't breathe. In severe cases the patient may go into shock within a few minutes and the heart can stop. **For any patient who shows signs of anaphylaxis, call 000 for an ambulance, and have the patient taken immediately to the emergency department of the nearest hospital.**

### General First Aid for Bites and Stings

For bites or stings from these creatures seek first aid assistance straight away, stay calm, and as immobile as possible.

- all species of Australian snakes, including sea snakes
- funnel web spiders
- blue ringed octopus
- cone shell stings



For all other bites and stings: Seek or apply basic first aid.

- ☐ Wash with soap and water and apply an antiseptic if available
  - ☐ Ensure that the patient's tetanus vaccination is up to date
  - ☐ Apply an ice-pack to reduce local pain and swelling
  - ☐ Pain relief may be required eg. paracetamol or an antihistamine (to reduce swelling, redness and itch)
  - ☐ The patient should seek medical advice if they develop any other symptoms or signs of infection.
- ☐ [www.health.qld.gov.au/poisonsinformationcentre/bits\\_stings](http://www.health.qld.gov.au/poisonsinformationcentre/bits_stings)