



Rockhampton Girls
Grammar School

Est 1892

2024

International Student Handbook





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KEY STAFF CONTACTS

School Telephone Number: (07) 4930 0900 FAX Number: (07) 4930 0999 Website: rggs.qld.edu.au

Inquiries	Where to find	Contact
Principal Kara Krehlik	Lower Paterson House	Principal@rggs.qld.edu.au (07) 4930 0903
Enrolments Wendy Sheppard	Upper Paterson House	Enrolments@rggs.qld.edu.au (07) 4930 0912
Reception Kerry Clarke	Lower Paterson House	Reception@rggs.qld.edu.au (07) 4930 0900
Student Services Di Mallyon	Lower Paterson House	StudentServices@rggs.qld.edu.au (07) 4930 0905
Deputy Principal – Studies Dr John Fry	Lower Paterson House	JohnFry@rggs.qld.edu.au (07) 4930 0909
Deputy Principal – Students Sammy Cobon	Lower Paterson House	SammyCobon@rggs.qld.edu.au (07) 4930 0908
Head of Boarding & After Hrs Emergency Contact Stacey McCarthy	Lower Kollar Boarding	StaceyMcCarthy@rggs.qld.edu.au (07) 4930 0942 or 0418 185 748
Accounts Cassie Holden	Lower Paterson House - Finance	AccountsReceivable@rggs.qld.edu.au (07) 4930 0964
Health Centre Linda Knowles	H Block - Health Centre	HealthCentre@rggs.qld.edu.au (07) 4930 0929
Library Linda McLeod	Mulder Learning Resource Centre	Library@rggs.qld.edu.au (07) 4930 0949
Uniform Shop Tamara Birch	Lower Paterson House	RGGSShop@rggs.qld.edu.au (07) 4930 0944

OTHER STAFF CONTACTS

Business Manager Clair Applewaite	Lower Paterson House - Finance	ClairApplewaite@rggs.qld.edu.au (07) 4930 0968
Facilities & Services Manager Kasey Mitchell	Upper Paterson House	KaseyMitchell@rggs.qld.edu.au (07) 4930 0951
Academic Support Officer Veronica Miller-Waugh	Upper Paterson House	VeronicaMillerWaugh@rggs.qld.edu.au (07) 4930 0972
School Counsellor Claire Jarrett	Luck Building	ClaireJarrett@rggs.qld.edu.au (07) 4930 0924
Director of IT - Adam Tuffery IT Manager - Matthew Cook	Mulder Learning Resource Centre	911@rggs.qld.edu.au (07) 4930 0911
Director of Primary Jacqui Goltz	Upper Paterson House	JacquiGoltz@rggs.qld.edu.au (07) 4930 0971
Director of Secondary Christie Dey	Upper Paterson House	ChristieDey@rggs.qld.edu.au (07) 4930 0971
Director of Sport Greta Doherty	MMPH Office	GretaDoherty@rggs.qld.edu.au (07) 4930 0951
Subject Co-Ordinator - Arts Jessica Dawes	CAB	JessicaDawes@rggs.qld.edu.au (07) 4930 0303



Subject Co-Ordinator – English, Humanities & Social Sciences Donna Bennett	Discovery Centre	DonnaBennett@rggs.qld.edu.au (07) 4930 0342
Subject Co-Ordinator – Mathematics & Science Nadene Housman	Upper Paterson House	NadeneHousman@rggs.qld.edu.au (07) 4930 0973
Subject Co-Ordinator – Technologies, Languages & Physical Education Dr Nikki Kelly	Upper Paterson House	NikkiKelly@rggs.qld.edu.au (07) 4930 0973
Learning Enhancement Co-Ordinator Elisha Embrey	Upper Paterson House	ElishaEmbrey@rggs.qld.edu.au (07) 4930 0972
Head Chef Kent Reid	Lower Paterson House - Kitchen	catering@rggs.qld.edu.au (07) 4930 0914
Maintenance Manager Ryan Kimm	Upper Paterson House	maintenance@rggs.qld.edu.au (07) 4930 0918
Cleaning Manager Danielle Unwin	Upper Paterson House	DanielleUnwin@rggs.qld.edu.au (07) 4930 0919
Communication & Marketing Manager Kaitlyn Graham	Upper Paterson House	CommunicationsandMarketing@rggs.qld.edu.au (07) 4930 0964
Transport Co-Ordinator Gwen Maynard	Via Facilities & Services Manager Upper Paterson House	transport@rggs.qld.edu.au (07) 4930 0951 (Kasey Mitchell)
Accountant Tamika Parmenter	Lower Paterson - Finance	TamikaParmenter@rggs.qld.edu.au (07) 4930 0965
Workplace Health & Safety & Compliance Officer Belinda Thorburn	Upper Paterson	PolicyControl@rggs.qld.edu.au (07) 4930 0917

BOARD OF TRUSTEES

The role of the Board of Trustees of The Rockhampton Girls Grammar School is to provide leadership and strategic guidance for the school, in addition to overseeing management’s implementation of strategic initiatives. The Board is accountable to the Minister for the performance of the School’s business and meets on a regular basis.

The current Board of Trustees of The Rockhampton Girls Grammar School are:

- Board Chair Jenny Luck
- Deputy Chair Cale Dendle
- Board Member Anni Bastin-Byrne
- Board Member Alexandra Becker
- Board Member Hilarie Dunn
- Board Member Ken Murphy
- Board Member Gordon Stunzner
- Secretary to the Board Clair Applewaite

OTHER TEACHING AND ADMINISTRATION STAFF

Additional staff, including teaching and administration, may be contacted as follows:

- Teaching: Deputy Principal – Studies, Director of Primary, Director of Secondary, Subject Co-Ordinators
- Administration & Other Staff: Director or Manager of relevant Department

Alternatively, you may contact Reception on 0749 300 900 if you require assistance.

A full staff list is contained in the 2024 Parents and Student Handbook which is located on the school’s website: [Parents and Student Handbook](#)



EMERGENCY CALL NUMBER IN AUSTRALIA
FOR AMBULANCE, POLICE OR FIRE DEPARTMENT
CALL 000



GIRLS GRAMMAR SCHOOL MOTTO

'Non Scholae, sed vitae'

Not only for School, but for life we are learning.

GIRLS GRAMMAR SCHOOL SONG

What are we working for, here at our
lessons, Why join together in book
lore and play?

Forty years on will be answered these
questions, If our School Motto speaks
truly today.

Not only for school, but for life we are
learning -- Life with its duties, its
pleasures, its cares.

Hearts bright with hope, with ambition high
burning, Hearts of true women our school
time prepares.

Chorus

*Do your best! Do your best! Do
your best! Give again our dear
School's ringing cry, Sounding
north and south and west -
Non Scholae, sed vitae.*

Forty years on when afar and
asunder Parted are those who are
singing today When we look back
and forgetfully wonder What we
were like in our work and our play.

Then it may be there will often
come o'er us Whispers of notes
like the catch of a song. Visions of
girlhood will float then before us,
Echoes of dreamland will bear
them along.

Chorus



OUR SCHOOL

We warmly welcome you to the Rockhampton Girls Grammar family. Girls Grammar enrolls students from many countries all over the world and prides itself on preparing young women to be global citizens with a capacity for deep intercultural understanding.

Our campus caters for international students from Year 4 through to Year 12 with boarding from Year 6.

Our programs assist international students to meet tertiary academic entry standards and develop study, language and cultural skills. This ensures a successful and smooth transition to the next phase of their study in diploma or degree courses at universities or higher education facilities in Australia or overseas.

To assist international students, we offer an orientation program and a full range of support services. Students are supported by the Head of Boarding, **Principal**, Deputy Principal - Students, Deputy Principal – Studies, School Nurse, School Counsellor and an experienced and supportive boarding staff. While academic success is vital, student wellbeing is just as important to us as we support young women on their journey towards adulthood.

Our international students board with Australian students, many of whom come from properties throughout Central Queensland. We have two boarding houses, which sensitively and appropriately reflect the different requirements of each age group. Boarding provides a 'home away from home' and in our boarding house friendships are forged for life.

As one of Australia's oldest schools, our school has been providing opportunities for International Students for over 100 years. We warmly invite you to discuss how we can help you achieve your dreams.

We greatly look forward to welcoming you to Rockhampton Girls Grammar School.





MESSAGE FROM THE PRINCIPAL

Welcome to Rockhampton Girls Grammar, a school community with a 130 year history of educating strong women. Our rich heritage and traditions, combined with our future-focused educational philosophy, ensure our girls are prepared with the strong learning foundations and personal capabilities they need to engage effectively in what is our increasingly complex world.

Girls are our specialty! As Rockhampton's only girls' school, we provide lifelong benefits that can only be gained by attending a girls' school, particularly the elimination of gender beliefs and assumptions. From Prep to Year 12, every aspect of teaching and learning is tailored to girls, to developing their self-belief, growing their leadership and empowering them with the skills and confidence to be capable, ethical young women who lead full and rewarding lives beyond their schooling years.

Regardless of the pathway they pursue after school, we know that girls need rich, engaging learning experiences during their formative years. At Girls' Grammar, we are committed to high quality teaching where girls are nurtured, challenged and supported. Our teachers maintain high expectations for our students, encourage curiosity, collaboration, questioning and problem-solving and provide learning experiences that foster their intellectual character as well as their social and emotional growth.

Girls Grammar is a boarding school - not a school with a boarding program. One third of our students are boarders - it's central to what we do. We provide a home away from home where community, belonging and inclusiveness are fostered and girls make friendships and memories that last a lifetime.

The right school is so important for the woman your daughter will become and we know that the decision about your daughter's education is one of the most important decisions you will make. We value a holistic education where your daughter's gifts and talents can be nurtured – in partnership with you. It would be a privilege to welcome you to Girls' Grammar, to show you around our campus and to discuss how Girls Grammar can be the right school for your daughter! I look forward to welcoming you to our beautiful school.

Kara Krehlik

OUR HISTORY

In 1883 a movement began to establish a girls grammar school in Rockhampton and, with a decision by the Trustees of the Rockhampton Grammar School to close their female department, the Rockhampton Girls Grammar School began to take enrolments.

The prime site on the Athelstane Range was selected as being appropriate and in 1891 construction commenced on the school building, designed by Mr E M Hockings, to accommodate 50 day and 20 boarding students.

Girls Grammar opened its doors to the first four boarders and thirty three day students on 11th March, 1892. With Miss Helen E. Downs as foundation Headmistress, the School was officially opened on 19 April 1892.

The building was enlarged three times – in 1897, 1899 and again in 1901 to meet growing demands as students were enrolled from kindergarten to matriculation.

On the departure of Miss Downs, the school presented her with a gold replica of the school badge. On her death, she bequeathed it to the school to be worn by the Head Prefect who was to be known as the Helen E. Downs Prefect. Prue McKeague was a Senior Boarder who died during the Christmas holidays in 1985. At the suggestion of her classmates and the Old Girls Association, a platinum replica of the Helen E. Downs badge was commissioned which is worn by the Prue McKeague Prefect.



Foundation Day 2024

OUR VISION

To be known as an outstanding school in Regional Queensland that works in active partnership with students, staff, families and our community so that girls:

- Are inspired, challenged and supported to be strong in mind, body and voice.
- Have the self-belief to pursue excellence in all endeavors.
- Develop a lifelong aspiration for learning – ‘Non Scholae, Sed Vitae’.
- Embrace the school’s values and ethical principles to live as empowered individuals who confidently approach an ever-changing world with intellectual curiosity.

OUR MISSION

At Rockhampton Girls Grammar School, we strive to be an independent day and boarding school of choice in Regional Queensland where girls build an enduring sense of connection, are nurtured to be their best and develop the skills, self-belief and resilience to confidently embrace their futures.

OUR VALUES

Rockhampton Girls Grammar School is a learning community founded on a commitment to ‘Learning for Life’. The behaviours at the core of our school are:

- Courage and Integrity
- Respect
- Pursuit of Excellence
- Innovation and Tradition
- Connection and Inclusivity
- Intellectual Curiosity

STUDENTS

Rockhampton Girls Grammar School has an enrolment of 405 students, of which 106 are boarders. The school is committed to the holistic development of every girl, giving all students the opportunity to become



clever, confident and connected. The provision of quality offerings such as our Pastoral Care Program, which involves staff, students and the wider school community allows Rockhampton Girls Grammar School students to engage in a wide range of learning experiences. The program is available to every student and assists girls in all areas including academic progress and social emotional wellbeing.

The school is committed to the promotion of opportunities for students to develop leadership skills with opportunities available including:

- Head Girls
- Prefects
- Captains of sports
- Captains of cultural activities
- Student Council



2024 Student Leaders

Head Girl	Georgia Priddle
Head Girl	Kara-Lee Buckton
Boarding Prefect	Jessica Chapman
Student Wellbeing Prefect	Kelsie Bennett
Primary Prefect	Bethany Dey
Academic Prefect	Tyla Mitchell
Cocurricular Prefect	Dale Lewis
Community and Culture Prefect	Kara-Lee Buckton
Downs House Prefect	Charlotte Carrol
Paterson House Prefect	Georgia Priddle
Smith House Prefect	Harriett Farrell
Williams House Prefect	Ella Fort

Testimonials from students include:

- Rockhampton Girls Grammar School gives me opportunities for sports and the food we get from the canteen and the dining hall is really delicious. I get time to meet new friends and make them like big and little sisters. The teachers treat us very kindly and give up their time just to help us do our work. After school tutoring helps me a lot with my school work.
- I like that I am supported academically and encouraged to do my best. Since moving to Girls Grammar I truly care about and value my education. I am grateful to be a part of this community.



BOARDING CONTACT DETAILS

Boarding students at Rockhampton Girls Grammar School are accommodated in two separate boarding houses. Kollar House provides single rooms for students from Years 10 to 12, whilst girls in Years 6 to 9 share spacious double rooms in Jackson House. Each House has its own full time experienced supervisors as well as a network of part time staff who are there to help you at all times. There is always one member of staff sleeping at night in each boarding house. The Boarding Supervisor is also available to help you follow schedules, manage health concerns, develop friendships and become an active member of the School Community.

The Head of Boarding is Ms Stacey McCarthy.

Contact Details

Phone 4930 0947

Email StaceyMcCarthy@rggs.qld.edu.au

If you are unable to reach the Head of Boarding during business hours, please call main reception 4930 0900.

Dorm Contact Numbers:

Lower Jackson 4930 0939

Upper Jackson 4930 0937

Kollar Dorm Office 4930 0942



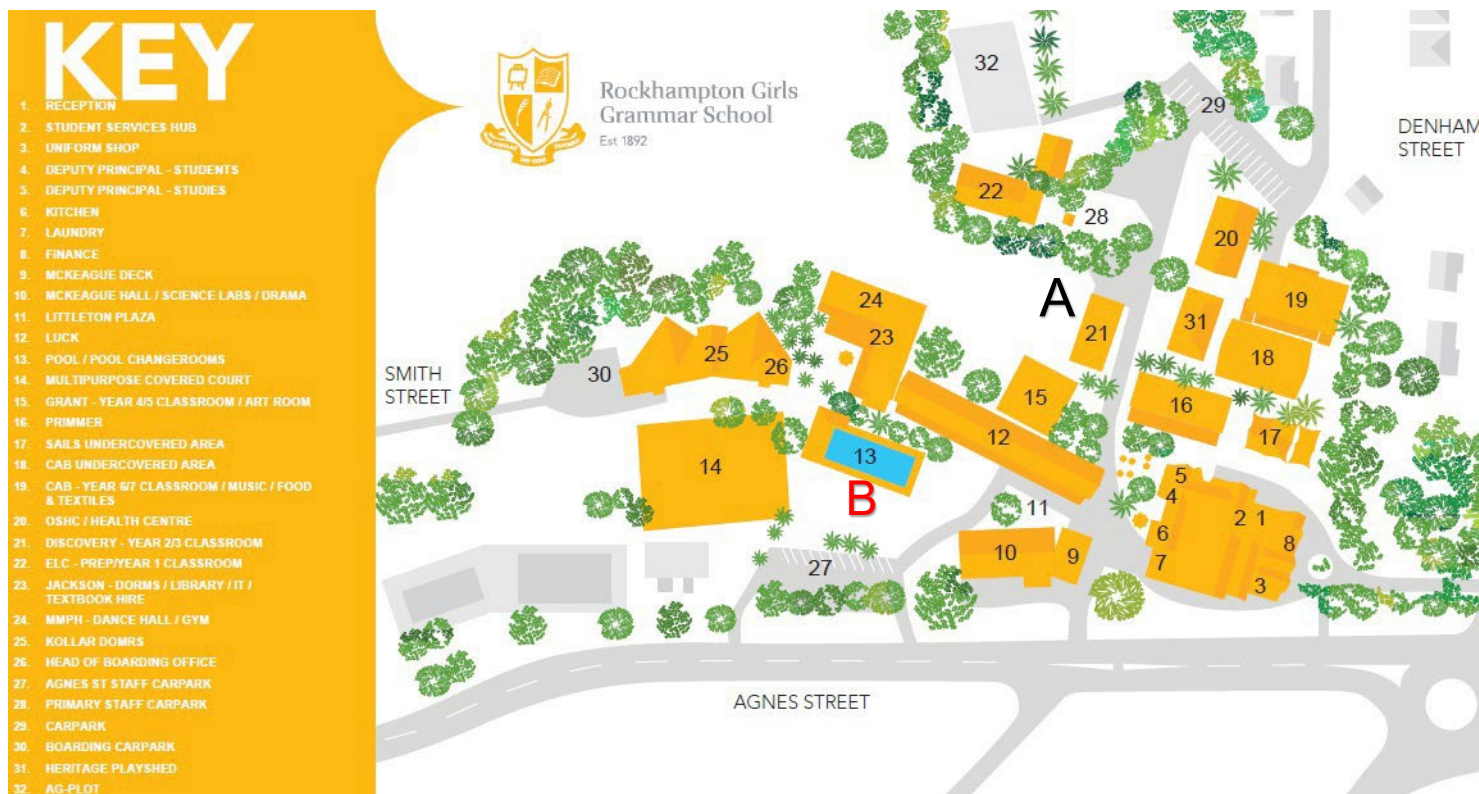
OTHER BOARDING CONTACTS

Boarding 2IC Kerry Thompson	KerryThompson@rggs.qld.edu.au Ph: 0749 30 0947
Boarding Administration Matilda Lorroway	MatildaLorroway@rggs.qld.edu.au Ph: 0749 30 0942

Rockhampton Girls Grammar School is located at 155 Agnes Street, Rockhampton and we are proud to offer quality education and care to young women utilising our outstanding facilities detailed on the campus map below.



CAMPUS MAP



IDENTIFIED EVACUATION ASSEMBLY AREAS AND EVACUATION ROUTES

During School Hours 8.00 am to 3.00 pm	Non-School Hours - Boarding	OSHC – School Hours and Non-School Hours
Main School Oval Point A on Map	Upper Car Park in Agnes Street Point B on Map	Main School Oval Point A on Map

Maps showing the assembly points are posted on all school notice boards and dormitory doors in boarding. An evacuation drill will be held in the day school and in boarding each semester to ensure all new students are aware of the procedures. Teachers will remind students of the lockdown and evacuation procedures during the Care Meeting each semester.

Additional information regarding facilities and experiences offered at Girls Grammar can be found in our International Prospectus located on the school website:

[International Enrolments | Rockhampton Girls Grammar School \(rggs.qld.edu.au\)](https://rggs.qld.edu.au)

The prospectus contains information pertaining to the following:

- Living in Rockhampton
- School Values
- Girls Grammar Sisterhood
- Boarding Experience
- Community, Curriculum and Technology
- Cocurricular program
- School facilities (including dining, canteen and laundry)
- Testimonials from past students



SCHOOL UNIFORMS

The school uniform is a symbol of our community and part of the proud tradition of the School. All students are required to be attired in the full school uniform throughout the day, including while travelling to and from school. Please refer to: [Uniform Policy](#) for comprehensive details on the school's uniform policy.

The Uniform Shop

The Rockhampton Girls Grammar School uniform shop is located in Paterson House off Agnes Street. The shop sells uniforms (new and second-hand), as well as school supplies, such as some workbooks and stationery items, school and house badges, Girls Grammar lanyards and water bottles. The Shop Convener will be happy to assist you with your particular needs and may be contacted on 07 4930 0944 or via email at rggshop@rggs.qld.edu.au. The shop is open from 8.00am to 1.30pm Monday, Wednesday and Thursday, in addition to extended times during summer holidays. Please refer to the school website or contact school reception to confirm opening times on 4930 0900.

Additional information relating to the school uniform, including price list can be found on the school's website:

[Uniform Information](#)

WHERE TO FIND KEY INFORMATION OR ASSISTANCE

<p>Assistance with Studies: English Language Academic Studies Assignments Careers Counselling</p>	<p>Assistance: Deputy Principal – Studies, Academic Support Officer, Learning Enhancement Officer, Classroom Teacher, Care Mentor Curriculum Handbooks can be located on the school website: Senior School Curriculum Handbook Middle School Curriculum Handbook Primary School Curriculum Handbook Career Guidance information can be located on the school website: https://www.rggs.qld.edu.au/career-guidance</p>
<p>School Calendar</p>	<p>School calendar & term dates are located on the school website: https://www.rggs.qld.edu.au/calendar</p>
<p>Timetable and Bell Times</p>	<p>Refer table below</p>
<p>Subject Selection</p>	<p>Assistance: Deputy Principal – Studies, Academic Support Officer, Classroom Teacher; Care Mentor Assessment & Subject forms are located on school website: https://www.rggs.qld.edu.au/assessment</p>
<p>Assessment</p>	<p>Assistance: Classroom Teacher; Care Mentor, Academic Support Officer, Deputy Principal – Studies Assessment policies are located on the school website: https://www.rggs.qld.edu.au/policies-procedures Assessment & Subject forms are located on school website: https://www.rggs.qld.edu.au/assessment</p>
<p>Code of Conduct</p>	<p>Assistance: Classroom Teacher, Care Mentor, Deputy Principals – Studies and Students, Principal Code of Behaviour (Student) policy: Student Code of Behaviour Policy Parent and Visitor Code of Conduct Policy: Parent & Visitor Code of Conduct Policy</p>
<p>Feeling Safe at School/Student Protection: Primary School Secondary School</p>	<p>Assistance: Classroom teacher, Care Mentor, Deputy Principal Studies & Students, Principal, Head of Boarding Child Protection, Child Risk Management Strategies, Student Bullying Policies are located on school website: https://www.rggs.qld.edu.au/policies-procedures</p>



Technology Use Policies	Assistance: Director of IT, Classroom Teacher, Care Mentor, Deputy Principals – Studies and Students Acceptable Use of Technology & Social Media Policy is located on school website: Acceptable Use of Technology & Social Media Policy
Cyber Safety	Assistance: Director of IT, Classroom Teacher, Care Mentor, Deputy Principal - Studies and Students RGGGS Interactive Learning Technologies (ILT) Program Acceptable Use of Technology & Social Media Policy is located on school website: Acceptable Use of Technology & Social Media Policy
Mobile Phone Policy	Assistance: Classroom Teacher, Care Mentor, Deputy Principals – Studies and Students, Head of Boarding Mobile Phone policy is located on school website: Mobile Phone Policy
School Intranet/App	Assistance: IT Help Desk, Head of Boarding, Deputy Principals – Studies and Students https://www.rggs.qld.edu.au/
Pastoral Care Program	Assistance: Classroom Teacher, Care Mentor, Deputy Principal – Students, Head of Boarding, School Counsellor Pastoral Care Program Position Paper can be located on the school website: Pastoral Care Program Position Paper
School ID Card	Assistance: Student Services, Head of Boarding https://www.rggs.qld.edu.au/student-services
Student Driver/Car Policy	Assistance: Deputy Principal – Students, Student Services Require Drive to School Authorisation Form: Drive to School Authorisation
Extra-Curricular Activities/Clubs	Assistance: Student Services, Director of Sport, Head of Boarding, Care Mentor, Deputy Principal – Students https://www.rggs.qld.edu.au/co-curricular

SCHOOL TIMETABLE

Girls Grammar commences classes at 8.20am for all year levels and concludes at 3.00pm. There are six 50 minute lessons each day. Students also meet with their Care Mentor for 30 minutes each day. Teachers use all the available time to maximise learning opportunities for students. Girls are required to attend all calendared school days up to and including the final day of each term. Term dates are available on the Girls Grammar website: [RGGGS 2024 Term Dates](#)

	Monday	Tuesday	Wednesday	Thursday	Friday
Care 8.20-8.50	P-12 CARE	P-12 CARE	CARE (8.20am)	P-12 CARE	P-12 CARE
Lesson 1 8.50-9.40			Assembly rotational with Sister/House Meetings (8.30am)		
Lesson 2 9.40-10.30					
Morning Tea 10.30-11.00					



Lesson 3 11.00-11.50					
Lesson 4 11.50-12.40					
Lunch 12.40-1.20					
Lesson 5 1.20-2.10					
Lesson 6 2.10-3.00				Enrichment Clubs	

AS A PROVIDER OF INTERNATIONAL EDUCATION

Rockhampton Girls Grammar School operates under the legislative framework which comprises of the Education Services for International Student (ESOS) Act 2000 and the standards of the National Code of Practice for Providers of Education and Training to International Students (The National Code) 2018.

The ESOS Act 2000 is the principal Australian government legislation governing international student education in Australia. The Department of Education, Employment and Workplace Reforms administers the ESOS Act and certifies provider compliance.

The National Code provides nationally consistent standards for the conduct for registered international education providers and the registration of their courses. These standards set out specifications and procedure to ensure that providers of international education and training courses can clearly understand and comply with their obligations under the National Code. Rockhampton Girls Grammar School is required to ensure that international students are provided with relevant provisions of the ESOS framework throughout the span of the student's enrolment. Please follow the link [International Students Factsheet](#).

Being an International Student in Australia

What you need to know:

The ESOS Act covers information you have a right to know about and the services that must be offered to you by Australian education providers. These include:

- Orientation to help you understand the course and about the place you are studying, as well as access to support services that can help you study and adjust to life in Australia.
- The education or course provider's contact officer or officers for overseas students.
- That education or course provider's requirements are for satisfactory attendance.
- What education or course provider's requirements are for satisfactory progress in the courses that you are studying and what support is available if you are not progressing well.
- If you can apply for Course Credit and the circumstances in which your enrolment can be deferred, suspended or cancelled.
- The school's internal and external Complaints and Appeals process.
- All other relevant rules, regulations and policies that are implemented by the education or course provider.



Academic Course Codes

The CRICOS Registered Courses offered to international students at Rockhampton Girls Grammar School are as follows:

Course Code	Course Name	Course Level
082472M	Primary Years 4-6	Primary School Studies
082474J	Secondary Junior Years 7-10	Junior Secondary Studies
004913D	Secondary Senior Years 11-12	Senior Secondary Certificate of Education

ACADEMIC OUTCOMES

Rockhampton Girls Grammar School ensures all curriculum offered to international students is in compliance with QCAA and ACARA. We offer primary curriculum to international students in Year 4 to 6, middle school curriculum to Year 7 to Year 9) and senior school curriculum to Year 10 to Year 12 (*links are attached on page 14 of this handbook*).

Students in Year 4 to Year 7 follow a compulsory curriculum model where all students learn the same subjects. Students in Year 8 to Year 10 follow a part compulsory and part elective model where students study a common compulsory core but also have the ability to choose three elective subjects. Students in Year 11 and Year 12 choose six elective options.

Elective subject selections are completed through consultation with the Deputy Principal – Studies. Within timetable limitations, subject changes may be made at the end of a term or unit of work. Evidence of application to work and study in the subject being excited is required. Parents and students must seek and follow staff guidance before requesting a subject change. All subject change requests require student and parent/guardian discussion before being approved by the Deputy Principal – Studies.

Careers and Subject Guidance

The Deputy Principal – Studies seeks a range of careers information opportunities in which Girls Grammar girls are encouraged and assisted to participate. Students in Year 10 complete the QCAA short course 'Career Education' as part of their compulsory studies. Students in Year 10 also attend a camp focused on careers and subject selections. Each girl has an individual meeting with the Deputy Principal – Studies to review their elective subject selections.

Assessment Years 7-12

Rockhampton Girls Grammar School has a policy of assisting students to plan their study time effectively. For this reason, students will receive an outline of the semester's assessment via the school's website:

[Assessment | Rockhampton Girls Grammar School | Rockhampton \(rggs.qld.edu.au\)](https://www.rggs.qld.edu.au/assessment)

No assignments will be given outside this outline without permission from the Deputy Principal – Studies. Any change to the semester outline will be communicated to students through subject teachers.

ENROLMENT

Rockhampton Girls Grammar School conducts its enrolment of international students in an ethical and responsible manner, consistent with the requirements of to the National Code of Practice for Providers of Education and Training to Overseas Students (the National Code) 2018.

Enquiries for enrolment are directed to the **Enrolments Officer**.

Enquiries regarding student welfare during a student's enrolment are directed to the Deputy Principal – Students or **Head of Boarding** if the student is a boarder.

Step 1:

Enquiries can be made by contacting the Enrolments officer by phone, email or by clicking 'Contact Us' on the website: [International Enrolments | Rockhampton Girls Grammar School \(rggs.qld.edu.au\)](https://www.rggs.qld.edu.au/international-enrolments)

The Enrolments Officer sends the International Prospectus, International Student Application for Admission Form and International Schedule of Fees.



The student completes the 'International Enrolment Application' form and sends it to us with the application fee of \$65.00 and all documentation requested on the Application Form as listed below.

- International Enrolment Application Fee AU\$65 (non-refundable)
- Copies of Student Report Cards from the last three years of study, including a copy of the latest Student Report Card (all required in English)
- Completed Reference from the student's current or most recent School Principal if Student Report Cards do not record student behaviour or commitment to studies (required in English)
- Written evidence of proficiency in English as a second language
- Completed Subject Choices form if appropriate (Years 9 to 12)
- Certified copy of Passport (name, photo identification, passport number and expiry date)
- Certified copy of Birth Certificate
- Certified copy of Student Visa (if applicable)

*It is very important that parents understand Rockhampton Girls Grammar School needs to have full details of any medical or psychological condition that requires medication or medical supervision, and any learning difficulties or special needs a student may have. Failure to disclose this information at time of enrolment may be grounds for future cancellation of enrolment.

NOTE: Where the documents provided are not in English, certified translations in English are required, with necessary costs to be met by the applicant.

An application for enrolment can only be processed when all the above has been submitted to the school. Applications from international students are processed according to established policy and procedures and are dealt with on their merits.

Step 2:

The student will receive acknowledgment of this application and an invitation to make an appointment to meet with the Principal. The interview with the Principal can take place via zoom, telephone or face to face. A tour of the school will be conducted if you are in Rockhampton.

The purpose of this interview is to converse with the student in English, establish any further English proficiency requirements, discuss the school and student expectations, discuss accommodation and welfare, refer the student to relevant policies, subjects and appropriate year level curriculum, extra-curricular activities, and address any questions the student may have.

Step 3:

Following the interview, the Principal will notify applicants whether their application has been successful and a place may be offered. Girls Grammar will supply a Letter of Offer and a Written Agreement which needs to be completed and returned with payment as stated in the agreement. A tax invoice is provided with payment options.

Step 4:

Once the above forms and payments are received, a CoE (Confirmation of Enrolment) and CAAW (Confirmation of Appropriate Accommodation/Welfare Arrangements Form) will be emailed allowing you to commence your Visa application process. You will also receive a copy of the following:

- Written Agreement
- Media Consent Form
- International Student Handbook
- Subject Selection Form, Curriculum Handbook and Book List
- Uniform Price List

At this stage your place at the Rockhampton Girls Grammar School will be secure.

Step 5:

Student applies for the student visa and notifies the school when it is granted.



Step 6:

Arrangements are made for student arrival and commencement, transfer, settling into the boarding house, organising school resources.

IMPORTANT: Students must commence studies on the first day of the relevant term. Unless otherwise approved by Rockhampton Girls Grammar School, late arrivals will impact course attendance and may compromise visa conditions.

Step 7:

Student arrives to commence study at Rockhampton Girls Grammar School. Orientation checklist is initiated and commencement of classes.

YOUR COMMUNITY

The Rockhampton Region is a thriving community with plenty of natural attractions to explore. With over 300 days of sunshine each year and the friendliest people in Queensland, the Region offers locals and visitors alike a world of possibilities and experiences.

The Region is home to over 100,000 people and is the traditional home of the Darumbal Aboriginal people. The three major localities of Rockhampton, Gracemere and Mount Morgan encompass our Region, which lies on the Fitzroy River, one of the largest river systems in Queensland. Just a thirty minute drive away is the Capricorn Coast, a short length of coast lined with sandy beaches and access to the Keppel Islands and the southern end of the Great Barrier Reef. Our area is approximately 600 kilometres north of the Queensland capital, Brisbane.

The Rockhampton Airport offers direct flights to multiple destinations every day, proving to be Central Queensland's gateway to Australia and one of the most successful regional airports in the country. Central Queensland University's main campus is located in Rockhampton and the Region is also supported by numerous industries such as agriculture, mining, manufacturing, construction, hospitality and retail.

Rockhampton enjoys an enviable sporting community, a pulsing music culture and offers a number of opportunities to pursue whatever your daughter is passionate about.

Climate and Seasons

- Summer December to February 27 – 36oC
- Autumn March to May 18 – 25oC
- Winter June to August 10 – 25oC
- Spring September to November 20 – 30oC

For further information about life in Rockhampton, please refer to the school website and the International Prospectus:

[Living in Rockhampton](#)

[International Prospectus](#)





Community Links

Rockhampton Girls Grammar School has a community service focus. Participation is encouraged in activities to raise awareness and/or funds, with examples such as:

- ANZAC commemoration services
- Pink Gate Day
- Day for Daniel
- Long Lunch
- RUOK? Day
- Ponytail Project
- Foundation Day

Your Boarding Experience

The Head of Boarding will be your first point of contact for information in relation to the following:

- Mobile phone/internet (please ensure you read and understand Mobile Phone and Acceptable Use of Technology and Social Media policies – links on page 36)
- Transport/Getting around Rockhampton
- Food, Shopping and Banking
- Getting Involved in the Community

International students are welcomed and warmly embraced into our small community. There are so many wonderful opportunities here at Girls Grammar. You can play sport, learn a musical instrument, work, attend church and educational open days. Teaching staff are able to support each girl with their studies, with supervised study sessions provided each week. On the weekends, our boarders spend their spare time participating in activities on campus such as karaoke, pool and dance parties, games, arts and crafts. In addition, each weekend, group activities are offered to the girls including trips to the zoo, markets, movies, shopping, bowling and beach outings. Group excursions to local events are also available. The school operates three buses which are utilised in transportation to scheduled activities.

Recreation and Leave



Rockhampton Girls Grammar Basketball Team 2024

For parents who may be visiting Rockhampton, both taxi (link below) and uber (download app) services are available:

www.blackandwhitecabs.com.au

in addition to public transport via a bus service:

[Translink](#)

For further information, please refer to the International Prospectus on the school website (link attached on page 20) and “Your First Week in Australia” on the Australian Government – Study Australia website:

[Your first week in Australia | Study Australia](#)

Australian Culture

Adjusting to a new culture can sometimes be a challenge, however, our warm and friendly Girls Grammar community are always here to help. In addition, you can find some insights from international students who have studied in Australia on the website below:

[Australian culture: Insights from our international student community | Study Australia](#)

ADJUSTING TO A NEW ENVIRONMENT

Arrival

It can sometimes be disorientating to be faced with an unfamiliar culture, way of life or set of attitudes in a new country. We understand this and should you enrol as a Girls Grammar boarding student, a representative from the school will meet you at the airport on arrival in Rockhampton, assist with the collection of luggage and transport back to the school. The Enrolments Officer and boarding staff will provide you with orientation of the campus, key people and locations and ensure you understand how to seek assistance. Of course, communication is invaluable and additional meetings will occur over the following weeks while you settle in. Whilst it can be over-whelming adjusting to a new environment, we make the transition as seamless as possible for our girls as they settle into their “home away from home”.



Jackson House Boarding – Common Space

Communication/Asking For Help

Communication helps build relationships by allowing us to share our experiences and needs, and helps us connect to others. Open and honest communication between our International students and the school community will enhance a positive boarding experience at Rockhampton Girls Grammar, together with achieving the optimal education outcome and a rewarding overall experience for your time in Australia. Our boarding staff assist with developing communication skills for our boarding girls through participation in group activities and events which are enjoyed by all.



Should you require assistance, we encourage you to ask for help - there is always someone available. The table below covers some circumstances where you may need some guidance and who to approach:

<i>I need help with</i>	<i>Who can assist?</i>
I am having problems with my studies	Classroom teacher, Care Mentor, Academic Support Officer, Deputy Principal – Studies
I am having problems in my accommodation	Boarding Supervisor, Head of Boarding, Care Mentor, Deputy Principal – Students
I am having problems with other students	Classroom Teacher, Care Mentor, Head of Boarding, Deputy Principals – Students and Studies, Principal
I am lonely and/or unhappy	Care Mentor, School Counsellor, Head of Boarding, Deputy Principal – Students,
I am not feeling well	Classroom Teacher, Care Mentor, School Nurse, Boarding Supervisor, Head of Boarding, Deputy Principal – Students,
I do not feel safe (bullying/cyber-bullying)	Classroom Teacher, Care Mentor, School Counsellor, Head of Boarding, Deputy Principals – Students and Studies, Principal
I do not feel safe (abuse)	Classroom Teacher, Care Mentor, School Counsellor, Head of Boarding, Deputy Principals – Students and Studies, Principal
I think I have an addiction (alcohol)	School Counsellor, Care Mentor, Head of Boarding, Deputy Principal – Students
I think I have an addiction (cigarettes)	School Counsellor, Care Mentor, Head of Boarding, Deputy Principal – Students
I think I have an addiction (drugs)	School Counsellor, Care Mentor, Head of Boarding, Deputy Principal – Students
I think I have an addiction (gambling)	School Counsellor, Care Mentor, Head of Boarding, Deputy Principal – Students
I think I have an addiction (gaming)	School Counsellor, Care Mentor, Head of Boarding, Deputy Principal – Students
I think I have an addiction (vaping)	School Counsellor, Care Mentor, Head of Boarding, Deputy Principal – Students

The Australian Government provides some helpful information on their Study Australia website which covers topics such as disability support, COVID-19 information, Health and Wellbeing, Legal Rights and Protections and On-Campus and Local Support

<https://www.studyaustralia.gov.au/en/life-in-australia/student-support-services>

In addition, the Study Queensland website provides further student support for international students studying in Queensland. Their services include:

- Support (including after hours support)
- Accommodation advice
- Public transport and travel advice
- Employment advice
- Health and wellbeing referrals
- Legal referrals
- Complaint referrals
- A translations service



Their website is below for further resources:

[International Student Support | Study Queensland | Study Queensland](#)

[Brisbane Safety | Safety in Australia | Study Queensland | Study Queensland](#)

LIVING SAFELY IN AUSTRALIA

Emergency Contacts

ICE	24 hour contact number for student's mobile phone for school in case of emergency
000	Emergency Services (Police, Ambulance, Fire)
112	Emergency Services (if calling from a mobile phone without a sim card or pin number)

Refer Department of Home Affairs website below for additional information regarding what to do in an emergency:

[Triple Zero - Home](#)

How to Report Harm or Abuse

Rockhampton Girls Grammar School operates in accordance with policies, procedures and guidelines which include our Child Protection Policy, Child Risk Management Strategy and Student Bullying Policy. These documents are regularly reviewed as appropriate to take account of new legislation or changes to school's operations and practices and to make sure they remain appropriate to the changing environment.

The Child Protection Policy defines "harm" to a child as any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.

Harm can be caused by:

- physical, psychological or emotional abuse or neglect;
- sexual abuse or exploitation.

Harm can be caused by:

- a single act, omission or circumstance; or
- a series or combination of acts, omissions or circumstances.

The Child Protection Policy, Child Risk Management Strategy and the Student Bullying Policy can be located on the school's website:

[Policies + Procedures | Rockhampton Girls Grammar School \(rggs.qld.edu.au\)](#)



If you need to report harm or abuse, you can talk to the following staff at Girls Grammar:

Stacey McCarthy – Head of Boarding



Kara Krehlik - Principal



Sammy Cobon – Deputy Principal Students



Dr John Fry – Deputy Principal Studies



Keeping Safe Outdoors

At the Beach/Water and Sun Safety

Our Region enjoys great weather conditions with the beach only a half hour drive away from Rockhampton. In addition, the school offers swimming pool facilities for students to utilise. Both the Australian and Queensland Government provide some helpful tips on how to stay safe and understand the common risks so you can enjoy your time in the sun and the water:

[Beach and sun safety | Study Australia](#)

[Water safety | Emergency services and safety | Queensland Government \(www.qld.gov.au\)](#)

Dangerous Weather Conditions

State Emergency Services (SES) can be contacted on 132 500 for emergency support during dangerous weather conditions including floods, storms and cyclones. Refer to the Queensland Government “Emergency

alerts, warnings and contacts” web page for additional information:

[Emergency alerts, warnings and contacts | Business Queensland](#)

Animal Awareness

Before you explore our beautiful natural landscapes – from beaches to the bush and the outback, please ensure you are aware of your surroundings. Whilst most of Australia’s wildlife are harmless, some animals can potentially be dangerous. At the beach, these could include jellyfish, sharks or crocodiles. Whilst the risk of harm is minimal, you should be cautious and avoid touching or disturbing native animals in their natural habitat. The Queensland Government website has further information regarding staying safe around wildlife:

[Staying safe around wildlife | Environment, land and water | Queensland Government \(www.qld.gov.au\)](#)

Using Public Transport

Public transportation is available in Rockhampton via taxi, uber and bus and this can be a great way to get around. There are measures in place to ensure you are safe when using these services:

[Driving and transport safety | Study Australia](#)

Personal Health and Safety

Australia is a safe country with a low crime rate, however, it is still important to take steps to keep yourself safe. It is important that you are always aware of your surroundings and you do not provide personal details to strangers in person or online. Refer to the website below for more information including safety apps you can download, tips when going out with friends and precautions to take when using the internet:

[Personal safety | Study Australia](#)

Driving in Australia

Should you wish to utilise your own vehicle at school, you will need to complete a Drive to School authorisation form and submit to Deputy Principal – Students. The form can be located on the school website:

[Drive to School Request Form](#)

The most important thing to remember is Australians drive on the left-hand side of the road. Most Australian states and territories allow visiting drivers to drive on their overseas licence as long as it is current. It is also important to remember that visiting drivers can only drive vehicles which their overseas licence authorises them to drive and they must drive according to any conditions on their overseas licence. Further information regarding driving on Australian roads can be found on the Study Australia website:

[Driving and transport safety | Study Australia](#)

Doctors and Medical Centres & Overseas Student Health Cover (OSHC)

Girls Grammar provides a Health Centre staffed by a full time Registered Nurse who is available to assist with minor illness and injuries.

All international students are required to hold Overseas Student Health Cover (OSHC) which provides health insurance for international students studying in Australia.

Please refer to the link below for additional information regarding when to see a Doctor, booking an appointment, using your OSHC, costs and payments, tips to improve your wellbeing and further support options.

[Health and wellbeing | Study Australia](#)

Online Safety

Like anywhere in the world, when you are using the internet, you should protect yourself against online scams, online bullying and identity theft. Government resources which are available to help in this regard and report abuse are detailed on the following website under the heading “Using the internet”:

[Personal safety | Study Australia](#)

Please refer to Student/Parent Handbook available on the school’s website for further information regarding Interactive Learning Technologies. Students in Years 4-6 at Rockhampton Girls Grammar School have access to their own laptop, with girls in Years 7 to 12 provided with personal computers.

[RGGGS Student/Parent Handbook](#)



More Information

[Brisbane Safety](#) | [Safety in Australia](#) | [Study Queensland](#) | [Study Queensland](#)

[Kids Helpline](#) | [Phone Counselling Service](#) | [1800 55 1800](#) (for 5-25 year olds – webchat also available)

[Translating and Interpreting Service \(TIS National\)](#)

[Department of Home Affairs](#)

[Rockhampton Hospital](#) | [Central Queensland Hospital and Health Service](#) (Ph: 07 4920 6211)

[Lifeline Australia - 13 11 14 - Crisis Support. Suicide Prevention.](#)

[Queensland Police Service - Rockhampton \(mypolice.qld.gov.au\)](#)

(Ph: 07 4932 3500) Police Link: 131 444

[Beyond Blue](#) | [24/7 Support for Anxiety, Depression and Suicide Prevention - Beyond Blue](#)

Ph: 1300 224 636

[headspace National Youth Mental Health Foundation](#) (Ph: 1800 650 890)



POLICIES, FORMS AND OTHER INFORMATION

Policies, procedures and guidelines relating to International students are available on the school's website under the heading "Enrolments" – "International Enrolments". Other policies are available under the heading "Resources" – "Policies + Procedures". It is important you read and understand each of the policies which relate to international students in Australia. By signing and returning your Written Agreement to initiate enrolment of your daughter, you are agreeing to accept the policies contained in the links below:

INTERNATIONAL STUDENT ENTRY REQUIREMENTS POLICY

[International Student Entry Requirements Policy link](#)



What you need to know:

Rockhampton Girls Grammar School will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.

Minimum academic and English language proficiency requirements are detailed in the International Entry Requirements Policy – link provided above. Please note requirements differ dependant on the year level.

Key People:

- | | |
|-------------------------------|----------------|
| • Deputy Principal – Studies | Dr John Fry |
| • Principal | Kara Krehlik |
| • Deputy Principal – Students | Sammy Cobon |
| • Enrolments Officer | Wendy Sheppard |

Forms:

The International Enrolment form is located on the school website:

[Application for Enrolment - International Student](#)

INTERNATIONAL ACCOMMODATION AND WELFARE POLICY

[International Accommodation & Welfare Policy link](#)

What you need to know:

As part of Girls Grammar CRICOS registration obligations, the school must satisfy Commonwealth and State legislation, as well as any other regulatory requirements, relating to child welfare and protection for any overseas student enrolled who is under 18 years of age. These obligations include ensuring all overseas students under 18 years of age are given age and culturally appropriate information on:

- who to contact in emergency situations, including contact numbers of a nominated staff member; and
- how to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

Key People:

- | | |
|-------------------------------|------------------|
| • Deputy Principal – Studies | Dr John Fry |
| • Principal | Kara Krehlik |
| • Deputy Principal – Students | Sammy Cobon |
| • Head of Boarding | Stacey McCarthy |
| • Boarding Administration | Matilda Lorroway |
| • Enrolments Officer | Wendy Sheppard |

Boarding or Living with a Relative – Information and Key People:

Girls Grammar approves the following accommodation and care options for overseas students:

- the student will live with a parent or relative as permitted by the Department of Immigration; or
- the student will live in school approved accommodation and welfare arrangements

Key People:

- | | |
|-------------------------------|------------------|
| • Head of Boarding | Stacey McCarthy |
| • Boarding Administration | Matilda Lorroway |
| • Deputy Principal – Students | Sammy Cobon |
| • Deputy Principal – Studies | Dr John Fry |
| • Principal | Kara Krehlik |
| • Enrolments Officer | Wendy Sheppard |

Accommodation & Travel Forms/Documents:

Should the student elect to utilise the boarding facilities at Girls Grammar, a welfare letter (CAAW) will be prepared by the school.

Parent permission in relation to travel, leave or weekend passes is obtained online via ORAH, our boarding

program.

Holiday Arrangements:

For school holiday periods, students under 18 years of age for whom Girls Grammar has issued a welfare letter (CAAW) have the following options:

- return home to parents;
- apply for approval to spend the vacation with relatives or a friend's family who must hold a current blue card;
- apply to attend a supervised excursion, camp, etc, if all requirements are met in order to attain school approval.

The above options are also available for students who are 18 years or older.

Early notification is required for end of term travel. Girls Grammar will email a reminder to all families two weeks before the end of each term requesting travel information be entered into ORAH. This is essential so that catering staff can be notified, and transport can be arranged for those girls not travelling with parents or family. The boarding houses are closed for all holiday periods. International students must also send all details of hosts and activities planned to the Enrolments Officer and Head of Boarding each term if remaining in Australia for the holiday period.



INTERNATIONAL STUDENT DEFERMENT, SUSPENSION & CANCELLATION POLICY

[International Student Deferment, Suspension & Cancellation Policy link](#)

What you need to know:

All communications regarding changes to enrolment status will be made directly with students and parents, therefore, it is important that parents keep the school informed of their current contact details, as per the conditions of the student visa.

Student initiated changes in enrolment

- Deferment of commencement of study requested by student: Girls Grammar will only grant a deferment of commencement of studies for compassionate and compelling circumstances. Some of these are listed in the above policy.
- Suspension of study requested by student: Once the student has commenced the course, Girls Grammar will only grant a suspension of study for compassionate and compelling circumstances, some of which are listed in the above policy.
- Cancellation of enrolment initiated by student: All notification of withdrawal from a course or applications for refunds must be made in writing and submitted to the Enrolments Officer. Refer to the above policy for additional information.



School initiated changes in enrolment

- Rockhampton Girls Grammar School may exclude a student from class studies or suspend attendance from school on the grounds of misbehaviour by the student or failure to pay fees that she was required to pay in order to undertake or continue the course as stated in the written agreement.
- When Girls Grammar intends to exclude a student from class or suspends a student from school, it will first issue a letter which notifies the student and parents of this intention. The letter will provide details of the reason for the intended exclusion or suspension, as well as information about how to access Rockhampton Girls Grammar School's internal complaints and appeals process. *Further details regarding this process are provided on page 33 of this document.*
- Students whose enrolment has been suspended for more than 28 days may need to contact the Department of Immigration <https://immi.homeaffairs.gov.au/help-support/contact-us>.
- Rockhampton Girls Grammar School is required to report any confirmed breach of course progress and attendance requirements to the Department of Immigration. Where a student is reported for breach of visa condition, her enrolment at Rockhampton Girls Grammar School will be cancelled and this may impact on the student's visa.

Key People:

- | | |
|-------------------------------|------------------|
| • Deputy Principal – Studies | Dr John Fry |
| • Principal | Kara Krehlik |
| • Deputy Principal – Students | Sammy Cobon |
| • Head of Boarding | Stacey McCarthy |
| • Enrolments Officer | Wendy Sheppard |
| • Business Manager | Clair Applewaite |

Forms:

The following form is located within the International Student Deferment, Suspension & Cancellation Policy:
Appendix A – Application for Deferment of Commencement or Suspension of Studies

INTERNATIONAL STUDENT COURSE PROGRESS AND ATTENDANCE POLICY

[International Student Course Progress & Attendance Policy link](#)

What you need to know:

- International students are required to meet and maintain satisfactory course progress and attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Course Progress

- Please refer to the International Student Course Progress and Attendance Policy for minimum course progress standard at Rockhampton Girls Grammar School for international students. Please note the requirements differ across year levels.
- If at the end of a study period a student does not achieve satisfactory course progress as detailed in the policy, the Deputy Principal - Studies will formally contact the parent(s) to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the Deputy Principal – Studies and the student to develop an intervention strategy for academic improvement.
- If the student does not achieve satisfactory course progress by the end of the next study period, Rockhampton Girls Grammar School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that she has 20 working days in which to access the school's internal complaints and appeals process. The notification of intention to report will be issued to the student prior to the commencement of the next semester. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by Rockhampton Girls Grammar School, she may contact the Overseas Student Ombudsman at no cost (*Refer International Complaints and Appeals Procedure on page 33 for further information*).



Course Attendance

- Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- Student attendance at Rockhampton Girls Grammar School is checked and recorded daily, assessed regularly and recorded and calculated over each study period.
- Parents of students at risk of breaching Girls Grammar's attendance requirements will be contacted and students will be counselled when they have absence which reaches 10%, as this allows for sufficient time to implement any intervention strategies (including assessment for compelling and compassionate circumstances) before the student breaches their visa conditions at 20% absence.
- Following intervention, where the student has failed to meet the minimum attendance requirement, and evidence of compassionate and compelling circumstances do not apply, the school will promptly advise the student of its intention to report the student for breach of visa condition 8202, and that she has 20 working days in which to access the school's internal complaints and appeals process (refer above).

Compassionate or Compelling Circumstances

Circumstances beyond the control of the student that are having an impact on the student's course progress or attendance through a course. These could include:

- serious illness (medical certificate states the student was unable to attend class)
- bereavement of immediate family member (evidence provided if possible)
- major political upheaval or natural disaster in home country requiring emergency travel that has impacted studies
- a traumatic experience which has impacted the student (supported by police or psychologist report where possible)
- where the school was unable to offer a pre-requisite unit

Key People:

- | | |
|-------------------------------|----------------|
| • Deputy Principal – Studies | Dr John Fry |
| • Principal | Kara Krehlik |
| • Deputy Principal – Students | Sammy Cobon |
| • Enrolments Officer | Wendy Sheppard |

SCHEDULE OF FEES FOR 2024 - INTERNATIONAL STUDENTS

Please refer to the school website for information relating to fees for international students:

[Schedule of Fees - International Students link](#)

Please be aware fees may be subject to change.

The fee schedule details costs relating to:

- Enrolment
- Tuition
- Non Tuition
- International Student Bond
- Third Party (Queensland Curriculum & Assessment Authority and Overseas Student Health Cover Levy)
- Optional (Music, Tours and Specialist Cocurricular)
- Compulsory Camps
- Voluntary Building Fund Levy

The schedule also includes information regarding payment methods, due dates and the school's fee payment policy.

INTERNATIONAL FEES REFUND POLICY

[International Fees Refund Policy link](#)

The International Fees Refund policy also comprises part of the school's Written Agreement which is signed to initiate enrolment.

What you need to know:

- Fees are payable according to the Schedule of Fees for International Students and all fees must be paid in Australian dollars unless requested otherwise.



- An itemised list of school fees is provided in the School's Written Agreement
- Please refer to the International Fees Refund Policy for further information regarding refunds applicable if a student defaults due to visa refusal, non-commencement of a course with no notification of withdrawal, non-commencement of a course with notification of withdrawal, refunds after commencement of a course and refunds in the event of a provider initiated cancellation of enrolment.
- In particular, please ensure you are aware of the fees which may be retained by the school in lieu of notice regarding student initiated withdrawal or student initiated cancellation of enrolment. These are detailed on pages 3 and 4 of the policy.
- All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Enrolments Officer.

Key People:

- | | |
|-------------------------------|------------------|
| • Principal | Kara Krehlik |
| • Deputy Principal – Studies | Dr John Fry |
| • Deputy Principal – Students | Sammy Cobon |
| • Business Manager | Clair Applewaite |
| • Enrolments Officer | Wendy Sheppard |

INTERNATIONAL COMPLAINTS AND APPEALS PROCEDURE

[International Complaints & Appeals Procedure link](#)

What you need to know:

- Complaints brought by a student against another student will be dealt with under the Code of Behaviour Policy (Students) – *link attached on page 36*.

Informal Complaints Resolution

- Students should contact the Care Mentor or Head of Boarding in the first instance to attempt mediation/informal resolution of the complaint.

Formal Complaints Handling and Appeals

- If the matter cannot be resolved through mediation, it will be referred to the Principal and Rockhampton Girls Grammar School's internal formal complaints and appeals handling procedure will be followed.
- The student must notify the school in writing of the nature and details of the complaint or appeal. Written complaints or appeals must be lodged with the Principal.
- The formal internal complaints and appeals process will commence within 10 working days of lodgement of the complaint or appeal with the Principal and will be finalised as soon as practicable.
- Where the outcome of a complaint or appeal is not in the student's favour, the school will advise the student within 10 working days of concluding the internal review of the student's right to access the external appeals process. However, the school is only obliged to await the outcome of an external appeal if the matter relates to a breach of course progress or attendance requirements. For all other issues, the school may take action (including making changes to the student's enrolment status in PRISMS) in accordance with the outcome of the internal appeal.

External Appeals Process

- If the student is dissatisfied with the conduct or result of the internal complaints and appeals procedure, she may contact and or seek redress through the Overseas Students Ombudsman at no cost. Please see <https://www.ombudsman.gov.au/complaints/international-student-complaints> or phone

1300 362 072 for more information.

Key People:

- | | |
|--------------------|--------------------------------|
| • Care Mentor | Relevant to individual student |
| • Head of Boarding | Stacey McCarthy |
| • Principal | Kara Krehlik |



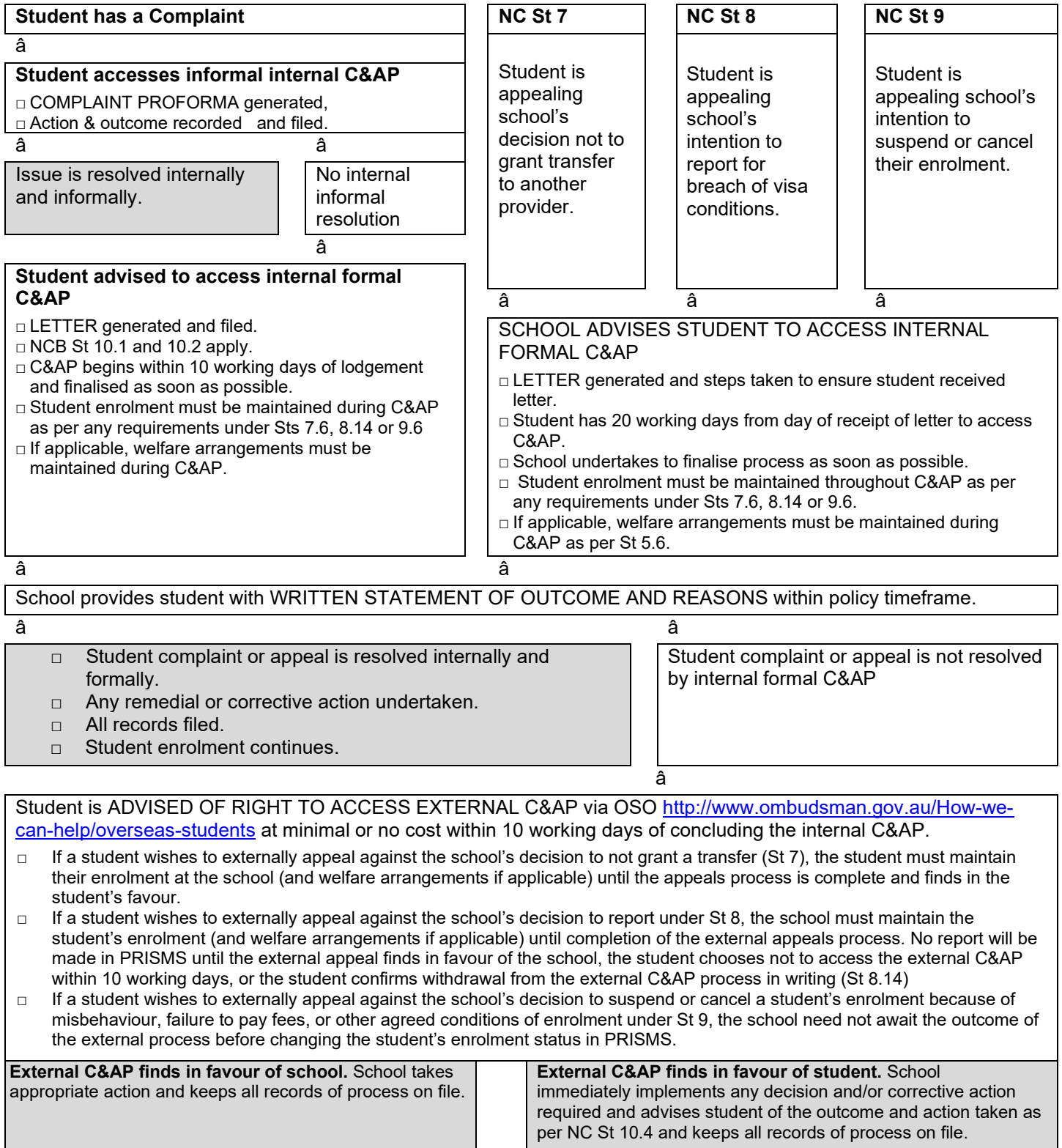
- Deputy Principal – Studies
- Deputy Principal – Students

Dr John Fry
Sammy Cobon

Diagram Overview of Complaints and Appeals Processes (C&AP)

COMPLAINTS

APPEALS





INTERNATIONAL TRANSFER REQUEST ASSESSMENT POLICY

[International Transfer Request Assessment Policy link](#)

What you need to know:

- International students are restricted from transferring from their first registered school sector course of study for a period of six months. This restriction also applies to any course(s) packaged with their first registered school sector course of study. Exceptions to this restriction are:
 - If the student's course or school becomes unregistered.
 - The School has a government sanction imposed on its registration.
 - A government sponsor (if applicable) considers a transfer to be in the student's best interests.
 - If the student is granted a release in PRISMS.
- Students can apply to be released by submitting a Student Transfer Request Application at no charge to enable them to transfer to another education provider. Please refer to the policy for conditions which may apply if the student has not completed the first six months of the first registered school sector course of study or is under 18 years of age. The student must provide this application and a valid offer of enrolment from another provider to the Principal for assessment. If under 18 years of age, the student must also provide written confirmation of the parent or legal guardian's support for the transfer to the nominated provider and the enrolment contract must include the new provider's acceptance of responsibility for approving the student's accommodation, support and general welfare.
- Rockhampton Girls Grammar School will assess the student's transfer request application and notify the student of a decision within ten working days.
- Transfers to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs office as soon as possible to discuss any implications:
<https://immi.homeaffairs.gov.au/help-support/contact-us>.

Key People:

- | | |
|-------------------------------|-----------------|
| • Principal | Kara Krehlik |
| • Deputy Principal – Studies | Dr John Fry |
| • Deputy Principal – Students | Sammy Cobon |
| • Head of Boarding | Stacey McCarthy |
| • Enrolments Officer | Wendy Sheppard |

Forms:

The following form is located within the International Transfer Request Assessment Policy:

Appendix B – Application for Student Transfer

OTHER POLICIES YOU SHOULD READ AND UNDERSTAND

CRITICAL INCIDENT POLICY

[Critical Incident Policy](#)

PARENT AND VISITOR CODE OF CONDUCT

[Parent and Visitor Code of Conduct Policy](#)

STUDENT CODE OF BEHAVIOUR POLICY

[Student Code of Behaviour Policy](#)

STUDENT BULLYING POLICY

[Student Bullying Policy](#)

ACCEPTABLE USE OF TECHNOLOGY AND SOCIAL MEDIA POLICY

[Acceptable Use of Technology and Social Media Policy](#)

MOBILE PHONE POLICY

[Mobile Phone Policy](#)

CHILD PROTECTION POLICY

[Child Protection Policy](#)

PRIVACY POLICY

[Privacy Policy](#)



STUDENT VISAS

- For information about your student visa and visa conditions, see:

[Subclass 500 Student visa \(homeaffairs.gov.au\)](#)

[Check visa details and conditions \(homeaffairs.gov.au\)](#)

- If you are under 18 years of age, you must maintain the welfare arrangements approved for you by the Department of Home Affairs. For information on this, see:

[Welfare and custody arrangements for students under 18 \(homeaffairs.gov.au\)](#)

OVERSEAS STUDENTS HEALTH COVER (OSHC)

- It is a visa condition to have Overseas Student Health Cover for the full duration of your student visa. For more information, see:

[Subclass 500 Student visa \(homeaffairs.gov.au\)](#)

[Overseas Student Health Cover \(privatehealth.gov.au\)](#)

- OSHC policies assist to cover the cost of hospital and medical treatment. Benefits are also paid for ambulance services.
- OSHC does not pay for general treatment such as dental, optical or physiotherapy. Should you require cover for these treatments, you may take Extras OSHC provided by an OSHC provider or general treatment cover with any Australian private health insurer.



WORKING IN AUSTRALIA

- For information about working in Australia with a student visa, see:

[Welcome to the Fair Work Ombudsman website](#)

<https://www.fairwork.gov.au/find-help-for/visa-holders-migrants>

<https://www.fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/international-students>

[Check visa details and conditions \(homeaffairs.gov.au\)](#)

CHANGE/UPDATE OF CONTACT DETAILS

You must notify the school within seven days if any of the following changes occur whilst you are a student in Australian and enrolled at Rockhampton Girls Grammar School:

- Current residential address, mobile phone number and email address;
- Details of who to contact in an emergency situation.

This is a legal requirement to ensure that any notifications advising of warnings or visa breaches are forwarded to the student's correct contact. The school is required by law to request confirmation of current address and contact details in writing for each student (and parent or legal guardian if the student is under 18 years of age) at least every six months. This will be completed via email.

ORIENTATION

During your orientation you will meet key people and learn things you need to know about Rockhampton Girls Grammar School, your community, keeping safe and living and learning in a new environment.

The best way to learn new things you need to know is to ask questions.



There is always someone who can help you. Never be afraid to ask questions!





Girls Grammar has an Orientation Checklist for International Students which covers the first eight weeks of enrolment at school. On Day 1, the Enrolment Officer will introduce you to key staff members and provide a tour of the school. She will also ensure you receive information covering important topics, including:

- Personal security and safety (both at school and while living in Australia)
- Overseas Student Health Cover (OSHC)
- Complaints and Appeals Processes available to families
- Available student support services
- English language and study assistance programs offered through Academic Support Officer
- Services students can access for information on their employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman or Department of Home Affairs (Immigration)
- Legal services available to students
- Student visa conditions relating to course progress and attendance
- Grounds for suspension or cancellation of enrolment
- Student Transfer Assessment Policy
- School Calendar
- Student Code of Behaviour Policy
- Subject selection, textbooks, laptop etc.
- Assessment policies and requirements
- Co-curricular activities, clubs, etc.
- Cultural awareness and adjusting to life in a new environment

The Head of Boarding will ensure you have access to and understand:

- Emergency contact number for Head of Boarding
- Mobile phone
- Contact details for Boarding Administration Officer
- Emergency number for fire, police etc (000 in Australia or 112 from a mobile phone)
- School uniform requirements
- Bank account
- Orientation to the local area (shops, recreational areas etc)
- Navigation of the school website
- How to seek assistance and report significant incidents that affect well-being

Subsequent interviews will be held in the following weeks to ensure you are adjusting well to life at Rockhampton Girls Grammar School:

Week 2:	Catch Up Meeting with Head of Boarding
Week 4:	Catch Up Meeting with Academic Support Officer
Week 6:	Catch Up Meeting with Deputy Principal – Studies
Week 8:	Catch Up Meeting with Deputy Principal – Students

Of course, the Principal is always available to discuss any issues or concerns you may have.

PARENT AND STUDENT HANDBOOK – ADDITIONAL INFORMATION

The Parent and Student Handbook which can be located on the school website (link attached on page 27), contains additional information which you may find useful, including:

- Assemblies
- Academic Competitions
- Awards – Speech Night and Assembly and Reports
- Cocurricular Program
- Colours



- Emergency Lockdown and Evacuation/Fire Alarm Activation
- Events and Excursions
- Homework
- House System
- Library (includes textbook hire)
- Lockers and Student Belongings
- Music
- Primary and Senior School Information
- Tours

We hope you make many wonderful memories at Girls Grammar which will stay with you for years to come.

Should you have any queries or require any additional information, please do not hesitate to contact our Enrolments Officer, Wendy Sheppard at enrolments@rggs.qld.edu.au.



Throwing of Hats – Foundation Day 2024

Please sign and return the acknowledgement on the following page to the Enrolments Officer at Enrolments@rggs.qld.edu.au.



ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF INTERNATIONAL STUDENT HANDBOOK

If you are under the age of 18 years, please ensure a parent or guardian also provides acknowledgement.

I,..... acknowledge that I have been provided with an
Full Name of Student

electronic copy of the Rockhampton Girls Grammar International Student Handbook on/...../.....

I confirm that I have read and understand the contents of this document and I am aware that I am able to access additional information and assistance from staff detailed in this document if required.

.....
Student Signature Date

I/We..... acknowledge that I/We have been provided with an
Full Name of Parent/Guardian/s

electronic copy of the Rockhampton Girls Grammar International Student Handbook on/...../.....

I/We confirm that I/we have read and understand the contents of this document and I/we am/are aware that I/we am/are able to access additional information and assistance from staff detailed in this document if required.

.....
Parent/Guardian Signature Date

.....
Parent/Guardian Signature Date

Acknowledgement Received:

.....
Enrolments Officer Signature Date Received