



St Paul's
School

Student Handbook & Orientation Guide International Students

The Corporation of the Synod of the Diocese of Brisbane Trading as St Paul's School.
CRICOS: 00515F
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2026





Acknowledgement of Country

St Paul's School would like to acknowledge the Traditional Owners of the Land on which our School stands, the Turrbul People.

We would like to pay respect to Elders past and present and to emerging community leaders.

SPS is committed to reconciliation with the Aboriginal people of this Land, and to working with the First Peoples of Australia to continue to keep Aboriginal and Torres Strait Islander cultures going for future generations.



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Hello.



Hello.



Hello.



Hello.



Hello.



Hello.



Hello.



CIAO NI HAO
 merhaba SALUTON hej! bonjour
 laqm namaste
 salve **HELLO!** Bo
 hej nei ho
 GUTEN TAG konnichiwa aloha
 selam HOLA
 zdravo



International Student Handbook and Orientation Guide

Welcome to St Paul's School

We are so excited that you will be joining us soon.

We have put this information and orientation handbook together for you, so that you can start to become familiar with St Paul's School and start to learn about life in Australia before you arrive.

The handbook has been put into sections:

- Pre departure Information
- Orientation
- Support
- Academic Programs

It may take a little bit of time for you to adjust to a new school and a new life in Australia, but we are sure you will feel welcome and settle in quickly.

Yours sincerely,

Mrs Kathleen Power – Director of International Education

Ms Maria Russy – Registrar (International)

Mrs Sharon Sutherland – Homestay Coordinator

Mrs Rei Avenell – International Services Officer

Mrs Karen Sharp – Administration Assistant

If you have any questions after reading this handbook, please contact our International Registrar at:
registrar@stpauls.qld.edu.au .

Asking for help at St Paul's School

At St Paul's School every Teacher and staff member is here to help you!

When you first arrive, you will see the five people below the most, and they will always be here to support you throughout your time at the School (visit them in the International School).



Mrs Kathleen Power
Director of International Education

k.power@stpauls.qld.edu.au

Mrs Power can help you with any questions about your academic program, and about being an international student at St Paul's School



Mrs Sharon Sutherland
Homestay Coordinator

homestay@stpauls.qld.edu.au

Mrs Sutherland's office is at Sutton Building in International School, and you can come and see her anytime. Mrs Sutherland is the person to assist you with any questions or concerns you might have with Homestay or travelling home etc.



Ms Maria Russy
Registrar (International)

registrar@stpauls.qld.edu.au

Ms Russy can assist with any general questions, as well as visa and enrolment questions. Ms Russy can also assist with communication with your agent, guardian or parents overseas if required, and with enquiries related to health insurance or any general questions.



Mrs Karen Sharp
Administration

k.sharp@stpauls.qld.edu.au

You will find Mrs Sharp at the International School reception. She is available to assist with general enquiries and will support you during your studying at St Paul's School.



Mrs Rei Avenell
International Services Officer

r.avenell@stpauls.qld.edu.au

Mrs Avenell sits in the reception of the International School and she can assist with any general questions you have. Mrs Avenell will be the person who helps you with orientation and getting settled at St Paul's School.

Feel free to visit us **any time**, the
International School Office (Sutton Building)
is always open for you.

Pre-departure Information



*Planning for
my trip*

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What to Bring

Australia is hot in summer (October – April) and cool in winter (May – September).

You will need to bring these items.

Clothing

- Pyjamas
- Underwear
- Socks
- Casual clothes (shorts, t-shirts)
- Casual shoes
- Warm jumper or jacket
- Swimsuit
- Sports clothes and shoes
- A formal outfit
- Dress shoes
- Sandals/Flip Flops/Crocs
- Sunglasses
- Hat or cap

Miscellaneous

- Camera (optional)
- Chargers & power adaptors
- Headphones/earbuds
- Water bottle
- Wallet with money or credit card
- Mobile phone
- Power bank
- Laundry bag

Toiletries

- Shampoo and conditioner
- Hair brush or comb
- Toothbrush and toothpaste
- Face wash or cleanser
- Razor (if required)
- Deodorant
- Sanitary products (if required)

For School

- Black leather lace-up shoes (see picture)
- A small lock for your school locker (see picture)



Important Documents

- Passport & student visa
- ID card
- Flight itinerary & boarding passes
- Homestay address in Brisbane
- Homestay name & phone numbers
- Travel insurance documents
- Homestay Number: 0417 706 504
- After Hours Emergency: + 61 449 916 623
- St Paul's School Number: 07 3261 1388



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About the city of Brisbane

Brisbane is the capital city of Queensland, and it is a very beautiful city with a population of about 2.7 million people.



Weather in Brisbane

- Brisbane weather is beautiful all year, but remember the Australian sun is very strong!
- Please wear sunscreen when you are outside
- You must wear the St Paul's School wide brimmed hat at School (available from the retail shop)
- Summer (December – February) temperatures are about 21 – 35 degrees
- Autumn (March – May) temperatures are about 15 – 25 degrees
- Winter (June – August) temperatures are about 5 – 21 degrees
- Spring (September – November) temperatures are about 15 - 25 degrees



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Languages in Brisbane

People in Brisbane generally speak English, however we do have a very multicultural population, so you may hear other languages being spoken. If you need help with translation during your time in Australia, you can call the Translating and Interpreting Service (TIS National) 131 450. <https://www.tisnational.gov.au/>

Power Points and Adaptors

The Queensland electrical current is 230 – 240 volts, AC 50 Hz. We have a three-pin power outlet, which may be different to your country. You may need to bring an adaptor with you for any electronics you bring from home. They can also be purchased from local electrical stores in Australia.



Time Zone

The time zone in Brisbane is (GMT+10) – “Australian Eastern Standard Time”.



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Currency

- Australian Dollar (AUD)
- Notes are \$5, \$10, \$20, \$50 and \$100
- Coins are 5c, 10c, 20c, 50c, \$1 and \$2
- A common way to pay fees and purchase items in Australia is to “touch” your bank cards. It is often called “EFTPOS”.



Shopping

- Shops are generally open 7 days per week
- Supermarkets are usually open until 9.00pm (weekdays)
- Other shops are usually open until 5.00pm
- Shops in the suburbs are open until 9.00pm on Thursdays
- Shops in the city are open until 9.00pm on Fridays
- Banks and Government agencies only open Monday – Friday.



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Public Transport

- Brisbane has many public transport options including trains, buses and ferries.
- You should visit www.translink.com.au for information on timetables and journey planners.
- If you will be catching a bus or train to School from your accommodation, you should visit Translink to look at the route you will take. The closest train station to St Paul's School is called Bald Hills station.
- If you are living in St Paul's School Homestay your homestay family will help you with this before you start.



Paying for Public Transport

- Most public transport trips only cost 50 cents. You can use your credit card or if your mobile phone has a mobile wallet, you can use that, to pay for the fare.
- Alternatively, you can purchase a Go Card to pay for all public transport. A Go Card can have credit added to it online.
- Watch this video on how to use a Go Card:
<https://www.youtube.com/watch?v=FMiRbrJvVvw>



Public Transport Travel Tips

- Use the My TransLink app to check arrival times of your service
- Buses and trains may only operate every 30 minutes
- Arrive at your stop five minutes before the scheduled departure time
- Have your credit card / mobile phone / Go Card ready to use before your transport arrives
- If using the train, make sure you “tap on” and “tap off” at train stations
- To catch a bus, raise your hand to show the bus driver you’d like the bus driver to stop
- Make sure you are in a visible location so the driver can clearly see you
- Favourite your service in the My TransLink app to receive notifications
- To get off a bus, press the “stop button” button well before your stop
- Treat all public transport staff and other passengers with courtesy and respect
- You must follow the St Paul's School code of conduct while you are in School uniform on public transport

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Staying Safe in Australia

Australia is a very safe country to live and study; however, it is still important to look after yourself and make safe decisions. See Homestay Handbook for more information.

Emergency Services

Australia has very good Fire, Ambulance and Police services that can be contacted from your phone by dialling 000 (zero zero zero), however you should only call this number in a genuine emergency.

Here are some examples of when you should call 000:

- Your or someone you are with has been seriously hurt
- You or someone you are with needs urgent medical attention
- You witness a serious accident or crime



Staying Safe on Public Transport

- Check the timetable before you leave home
- Try not to be on public transport after dark
- If it is after dark, stay close to the driver

Staying Safe on the Roads

- Cars in Australia drive on the left-hand side of the road
- You must wear a seat belt in a car
- You must wear a helmet when riding a bike

Riding a bike

- Some students ride a bicycle to and from school
- Check this link for bike rules: <https://www.brisbane.qld.gov.au/transport-and-parking/bikeways-in-brisbane/bikeway-safety--signage-and-rules>
- You must **wear** a helmet – fines apply.



Apps to Download



Emergency+ app will help you call Triple Zero (000) quickly, and allow you to accurately communicate your location to emergency call-takers.



Weatherzone gives you access to current weather conditions, 10-day forecasts, rain radar, storm and lightning tracker and real-time weather warnings.



MyTransLink app can help you plan your travel around Brisbane with real-time public transport information for South East Queensland.



myVEVO provides a fast and convenient way to check your Australian visa work rights, study rights, travel conditions and visa expiry date.



ahm OSHC app allows you to manage your health cover, make claims, access mental health support and counselling and access your digital membership card.



Beachsafe app includes the location, weather, surf conditions and hazards plus the local facilities for all Australian beaches.

Connect with St Paul's School before you arrive via the following **social media accounts!**

(if you have access)



Instagram Accounts

- @spspumas
- @spisbrisbane
- @musicpsps
- @sciencesps
- @spsfoodtech
- @spsdesigntech
- @spshpe
- @stpaulsschoolvisualculture

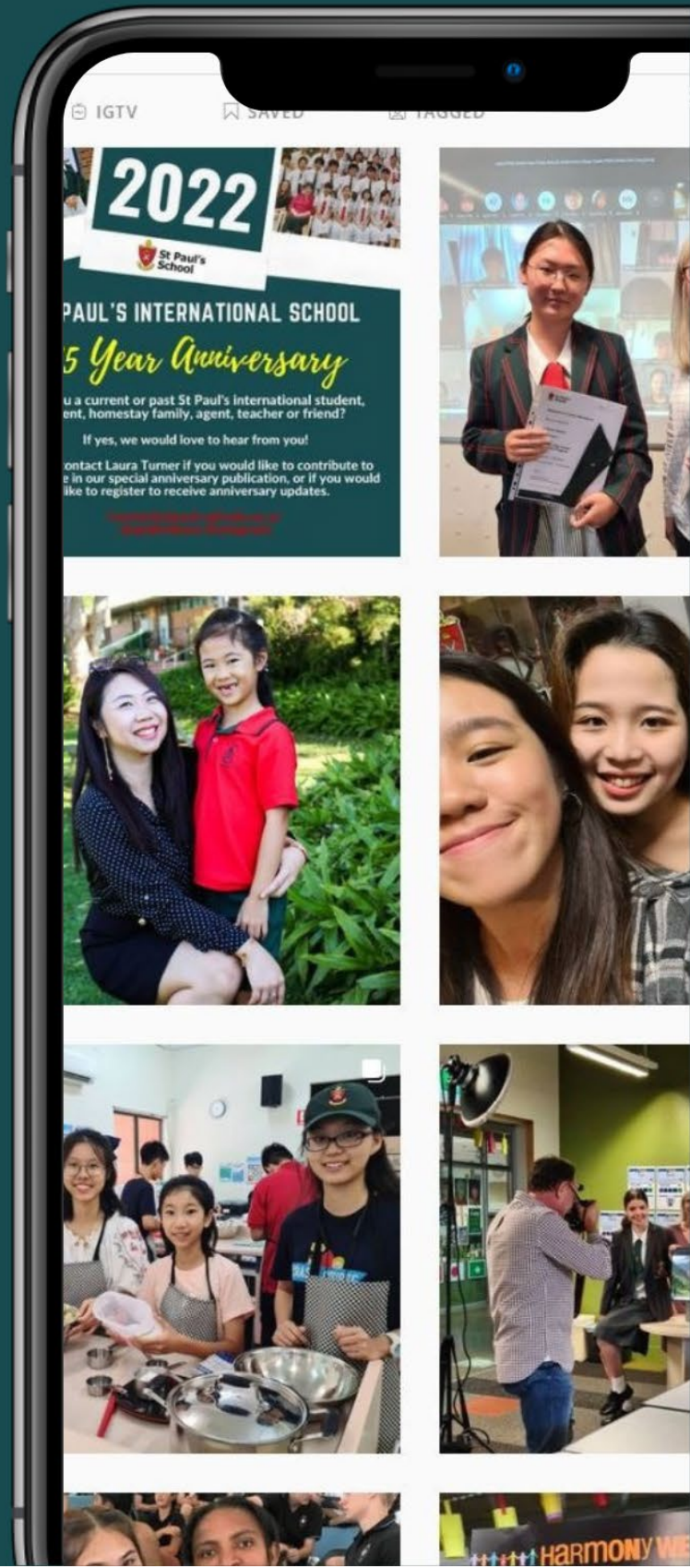


Facebook Account

@St Paul's School

You can also view and sign up to
receive our e-news at:

<https://sps.newzletter.com.au/>



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Overseas Student Health Cover (OSHC)

If you have a student visa, you must have OSHC (Overseas Student Health Cover) for your entire stay in Australia.

- OSHC helps cover the cost of medical care if you get sick or injured while in Australia.

OSHC – Arranged by St Paul's School: Allianz OSHC

- If St Paul's has arranged your OSHC, it will be with Allianz.
Learn more here: [Allianz OSHC](#)
- You can see what your Allianz membership covers on the following pages.
- We will assist you to activate your OSHC account during orientation.
- You will receive a membership card in the mail once your account is activated.

OSHC – Arranged by your Family or Agent

If your parents or agent have organised a different OSHC for you, please email the details to Ms Russy (Registrar – International) registrar@stpauls.qld.edu.au .



Overseas Student Health Cover (OSHC)

Join one of Australia's largest OSHC providers



Why choose Allianz Care Australia?



Access our extensive health network

If something happens you can rely on our national network of hundreds of direct billing medical providers.



Innovative health and wellbeing tools

Our range of apps and tools is designed to make life easier by providing 24/7 support, personal advice and more.



24/7 Emergency helpline

We are ready to help whenever you need us with our 24/7 emergency assistance service for members.



Allianz MyHealth App

Making it easy to submit a medical claim or access your policy documents at the touch of a button, anytime, anywhere.



On-campus support

Our caring and supportive on-campus team are committed to delivering best in class international health services to students.

OSHC Standard inclusions

OSHC includes many general health services and gives you a level of cover similar to the benefits Australians get from Medicare.

SERVICE	WHAT IS COVERED*
Doctors (GPs) outside of hospital	100% of the MBS fee
Medical specialists outside of hospital	85% of the MBS fee
Hospital treatment and accommodation	100% of insurable costs
Emergency ambulance	100% of the costs
Prescription medicine	We will pay the difference between the PBS patient co-payment and the amount you paid for the medicine (up to \$50 per item). Annual limits apply.
X-rays and blood tests	85% of the MBS fee
Surgically implanted prostheses	100% of the minimum benefit of the Federal Government's prostheses list

* Waiting periods, exclusions, limitations and terms and conditions apply. See the policy document for details online at allianzcare.com.au

Allianz Care

When you need support, we are here



Our range of health and wellbeing tools are available to Allianz Care OSHC members and are designed to make your life in Australia easier by providing 24/7 support, personal advice and more.



Allianz MyHealth App**

- ✓ Easy access to your OSHC policy documents
- ✓ Submit a medical claim
- ✓ Check the status of your claims
- ✓ Access emergency services numbers



Allianz Care Telehealth - powered by Doctors on Demand***

- ✓ See a doctor without leaving home
- ✓ 24/7 video and phone consults from your phone, tablet, or laptop
- ✓ Qualified Australian based doctors
- ✓ Repeat prescriptions and select medications can be delivered to home



Find a doctor

- ✓ Access our network of direct billing providers
- ✓ Simply enter the post code and choose the closest provider
- ✓ Includes general practitioners, specialists and mental health professionals



24/7 Emergency helpline 1800 814 781
allianzcare.com.au



Allianz Care Australia Overseas Student Health Cover policies are authorised under a Deed entered into between Peoplecare Health Limited and the Australian Government through the Department of Health and Aged Care. Allianz Care Australia Overseas Student Health Cover is managed by AWP Australia Pty Ltd ABN 52 097 227 177 trading as Allianz Care Australia. Peoplecare Health Limited ABN 95 087 648 753, a private health insurer under the Private Health Insurance Act 2007 (Cth), is the underwriter of Allianz Care Australia Overseas Student Health Cover policies. App Store and the Apple logo are trademarks of Apple Inc. Google Play and the Google Play logo are trademarks of Google LLC. **The Allianz MyHealth App is only accessible to dependants over the age of 18 years old and OSHC single policyholders over the age of 16. ***The cost of any medicines and delivery fees is payable by the member. Terms and conditions apply. For details see: allianzcare.com.au/en/doctors-on-demand/terms.html *Only available to OSHC members aged 18 and above.

OSHC Standard policy coverage

Hospital services covered under the policy

TREATMENT TYPE	WAITING PERIOD
✓ Rehabilitation	Nil*
✓ Hospital psychiatric services	Nil
✓ Palliative care	Nil*
✓ Brain and nervous system	Nil*
✓ Eye (including cataracts)	Nil*
✓ Ear, nose and throat	Nil*
✓ Tonsils, adenoids and grommets	Nil*
✓ Bone, joint and muscle	Nil*
✓ Joint reconstructions	Nil*
✓ Kidney and bladder	Nil*
✓ Male reproductive system	Nil*
✓ Digestive system	Nil*
✓ Hernia and appendix	Nil*
✓ Gastrointestinal endoscopy	Nil*
✓ Gynaecology	Nil*
✓ Miscarriage and termination of pregnancy	12 month waiting period
✓ Chemotherapy, radiotherapy and immunotherapy for cancer	Nil*
✓ Pain management	Nil*
✓ Skin	Nil*
✓ Breast surgery (medically necessary)	Nil*
✓ Diabetes management (excluding insulin pumps)	Nil*
✓ Heart and vascular system	Nil*
✓ Lung and chest	Nil*
✓ Blood	Nil*
✓ Back, neck and spine	Nil*
✓ Plastic and reconstructive surgery (medically necessary)	Nil*
✓ Dental surgery (medically necessary)***	Nil*
✓ Podiatric surgery (provided by a registered podiatric surgeon)	Nil*
✓ Implantation of hearing devices	Nil*
✓ Joint replacements	Nil*
✓ Dialysis for chronic kidney failure	Nil*
✓ Pregnancy and birth	12 month waiting period
✓ Weight loss surgery	Nil*
✓ Insulin pumps**	Nil*
✓ Pain management with device	Nil*
✓ Sleep studies	Nil*

*12 month waiting period for pre-existing conditions

**Insulin pumps covered under The Prostheses List

***Excludes cosmetic dentistry

Please note: Allianz Care Australia does not pay any benefits towards the cost of cosmetic surgery/procedures e.g. surgery that isn't clinically necessary and which an MBS item is not billable.

Excluded hospital services

- ✗ Assisted reproductive services

Out of hospital benefits

OUTPATIENT SERVICES	WAITING PERIOD
✓ General practitioner visits - outpatient services	Nil
✓ Specialist visits - outpatient services	Nil*
✓ Pathology	Nil*
✓ Radiology	Nil*
✓ Allied health services	Nil*
✓ Pregnancy and birth - outpatient services	12 month waiting period
✓ Prescription medicine (out of hospital)	Nil*

*12 month waiting period for pre-existing conditions

Pre-existing conditions

A pre-existing condition is defined in our policy wording documents as:

- the person has an ailment, illness or condition; and
- in the opinion of a medical practitioner appointed by us, the:
 - signs or symptoms of that ailment, illness or condition existed
 - at any time in the period of 6 months ending on the day on which the person became insured under the policy.

No waiting period will apply if you receive any of the following types of treatment:

- general practitioner services;
- care or treatment for a psychiatric condition;
- or - where our medical practitioner certifies that you or your dependant require emergency treatment in Australia.

Medicare Benefits Schedule (MBS) fees explained

The Medicare Benefits Schedule (MBS) is a list of medical services (e.g. a standard consultation with a GP or surgery in hospital) subsidised by the Australian Government with a fee (known as a 'schedule fee') payable for each item.

The schedule fee is the amount the government considers appropriate for one of these services and determines the amount that Australians receive when they claim a medical service through Medicare.

Visit mbsonline.gov.au for more information.

Out of pocket expenses

You must pay any difference between the benefit we pay and the actual fee charged by the doctor, known as an out-of-pocket expense.

For example, if the MBS fee for a general practitioner (GP) consultation is \$39.75 and you visit a doctor that charges \$50. As your OSHC policy pays 100% of the MBS fee for GP consultations, your policy benefit amount is \$39.75. As the cost to visit the doctor is \$50 your out-of-pocket cost would be \$10.25 (\$50 less the policy benefit amount of \$39.75).

For more examples of out of pocket expenses please refer to our simple guide at allianzcare.com.au/en/policy-wording-documents

Waiting periods

A waiting period is the time you need to wait before a benefit is available. You can claim for benefits available on your policy for expenses incurred after the waiting period has ended.

Waiting periods may apply to a policy if claiming medical costs related to pregnancy, or pre-existing conditions. The waiting periods will differ depending on which OSHC policy you have purchased. Applicable waiting periods can be found in our policy wording documents.

Standard cover

- ✓ No waiting period for general practitioner services, care or treatment for a psychiatric condition, or emergency treatment
- ✓ 12 month waiting period for all pregnancy related conditions
- ✓ 12 month waiting period for all other pre-existing medical conditions

The waiting period is calculated from:

- the date you or your dependant arrived in Australia; or
- the date your student visa was granted, whichever is the later date.

For more information refer to the applicable policy wording document at allianzcare.com.au/en/policy-wording-documents

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Mobile Phone

- You must purchase an Australian SIM card or e-SIM prior to arriving, or in Australia. These can be purchased online or a local shop. Here is a link that might be of assistance - <https://www.esim.com.au/>
- If you will be living in Homestay, **please email your Australian mobile phone number to the Homestay Coordinator homestay@stpauls.qld.edu.au prior to your departure or on your arrival to homestay.**
- It is important that you have an Australian phone number so that the School and Homestay can contact you whilst you are studying at St Paul's School.



Bank Account

- If you are a long-term student, you will need an Australian bank account soon after you arrive.
- Your Homestay family will help you open one, if you haven't already done so.
- If you are not living in homestay your parents should arrange either a Bank account or access to money while you are studying at our School.



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School Uniforms

- If you will be living in St Paul's Homestay accommodation your uniform will be at your accommodation on your arrival.
- For students who are going to be living with your family, your uniform can be purchased from St Paul's School, prior to Orientation Day. You will receive information about this prior to arrival.
- A full uniform will cost approximately \$1000 which can be paid for using cash or credit card. <https://www.stpauls.qld.edu.au/retail-shop/>
- All students in years 7-12 are required to wear the St Paul's School wide brim hat whenever you are outdoors.



- You will need to purchase a pair of **black leather lace-up school shoes**. School shoes are **not** available for purchase at the school. Here are some links for shops close to the school where you can buy appropriate school shoes:

<https://www.williamsshoes.com.au/roar-senior-e-black-leather-lace-up-shoes.html>

<https://www.bigw.com.au/product/grosby-apoda-lace-up/p/1672638-black>



- For full uniform rules, visit: <https://www.stpauls.qld.edu.au/policies/>



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Before Leaving Home

Before boarding your flight to Australia, make sure you have the following with you:

- Passport
- Visa Grant Notice
- CoEs
- CAAW letters (if you will be staying in Homestay)
- Airline Tickets
- Overseas Health Insurance Details (OSHC)
- Travel Insurance Details
- English translation of any prescription medication
- Confirmation of your transport arrangements from the airport in Australia
- Your address in Australia if you are living with your family or friends
- Your Homestay address if you are living in Homestay
- Emergency Contact Information, see page 50.

Visit <https://www.bne.com.au/passenger/shop-dine-explore/terminal-maps> to view the Brisbane airport terminal maps.



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On Arrival into Australia (Brisbane Airport)

Getting Off the Plane

- Follow the **Arrival** signs inside the airport.
- Airport staff will guide passengers towards **Immigration**.
- Keep your **passport** and **arrival card** ready.

Immigration (Passport Control)

At Immigration, an Australian Border Force officer will check your documents.

You may be asked:

- Why are you coming to Australia?
- Where will you stay?
- Which school will attend?

Make sure you have:

- Your **passport**
- Your **student visa** (linked electronically to your passport)
- Your **Confirmation of Enrolment (CoE)** or school offer letter



Student Handbook & Orientation Guide International Students

Customs and Biosecurity Check

Australia has very strict **biosecurity laws**.

Before landing, you will complete an **Incoming Passenger Card**. You must declare:

- Food (including snacks from the plane)
- Medicines
- Wooden items
- Animal or plant products

You can view the **Incoming Passenger Card** in other languages here:

[https://www.abf.gov.au/entering-and-leaving-australia/crossing-the-border/at-the-border/incoming-passenger-card-\(ipc\)](https://www.abf.gov.au/entering-and-leaving-australia/crossing-the-border/at-the-border/incoming-passenger-card-(ipc))

After collecting your luggage:

- Follow sign to **Customs / Biosecurity**
- Place your bags on the X-ray belt if requested

Declaring items does NOT mean you are in trouble. Not declaring items can lead to fines.



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Exiting the Airport (Arrivals Hall)

Once you pass Customs:

You will enter the **Arrivals Hall**

This is where you will meet your:

- Airport Pickup driver, see below
- Family or friends

Airport Pickup

If you are living in Homestay, and have paid for an airport pickup, one of our drivers will meet you at the nominated location. See below:

- After students exit Customs, turn left ←
- Your driver will be waiting in front of “The Coffee Shop” in the position of the arrow in the picture below:
- The driver will be holding a sign with your name on it.
- **Do not leave the airport until you meet the driver. If you cannot find the driver ring our emergency homestay number - +61 449 916 623 for the School reception 07 3261 1388.**



ORIENTATION INFORMATION

WELCOME



**WHAT WILL YOU
DO ON YOUR FIRST
DAY AT ST PAUL'S
SCHOOL?**

What do you need to
bring to School?

**JOINING
MUSIC,
SPORTS,
CLUBS AND
ACTIVITIES**

**Orientation
Checklist**

Student Handbook & Orientation Guide International Students

What will happen on Orientation Day?

- This is your first day at St Paul's School.
- Meet at the Main Reception of St Paul's School. Check your "Welcome" email for the time.
- You will meet the staff who will help you while you get settled and support you while you are at St Paul's School.
- Learn more about life at St Paul's School and in Australia.
- Receive your timetable and stationery.
- Have a school campus tour.
- Activate your Overseas Student Health Cover.
- Receive and set up your laptop.



What To Bring on Orientation Day

- Morning tea, lunch and a water bottle.
- A padlock for your School locker.



What To Wear on Orientation Day?

Your St Paul's School uniform, including black school shoes.



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St Paul's School Campus

- St Paul's School is located at: **34 Strathpine Road, Bald Hills, Queensland 4036**. Click on this [map](#) .
- Bald Hills is a northern suburb of Brisbane, the capital city of Queensland. It takes approximately 20-30 minutes by car from the airport to our School.
- Our school has a large and beautiful 125-acre campus with many indoor and outdoor areas for learning and activities. Some of the main facilities include:
 - A Science Centre with 8 laboratories and investigation rooms
 - A modern Design Technology Centre
 - A large Music Centre with performance spaces and a recording studio
 - Junior and Senior School Libraries
 - An Innovation Precinct.
 - Outdoor Sports Fields.
 - Lecture Theatres
 - An International School

We will take you on a tour of the campus on Orientation Day.





St Paul's School



TOOTH BUILDING

- ✓ Main Reception - When you are late to school or leave early
- ✓ Health Centre - When you are unwell
- ✓ Accounts Team - When you want to make a payment
- ✓ Retail shop - When you need to purchase uniforms

INNOVATON PRECINCT (IP)

- ✓ Library - When you want to borrow books
 - When you need to recharge your student card
 - Lunchtime activities
- ✓ Counselling - When you have any concerns or need support



SUTTON BUILDING

- ✓ International School - HSP classes
- ✓ International School Office - When you need any help



TECHZONE - When you need laptop support

TUCKSHOP - When you want to purchase food & drinks

TOILETS - IP Building, Walker Centre, Krebs Centre



1. Association field (C3)
2. Beginning of Peace (F13)
3. Canteen & sports amenities (D9)
4. Carpark (Junior School) (L10)
5. Carpark (Lower) (F16)
6. Carpark (Sports & Senior Students) (E5)
7. Carpark (Staff) (G14)
8. Carpark (Upper) (H16)
9. Chapel (I15)
10. Classrooms F1-2 (J15)
11. Classrooms F3-4 (J14)
12. Classrooms F5-6 (J14)
13. Classroom F8 (J14)
14. Classrooms F9-10 (J13)
15. Classrooms F11-12 (K13)
16. Classrooms F13-14 (K13)
17. Classrooms F15-16 (K13)
18. Classrooms F17-18 (K14)
19. Classrooms F19-20 (K14)
20. Classrooms KC1-6 (F10)
21. Classrooms KC7-12 (E12)
22. Classrooms KC15-18 (G12)
23. Classrooms R1-8 (G14)
24. Counselling and Health Centre (G15)
25. Cricket oval – Synthetic pitch (G8)
26. Cricket oval – Concrete pitch (I9)
27. Cricket training nets (B5)
28. Dance Direction (D14)
29. Design & Technology Centre (G11)
30. Early Learning Centre (L13)
31. Eastern fields (E2)
32. Farm House (F13)
33. Hospitality Kitchens (H14)
34. ICT and Robotics (I14)
35. International School (I14)
36. Junior playing fields (J9)
37. Junior School courtyard (J14)
38. Junior School multi-purpose undercover area (K11)
39. K-Block (H12)
40. Learning Support (H14)
41. Lecture Theatre (J13)
42. Library – Junior School (I14)
43. Library – Secondary School (H13)
44. Main oval (C8)
45. Maintenance Shed (D15)
46. Music (I16)
47. Outdoor courts (C11)
48. Possibility Hub (H14)
49. Reception – Junior School (J14)
50. Reception – Krebs Reception (F11)
51. Reception – Tooth Reception (G15)
52. Retail shop (H15)
53. Science Centre (G13)
54. Secondary school drop-off area (G15)
55. Sensory playground (K15)
56. Shade sail & BBQs (F13)
57. Showcase Theatre (H13)
58. Sippers Café (H14)
59. Sutton Building (Rooms 1.0 & 2.0) (I14)
60. Swimming pool (F14)
61. Techzone (I13)
62. Tuck shop (G15)
63. Walker Centre 1 (E13)
64. Walker Centre 2 (D12)
65. YMCA OHSC (I17)



School Map



Student Handbook & Orientation Guide International Students

School Facilities

St Paul's School has many wonderful facilities that students are welcome to use. Please see the sports & extra-curricular section of this handbook for information about the different sports, clubs and activities you can join.

Innovation Precinct

The St Paul's School Innovation Precinct is a collaborative, creative space for deep thinking. With over 34 different spaces, each providing a dynamic environment for learning, the Innovation Precinct supports all students and areas of the curriculum.

The Innovation Precinct offers students a space to transform their learning and bring their ideas to life. From prototyping and product making to digital creations, whole-cohort group presentations, showcasing student work and so much more, the Innovation Precinct is a flexible space for all.

The Innovation Precinct includes an Entrance Gallery with interactive digital media a beautiful Showcase Theatre with full length widescreen, Secondary Library spaces including the sunken Connect Lounge, Creative Studios, Turing Lab robotics area, Senior Study Centre, Thinking Studios, and the Possibility Hubs for hands-on learning.

The Innovation Precinct is open before and after school and during breaks to support students to extend their learning. The Library and Innovation Precinct run a wide range of activities and events for students and the St Paul's School community.

Opening Hours

Monday – Thursday: 7:30am – 4:30pm

Friday: 7:30am – 3:30pm

Sippers Coffee Shop

Our Sippers coffee shop is in the heart of our campus selling coffee and snacks. The opening hours are weekdays from 8.00am – 4.00pm. Students can make purchases before and after school and if you're in years 10 -12, during school breaks.

Sippers accepts credit card, eftpos, cash and student ID card (pre-loaded with funds via [FlexiSchools](#)).

Tuckshop

Students are able to buy food or dinks from the School tuckshop during break times. Please note the following rules:

- Each student is to purchase his/her own food items from the tuckshop.
- A School wide brim hat must be worn, otherwise you will not be served.
- Students should wait quietly and in an orderly fashion.
- Students must be courteous and show proper respect.
- The tuckshop does not accept notes larger than \$20.
- Touch or tap your credit card using EFTPOS is available.
- Payment can also be made using Flexischools.

Student Handbook & Orientation Guide International Students

Chapel

The St Paul's School Chapel is a hub for many activities in the School community and is an outward model of the School's Christian founts and is the focal point for worship at St Paul's School. Everyone is welcome!

Walker Centre

The multi-purpose indoor centre at St Paul's School is a modern venue for sports, music, theatre and events. Fully air conditioned and with retractable tiered seating for over 1,000 people, as well as markings for volleyball, netball and basketball. The Walker Centre is an enviable venue for sporting competition as well as major events. The venue also includes a large stage with significant backstage and dressing room facilities allowing theatrical productions and musicals can be held in this venue.





Heads of Year

Heads of Year play a vital role in overseeing the pastoral care and wellbeing of students. They are responsible for fostering a supportive, inclusive, and positive environment that promotes students' personal, social, and academic growth.

The Head of Year for Year 7 is a dedicated role focused on helping students transition successfully into Senior School.

From Year 8 onwards, each cohort is supported by a Head of Year who remains with them through to Year 12, providing consistency and strong relationships throughout their St Paul's School journey. Working collaboratively as part of the Wellbeing Team, the Heads of Year contribute to the development and implementation of wellbeing initiatives, monitor student progress, and provide guidance and support to students and families.

Head of Year 7 (Mel Johnson) [✉ m.johnson@stpauls.qld.edu.au](mailto:m.johnson@stpauls.qld.edu.au)

Head of Year 8 (Sophie Hughes) [✉ s.hughes@stpauls.qld.edu.au](mailto:s.hughes@stpauls.qld.edu.au)

Head of Year 9 (David Fenwick) [✉ d.fenwick@stpauls.qld.edu.au](mailto:d.fenwick@stpauls.qld.edu.au)

Head of Year 10 (Lisa Bolger) [✉ l.bolger@stpauls.qld.edu.au](mailto:l.bolger@stpauls.qld.edu.au)

Head of Year 11 (Jeremy Williamson) [✉ j.williamson@stpauls.qld.edu.au](mailto:j.williamson@stpauls.qld.edu.au)

Head of Year 12 (Andrew Wilson) [✉ a.wilson@stpauls.qld.edu.au](mailto:a.wilson@stpauls.qld.edu.au)





House System

All students at St Paul's School are placed into one of five Houses.



Boek, Gladius, Mitre, Scudo, and Taja were established in 2016. The names reflect the cultural heritage of SPS and reference the school crest.

The five Houses run from Pre-Prep to Year 12 and form the foundation of a student's journey at St Paul's School. Students compete under their House's flag in all-school events including:

- Inter-House competitions and events.
- Chapels and community service activities.
- Cross-age mentoring and leadership.
- Celebrations that strengthen friendships and connection.

School Times

PERIOD	TIME	LENGTH IN MINUTES
1	8.35 – 9.25am	50
2	9.30 – 10.20am	50
Tutor	10.25 – 10.45am	20
MT	10.45 – 11.05am	20
3	11.05 – 11.55am	50
4	12.00 – 12.50pm	50
Lunch	12.50 – 1.35pm	45
5	1.35 - 2.20pm	45
6	2.25 – 3.10pm	45

P3 Monday Rotations

- (1) Whole School Assembly
- (2) Extended Year Level Meeting
- (3) Extended House Meeting

School Lunches & Breaks

At School, students and staff get two breaks:

1. Morning tea (20 minutes)
2. Lunch (45 minutes)

For morning tea, we eat food such as fruit, slices, crackers, cookies and other small snacks.

For lunch we eat sandwiches, salads, fruit and small drinks.

We have a small shop at School called the “tuckshop”. The tuckshop sells breakfast, morning tea and lunch items that you are welcome to purchase at your cost. The tuckshop is only open on regular school days (not Orientation Day).



Student Handbook & Orientation Guide International Students

Appearance Rules

St Paul's School has rules around hair, jewellery and makeup:

<https://www.stpauls.qld.edu.au/policies/>

- Hair must be a natural colour.
- If you think your hair doesn't meet our standards, please cut it before you arrive or contact us beforehand to check.
- Girls with long hair must tie it back.
- No makeup, false nails, or jewellery (only plain silver or gold stud earrings are allowed).



Student Handbook & Orientation Guide International Students

Mobile Phone at School Policy

At St Paul's we have a no mobile phone policy: <https://www.stpauls.qld.edu.au/policies/>

- **Senior School students** must keep phones in their lockers during school hours
- Earbuds/headphones are **not allowed** around school unless a teacher gives permission in class.
- Notifications must be turned off on smartwatches and other wearable devices.
- There are telephones in main reception areas if parents need to contact their student in emergencies during the school day.



SCHOOL UNIFORM

It is expected that students take pride in the St Paul's School uniform, ensuring that the uniform is clean, tidy and worn correctly at all times. Jewellery and hair regulations are printed in your School Diary. Blazers (and ties for boys) are to be worn in Terms 2 and 3.



Student Handbook & Orientation Guide International Students

Term Dates 2026

Term 1	Term 2	Term 3	Term 4
Tuesday, 27 January – Friday, 3 April	Tuesday, 22 April – Friday, 19 June	Monday, 14 July – Friday, 18 September	Monday, 6 October – Friday, 27 November

Travel During the School Holidays

Students may return home during the School holiday breaks, however you must make sure that your flight leaves Australia after the last day of term, and you must arrive back before the new term begins. All students must return home during the Christmas summer holiday break, as the Homestay Program closes during this time. Closure dates will be announced in Term 4.

A travel form will be sent to you by the Homestay Coordinator before each holiday requesting your flight details. Book direct flights from Australia to your home country, where possible.

You must organise your own way to and from the airport during breaks (you might like to talk to your Homestay family and ask if they can help you).





Sport

Sport and a holistic education are deeply interconnected, playing a crucial role in the shaping of well-rounded students who can develop into young men and women of character, integrity and faith.

St Paul's School's Sporting Program encourages students to become their most authentic and flourishing version of themselves and complements the academic learning they complete at school. They are challenged with opportunities that develop their perseverance, resilience, discipline, teamwork and collaboration capabilities, leadership skills and empathy, important traits for lifelong learning and growth.

The Sporting Program is underpinned by five values that matter far more than wins or losses, and ensures all students show respect for their teammates, opposition, coaches, managers, umpires and themselves.



Sportsmanship



Discipline



Growth



Accountability



Excellence

Students who demonstrate these core values ensure they are representing themselves and St Paul's School in the best way possible.

TAS Sport

St Paul's School participates in The Associated Schools (TAS) Competition. Established nearly 70 years ago, TAS and has been a foundation for inter-school sporting competitions, and includes:

St Paul's School

St John's Anglican College

Canterbury College

John Paul College

Cannon Hill Anglican College

St Columban's Catholic College

West Moreton Anglican College

Ormiston College





Senior School students compete in a Saturday morning interschool competition, including:



Basketball
(Girls & Boys)



Cricket
(Boys)



Netball
(Girls)



Volleyball
(Girls & Boys)



Cross Country
(Girls & Boys –
trimester carnival
sport)



Swimming
(Girls & Boys –
trimester carnival
sport)



Football
(Girls & Boys)



Rugby Union
(Boys)



Tennis
(Girls & Boys)



Athletics
(Girls & Boys –
trimester carnival
sport)



Hockey
(Girls)

Touch Football
(Girls)

Junior School students compete in a Saturday morning interschool competition (JTAS).

2026 Schedule

Secondary TAS Sporting Program

Term 1

Girls: Basketball, Tennis, Football (Soccer)

Boys: Cricket, Volleyball

Girls & Boys: Swimming

Term 2

Girls: Hockey, Netball

Boys: Rugby, Tennis

Girls & Boys: Cross Country

Term 3

Girls: Volleyball, Touch Football

Boys: Football (Soccer), Basketball

Girls & Boys: Athletics

Junior TAS Sporting Program

Term 1

Girls & Boys: Hockey, Cricket
& Swimming

Term 2

Girls & Boys: Netball, Rugby Union
& Cross Country

Term 3

Girls & Boys: Athletics, Basketball
& Football (Soccer)

Term 4

Girls & Boys: Touch Football & Tennis

Additional information, including the Extracurricular Handbook is available on the St Paul's School website.



Extracurricular Programs

St Paul's School believes in the importance of holistic development and offers a diverse range of extracurricular programs to complement the academic curriculum, including:

- **Cadets** – the St Paul's School Army Cadet Unit provides an excellent opportunity for students to develop leadership skills. St Paul's School is one of only a few Queensland schools with a Cadet Unit.
- **Chess** – students get the opportunity to pit their chess skills against fellow students and other schools. The St Paul's School Chess Club is fully equipped with match size chess sets and clocks.
- **Dance** – the combination of state-of-the-art facilities, and a close relationship with dance school, Dance Directions has afforded many students the opportunity to flourish through training and performance.
- **Debating** – St Paul's School is part of the Queensland Debating Union and Circuit Debating Society. Students have the opportunity to compete and learn valuable skills, including the ability to think on their feet.
- **Drama** – St Paul's School drama is offered to students in Year 7-12 and provides a multitude of performance opportunities including plays, musicals and tours.
- **Photography** – St Paul's School Photography Club members are involved in photographing all major events at St Paul's School as well as exploring their own creativity in the photographic medium.

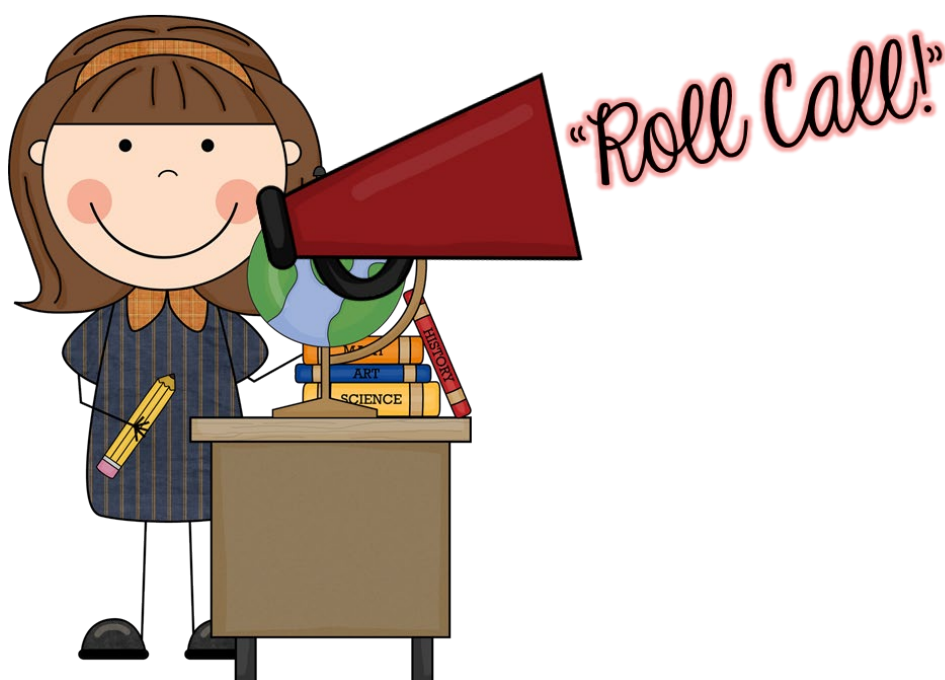
Students who would like to join an extracurricular program should speak to their class teacher or Head of Year.

Additional information can be found in the Extracurricular Handbook which is available on the St Paul's School website: <https://www.stpauls.qld.edu.au/school-life/extra-curricular-programs/>.

Student Handbook & Orientation Guide International Students

Attendance

- Attendance is a serious matter for all students on a student visa.
- Students are required to attend their lessons each day of the School week for the entire School day.
- You must attend for you English and your academic progress to continue to improve.
- It is also a requirement of your student visa that your attendance rate is satisfactory.
- International students who breach their attendance requirements will be given a warning.
- If unsatisfactory attendance continues, you may be reported to the Department of Immigration.
- This could result in your visa being cancelled.
- If a student is absent from school, the absence must be lodged online via Parent Lounge by your homestay family or parents.
- Parents/Homestay families can also call (07) 3261 1388 to report an absence.
- A Doctor's Certificate is required if you are absent for two or more days.
- If you are sick, you must be collected from School by your Homestay or parents. You will not be able to go home by yourself.
- If you have an appointment, during school hours, you must be signed out of School by your Homestay or parents.
- If you are excluded/suspended for misbehaviours, this will be recorded as an absence.
- The term dates are set one year in advance and must be adhered to.
- The School will not allow students to leave before the end of term or to return late from vacation.
- Parents must apply in writing to the Head of Year for special leave before it can be discussed.



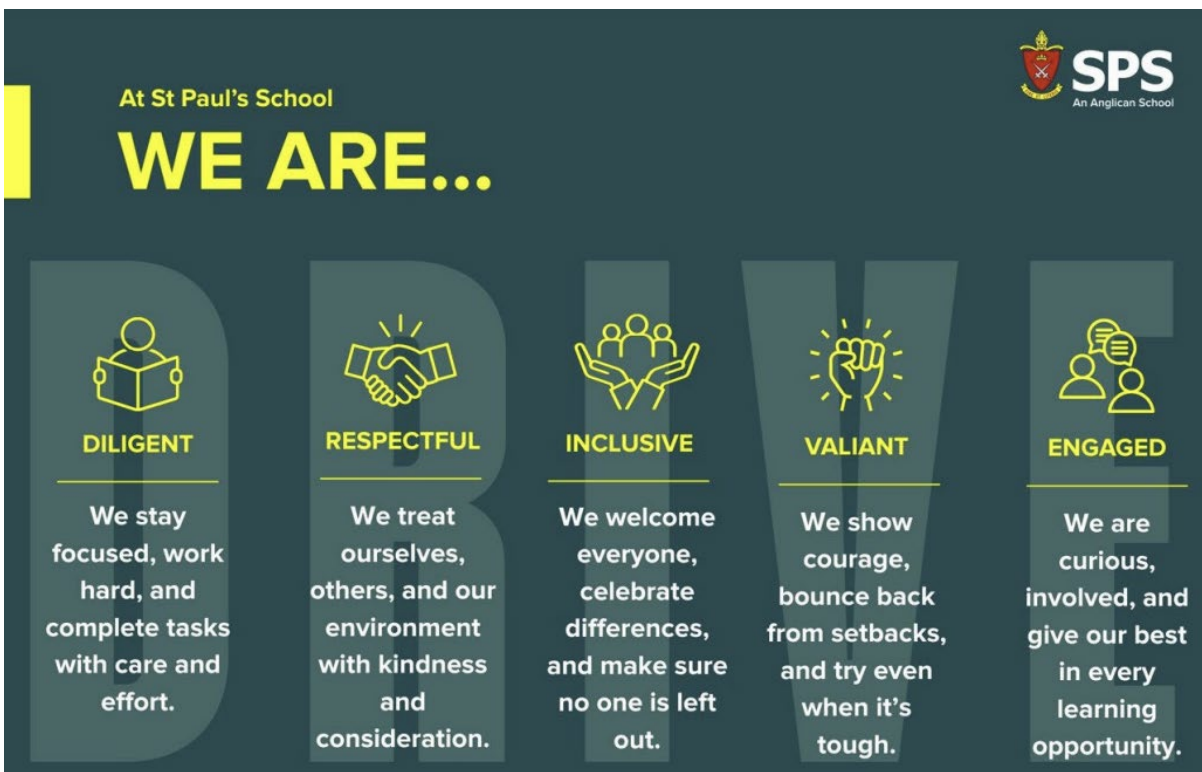
Student Handbook & Orientation Guide International Students

Behaviour at School

- Students are expected to always behave in a respectful manner to other students and staff.
- This means that it is important to be punctual and to listen carefully to instructions.
- If a student is not clear about something, they should ask their class teacher for clarification.
- Homework is an integral part of the academic program and must be completed on time.
- Each student in years 7 – 12 will receive a School Diary in which to write homework tasks.
- The School uniform must be worn correctly.
- Students must ask teachers before they borrow any textbooks or equipment.
- No eating or drinking is allowed in the classrooms.
- Chewing gum is not allowed on the school grounds.
- Smoking, alcohol and vaping are prohibited.
- Students must remain on the School grounds once they arrive at School.
- Students may not leave the School ground during lunch times.
- Students must follow all rules in their Homestay contract.
- Students leaving School early for an appointment must be signed out at the Tooth Reception by a parent or guardian
- Your School Diary has all the School Rules and School Code of Conduct in it.

Click here for the complete St Paul's School Student Behaviour Framework:

https://www.stpauls.qld.edu.au/wp-content/uploads/2025/12/SPS-Student-Behaviour-Framework_2026_NOV25-1.pdf



At St Paul's School

WE ARE...


DILIGENT
We stay focused, work hard, and complete tasks with care and effort.

RESPECTFUL
We treat ourselves, others, and our environment with kindness and consideration.

INCLUSIVE
We welcome everyone, celebrate differences, and make sure no one is left out.

VALIANT
We show courage, bounce back from setbacks, and try even when it's tough.

ENGAGED
We are curious, involved, and give our best in every learning opportunity.



Student Handbook & Orientation Guide International Students

Flexischools

- To pre-purchase (order) food at the tuckshop online, parents need to order the student's food via a payment platform called Flexischools: [Flexischools For Parents - How To Sign Up](#) .

Money at School

- You should not bring large sums of money to School.
- If you must bring money to School, please ask Mrs Avenell to look after it for you.
- The School Tuckshop and Coffee Shop both take tap or touch your credit card - EFTPOS (no cash needed).
- Any other items of high value should also be given to Mrs Avenell for safety reasons.



Health Centre

The Health Centre is open from 8:00am to 4:00pm each school day and provides medical care and support for students. Staffed by a qualified school nurse, the Health Centre manages first aid, ongoing medical conditions, medication administration, and emergency responses. It also coordinates health care plans for students with specific medical needs and maintains communication with parents.

The Health Centre can be contacted via healthcentre@stpauls.qld.edu.au for any medical or health-related enquiries.

First Aid

In the event of an injury or illness, students will be assessed and managed by Health Centre staff. If an ambulance is required, parents will be notified as soon as possible.

All presentations to the Health Centre are recorded on a student's file. It is up to the discretion of Health Centre staff to notify parents of any presentations that are considered more than a minor injury or illness. It is important parents update their children's medical information regularly on Parent Lounge or Parent Orbit.

Students with complex health needs or need additional health assistance, should make an appointment with the Head of Year and have Health Centre staff in attendance.

SPS follows the recommendations of Queensland Health for all contagious conditions. Parents will be asked to collect any student displaying symptoms that require a period of home isolation. Parents will also be asked to collect any student with a fever of 37.5°C and above.

Medications

SPS is authorised to administer paracetamol, ibuprofen and antihistamines to students provided the appropriate permission has been given, and consultation has occurred between Health Centre staff and the parent. Students requiring a prescription medication or administration of any other regular medication other than those listed above, must provide the appropriate permission form and provide the medication to SPS. The medication must be in date and must be clearly labelled with the student's name, the medication name, the prescribing health practitioners name, the dose to be administered, and any additional administration instructions. Variances to the labelled recommendations will only be accepted when a letter from the prescribing health practitioner is provided outlining the changes to the administration of the medication.

Schedule 8 medications such as Ritalin and Vyvanse must be accompanied with a letter from the prescribing health practitioner outlining the medication requirements. The medication must be delivered to the Health Centre, where it will be accepted and recorded by a staff member. SPS will not accept any schedule 8 medications directly from a student and the parent will be notified immediately.

No student is permitted to carry or store any medication in their lockers/ bags. This is for the safety of all students. The only exception is emergency medications such as EpiPens for anaphylaxis and inhalers for asthma.

Parents can request the Anaphylaxis and Asthma Management Policies from the Health Centre.

Culture Shock & Home Sickness



Information gathered from the headspace 'International Students' more Information Pack' - used with permission from the Youth Reference Group at headspace Bondi Junction



Culture Shock

Students who are a long way from home may experience cultural shock resulting from being immersed in a culture very different to their own. You may be dealing with an unfamiliar place, a different climate and new accommodation. Also, cultural norms, values and beliefs may be different and sometimes some people may feel socially, culturally or racially excluded in the new environment.

Culture shock is the feeling of disorientation and loneliness that you may feel when moving to a new place and being in a new environment. It's very common to experience culture shock. It may last a few days or longer. You may feel nervous, sad, lonely, overwhelmed and disconnected. These feelings can pass with time and you will feel more settled. Here are things you can do to help manage feelings related to culture shock:

- Keep in contact with friends and family back home – trying calling, emailing or messaging. Talk with the staff at your School.
- Make your room in Australia feel like home, for example, you may like to decorate your room and have some photographs of friends and family on display.
- Try to keep yourself busy, but also give yourself time to relax.
- Remind and reassure yourself, experiencing culture shock (and feeling homesick) is normal. It is likely the intensity and frequency of these feelings will pass and you can find ways to overcome them.
- Exercise, eat well and sleep well.
- Try new things and get involved with your School's clubs and societies. It's a great chance to meet new people.
- Talk to your Homestay about how you are feeling.

Culture Shock & Home Sickness



Information gathered from the headspace 'International Students' more Information Pack' - used with permission from the Youth Reference Group at headspace Bondi Junction



Home Sickness

It's totally normal to feel homesick! In fact, it's very likely that at some point you will miss home... this may change from time to time in intensity. It's important to remember that it is normal and okay to miss your life, your routine, your family and friends, and the familiarities of home.

You might like to try:

- Remind yourself that it is normal and okay to feel homesick!
- Connect to other new students – domestic or international (maybe they can share their experience of managing these feelings).
- Write down things that you have found interesting or enjoyable in your new home here in Australia.
- Look into new opportunities (activities, meet-ups, volunteer, groups and clubs).
- Explore your new environment (find your local park or café).
- Decorate your new room!
- Make sure you're taking care of yourself, including trying to eat and sleep enough and well.
- Stay connected with your friends and family at home (chat to them over the phone or Skype, send them messages, write emails and letters, etc.)
- Try to continue with some of the things you did at home, like cooking, religious practices, exercise, etc. - if it's possible!
- Remind yourself that feelings change and although feeling homesick can be really tough, it's normal and it's likely that with some support and positive and proactive thinking and action – you can feel more settled in your new home!
- Talk to your Homestay about how you are feeling.

Support



Child Safety Advocate

Mrs Sharon Sutherland



I am a Child Safety Advocate. If you are ever worried about your safety, or you are worried about a friend, please contact me or come and visit me in the International School.

Email: s.sutherland@stpauls.qld.edu.au

Phone: 3261 1388

Office: International School

我是一名学生保护专员。如果你担心自己的安全，或担心朋友的安全，请联系我或来国际学校找我。

我是學生保護專員。如果你對自己的安全感到擔心，或者憂慮朋友的安全，請隨時聯絡我，或來國際學校找我。

私は学生保護官です。自分の安全が心配な場合や、友達が心配な場合は、私に連絡するか、インターナショナルスクールに来てください

저는 학생보호담당관입니다. 혹시라도 자신의 안전이 걱정되거나 친구가 걱정된다면 저에게 연락을 주시거나 국제학교로 오시기 바랍니다.

ฉันเป็นเจ้าหน้าที่ป้องกันนักเรียน หากคุณมีความกังวลเกี่ยวกับความปลอดภัยของคุณหรือกังวลเกี่ยวกับเพื่อน โปรดติดต่อฉันหรือมาที่สำนักงานของฉันในโรงเรียนนานาชาติ

Я являюсь офицером по защите студентов. Если вы когда-либо будете беспокоиться о своей безопасности или о безопасности друга, пожалуйста, свяжитесь со мной или приходите ко мне в Международную школу.

من افسر حفاظت از دانش‌آموزان هستم. اگر تا به حال نگران امنیت خود هستید یا نگران دوست خود هستید، لطفاً با من تماس بگیرید یا به من در مدرسه بین‌المللی مراجعه کنید.



Important and Emergency Contacts



000

Police, Fire, Ambulance



0449 916 623

Homestay Emergency



07 3261 1388

St Paul's School



Registrar (International)

Enrolment, Visa & General Questions

registrar@stpauls.qld.edu.au



Homestay Questions

homestay@stpauls.qld.edu.au



Mrs Power

Academic Questions

k.power@stpauls.qld.edu.au



13 14 50

**Government Telephone Translating
and Interpreting Service**



1800 814 781

Allianz OSHC

(School arranged Health Insurance Provider)

Please store these details in your phone

Student Handbook & Orientation Guide International Students

Counselling

St Paul's School has three full-time counsellors and students can make an appointment to meet with them if they would like to discuss any concerns they are having. Students are eligible for up to six sessions per year. Counselling is located upstairs in the IP Building (#24 on the Campus Map).

If a student requires further intervention, the counsellors will refer them to external support services.

Students in Year 10-12 can self-refer through Student Café.

For students in Pre-Prep to Year 9, a referral must come from either a member of staff or the child's parent. The referral form is located on Parent Lounge.

If students are worried or feel like they need some support outside of School hours, or they feel like they need someone else to talk to, they can access the free services below when in Australia:

- Kids Helpline 1800 55 1800 <https://kidshelpline.com.au/>
- Lifeline 13 11 44 <https://www.lifeline.org.au/>
- Headspace <https://headspace.org.au/online-and-phone-support/>



Student Handbook & Orientation Guide International Students

Complaints and Appeals Process

St Paul's School is committed to fostering a supportive and respectful environment for our students.

We understand the importance of addressing concerns and grievances promptly and fairly. Our complaints process can be used by all parents and students.

If your concern relates to child sexual abuse or neglect, contact one of our Child Safety Advocates immediately. Their details can be found [here](#)

Wherever possible, we encourage concerns to be resolved at the point of contact. This may be the student's classroom teacher in the Junior School, Tutor in the Senior School; or the staff member or colleague that has caused you concern.

If you have been unable to resolve the concern at this level, we encourage you to reach out to Ms Maria Russy (Registrar International) registrar@stpauls.qld.edu.au .

If your concern has still not been resolved, please contact our Complaints Officer on 07 3261 1388 or complete the form found here: <https://www.stpauls.qld.edu.au/policies/complaints-policies-and-procedures/>

Important:

- You may nominate a support person to accompany you at any stage of the process.
- If attempts to resolve the complaint or appeal internally within St Paul's School fail, you can appeal to the Overseas Student Ombudsman. Find out more at <https://www.ombudsman.gov.au/complaints/international-student-complaints> or phone 1300 362 072, or 131 450 if you require assistance with translation.
- Nothing in the School's Complaints and Appeals Policy negates the right of any overseas student to take action under Australia's consumer protection laws in the case of financial disputes.
- Nothing in the School's Complaints and Appeals Policy negates the rights of any overseas student to pursue other legal remedies.
- This process will commence within 10 working days from formal lodgement of the complaint or appeal.
- You will be given a written statement of the outcome, including details of the reasons for the outcome.

General Conditions of a Student (subclass 500) Visa

Below are some of the conditions that can apply to a student visa , however **please check your Visa Grant Notice for your individual visa conditions.**

Reference: <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500#>

8105 – Work restriction - You must not work in Australia before your course of study commences. You can only work up to 40 hours in a fortnight. A fortnight means the period of 14 days starting on a Monday.

8202 – Meet course requirements - You must remain enrolled in a registered course, maintain enrolment in a registered course that is the same Australian Qualifications Framework (AQF) level or higher for which your visa was granted, and maintain satisfactory attendance in your course and course progress for each study period as required by your education provider

8501 – Maintain Health Insurance - You must have and maintain adequate health insurance for the whole of your stay in Australia.

8516 – Must maintain eligibility - You must continue to satisfy the criteria for the grant of the visa.

8532 – Under 18 approve welfare - If you are younger than 18 years of age, you must have accommodation and support, and your general welfare must be maintained for the duration of your visa. To maintain your welfare, you must stay in Australia with: your parent or legal custodian or a relative who has been nominated by your parents or custodians who is aged over 21 and is of good character or have accommodation, support and general welfare arrangements in place that have been approved by your education provider.

You must not change your arrangements without the written approval of your education provider. If your welfare arrangements are approved by your education provider you must not travel to Australia until your welfare arrangements start



8533 – Inform provider of address - You must let your education provider know your residential address within 7 days of arriving in Australia if you were outside Australia when your visa was granted. If your residential address changes you must let your education provider know within 7 days of the change. You must also let your current education provider know you have changed your education provider within 7 days of receiving: a confirmation of enrolment from your new education provider, or evidence you have been enrolled by the new education provider

Check your Visa Grant Notice for your individual visa conditions and an explanation for each condition...

Application status

Student (subclass 500):

Granted

Visa conditions

- 8105 - Work limitation
- 8202 - Meet course requirements
- 8501 - Maintain health insurance
- 8516 - Must maintain eligibility
- 8517 - Maintain education for dependants
- 8532 - Under 18 approve welfare
- 8533 - Inform provider of address

An explanation of each condition of this Student (subclass 500) visa is provided below.

You can check these conditions at any time by using the Visa Entitlement Verification Online (VEVO) service. The four-digit number presented next to each condition above is used in the VEVO to identify each condition that applies to this Student (subclass 500) visa.

Achieving Satisfactory Attendance and Course Progress

Below is a summary of your attendance and course progress requirement.

COURSE PROGRESS

083667C - Primary School Studies (Prep - Year 6)

Students in Prep – 6 should have satisfactory achievement to progress to the next year level and complete their course.

Students in Prep – 3 who achieve at least Exploring; in every subject attempted at the end of each semester, will be considered to have achieved satisfactory course progress.

Students in Years 4 - 6 who achieve at least a C; in every subject attempted at the end of each semester, will be considered to have achieved satisfactory course progress.

For students who do not achieve Exploring (P-3) or C (4-6) in all subjects/areas studied at the end of a semester, St Paul's may take the student's Disposition to Learning [defined as no less than mostly] into consideration provided the student is still able to progress to the next year level.

063321F - High School Preparation (HSP) Program

To be considered as having achieved satisfactory course progress at the end of each term, students must have shown improvement according to the NLLIA Bandscales in the four macro skills. A plain English description of the NLLIA Bandscales is included on the School Reports.

All students must participate regularly during class and complete scheduled course assignments, tests, homework and activities.

For students who do not improve in all four macros skills at the end of a term, St Paul's may take the student's Engagement With Learning [defined as no less than Engaged] and their overall progress for the term into consideration for one term only. In any subsequent term the student must demonstrate an improvement according to the NILLIA Bandscale in all four macro skills in order to be considered as having achieved satisfactory course progress.

083668B - Junior Secondary Studies (Years 7 - 10)

Students must achieve Sound levels of achievement in 50% of subjects studied in a study period or demonstrate effort in improving their studies.

Years 7 – 9

At the end of each semester, students must demonstrate:

- * A minimum overall achievement of a C- grade in English (Literacy) and Mathematics (Numeracy) and
- * A minimum overall achievement of a C- grade in other subjects studied, with no more than three of these subjects below a C- ^

Year 10

At the end of each semester, students must demonstrate:

- * A minimum overall achievement of a C- grade in English (Literacy) and Mathematics (Numeracy) and
- * A minimum overall achievement of a C- grade in other subjects studied, with no more than two of these subjects below a C-.

All students must participate regularly during class, complete scheduled course assignments, tests, homework, and activities.

Senior Secondary Studies (Years 11-12):

Students must remain on track at the end of each semester to achieve their QCE by the end of the two-year course. All students must participate regularly during class, complete scheduled course assignments, tests, homework and activities.

083669A - Senior Secondary Studies (Years 11 - 12)

Students must remain on track at the end of each semester to achieve their QCE by the end of the two-year course. All students must participate regularly during class, complete scheduled course assignments, tests, homework and activities.

ATTENDANCE

- **90%** - Warning letter sent to students and parents
- **80%** - Student reported to the Department of Home Affairs

Attendance is recorded every lesson. If your attendance drops below 90% per semester, the Registrar (International) will contact you via email to arrange a meeting to discuss the absences - an Attendance Warning letter will then be sent home.

If your attendance drops below 80%, you will be issued with an intention to report letter and advised of your right to access the School's complaints and appeals process, within 20 working days. If your appeal is unsuccessful, you will be reported to the Department of Home Affairs for breaching your visa conditions.

The formula used to determine a student's attendance rate is: $\text{Number of days in a Semester} - \text{Number of days absent} / \text{Number of days in a Semester} \times 100 = \text{Attendance Rate}\%$

Academic Programs

High School Preparation (HSP) Program

If you are starting in the HSP Program, your classes will be in the St Paul's International School.

The HSP Program is for students who need to improve their English before joining mainstream classes in years 7, 8, 9 or 10.

You will study:

- Reading and Writing
- Speaking and Listening
- English for Mathematics
- English for Science
- You may also participate in classes like Literature, Australia Studies, Food Technology, and Physical Education.

Secondary School Program (Years 7–12)

If you are joining Years 7 to 12, your classes will be held across the school campus.

You can explore subjects and requirements here: [St Paul's Subject Handbooks](#) . We will contact you soon to discuss what subjects you are interested in.

Years 7-9

If you are joining us in Years 7 or 8, you will study 7 core subjects, English Language Development, Business, Technologies and Arts subjects across the two years.

Year 9 students will study the same core subjects, English Language Development, and will choose 4 electives from the Business, Technologies and Arts subjects.

Year 10

In Year 10, you will study 4 core subjects, 2 School subjects, English Language Development and 2 electives.

Years 11-12

In Year 11 and 12, you will study 6 subjects and English Language Development to obtain a Queensland Certificate of Education (QCE). A QCE is Queensland's Senior Secondary Schooling qualification, it is internationally recognised and provides evidence of Senior Schooling achievement.

For more information about QCE visit: <https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce>.

CONNECT WITH US

Visit 34 Strathpine Road, Bald Hills, Qld, 4036, Australia

Phone +61 7 3261 1388

Email enquiries@stpauls.qld.edu.au



An Anglican co-educational school from Pre-Prep to Year 12.

The Corporation of the Synod of the Diocese of Brisbane Trading as St Paul's School. CRICOS: 00515F