

*Igniting Potential,
Inspiring Passion
& Purpose*



Ravenswood

OVERSEAS STUDENTS'
HANDBOOK



LIVING IN SYDNEY

Sydney, with a population of over five million, is the largest and most populous city in Australia. It is the capital of New South Wales and renowned for its magnificent harbour and, golden beaches including the world famous Bondi and Manly. The world heritage listed Blue Mountains borders Sydney's metropolitan area.

The heart of Sydney is its central business area with historic sandstone buildings, modern skyscrapers, the iconic Opera House and a range of restaurants, sporting facilities and theatres. The lifestyle is relaxed and Sydneysiders enjoy a pleasant climate year round. Summers are warm with an average temperature of 26 degrees Celsius, whilst winters average 17 degrees Celsius.

Sydneysiders pride themselves on their cultural diversity and friendliness.

AUSTRALIAN EDUCATION

Australia enjoys high education standards. Currently over 800,000 overseas students are studying at Australian schools and universities including the prestigious University of Sydney, University of New South Wales and UTS. For further information visit www.studyinaustralia.gov.au.

The Australian school year commences in late January and concludes in December. The school year is divided into four terms of between 9 and 11 weeks in length. There is a short break after Term 1, followed by two breaks of between two or three weeks at the end of Terms 2 and 3. A longer summer vacation occurs during December and January.

New South Wales schools have thirteen years of formal school education, commencing with Kindergarten (at five years of age). Students have seven years of primary education, followed by six years of secondary education. At the end of Year 12, students sit for the Higher School Certificate (HSC). Some schools offer alternative programs in Years 11 and 12, including the International Baccalaureate Diploma.



STUDYING AT RAVENSWOOD SCHOOL FOR GIRLS

Ravenswood is a Uniting Church, Kindergarten to Year 12 Day and Boarding school which aims to equip and inspire girls to participate in, and contribute to our evolving global society. Based in Gordon on Sydney's North Shore, we are one of Australia's leading independent girls' schools, offering holistic education with a strong academic focus.

As a non-selective school, we accept girls of all talents and abilities, faiths and cultures. The uniqueness of our school comes from our personalised approach and our concern with developing the whole person through academic, social, emotional and spiritual growth. At Ravenswood, our aim is to develop compassionate, connected, articulate young women who have the confidence to succeed, no matter where their journey takes them.

Ravenswood is dedicated to excellence in education for girls and the realisation of each child's potential, providing a balanced curriculum encompassing spiritual, academic, cultural, physical and practical areas of learning.

We are guided by our Christian ethos and our Guiding Principles of Excellence, Respect, Optimism, Courage and Compassion. These provide the framework that guide our day-to-day behaviours as a school community. The Guiding Principles are collectively embraced, and consistently applied in all that we do as individuals, and as a school.

Ravenswood is wholeheartedly committed to the best in education for girls. Each girl is valued for her unique capacity to contribute to the life of the school. A sense of self-worth is encouraged by providing an atmosphere in which every girl may reach her individual potential, choosing from the many areas of learning and endeavour offered by the wide range of curricular and co-curricular activities.

Ravenswood encourages each student to apply themselves with determination, maturity and focus. This is reflected in consistent academic results encapsulated in 2018 with a student achieving a perfect IB score of 45, which converts to an ATAR of 99.95. Forty four per cent of the Class of 2018, both HSC and IB students, achieved an ATAR at or above 90. Furthermore, 28% of the combined cohort achieved an ATAR at or above 95, an outstanding outcome for a proudly non-selective school. Fifty-three Ravenswood girls were placed on the Distinguished Achievers list in the Higher School Certificate, with 134 mentions between them. Of the thirty two Ravenswood girls who sat the IB, five attained ATARs above 99 and 61% achieved an ATAR over 90.

We are recognised as one of the world leading girls' schools in Positive Education and Ravenswood is the first school in New South Wales to adopt a Visible Wellbeing approach. Positive Education offers a range of evidence-

based approaches that promote wellbeing and resilience within an educational setting. It not only helps develop character but also promotes learning and achievement. We strive to enable our students to discover and develop their own strengths to find a greater sense of engagement and flow so as to optimise their learning and their experiences both within and beyond the classroom. Our aim is to help students establish optimistic habits of mind that are helpful in propelling them forward in their learning and development.

Ravenswood offers girls an opportunity to engage in a wide-range of extra-curricular learning and leadership experiences. Ravenswood has a strong arts community with girls excelling in music, drama and technical production. Girls have the opportunity to join Cadets with our brother school, Knox, and to engage in a range of sporting activities such as tennis, AFL, softball and snowskiing.



The Ravenswood family is a Christian community in which members are able to contribute in an atmosphere of mutual care, respect and encouragement. A willingness to accept responsibility is fostered, and both leadership and participation skills are developed through active involvement in all aspects of school life. Girls are provided with the foundation for lifelong learning.

Ravenswood is blessed with an inclusive and engaged community, reflected in the ongoing involvement of our many parent, school and alumni organisations. We actively partner with both our parents and alumni to ensure that this passion is passed on to our students.

The School Motto — *semper ad meliora* - always towards better things, affirms the School Philosophy for all members of the school community.

OVERSEAS STUDENTS

Ravenswood is an inclusive and friendly community who values its overseas students and is blessed with students from around the world. We welcome overseas students into our Boarding House as well as day girls with a parent holding a relevant business or temporary resident visa managed by the Department of Home Affairs.

The Australian government allows students who are neither Australian citizens nor Australian permanent residents to study in Australia for longer than three months, provided that they take a registered course from a registered provider.

Depending on their country of origin, students can apply for visas on-shore or off-shore. Most overseas students in non-government schools will hold a Visa Subclass 500 (Australian Schools Sector) and are required to pay fees which fully cover the cost of providing their education.

Ravenswood School for Girls is a registered provider for a small number of Full Fee Paying Overseas Students (FFPOS). Our Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider Number is 02306K.

Ravenswood complies with all legal requirements relating to the enrolment of overseas students and this booklet outlines Ravenswood's policies relating to overseas students. Prospective parents and students are directed to the school's website should they wish to review policies in full.

Ravenswood is a registered provider for the following courses for Full Fee Paying Overseas Students:

Primary – Kindergarten to Year 6
CRICOS course code 041444K

Junior Secondary – Years 7 to 10
CRICOS course code 041445J

Senior secondary – Years 11 and 12
CRICOS course code 041446G

A Full Fee Paying Overseas Student requires a student visa to attend school in Australia. Australian or New Zealand citizens, or those carrying permanent or temporary resident visas or refugees, do not require a student visa to attend the school.

Note: All prospective overseas students will be required to sit the Australian Education Assessment Services (AEAS) testing, either in their own country or in Australia, and at their own expense. Further information about the AEAS test is available on their website at www.aeas.com.au.

OVERSEAS STUDENTS' WELFARE AND ACCOMMODATION

Ravenswood places high importance on caring for our overseas students' wellbeing and ensuring that their accommodation is safe and inclusive.

STUDENTS LIVING WITH A PARENT OR GRANDPARENT

Overseas students in the Junior School with a student visa (500) must be living at all times with a parent or grandparent.

Overseas students from Years 7 to 12 may choose to live with a parent or grandparent or, alternatively, become a member of our Boarding community (subject to availability). As a visa condition, all overseas students' passports are checked every six months by a representative of the school to ensure that they are current and therefore in compliance with visa conditions.

THE BOARDING HOUSE

Ravenswood has been a Boarding school since 1935, for girls from country NSW and interstate, as well as from many overseas countries. Ravenswood offers a boutique boarding experience for up to 50 students in Years 7-12. The Ravenswood Residential College (RRC) is a home away from home and offers a safe and caring environment for all Boarders. . Local, rural, interstate and overseas students form a 'family' community, where they share experiences and develop the independent living skills required post school.

All the facilities of home are provided for our Boarders throughout the school term. With the close proximity to school, students are able to participate in many school activities which require early morning and late evening involvement.

Overseas boarders will be issued with the Confirmation of Appropriate Accommodation/Welfare Arrangements (CAWW) form.

Further information can be found in the Boarding Handbook and on the Fees page at www.ravenswood.nsw.edu.au.

HOMESTAY

Ravenswood does not offer homestay accommodation. All overseas students not residing with their parents or approved relatives, must reside in the boarding house to be eligible for enrolment.

GUARDIANS

Overseas students residing in the Boarding House are required to provide a suitable guardian. A guardian must be a person who can act on behalf of the student's parents and be contacted by Ravenswood to give written permission for outings and medical assistance and to be contactable by phone in the event of an emergency.

A guardian must be over 21 years old, be proficient in English, and reside in or close to Sydney. The guardian must be known to the student and be able to provide safe, comfortable accommodation in the event of illness, or should the student need accommodation during school holidays or at any other time when the boarding house may be closed. The guardian should be willing to assist the student with support and advice whilst attending Ravenswood and to attend parent/teacher meetings with staff in person as required.

OVERSEAS STUDENT HEALTH COVER (OSHC)

As a condition of the student visa (500 visas) all overseas students must have medical and hospital Overseas Student Health Cover (OSHC) insurance for the duration of their visa. This must be arranged independently as a condition of the CoE. Ravenswood's preferred provider is Medibank Private. A copy of the certificate must be provided to the Head of Enrolments prior to commencement.

SUPPORT AND COMPLIANCE

Overseas students are required to meet with the Coordinator International Students each term to discuss their progress. This is also an opportunity for students to express any concerns they may have regarding their stay and studies in Australia. At the commencement of each semester students are required to provide evidence of their passport to ensure compliance with their visa conditions.

Students are responsible for informing the school immediately of any changes to their personal details.

ACADEMIC AND PASTORAL SUPPORT

Ravenswood has embedded positive education into its community and approach to learning. The school actively works to promote the academic success and wellbeing of each student.

WELLBEING

Each year group has a Year Coordinator who is the point of liaison between families, students and the school. Students are placed into small Mentor groups where they develop bonds with their peers and are under the pastoral care of a Mentor teacher.

The school has in house counsellors who students are able to access as needed.

As a Uniting Church School, Ravenswood has a chaplain who guides the spiritual needs of the school.

The Director of Boarding and Coordinator International Students assist new students to settle into their life in Australia and with any day to day concerns.

ACADEMIC SUPPORT

Ravenswood offers specialised language programs to support the language needs of overseas students.

In the Junior School, English as a Second Language (EAL/D) teachers work closely with class teachers from Kindergarten to Year 6 to provide effective language support. Support is provided through a combination of:

- Small group withdrawal
- In class support
- Before School Classes (Years 3/ 4 and Years 5/ 6)
- In the Senior School, our specialist EAL/D teachers work with students to ensure that they reach the language proficiency necessary to achieve course outcomes. Programs offered include:

English Language Studies elective (Years 7 to 10).

EAL/D English - for students completing the Higher School Certificate (Years 11 and 12).

IB English B - for students completing the International Baccalaureate (Years 11 and 12).

The Head of Learning Innovation and the Coordinator Academic Studies or International Baccalaureate Coordinator oversee a range of programs and ensure that the academic progress of each student is monitored and interventions put in place as necessary. The Director Student Analytics, Head of Senior School and Year Coordinator assist with monitoring student progress.

Specialised support is provided by the Learning Enrichment Department who cater for girls with specific learning needs, including Gifted and Talented students.

A range of extra support programs is available, including after school homework clubs run by the English and Mathematics Department.

ENROLMENT

The Head of Enrolments manages the application process and arranges the Confirmation of Enrolment (CoE) for students applying for student visas.

CRITICAL INCIDENTS

In the event of a critical incident or allegation, the Principal should be contacted in the first instance.



ATTENDANCE

All students are required to attend school from the first to the last day each term. A boarders' travel day is provided on the final day of each term. Extended leave for overseas home visits is not permitted and parents must notify the school requesting approval for any leave outside of school term. Parents must inform the school where, and with whom, the student will spend her school holidays.

It is a visa requirement that students must attend a minimum of 80 percent of scheduled classes. Any absences must be advised in writing and a medical certificate from a registered medical practitioner is required after two or more days of absence from school. If the student does not attend school for more than five consecutive days without authorisation, she is at risk of not meeting visa requirements and the student, with her parents and/or guardian, will be required to attend an intervention meeting. Should the student and her parents and/or guardian, fail to attend the intervention meeting or should she fail to meet the requirements of the intervention subsequently, the school will notify the Department of Home Affairs. Further information is available in the school's Overseas Students - Visa Conditions policy.

COURSE PROGRESS

Ravenswood works closely with each student to ensure that they achieve to their potential. Student progression is monitored and recorded. If a student is at risk of not achieving the outcomes of the course, she will be required to meet with the Head of Learning Innovation and the Coordinator Academic Studies or International Baccalaureate Coordinator and an intervention strategy will be implemented. The Director Student Analytics, Head of Senior School and Year Coordinator may also assist with reviewing progress and any interventions.

Each student is provided with information about course requirements as outlined by the NSW Education Standards Authority (NESA). Further information about course requirements is available at www.nesa.nse.edu.au. Information regarding course requirements for the International Baccalaureate will be provided to each student interested in participating in the course. Further information is available at www.ibo.org.

If an overseas student's performance falls below the required level and they are at risk of failing to achieve course outcomes, even though strategies have been implemented to assist the student, including advising parents and guardians, the school has the right to inform the Department of Home Affairs. Further information is available in the school's Overseas Students - Visa Conditions policy.

STUDENT ASSESSMENT AND REPORTING

All students are required to attend all classes and complete homework and assessment tasks in a timely manner. Assessments include class tests, assignments and formal examinations and these are conducted throughout the academic year. A formal report outlining the student's academic progress, approach to learning, and participation in the school community is provided to parents at the end of Semester 1 and Semester 2.

CO-CURRICULAR ACTIVITIES

Every student is encouraged to actively participate in the Ravenswood community. A range of activities are provided to cater for the interests of the students and to promote the development of healthy, well rounded global citizens.

CADETS

Ravenswood students have the opportunity to join the Knox Grammar School Army Cadet Unit in Term 4 of Year 8 and may continue the program until Term 2 of Year 12. The program has more than 220 Ravenswood students in a 1,000 strong unit, with many of our girls achieving senior leadership rank.

Involvement in the Cadet Unit encourages service, leadership, teamwork and outdoor skills. Students develop confidence and learn to be self-sufficient, whilst engaging in activities that are both mentally and physically challenging.

CLUBS

Students have an opportunity to foster existing interests and develop new skills in one of the school's many clubs.

In the Junior School, there are numerous clubs available including Code Club, Bake and Create, Fashion and Design, Crochet/Knitting Club, Minecraft Club, Peer Support, Technology Maker Club and Ravenswood Environmental Protection Agency (REPA).

Senior school students are encouraged to join one of the many clubs including Fashion and Design, REPA, Community Problem Solving, Ted-Ed Club and Yoga.

CRUSADERS

Crusaders (CRU) is an inter-denominational Christian fellowship group where students meet weekly and learn about faith whilst supporting one another in an environment of fun and friendship.

DEBATING

Debating is a dynamic co-curricular program that offers girls the opportunity to develop confidence, public speaking and team work skills. Debating is open to girls from Years 5 to 12.

THE DUKE OF EDINBURGH AWARD

The Duke of Edinburgh Award is an international award that encourages students to step out of their comfort zone and discover their potential. The award has three levels: bronze, silver and gold.

LIVING LANGUAGES

As an international-minded school, Ravenswood believes that the study of languages promotes global awareness and intercultural understanding. Students have the opportunity to study at least one other language from Year 1 onwards including French, German, Spanish, Japanese, Chinese (Mandarin) and Latin.

To support students' learning, a range of classes and immersion programs is offered including: Language Conversation Classes, Diplôme D'études en Langue Française (DELF) Club and language preparation, Exchange Programs and Immersion Experiences including trips to Noumea, China, Japan and Europe.

PERFORMING ARTS

Ravenswood has a strong Performing Arts program. All girls have the opportunity to perform in musicals from Year 3 onwards. Private musical tuition is available as well as the possibility to participate in the school's eclectic range of bands including the Training, Burrows, Sculthorpe, Morrison, Junior and Senior Rock Bands and the Symphonic Wind, Jazz, Holland, Hyde, Tognetti and Grainger String Ensembles. The school also has a Chinese Orchestra, Vocal Ensembles and Ravo Voices which is open to all girls from Years 6 to 12.



Dance is offered both as part of the school curriculum and as a co-curricular activities. Ravenswood has four dance companies and numerous After School Dance Classes including Ballet, Broadway Jazz, Contemporary and Lyrical, Hip Hop, Jazz, Musical Theatre and Tap.

The Drama Co-Curricular program provides creative opportunities for girls to develop self-awareness and appreciation of their social contexts. The school offers drama clubs for all levels from Kindergarten to Year 12, Drama Productions and Theatresports.

Private speech tuition is available to all girls to develop public speaking skills. Years 7 to 11 have the opportunity to further develop these skills in the Speak Up 'n' Out Club.

For those girls interesting in the technical side of the performing arts, there is an opportunity for students to join the Girls in Black Team or Front of House.

SPORT

Ravenswood has a dynamic sports program for girls from Kindergarten to Year 12 with many sporting opportunities available to students ranging from House, representative and elite level competitions, to fitness sessions, group and private lessons. The school philosophy is to promote physical activity to all students and provide opportunities for participation at all levels of skill. Being involved in sport promotes both physical and mental wellbeing, builds confidence, encourages teamwork and helps facilitate friendships outside of the classroom. Sport should be fun, as well as competitive and teach students how to enjoy success and accept disappointment.

On Saturday mornings, Years 3–6 teams participate in the Independent Primary School Heads of Australia (IPSHA) competitions and Secondary School teams participate in the Independent Girls Schools Sports Association (IGSSA) competitions in a variety of sports. These are graded competitions and students are selected into teams based on their level of skill, fitness and game knowledge. Ravenswood performs well in these competitions and is consistently ranked in the top five girls' schools.

A range of co-curricular sporting programs are offered including Athletics, Cross Country, Artistic Gymnastics, Mini Recreation, Junior Recreation, Senior Recreation, Development Squad, Australian Levels Program (ALP), Rhythmic Gymnastics, Rowing, Diving, Swimming, Golf and Tennis.

VISUAL ARTS

Ravenswood students may choose from a range of specialist Visual Arts classes where they are encouraged to engage in creative problem-solving, conceptual thinking and self-expression.

For further information about clubs and co-curricular programs, please consult the Co-curricular Program Handbook. For the schedule of Co-curricular Programs and their requirements, please refer to the Co-curricular Program Enrolment Procedures booklet.



KEY PERSONNEL

Anne Johnstone (Principal)

Kim Bence (Deputy Principal)

Sarah Guy (Head of Junior School - Deputy Principal)

Carolyn Gavel (Head of Learning Innovation)

Pam Elliott (Head of Senior School)

Lucy Cumming (Director of Boarding)

Rebecca Carolan (Head of Enrolments)

Ying Zhuo

(Assistant International Enrolments, EAL/D teacher)

Deborah Hill

(Coordinator International Students, EAL/D teacher)

Juliana Whiteman (Coordinator Academic Studies)

Monique Connor (IB Coordinator)

Jon Humphries (Chaplain)



GENERAL INFORMATION

Uniforms

The Uniform Centre is the only supplier of the school uniform and is located on the grounds of the school. It is open every Monday during school term.

Insurance

It is the student's responsibility to take out private insurance against accidental loss or damage to personal items such as mobile phones, cameras and iPads. School-issued laptops are covered by the School as part of the rental program for this equipment.

Mobile Phones

The school has a no phone policy. Girls are required to leave phones in their locker by 7.30am until close of school at 3.25pm.

Textbooks

A booklist is provided for each group with information as to what is required for each year group and subject. There is a bookroom open in the School on Tuesday's and Friday's during the term. Books can be ordered online prior to the commencement of the school year for delivery at home or to the school.

Indemnity

Parents and guardians are required to give permission for their daughter to participate in all activities associated with attending Ravenswood. Parents and guardians are required to delegate authority to the Principal:

- To take whatever reasonable disciplinary action is deemed necessary to ensure the safety, wellbeing and successful conduct of the students of the School as a group or individually.
- To authorise their delegates to obtain all such medical assistance as required, and to make all such decisions as they deem necessary to preserve the health and wellbeing of the student.

Parents and guardians must:

- Submit the Medical Information Form (provided prior to commencement) regarding the student and include details of limitations which apply for any activities.
- Declare that they are not aware of any other conditions which may affect the student's ability to study or live in Australia or take part in school activities.

Sharing information

Information provided by the student to Ravenswood may be made available to Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code. This information includes personal and contact details, course enrolment details and changes and the circumstances of any suspected breach by the student of a student visa condition. In other instances information collected during enrolment can be disclosed without consent where authorised or required by law.

Change of address

The student is obliged to notify the School of any change of address of contact details within 14 days while enrolled at Ravenswood. This is to ensure that any notifications sent to the student advising of visa breaches are sent to the student's current address. Where Ravenswood has approved the student's welfare and accommodation arrangements, the student requires School approval for any changes to welfare and accommodation arrangements prior to that change.

Privacy

Information is collected on the application form and during enrolment in order to meet our obligations to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the ESOS Act 2000, the ESOS Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) 2018. Information collected on the enrolment form and during the course of enrolment can be provided, in certain circumstances, to the Australian government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected during enrolment can be disclosed without consent where authorised or required by law.

Complaints

Ravenswood is a positive education school who is committed to the wellbeing of every student and member of the school community. Should a complaint arise, Ravenswood is committed to handling it in a professional, fair and timely manner following appropriate procedures. Please be aware that the provision of school complaints and appeals processes in no way removes the right of the student to take action under Australia's consumer protection laws.

Customs and Quarantine

All overseas students must comply with Australia's strict custom and quarantine rules. Australia prides itself on being free from many pests and diseases found in other

parts of the world. There are strict rules regarding the entry of wildlife, plant and organic materials, drugs, weapons and firearms. All prohibited items must be declared upon arrival in Australia and luggage may be inspected. Heavy penalties apply for failure to declare prohibited items. More extensive information can be found at www.australia.gov.au.

Water

Sydney and Australia enjoy a high standard of water quality. Tap water is safe to drink in Sydney.

Electricity

Australia has an electrical current of 220-240 volts, AC50Hz and uses a three-point power outlet. Adaptors may be purchased from electrical shops and at airports, if required. A voltage converter is needed if you wish to use appliances with 110 volts.

Prescription drugs

All students are required to complete a detailed medical form listing any existing health issues and medications used to treat them. If a student has been prescribed any drugs, a letter must be provided by a doctor with details of the medication and the dosage taken. This information must be updated immediately, should there be any changes. Some medications in Australia are only available with a doctor's prescription. If clarification is needed regarding the need for prescriptions, the nursing staff in the School's Health Unit are available to assist.

Alcohol and Smoking

Ravenswood is a non-smoking campus. It is illegal in Australia for persons under 18 years of age to buy or consume alcohol, cigarettes or other tobacco products. Smoking is prohibited in Australian airports, on public transport and in most public places.

Academic Honesty

Students are required to complete work in an ethical and honest manner. Academic work must:

- be based on the student's individual understanding of her learning
- appropriately recognize the contributions of others through reference and citation
- be expressed in the student's own words
- respect all forms of intellectual property, including all intellectual and creative expression, patents, registered designs, trademarks, logos, moral rights and copyright. This includes images publicly available on the internet that are subject to copyright.

CONDITIONS OF ENROLMENT FOR FULL FEE PAYING OVERSEAS STUDENTS

The following requirements are in accordance with government CRICOS registration regulations and apply to all families seeking full fee paying overseas student entry to Ravenswood. Should an overseas student be admitted to Ravenswood it is acknowledged by parents and students that:

1. The student participates fully in the life and programs of the Ravenswood community and attend any excursions, camps or other activities organised by the School.
2. Parents will support the student and the school in all activities.
3. Parents and students acknowledge that the school's academic, dress and disciplinary regulations must be adhered to and that the Principal and staff of the school have the right to take disciplinary measures in the event of non-compliance.
4. Students are required to meet course requirements including submitting class task and assessments in a timely manner.
5. It is a requirement that all applicable tuition fees are paid upon enrolment and prior to the commencement of the course.
6. Subsequent tuition and boarding fees must be paid in full upon receipt of an account and prior to the date shown unless the Principal gives prior approval.
7. If it is a condition of entry that appropriate intensive English courses be taken prior to commencement, evidence of attendance is provided.
8. Tuition fees are not transferable.
9. Tuition fees may change for the following academic year.
10. The student has a current passport and shows it to the Convenor of International Students each Semester.
11. All students under the age of 18 are required to live in the Boarding House or in accommodation with a parent approved by the school as part of their enrolment conditions. Enrolment will be terminated if a student breaches this condition.
12. Students 18 years of age and over will be required to live in the Boarding House unless private arrangements are approved by the Principal, prior to such arrangements being made. Enrolment may be terminated if students breach this condition.
13. Students residing in the Boarding House must advise the Director of Boarding and the Coordinator International Students of their accommodation during school holiday periods together with travel arrangements and proof of any travel documentation four weeks prior to the end of each term.
14. Students on student visas must comply with the conditions of their visas to maintain a minimum of 80 percent attendance for each term.
15. Students must advise Ravenswood immediately of any changes in their contact details.
16. Students on student visas must maintain satisfactory progress which will be assessed by maintaining regular and punctual attendance, completing prescribed tasks and homework and abiding by the School's rules, student dress code and conduct. Should the student not comply with these conditions their enrolment and visa may be cancelled.
17. Holiday travel must be taken in the official school breaks. The Principal must approve any variation prior to plans being finalised.
18. Ravenswood shall not be liable for any loss, damage or injury to persons or property. Students are advised to take out personal insurance to cover private property in addition to the compulsory Overseas Student Health Cover.
19. Should a student wish to transfer from Ravenswood to another education provider before she has completed the first six months of study, permission must be obtained from the School and a transfer form completed.
20. Refunds are paid in accordance with Ravenswood's Terms and Conditions.
21. Information provided to Ravenswood may be made available to Commonwealth and State agencies as required by law.
22. The School may suspend or terminate enrolment at its discretion for failure to comply with these conditions or any other serious breach of the School's rules and regulations. This is subject to the Complaints and Appeals Policy.



OVERSEAS STUDENT COMPLIANCE

Ravenswood is committed to complying with the ESOS Act and other related legislation to provide students with an optimal educational and cultural experience. The school complies with all legal requirements related to the enrolment of overseas students including the:

- Education Services for Overseas Students (ESOS) Act 2000
- ESOS Regulations 2001
- National Code of Practice for registration authorities and providers of education and training to overseas students (The National Code 2018)
- Australian consumer law.

The ESOS Act 2000 and other related legislation has been designed to protect the interests of students coming to Australia on student visas (500 visas). The legislation aims to protect and enhance Australia's reputation as a provider of quality education, to provide tuition protection, and to support the integrity of the student visa program.

The Australian government is committed to ensuring that overseas students have a positive education experience in Australia. The ESOS Act and related laws protect overseas students through:

- The ESOS legislation and associated reforms
- The National Code
- The Overseas Students Ombudsman
- The Tuition Protection Service

Further information regarding students' rights and obligations under the ESOS Framework is available at <https://internationaleducation.gov.au>.

PROTECTION FOR OVERSEAS STUDENTS

All overseas students on a student visa must study with an education provider in a course listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

Ravenswood is a registered CRICOS provider 02306K. CRICOS registration guarantees that the course and the education provider meet the high standards required to offer educational services to overseas students.

RIGHTS OF OVERSEAS STUDENTS

The ESOS framework protects the rights of overseas students including the right:

- To receive, prior to enrolment, current and accurate information about the course, fees, modes of study and other information from the provider. Students under 18 years of age will only be granted a visa if there are suitable arrangements in place for their accommodation and welfare.
- To receive the standard and form of education paid for by the student and their parents. The ESOS Framework includes consumer protection to enable students and their parents to receive a refund or be placed in another course if the chosen provider is unable to teach the course.
- To receive an outline concerning:
 - i) How to use your provider's support services
 - ii) Who the contact staff are for overseas students
 - iii) If you can apply for a course credit, when your enrolment can be deferred, suspended or cancelled
 - iv) What your provider's requirements are for satisfactory progress in the courses that you are studying
 - v) If attendance will be monitored for those courses
 - vi) What will happen if you want to change providers
 - vii) How to use your provider's Complaints and Appeals Policy.

YOUR RESPONSIBILITIES

As an overseas student on a student visa, you have the responsibility to:

- Satisfy your student visa conditions
- Maintain your Overseas Student Health Cover (OSCH) for the full period of your visa
- Meet the terms and conditions of the written agreement with your provider
- Inform your provider if you intend to change address
- If you are under 18 years of age, maintain your approved accommodation and welfare arrangements.

TUITION PROTECTION SERVICE

Ravenswood pays an annual Tuition Protection Service (TPS) Levy for overseas students to meet all obligations as a CRICOS provider. Protection of tuition fees paid in advance by student visa holders is undertaken in accordance with the ESOS requirements and the Tuition Protection Service Framework.

In the unlikely event that the school is unable to deliver the student's course in full the student will be offered a refund of full pre-paid tuition fee less the non-refundable Registration Fee and Entrance Fee.

If the school is unable to provide a refund, the Tuition Protection Service will assist the student to find an alternative course or arrange a refund of the student's unspent tuition fees, if a suitable alternative is not found.

OVERSEAS STUDENT OMBUDSMAN

The Overseas Student Ombudsman provides a free, independent and impartial service that can investigate complaints about problems affecting prospective, current or former overseas students. More information is available at www.ombudsman.gov.au.

FULL FEE PAYING OVERSEAS STUDENT POLICIES

The following policies and handbooks are available on Ravenswood's website at www.ravenswood.nsw.edu.au:

The policies listed below fulfil Ravenswood's obligations under the National Code for Providers of Education and Training to Overseas Students 2018 Standards:

- **Standard 1:** Marketing Information and practices
- **Standard 2:** Recruitment of an Overseas student
- **Standard 3:** Formalisation of enrolment and written agreements
- **Standard 4:** Education agents
- **Standard 5:** Younger overseas students
- **Standard 6:** Overseas student support services
- **Standard 7:** Overseas student transfers
- **Standard 8:** Overseas student visa requirements
- **Standard 9:** Deferring, suspending or cancelling overseas student enrolment
- **Standard 10:** Complaints and appeals
- **Standard 11:** Additional registration requirements

PROGRAMS OF STUDY

Ravenswood is proud to be a lighthouse school for positive education for girls from Kindergarten to Year 12.

Junior School - Kindergarten to Year 6

The school is accredited as an International Baccalaureate Primary Years Program (PYP) program and teaches this in conjunction with the NSW Education Standards Authority curriculum. The program nurtures and develops students to become lifelong learners and global citizens. The program is guided by six transdisciplinary themes of global significance, with students developing their conceptual understandings and strengthening their knowledge and skills across and beyond subject areas.

Secondary School - Years 7 to 12

There are six years of secondary schooling. All girls follow the same program in Years 7 to 10. In Years 11 and 12, girls may choose to study either the New South Wales Higher School Certificate (HSC) or the International Baccalaureate Diploma (IB). Both courses are two years in duration with final examinations being held in October/November of Year 12. The courses are recognised internationally and are essential for a student seeking university entry. Students are supported in their pathway to university entry by our Career Pathways staff member.





Ravenswood

RAVENSWOOD SCHOOL FOR GIRLS

A Uniting Church School K-12,

Boarding from Year 7

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