



INTERNATIONAL STUDENT INFORMATION HANDBOOK



FIRBANK
GRAMMAR

A photograph of two young women in school uniforms. The woman on the left is wearing glasses and has a slight smile. They are both looking down at a document on a desk. The background is a blurred indoor setting.

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INTRODUCTION

Firbank Grammar School is an independent, day and boarding school for students from ELC (Early Learning) to Year 12. Firbank is an open entry school which has built a reputation as one of Australia's leading private schools. Located 11km south of the Melbourne's CBD, it has 3 campuses in the beautiful Bayside area.

The beauty, history and vitality of the area are reflected in the School's impressive facilities, its landscaped grounds and the contribution it makes to the local community. Both the Brighton and Sandringham campuses are well serviced by public transport. Firbank Grammar is located 11 kilometres from central Melbourne and within an hour of international and domestic airports.





A PROUD HERITAGE

From our beginnings over a century ago, Firbank Grammar School has been a prominent part of the Bayside community in Melbourne. Since 1909 generations of girls (and later boys at our Sandringham campus) have received a high quality educational experience in an environment of academic excellence.

Today, this tradition continues. Beyond outperforming in an educational context, Firbank graduates are equipped for future success.

Visual and performing arts, music and dance remain central to the character of our School, as is our commitment to sport – both in competition at elite level, and as a challenging pursuit for all students to experience and enjoy.

STEAM (science / technology / engineering / arts / maths) is an integrative approach through which these diverse disciplines are meaningfully integrated at Firbank, providing a context that makes real-world connections between school and global enterprise, and an ability to excel in the new economy.

Upholding its traditions of over 112 years, Firbank embraces the future and provides an education that equips students to be life ready.

In the words of Maud Martha Cameron, Principal of the School from 1911-1954, 'we have to remember the school does not consist of bricks and mortar, classrooms and playing fields but of that spirit which will always compel those who come beneath its sway to do their best'.

Just as Melbourne is one of the world's great multicultural cities, Firbank celebrates its place as the home to students from across the globe. Our welcoming, inclusive culture recognises the contribution made to our country, city and school by students and families from around the world.

PRINCIPAL

In 2017, Ms Jenny Williams commenced as Firbank Grammar's 10th Principal. Jenny is passionate about academic excellence, student and staff Wellbeing and constantly challenges the status quo with the philosophy that "we can always do better".

She believes in working together with parents, teachers and the wider school community to allow students to realise their potential to become extraordinary people.



FIRBANK VALUES

At Firbank every student is valued. Our vision is that Firbank is a school where all students find their place-now and for the future. Our values underpin the School's program:

COMPASSION

We will act on our feelings of empathy and show kindness and forgiveness.

COURAGE

We will show strength of character. We are committed to speak and act from our hearts. We are brave.

INTEGRITY

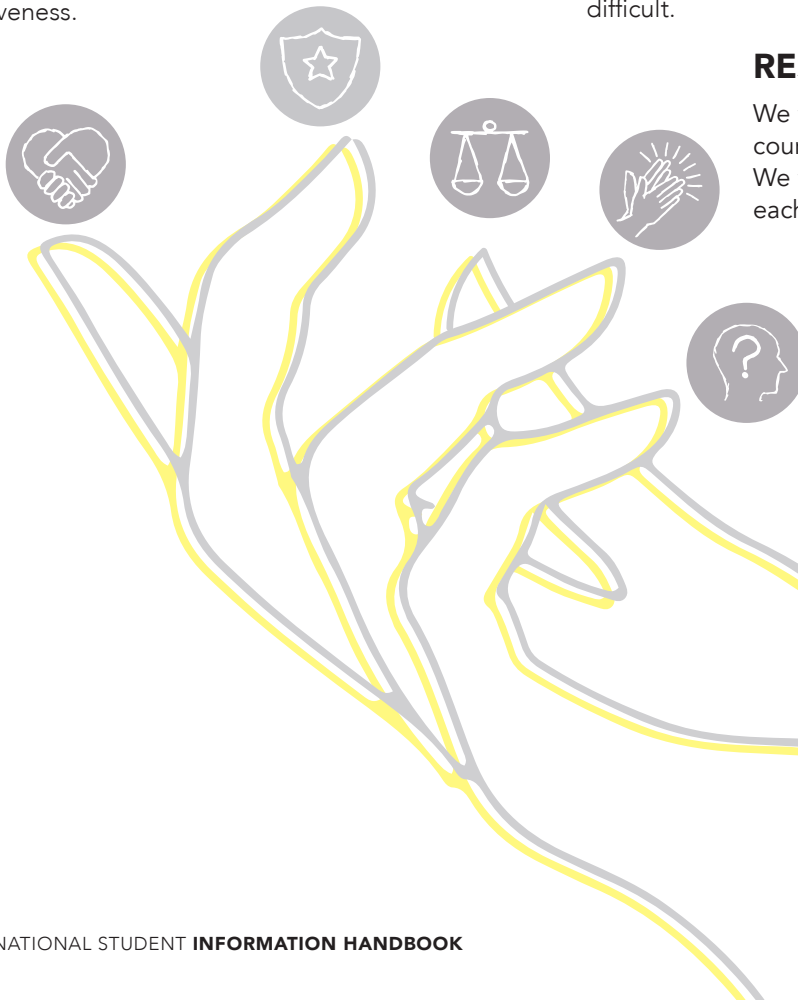
We will practise our values and do what we know is right, even when it is difficult.

RESPECT

We will treat others with care, courtesy, and politeness. We will include and value each other.

CURIOSITY

We will investigate, ask questions and be creative. We will look forward to challenge.



WELLBEING

Firbank believes that the emotional and physical wellbeing of students is pivotal to their success at school.

The School aims to provide an environment which recognises, values and builds this wellbeing by developing students who are physically and emotionally healthy.

Every Firbank student benefits from our commitment to sustain a safe and inclusive environment. Our emphasis on Wellbeing includes our innovative 'Sisters Group' promoting interaction between students at various year levels and mentoring by senior girls, resulting in a real sense of being part of a caring, compassionate "Firbank family".

From ELC right through to Year 12, Wellbeing plays a central role in Firbank's philosophy. It is not confined to a building, but rather permeates everything we do. We are committed to providing a safe and secure environment in which students are able to learn and grow.

Each Senior School year level has a Wellbeing Leader who monitors a student's academic and social development and has overall responsibility for their welfare. In addition, our Deputy Principal: Head of Senior School, the Deputy Head of Senior School, the Director of Student Services and our Educational Psychologists provide additional support.

Wellbeing occurs in all of our classrooms, however, explicit strategies, skills and ideas that support Wellbeing are taught as part of our Personal Development curriculum.

Firbank is committed to creating a safe and inclusive environment in our school. We want all our students to feel safe at school and ensure our classrooms are value-fair, not value-free.

At the Junior School level, we believe that a happy school community is one in which relationships are built upon friendship, respect and positivity.



ALUMNI



In 2004, **The Hon Diana Bryant** became the first female Chief Justice of the Family Court of Australia.



Jacqueline Porter is an opera singer who has performed around the world as a soloist.



Catherine Skinner won a Gold Medal in trap shooting at the 2016 Olympic Games in Rio.



Jacqui Cooper is a professional aerial skier who competed in four Winter Olympic Games and holds the record for the most amount of World Titles ever to be won.



Jennifer Nason completed a Bachelor of Arts and Bachelor of Commerce with Honours from Melbourne University, she is now the Global Chairman of JP Morgan's Investment Banking practice in New York, overseeing critical firm relationships globally.



Emily Coats studied at Oxford University in England and completed a Bachelor of Arts with Honours and a Master of Environmental Science.



Donna Urquhart is an Associate Professor at Monash University's School of Public Health and Preventive Medicine and Senior Research Scientist; she completed a record-breaking 1,300-kilometer run in Antarctica in January 2024.

2024 DUX

**HANNAH
GIBBS**

99.85





FACILITIES

Firbank is situated in the beautiful bayside area of Brighton. Firbank's three campuses are widely acknowledged for their landscaped grounds and spacious outdoor areas.

TECHNOLOGY

Gaining access to contemporary learning technologies is essential in preparing students for an ever-changing world. Classrooms at each campus are equipped with state of the art technology which include large format digital screens, WiFi access and video conferencing facilities.

A dedicated IT team provide technology support.

Students in the applicable year level will be provided with a digital device and the necessary software and subscriptions, all of which will be fully managed by the school. The cost for this will be charged in the first instalment of the 2025 school fees.

Year Level	Device provided	Annual cost
Prep-Year 3	iPad	\$480
Year 4	iPad	\$560
Year 7	Laptop	\$960
Year 8	Laptop	\$880

LEARNING PRECINCTS

Dedicated precincts with specialist classrooms are provided for specific academic disciplines:

- Humanities, Languages, Mathematics
- Science - 5 specialist laboratories
- Visual Arts - 6 studios with specialised equipment
- Performing Arts - theatre space, dance studio, auditorium

- Physical Education - an indoor sports arena, a heated, indoor eight lane 25 metre pool, with diving board and a fully equipped circuit room
- VCE student centre with a Common Room, a Careers Centre, Student Services Centre and a Lecture Theatre

SPORTING FACILITIES

Two ovals, Plexipave® tennis and netball courts and the indoor stadium and pool, with diving boards, allow us to offer a wide range of sports.

RESOURCE CENTRE

The Resource Centre and subject specific libraries house over 30,000 volumes of fiction, reference books and magazines, as well as specialised support for online databases.

CLUBS

Club activities which include Book Club, Philosophy, Chess, Debating, Public Speaking, Science club are well supported.

JUNIOR SCHOOLS

The Junior Schools boast spacious and well-appointed age-specific classrooms as well as designated Art, Music, Language and Sports Centres. Outdoor play equipment and sporting facilities are surrounded by beautifully landscaped gardens and lawn space, facilities for engaging students in STEAM (Science, Technology, Engineering, Arts and Mathematics) are available at all campuses.

THE LEARNING JOURNEY

The Firbank experience gives students the confidence to believe in themselves and their capacity to make a difference.

Students at Firbank start their learning journey in our Early Learning Centre, where the learning spaces are designed to facilitate wonder and curiosity in young children and to honour the sophisticated thinking of our children by giving them the opportunity to make the ordinary, extraordinary.

Primary education is an extremely important phase of every student's life as it builds the skills and attitudes for future learning. Using the framework of the Primary Years Program of the International Baccalaureate, the curriculum is based on the Australian curriculum for primary students with the core areas of literacy and numeracy as a core focus. Specialist classes are also provided in Art, Chinese, Information Literacy, Music and Physical Education.

Firbank Senior School is instrumental in facilitating the journey into adulthood. From Year 7 to VCE, Firbank offers an array of choices that arm Firbank students with the necessary tools to progress and transition into a life full of learning and discovery.

As well as delivering a core curriculum based on the Australian curriculum, Firbank offers many additional programs such as our outstanding Experiential Education (Service, Environmental, Outdoor) programs which are designed to imbue students with the skills of independence, resilience and initiative.

ORIENTATION PROGRAM FOR PRIMARY SCHOOL

The school will contact new students prior to their commencement at Firbank Grammar School.

- Parents/students will be sent a welcome email seeking details of language background, education, interests and perceived strengths/areas in need of support from the parent's perspective.
- A QR code will be sent welcoming the families to join the Junior School WeChat group where they will be welcomed and introduced to the other families.

- New students will be greeted by the Head of Campus on the day they commence and will be introduced to their class teacher.
- Following up re any messages or queries on WeChat.
- Parents will be invited to attend the weekly Wednesday whole campus assemblies.
- An email/WeChat message will be sent to parents outlining the EAL support that will be provided.

At Firbank, we give students the opportunity to shape their own destinies through the expert guidance of dedicated and experienced staff, real life experiences and world class facilities. We don't shape minds, we give students the tools, skills and confidence to shape their own.

The learning and personal development programs help students cultivate essential skills for the contemporary world, including problem-solving, communication, teamwork and creativity. Through these programs, Firbank students grow up to be articulate, eloquent, well-rounded members of the community.

ORIENTATION PROGRAM FOR SECONDARY SCHOOL

The orientation program for new international students begins with a warm welcome and introduction by the Principal, deputy principal or International Student Coordinator, offering an overview of the school's values, culture, and expectations, along with a school tour to help students feel comfortable. The academic orientation covers the IT on boarding, school curriculum, subject selection re-check, timetables and etc, as well as academic support services such as tutoring and English language assistance. Student wellbeing and support services include an introduction to the school's wellbeing and pastoral care system, access to counselling and mental health support, and guidance on cultural adjustment and homesickness.

School policies and CRICOS compliance are explained, covering attendance and participation requirements, the code of conduct, uniform policies, behavioural expectations, and safety and emergency procedures. Students are also introduced to life in Australia, including its culture, laws, local customs, accommodation off or on campus, transport, banking, and essential services. Health and safety topics encompass health insurance (OSHC), accessing medical services and emergency contacts, along with guidance on reporting incidents and seeking help. Social and extracurricular activities are highlighted, introducing students to clubs, sports, excursions, and community involvement opportunities to foster social interaction and friendships. The program concludes with a student and parents Q&A info nights and wrap-up session, where students can seek clarifications and ongoing support.



OUR COURSES

Firbank Grammar School has been approved to deliver the following courses.

Course Code: 011303E

Primary Years: Prep- Year 6 at the Brighton and Sandringham campuses

Course Code: 005315G

Secondary Years: 7-12

Each year of schooling at Firbank Grammar School is 40 weeks in duration with 12 weeks set holiday dates. As a general rule there are approximately 10 weeks per term across 4 terms with 2-3 week break over the year and a longer break over the Christmas and New Year period.

At Firbank Grammar School we are committed to offering our students an educational program which allows each student to achieve personal success. Our practice of reviewing subject offerings annually ensures that we provide a distinctive, contemporary education and a range of pathways.

Our overriding aim, across all subject disciplines is to foster a love of learning and to stimulate creativity, intellectual curiosity and independent thought. Emphasis is placed on taking individual thinking and learning styles into consideration when planning, delivering and assessing work. In the delivery of curriculum, there is an emphasis on the development and use of critical thinking skills. Risk taking is valued and mutual respect is nurtured. The curriculum aims to develop skills, particularly in core subject areas, with a continuing emphasis on literacy and numeracy. The programs of learning provide individual, sequential, secure pathways of learning. The wide range of electives at Years 9 and 10 gives students the opportunity to explore their potential and interests. This experience assists students to make informed choices for the VCE years.

Firbank values its tradition of high academic standards and the rich diversity of the student body. Each student is expected and encouraged to work consistently to the best of her ability. Sustained effort, the development of pride in one's accomplishments and respect for self and others are highly valued attributes.

Firbank uses the government prescribed Australian Curriculum as the basis of all teaching and learning programs.

Our rigorous international program places emphasis on a balance of guided inquiry and personalised learning approaches in conjunction with explicit instruction.

Content descriptions and achievement standards are determined by the guidelines of the Victorian Curriculum. The Victorian Curriculum includes both knowledge and skills, defined by learning areas and capabilities.

LEARNING AREAS

- The Arts
- English
- Health and Physical Education
- Humanities (Civics and Citizenship, Economics and Business, Geography, History)
- Languages (Chinese)
- Mathematics
- Science
- Technologies

CAPABILITIES

- Critical and Creative Thinking
- Ethical
- Intercultural
- Personal and Social

COURSE CREDIT

Firbank Grammar School does not offer any course credits for year levels Prep to Year 9.

Students who are enrolled in Years 10 to 12 and wish to obtain credit on the basis of previously completed equivalent study can apply to the Director of Learning for RPL (Recognition of Prior Learning). Students must complete an application form and provide official transcripts of results. The information will be sent to the Victorian Curriculum and Assessment Authority who are responsible for granting VCE credits.

MODE OF STUDY

Face to face classroom teaching is the predominant mode of delivery. All study is supervised on campus and supported by excursions, incursions, camps and a range of experiential learning activities.

MODE OF ASSESSMENT

Assessment is aligned to the achievement standards of the Australian Curriculum.

JUNIOR SCHOOL

Grade assessment on specific areas of work (tests, practical reports, essays and assignments as appropriate to the subject).

SENIOR SCHOOL

Years 7 – 10: Assessment is on-going with progressive online reporting, and an end-of-semester transcript report.

Year 11: Satisfactory Completion (demonstrated achievement of each of the outcomes for that unit) and grade assessment on specific areas of work (tests, practical reports, essays and assignments as appropriate to the subject).

Year 12: Satisfactory Completion (demonstrated achievement of each of the outcomes for that unit), school assessed coursework, school assessed tasks and in most subjects at least 50% of the assessment will be based on externally set exams.

TERTIARY SELECTION

Gaining the VCE does not give students automatic entry to post-secondary courses. The minimum entry requirement is satisfactory completion of the VCE (including satisfactory completion of one Units 3 & 4 study from the English group). Some universities require a minimum study score for students studying English as an Additional Language. Selection for most courses is based on an Australian Tertiary Admissions Rank (ATAR) calculated from scaled study scores achieved in the Units 3 & 4 studies undertaken. Additional selection factors may include completion of prerequisite studies, achievement of specified grades, interviews and presentation of folios.

CAREER ADVICE

Career advice is available from the Careers Counsellor and all relevant publications are available for reference in the Careers Library.

CURRICULUM OVERVIEW

Course In both the secondary and primary schools progression to the next year level is automatic unless minimum attendance levels are not met, or the student is well below the expected standard for the year level.

Firbank will proactively work with students who are experiencing difficulties meeting the required standards and will keep parents informed of their progress.

PRIMARY SCHOOL CURRICULUM: PREP-YEAR 6

Firbank primary schools are authorised International Baccalaureate World Schools and offer the Prep to Year 6 Primary Years Programme of the International Baccalaureate.

Our rigorous international program places emphasis on a balance of guided inquiry and personalised learning approaches in conjunction with explicit instruction.

Content descriptions and achievement standards are determined by the guidelines of the Victorian Curriculum. The Victorian Curriculum includes both knowledge and skills, defined by learning areas and capabilities.

LEARNING AREAS

- The Arts
- English
- Health and Physical Education
- Humanities (Civics and Citizenship, Economics and Business, Geography, History)
- Languages (Chinese)
- Mathematics
- Science
- Technologies

CAPABILITIES

- Critical and Creative Thinking
- Ethical
- Intercultural
- Personal and Social

YEAR 7

- ENGLISH or ENGLISH AS AN ADDITIONAL LANGUAGE
- ENGLISH LANGUAGE STUDIES
- MATHEMATICS
- SCIENCE
- HUMANITIES:
 1. GEOGRAPHY
 2. HISTORY
 3. CIVICS & CITIZENSHIP
- LANGUAGES: Choice of two:
 1. FRENCH
 2. GERMAN
 3. CHINESE
- DRAMA
- MUSIC
- VISUAL ARTS
- DIGITAL TECHNOLOGY
- FOOD TECHNOLOGY
- HEALTH
- PHYSICAL EDUCATION
- RELIGIOUS EDUCATION
- EXPERIENTIAL EDUCATION

YEAR 8

- ENGLISH or ENGLISH AS AN ADDITIONAL LANGUAGE
- ENGLISH LANGUAGE STUDIES
- MATHEMATICS
- SCIENCE
- HUMANITIES:
 1. GEOGRAPHY
 2. HISTORY
 3. CIVICS & CITIZENSHIP
- LANGUAGES: Choice of two:
 1. FRENCH
 2. GERMAN
 3. CHINESE
- DRAMA
- MUSIC
- VISUAL ARTS

- DIGITAL TECHNOLOGY
- FOOD TECHNOLOGY
- HEALTH
- PHYSICAL EDUCATION
- RELIGIOUS EDUCATION
- EXPERIENTIAL EDUCATION

YEAR 9

- ENGLISH or ENGLISH AS AN ADDITIONAL LANGUAGE
- MATHEMATICS
- SCIENCE
- HISTORY
- GEOGRAPHY
- HEALTH
- PHYSICAL EDUCATION
- THE ARTS - VISUAL & PERFORMANCE: Must choose ONE of the following:
 1. ART: CREATE, DRAW, PAINT, PRINT
 2. ART: FASHION, TEXTILES, MARKETING
 3. DRAMA
 4. DANCE
 5. MUSIC
 6. MEDIA: FILM & TELEVISION STUDIES
 7. MEDIA: PHOTOGRAPHY & MAGAZINE STUDIES
 8. SPECIALIST MUSIC
 9. VISUAL COMMUNICATION DESIGN: BECOMING A DESIGNER
- FRENCH
- GERMAN
- CHINESE
- CHINESE (for background students)
- BUSINESS & ECONOMICS: BE A MONEY MANAGER
- PIXEL PERFECT: INTRODUCTION TO GAME DESIGN & DEVELOPMENT
- FOOD TECHNOLOGY
- RELIGION & SOCIETY: SCIENCE & FAITH
- RELIGION & SOCIETY: INSPIRATIONAL PEOPLE
- STARTUP SUPERSTARS: TURNING IDEAS INTO REALITY
- EXPERIENTIAL EDUCATION

YEAR 10

- ENGLISH or ENGLISH AS AN ADDITIONAL LANGUAGE
 - HISTORY
 - MATHEMATICS
1. STANDARD
 2. ADVANCED
- SCIENCE: Students complete a trimester of each of the following Sciences:
 1. Biology
 2. Chemistry
 3. Physics
 - HEALTH
 - PHYSICAL EDUCATION
 - APPLIED COMPUTING (VCE UNIT 1 & 2)
 - DIGITAL ENTERPRISE
 - BUSINESS & ECONOMICS: BE YOUR OWN BOSS
 - BUSINESS & ECONOMICS: CITIZENS & THE LAW
 - DANCE (VCE UNIT 1 & 2)
 - DRAMA
 - ENGLISH LANGUAGE STUDIES
 - FOOD TECHNOLOGY
 - GEOGRAPHY: BALANCING OUR PLANET
 - GEOGRAPHY: POVERTY & HOMELESSNESS
 - GLOBAL POLITICAL STUDIES
 - HISTORY: MOVEMENTS FOR CHANGE
 - LITERATURE
 - LANGUAGES
 1. FRENCH
 2. GERMAN
 3. CHINESE 1st LANGUAGE (VCE UNIT 1/2)
 4. CHINESE 2nd LANGUAGE (VCE UNIT 1/2)
 5. CHINESE 2nd LANGUAGE ADVANCED (VCE UNIT 1/2)
 - P.E: HUMAN MOVEMENT
 - SCIENCE: PSYCHOLOGY
 - SCIENCE: WIRELESS COMMUNICATION
 - VISUAL ARTS
 1. ART IN 2D MAKE IT, PAINT IT, PRINT IT, CREATE IT
 2. ART IN 3D DESIGN IT, SCULPT IT, BUILD IT
 3. MEDIA: THE WORLD OF FILM & ADVERTISING

4. MEDIA: ADVANCED MEDIA STUDIES
5. VISUAL COMMUNICATION DESIGN:
 - EXPLORING ARCHITECTURE & DESIGN
 - EXPERIENTIAL EDUCATION

YEAR 11

- ACCOUNTING UNIT 1 & 2
- APPLIED COMPUTING UNIT 1 & 2
- SOFTWARE DEVELOPMENT UNIT 1 & 2
- ART CREATIVE PRACTICE UNIT 1 & 2
- BIOLOGY UNIT 1 & 2
- BUSINESS MANAGEMENT UNIT 1 & 2
- CHEMISTRY UNIT 1 & 2
- CHINESE FIRST LANGUAGE UNIT 1 & 2
- CHINESE SECOND LANGUAGE UNIT 1 & 2
- CHINESE SECOND LANGUAGE ADVANCED UNIT 1 & 2
- DANCE UNIT 1 & 2
- ECONOMICS UNIT 1 & 2
- ENGLISH UNIT 1 & 2
- ENGLISH AS AN ADDITIONAL LANGUAGE UNIT 1 & 2
- FRENCH UNIT 1 & 2
- GEOGRAPHY UNIT 1 & 2
- GERMAN UNIT 1 & 2
- HEALTH & HUMAN DEVELOPMENT UNIT 1 & 2
- HISTORY UNIT 1 & 2
- LEGAL STUDIES UNIT 1 & 2
- LITERATURE UNIT 1 & 2
- MATHEMATICS FOUNDATION MATH UNIT 1 & 2
- GENERAL MATH UNIT 1 & 2
- MATH METHODS UNIT 1 & 2
- SPECIALIST MATH UNIT 1 & 2
- MEDIA UNIT 1 & 2
- MUSIC UNIT 1 & 2
- PHYSICAL EDUCATION UNIT 1 & 2
- PHYSICS UNIT 1 & 2
- POLITICS UNIT 1 & 2
- PSYCHOLOGY UNIT 1 & 2
- THEATRE STUDIES UNIT 1 & 2
- VISUAL COMMUNICATION DESIGN UNIT 1 & 2

YEAR 12

- ACCOUNTING UNIT 3 & 4
- APPLIED COMPUTING UNIT 3 & 4
- SOFTWARE DEVELOPMENT UNIT 3 & 4
- ART CREATIVE PRACTICE UNIT 3 & 4
- BIOLOGY UNIT 3 & 4
- BUSINESS MANAGEMENT UNIT 3 & 4
- CHEMISTRY UNIT 3 & 4
- CHINESE FIRST LANGUAGE UNIT 3 & 4
- CHINESE SECOND LANGUAGE UNIT 3 & 4
- CHINESE SECOND LANGUAGE ADVANCED UNIT 3 & 4
- DANCE UNIT 3 & 4
- ECONOMICS UNIT 3 & 4
- ENGLISH UNIT 3 & 4
- ENGLISH AS AN ADDITIONAL LANGUAGE UNIT 3 & 4
- FRENCH UNIT 3 & 4
- GEOGRAPHY UNIT 3 & 4
- GERMAN UNIT 3 & 4
- HEALTH & HUMAN DEVELOPMENT UNIT 3 & 4
- HISTORY UNIT 3 & 4
- LEGAL STUDIES UNIT 3 & 4
- LITERATURE UNIT 3 & 4
- MATHEMATICS FOUNDATION MATH UNIT 3 & 4
- GENERAL MATH UNIT 3 & 4
- MATH METHODS UNIT 3 & 4
- SPECIALIST MATH UNIT 3 & 4
- MEDIA UNIT 3 & 4
- MUSIC UNIT 3 & 4
- PHYSICAL EDUCATION UNIT 3 & 4
- PHYSICS UNIT 3 & 4
- POLITICS UNIT 3 & 4
- PSYCHOLOGY UNIT 3 & 4
- THEATRE STUDIES UNIT 3 & 4
- VISUAL COMMUNICATION DESIGN UNIT 3 & 4



PROCEDURE FOR APPLICATION & ENTRY

Firbank Grammar School is located in the bayside suburbs of Melbourne and offers the following options for schooling:

- Girls campus, Brighton-ELC-Year 12
- Co-educational campus, Sandringham: ELC-Year 6

The key entry points to Firbank are ELC 3, Prep, Year 3, Year 5 and Year 7 and other year levels subject to availability.

Please note that for all students admission to Firbank Grammar School is conditional upon:

- Availability of a place at the appropriate level of entry
- Satisfactory progress in the prospective student's schooling at the time of application, as evidenced in school reports
- Sufficient English language proficiency, appropriate to the level of entry
- Satisfaction of Firbank Grammar School as to the prospective student's suitability for admission
- Satisfactory completion of an enrolment interview in person or via Teams

Prospective students must provide:

- An online enrolment application form, including application fee
- Certified transcripts of academic records for the past two years of school translated in English
- AEAS test results
- Certified birth certificate translated in English
- Copy of passport biodata page
- Letter of recommendation or statement of student behaviour (if not included with academic reports)

ENGLISH PROFICIENCY

Prospective student applications will be assessed and offers will be made specifying any conditions of enrolment or preliminary requirements.

Students are required to complete an AEAS test or equivalent in order to assess the English proficiency for the desired year level of entry.

The required level of English Language Proficiency is as follows:

AEAS

Offers are subject to the outcome of this assessment. Depending on the student's English Language ability, the student may be required to successfully complete an ELICOS course prior to entry to the School. Entry to the School is only permitted once the student has reached the required English proficiency standard

as assessed by the ELICOS provider and a subsequent AEAS test score. The provider sends periodic reports to the School which monitors the student's progress.

It is recommended that students commence their studies at Year 10 or earlier to familiarise themselves with the Australian education system before attempting the VCE.

RECOGNITION OF PRIOR LEARNING (RPL)

Students who have completed Year 11 before commencing at Firbank can apply for Recognition of Prior Learning.

Following the granting of RPL the school will inform the student of the reduced course duration and will provide a new confirmation of enrolment to the student.

PRISMS will be updated to reflect any changes to the CoE.

YEAR LEVEL OF ENTRY	AGE	MINIMUM SCORE TO BE CONSIDERED FOR APPLICATION	RECOMMENDED WEEKS ELICOS PROGRAM	AEAS SCORE REQUIRED FOR COMMENCEMENT
PREP – YEAR 4	5-10 YRS	NO AEAS REQUIRED	NO ELICOS REQUIRED	NO AEAS REQUIRED
YEAR 5	10 YRS	30	8-10	40
YEAR 6	11-12 YRS	35	8-12	55
YEAR 7-8	12-14 YRS	46	8-12	65
Year 9-10	15-16 YRS	61	8-10	75
Year 11-12	17-18 YRS	70	4-8	85

If entry is for Semester 2 the student must attain the scores for the subsequent year level e.g. entry in Y6 Term 3 will require Year 7 AEAS scores.



SCHEDULE OF FEES

BUSINESS TERMS AND CONDITIONS

Enrolment of a student at Firbank is subject to the School's Business Terms and Conditions published on our website.

ENROLMENT FEES

An application to gain entry to the School must be accompanied by payment of a non-refundable application fee of \$200. When a student receives a definite offer of enrolment a non-refundable, non-transferable enrolment fee of \$2,500 and an interest free deposit of 25% of tuition fees due is payable within 7 days (unless otherwise agreed).

TUITION FEES

Firbank's tuition fees include the costs of all compulsory excursions and the Alumni Life Membership fee for Year 12 students. A portion of the Victoria State Government Payroll Tax is recoverable from all students. Fees are payable in two instalments by 6th December 2024 and 4th April 2025.

Please note that tuition fees are reviewed annually and may be subject to change.

JOINT SIBLING DISCOUNT WITH BRIGHTON GRAMMAR SCHOOL (APPLIES TO PREP – YEAR 12 ONLY)

Upon receipt of a written application a 5% tuition fee concession is available to students who also have a brother enrolled at Brighton Grammar School and are not receiving other fee assistance (e.g. scholarship or sibling concession) from Firbank Grammar School. This concession is not retrospective and only applies so long as all fees are paid by the due dates above, or in accordance with an agreed payment schedule.

The school reserves the right to withdraw or vary the value of this concession at any time.

EXTRA-CURRICULAR ACTIVITIES AND OTHER CHARGES

Whilst the tuition fees cover all compulsory activities there are some elective, co-curricular or voluntary activities, which attract additional charges.

Co-curricular activities include elective camps, excursions and tours, specialist music tuition, rowing, netball, swimming, diving, tennis and snow sports. VCE fees will also be charged separately.

The school reserves the right not to allow a student to participate in optional excursions and activities.

YEAR LEVEL	ANNUAL TUITION FEE	ANNUAL GOV'T PAYROLL TAX RECOVERY SURCHARGE*	TOTAL ANNUAL FEE	TUITION FEE PER SEMESTER	GOV'T PAYROLL TAX RECOVERY SURCHARGE PER SEMESTER*
PREP – YEAR 6	42,136	952	43,088	21,068	476
YEAR 7 – YEAR 12 **	50,150	1,048	51,198	25,075	524
BOARDING	34,552	952	35,504	17,276	476

**The State Government Payroll Tax recovery surcharge is payable to all students and no discount is applicable.

** Year 12 students will incur an additional charge of \$1,080 to cover special Year 12 events and activities, including: Wellbeing Retreat; Year 12 Class of 2025 Hoodie; Valedictory Dinner (student ticket); All End of Year Valedictory and Celebration activities.

CHANGE OF VISA STATUS

Should a student be granted a local visa any overseas fees paid in advance will revert to local student fees from the next full term upon receipt of a copy of the visa.

NOTICE OF WITHDRAWAL FROM SCHOOL

Written notice of withdrawal must be given to the Principal by the end of the term prior to the child's last term at the School. One term's tuition fee will be charged if insufficient notice is given. One full semester's notice of withdrawal is required for students attending Year 6. One semester's tuition fees will be charged if insufficient notice is given. Please refer to the Business Terms and Conditions on our website for full details.

NOTICE OF WITHDRAWAL FROM BOARDING HOUSE

One semester's written notice of withdrawal to the Principal is required to avoid being liable for a further semester's boarding fees. Please refer to the Business Terms and Conditions on our website for full details.

LATE FEES AND OVERDUE ACCOUNTS

Where any fees are not paid by the due date specified on the invoice, a late fee of 15%pa of the outstanding amount will be charge to the account.

The School reserves the right to engage legal services and claim associated costs of debt recovery in case of fee default.

BANK DETAILS

Payment may also be made by direct deposit to the following:

Name of Account

Firbank Grammar School

Name of Bank

Australia and New Zealand Banking Group

Address of Bank

54 Church Street, Middle Brighton,
Victoria, 3186, Australia

Branch Number

013-355

Account Number

7770-11622

Swift Code

ANZBAU3M

REFUND AGREEMENT PROVISIONS

The Interest Free Deposit will be refunded on written request when a student leaves the School, subject to all financial commitment having been settled and the required notice of withdrawal being given. If not claimed within 6 months of student leaving, the deposit will be transferred to School funds as a deemed donation.

If a student is prevented from commencing at Firbank due to failure to obtain a visa, a refund of tuition fees, boarding fees and interest-free deposit paid will be made. The enrolment fee of \$2,000 is non-refundable. Should a student unexpectedly leave during the year, fees paid in advance are refundable, provided sufficient notice is given to the Principal. Please refer to the Business Terms and Conditions on our website for full details. This agreement does not remove the right to take further action under Australia's consumer protection laws.

This refund will be paid within 28 days once the student has produced a) evidence that the visa application was rejected by the Australian Immigration authorities or b) supporting documentation for compassionate or compelling circumstances as per the policy.

Where a student's enrolment is cancelled for any of the following reasons, a cancellation fee equivalent to the interest-free deposit is applicable:

- Failure to maintain satisfactory course progress (visa condition 8202)
- Failure to maintain satisfactory attendance (visa condition 8202)
- Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
- Failure to pay course fees
- Any behaviour identified as resulting in enrolment cancellation as defined in Firbank's School Deferment, Suspension and Cancellation Policy.

Any default by Firbank will be covered by the provisions of the ESOS Act 2000. These include:

- If for any reason the School is unable to offer a course, a full refund of fees paid will be made within 14 days of notification of course cancellation
- If for any reason the School is unable to continue offering a course after commencement, a full refund of fees paid will be made within 14 days of notification of course cancellation

Fees paid in advance are covered by a bank guarantee facility for full fee paying international students. Should a student unexpectedly leave during the year, fees paid in advance are refundable, provided the required notice is given prior to withdrawal. Refunds will be paid in Australian dollars to the person who enters into the Written Agreement within 28 days of the student's leaving date. This agreement does not remove the right to take further action under Australia's consumer protection laws.

At least one term's written notice to the Principal must be received prior to a student changing visa status (e.g. becoming a temporary or permanent resident), otherwise the student will continue to pay full overseas student fees for the duration of one term.

DISCOUNT FOR EARLY PAYMENT OF FEES

For parents wishing to pay a full year's fees in advance, a discount of 2% is offered on tuition and boarding fees if full payment of all fees and charges is received by 29 November. The School offers a fee prepayment agreement for persons wishing to pay more than one year in advance. Parents are asked to contact the Financial Controller for full details of the prepayment agreement and a quote.

THE TUITION PROTECTION SERVICE (TPS)

The Tuition Protection Service assists international students whose education providers are unable to fully deliver their course of study.

The TPS (Tuition Protection Service) offers three main options:

Switch Providers: You can join a similar course with another provider at no extra cost. Just ask the new provider for an enrolment offer.

Get a Refund: You can get back any tuition fees you've paid that haven't been used yet.

Get Help: The TPS Director can support you and help find the best solution for your situation.

The service is free, fast, transparent, and run by the government, so you won't have to deal with delays or unhelpful providers during a stressful time.

LOCAL SUPPORT PERSON (LSP) AND ACCOMMODATION POLICY

At Firbank Grammar School, all students on a CAAW are required to have a Local Support Person (LSP), regardless of their age. Only Firbank will approve LSP (not legal guardians), this cannot be delegated.

Firbank Grammar School understands that Firbank's CAAW liabilities will lapse when a student turns 18. It should be noted that as part of a student's ongoing enrolment at Firbank they will be required to and have a Firbank approved LSP (not legal guardian) until they leave Firbank.

APPOINTING A LOCAL SUPPORT PERSON (LSP) (NOT LEGAL GUARDIANSHIP)

As an enhancement to our internal welfare program Firbank requires all international students have a LSP (not legal guardianship) for the duration of their enrolment at the School. Firbank has engaged ISA Guardian & Welfare Services to provide LSPs for students who are in Australia without their parents.

Information and costs for ISA can be accessed via their website at www.studentguardians.com

The role of the Firbank approved LSP is:

- to monitor welfare and academic progress
- to assist with the organisation of a student's accommodation outside school hours.
- to maintain regular contact with Firbank regarding a student's welfare and progress and to be a point of contact for the School at all times
- to sign camp activities and medical authorisations as required by the School
- to assist with the arrangements of a student's leisure activities and travel during holiday periods
- to assist with the management of finances if required
- to ensure in the event of illness the student receives medical attention
- to maintain regular contact with parents with regard to their daughter's welfare
- to ensure that the location of students under their care is known at all times
- to ensure the student possesses a valid passport and visa at all times and to arrange any extensions or renewals required
- to attend Parent Teacher nights and report back to the parents.

Students are not to alter their LSP arrangements without prior consultation with the International Student Co-ordinator Wellbeing during the term of their enrolment.

WORKING WITH THE LSP

In the senior school, the International Student Co-ordinator meets fortnightly with the LSPs to discuss issues and monitor the progress of the students. The Director of Boarding will also have frequent contact with the LSPs.

In the junior schools the EAL Co-ordinator will engage with the LSPs on a regular basis.

OVERSEAS STUDENT HEALTH COVER (OSHC)

Individuals applying to study in Australia must satisfy the health requirements specified in the Migration Regulations. Any family members who are included in the visa application are also required to satisfy health requirements.

As a condition of their visa for studies in Australia, International Students are required to take out medical and hospital insurance, through the Overseas Student Health Cover (OSHC) scheme operated by OSHC World Care. The School arranges OSHC on enrolment. Additional health insurance is also recommended for items not covered by OSHC such as dental and ambulance fees.

Apart from accidental injury, a healthy lifestyle is the best way to guard against sickness. Proper rest and good nutrition are important for all students.

ACCOMMODATION

Students are not permitted to live independently or without supervision. If a student is in Australia on their own, Firbank Grammar is mandated by law to undertake responsibility to make arrangements in regard to accommodation.

Accommodation options are:

- Firbank Boarding House
- Live with a parent or relative who are approved by DHA

STUDENTS AGED 13 AND ABOVE

In line with VRQA guidelines, Firbank will only accept students under the age of 13 if they are accommodated in the Boarding House or will be living with a parent. The following procedures will apply:

- A member of the Firbank International Student department will visit the student at their place of residence to confirm that the student is living with a parent
- A copy of the parent's passport and Visa must be provided and will be placed in the student's file
- A signed letter stating that the student is residing with a parent must be provided and will be placed in the student's file

THE BOARDING HOUSE

Firbank is proud of its long tradition of providing an excellent and well-balanced education.

Firbank is one of the few independent girls' schools in Victoria to offer boarding facilities. The School is located in the bayside suburb of Brighton providing easy access to the Central Business District of Melbourne, major cultural and sporting venues, and interstate and overseas transport terminals.

The Boarding House has been an important part of the School since its foundation in 1909. Set in extensive gardens on the Senior School Campus at Brighton, the Boarding House is home to students from overseas, Victoria and interstate.

The Head of the Boarding House and her staff are experienced carers who look after the safety and well-being of boarders. They are supported by the Health Centre Manager who is on duty during school days. A medical clinic is located close to the School should the students require a doctor's attention. On weekends, Boarders have supervised access to School facilities including a 25 metre heated indoor pool, gymnasium, tennis courts and playing fields.

In order to ensure an environment conducive to study, Boarders have supervised study times and their own desks. Accommodation is mostly twin-share in light, well-appointed rooms.

Within limits set by Boarding House staff and parents or LSPs, girls are given the opportunity to leave the School for recreational purposes or to spend weekends with approved hosts. Host families will be required for long weekends (one per term) and for Term holidays when the Boarding House is closed. All permanent and short term hosts must have a working with children check.

Under the guidance of experienced Boarders, girls quickly develop self-reliance and become involved in the co-curricular program, where they have traditionally made a significant contribution.

SCHOOL HOLIDAYS WHEN THE BOARDING HOUSE IS CLOSED

Boarders who remain in Australia during school holidays will be assisted in sourcing Homestay accommodation if they require it by the Director of Boarding and their LSP.

All homestay accommodation will be checked by the International Student Co-ordinator and the Director of Boarding.

The cost of homestay is approximately \$400 per week.

SUSPENSION AND CANCELLATION POLICY IN RELATION TO ACCOMMODATION

If the School suspends or cancels the enrolment of a student, the School must continue to approve the welfare arrangements for that student until any of the following applies:

- the student is accepted by another registered provider
- the student leaves Australia
- other arrangements are made that comply with the migration regulations
- the School reports to the Department of Home Affairs that it no longer approves the arrangements for the student

GROUND FOR DEFERRING, SUSPENDING OR CANCELLING A STUDENT'S ENROLMENT

- Delay in receiving a student visa
- Failure to pay fees
- Failure to meet attendance requirements
- Compassionate grounds (eg family illness or bereavement)
- Illness where a medical certificate states the student is unable to attend classes
- Failure to comply with school rules

APPOINTING AN EDUCATION AGENT

Firbank Grammar has signed agreements with educational agents in a number of countries. You can check our website to see a current list of agents we recommend.

Education agents promote various Australian education programs and institutions internationally and are a good way for students to apply to study in Australia. Agents are experienced in assisting with international student applications and applying for visas. Most speak both English and the local language so this makes the application process a lot simpler and generally hassle free for students and parents. Most do not charge for their service as they collect a commission from the School you choose to attend. However, some agents do charge small amounts or offer additional services for which they charge.





INFORMATION ABOUT LIVING, WORKING AND STUDYING IN AUSTRALIA

For additional information about costs of living in Australia see:

- www.studyaustralia.gov.au
- www.tourism.australia.com

Melbourne

<https://www.studymelbourne.vic.gov.au/>

Brighton Map

<https://www.whereis.com/vic/brighton-3186>

SAFETY

We take you/your child's safety seriously, so we strongly advise you to read all the links in this document to be very well informed on all aspects of your/their safety prior to coming to Australia. The links below also cover insurance, phone, internet and banking.

Students coming to Australia need to be aware of the very different conditions such as swimming at our beaches and swimming safety as well as becoming aware of sun safety.

If you have any difficulty assessing these links please advise the School to enable us to assist you.

For more information on this please visit:

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety>

SUN AND WATER SAFETY

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/sun-and-water>

FIRE SAFETY

<https://www.studyaustralia.gov.au/english/live-in-australia/health-and-safety/fire>

EMERGENCY INFORMATION

<https://www.studyaustralia.gov.au/english/live-in-australia/health-and-safety/emergencies>

PERSONAL SAFETY

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/transport-personal>

EMERGENCY SERVICES

- **Police, Ambulance, Fire**
000
- **Kids helpline**
1800 55 18 00
- **Nurse on call**
1300 60 60 24
- **Poisons information**
13 11 26
- **State Emergency Service**
(03) 9256 9000
- **Bay Street Family Medical Centre**
412 Bay St, Brighton
(03) 9596 8222
www.ipn.com.au
- **Durrant Medical Clinic**
29 Durrant St, Brighton
(03) 9592 5133
www.durrantmc.com.au
- **Brighton Medical Clinic**
26 Carpenter St, Brighton
(03) 9592 0222
<https://www.brightonmedical.com.au/>
- **Epworth Rehabilitation Brighton**
85 Wilson St, Brighton
(03) 9591 9200
www.epworth.org.au

- **New Street Medical Centre**
393 New St, Brighton
(03) 9596 8555
www.newstreet.com.au

OTHER IMPORTANT WEBSITES

OVERSEAS STUDENTS OMBUDSMAN

<http://www.ombudsman.gov.au>

DEPARTMENT OF HOME AFFAIRS (DHA)

The Australian Government's Department of Home Affairs provides comprehensive information about student visa requirements and the application process, as well as <http://www.homeaffairs.gov.au/> for the latest information.

STUDENT VISA OPTIONS

- <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder>

Applying for a Student Visa

- <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>
- Provider default (if your provider can no longer offer your course for study)
- <https://immi.homeaffairs.gov.au/visas/getting-a-visa/listing/student-500/education-provider-default>

STUDENT VISA CONDITIONS

If granted a visa, students must abide by their visa conditions. Failure to comply with these conditions could result in the cancellation of their visa.

These conditions include (but are not limited to):

- Complete the course within the duration specific on the CoE
- Maintain satisfactory academic progress
- Maintain satisfactory attendance
- Maintain approved Overseas Student Health Cover (OSHC) while in Australia
- Remain with their education provider for 6 calendar months of their first school course, unless issued a letter of release from Firbank to attend another institution
- Notify your training provider of your Australian address, phone, email, emergency contact details / next of kin within 7 days



SUPPORT SERVICES

Firbank is a CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students) Registered Provider and as such has undertaken to actively keep up to date with and comply with the requirements of the National Code of Practice.

The National Code's purpose is to provide nationally consistent standards for CRICOS registration and for the conduct of CRICOS-registered providers.

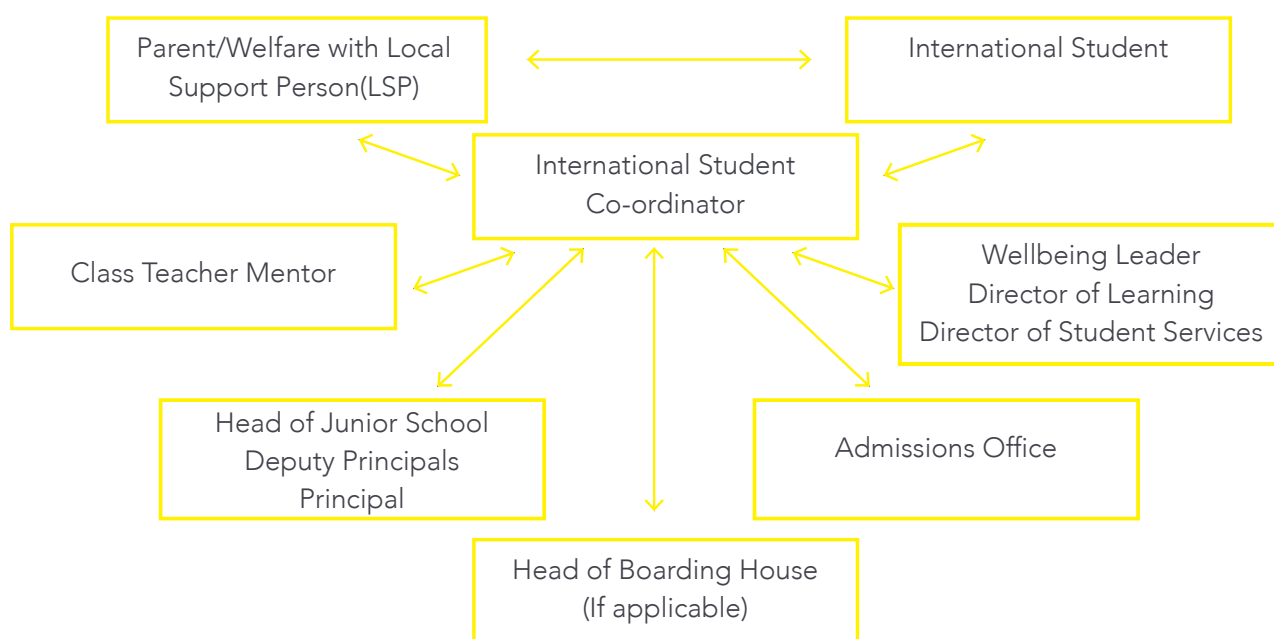
International students are an important part of the Firbank community, making up approximately 10% of the Senior School student population as well as a small number of Junior School places. Each international student at Firbank should be supervised and supported by her Wellbeing Leader, the International Student Coordinator, and her Mentor in conjunction with subject teachers, class teachers, the House Coordinator, Wellbeing Leaders, Head of Junior School and the Deputy Principal. If the international student is also a boarder, the Head of the Boarding House should liaise with the above staff, thereby ensuring an integrated approach towards the student's progress both academically and socially.

In addition to the above the Director of Wellbeing, the Director of Curriculum and the Director of Student Services can provide support and advise when relevant.

Teachers, and parents/Local Support People should contact the International Student Coordinator in the first instance to discuss matters regarding the welfare and progress of the student. The Head of Junior School, Principal and Deputy Principal are also able to discuss matters of concern.

All of these services are provided at no extra cost to the student.

Firbank's Child Safety and Wellbeing: <https://www.firbank.vic.edu.au/child-safety-and-wellbeing/>



SCHOOL POLICIES

BEHAVIOUR POLICY AND CODE OF CONDUCT

GENERAL

- Students, as a requirement of the Visa conditions, must remain at the school for a minimum of 6 months
- Students have the right to feel safe and to learn without interference
- Students must respect all members of the school community and allow others to learn without interference
- Students must respect the personal property of others
- Students must not be involved in any form of bullying or harassment of others
- Students must not smoke or be in possession of alcohol or illegal drugs
- Students must be law abiding and adhere to Australian immigration regulations

ATTENDANCE

- Students must attend all timetabled classes and required official school functions
- Students must attend all camps and excursions as part of Firbank's curriculum
- Parents/LSP must contact the school via one of the following: absentees@firbank or via the Firbank app if the student cannot attend school due to illness
- Parents/LSP must request permission for students to be absent from class for special reasons. Permission will not always be granted
- Students must sign in at Reception if they are late and sign out at Reception if there is a special approved need to leave school before the end of the school day

UNIFORM AND PROPERTY

- Students are required to wear Firbank's school uniform, the details of which are described in the School Diary
- Students must not keep large amounts of money or valuables in classrooms, lockers or school bags

SATISFACTORY PROGRESS POLICY

International students in Australia must meet course requirements which include satisfactory progress with course work in order to retain a student visa. The Victorian Certificate of Education (VCE) at Years 11 and 12 requires satisfactory achievement of all subject outcomes.

For students in Preparatory to Year 10 achieving satisfactory course progress requires the student to be achieving at a standard deemed appropriate by the School at the relevant Year level. This standard is assessed by the class/subject teacher via a range of assessment tasks and is subject to review by the Director of Learning.

If a student from Preparatory to Year 10 is at risk of failing to achieve satisfactory course progress the following interventions will be taken by the School:

- Depending on the extent of the student's lack of progress the student's academic ability may be assessed by the Director of Student Services via Psychometric testing
- The Head of Differentiated Education will develop an Independent Learning Plan for the student in consultation with the student's teachers
- The parent/LSP will be informed of the course of action taken by the School via a letter and follow up interview with the Head of Differentiated Education

Student's academic progress is reported on at regular intervals via the community portal.

VCE UNITS 1-4

If a student from Preparatory to Year 12 is deemed not to be making satisfactory progress in a range of subjects then a letter will be sent informing the parent/ Welfare Guardian that this has implications on the retention of their Student Visa and that they are able to access the Schools' complaints and appeals process and has 20 working days in which to do so.

SATISFACTORY ATTENDANCE POLICY

International students in Australia must meet course requirements which include satisfactory attendance (at least 80%) in order to retain a Student Visa.

Student attendance is placed electronically on the School Management System and the Wellbeing Leaders monitors the absentee report on a daily basis for international students.

If a student has been absent for more than 5 consecutive days without approval, or where the student is at risk of not attending for at least 80% of the course contact hours then the following process will take place:

- The Wellbeing Leader will make direct contact via email or phone with the parent/LSP. The Local Support Person and the student will be required to attend a meeting at the School to explain the nature of the absence and the implications of this for their Visa
- If necessary, the Director of Student Services may need to provide counselling for the student in order to ascertain the reason for the absence and provide strategies to ensure that the attendance requirement will be met

If a student's attendance falls below the required 80% it is also the School's duty to advise the [Department of Home Affairs](#) of a student's failure to meet visa conditions. <https://www.homeaffairs.gov.au/>

It is the student's duty to ensure that the School has all current contact details. If the student is unable to be contacted, automatic student visa cancellation could occur without the knowledge of the student. In some instances, the School may decide not to report a student for breaching the 80% attendance requirement if:

- The student produces documentary evidence clearly demonstrating that there are compassionate or compelling circumstances, (eg illness where a medical certificate states that

the student is unable to attend classes, illness or death in family). The International Student Coordinator: Wellbeing will speak with the student and the relevant documentation will be placed in the students' file. The Wellbeing Leader will inform Reception, Wellbeing Leader, Class teacher/Mentor and Subject teachers of the length of time of absence and the reason for it, in order that arrangements can be made regarding course work

- If compassionate or compelling circumstances apply, the School must inform the parents/LSP and that the student must still attend at least 70% of the scheduled course contact hours

ABSENCES

If a student is absent, the Local Support Person should inform the School by calling the absentee line on 95915198 or email absentees@firbank.vic.edu.au

Absences for non-medical reasons should only occur with the prior permission of the Principal. It is advisable that a doctor's medical certificate be provided in cases of absence due to illness. This medical certificate is compulsory if a student has a VCE Assessment Task on that day. Unauthorised absences will be recorded and monitored by the School.

Students whose attendance and progress are unsatisfactory may have their enrolment terminated at the discretion of the Principal.

ABSENCES FOR BOARDERS

Absences of boarders are monitored by the Head of the Boarding House.

COMPLIANCE WITH TERM DATES

Term dates are published twelve months in advance and all students are expected to attend School for the full term. In the case of international students, satisfactory attendance is part of the conditions of their visa for studies in Australia. Should a parent or guardian withdraw a student before the end of term, or return them after the beginning of term, their absence without permission may break the conditions of their visa.

Requests to leave before the end of a term (Early Leave) or to return after the beginning of a term (Late Arrival) must be submitted to the Principal in writing at least one month prior to the relevant leave dates.

COMPLETION WITHIN THE EXPECTED DURATION OF STUDY

The School may extend the duration of the student's study for the following reasons:

- Compassionate or compelling circumstances, eg illness where a medical certificate states that a student was unable to attend classes
- The School has intervened as a result of a student not meeting satisfactory course progress
- An approved deferment or suspension of study has been granted under the School Deferment, Suspension and Cancellation Policy

SCHOOL DEFERMENT, SUSPENSION AND CANCELLATION POLICY

DEFERMENT OF COMMENCEMENT OF STUDY REQUESTED BY STUDENT

Firbank will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:

- illness, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
- a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)

The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.

SUSPENSION OF STUDY REQUESTED BY STUDENT

Once the student has commenced the course, Firbank will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:

- illness, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
- a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)

The period of suspension will not be included in attendance calculations.

The final decision for assessing and granting a suspension of studies lies with the Principal.

ASSESSING REQUESTS FOR DEFERMENT OR SUSPENSION OF STUDIES

- Applications will be assessed on merit by the Principal or the Deputy Principal
- All applications for deferment or suspension will be considered within 10 working days

CANCELLATION OF ENROLMENT

Firbank will cancel the enrolment of a student under the following conditions:

- Failure to pay course fees
- Deliberate failure to maintain approved welfare and accommodation arrangements (visa condition 8532)

Firbank is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to [Department of Home Affairs](#). This can result in automatic cancellation of student visa and enrolment at Firbank Grammar.

COMPLAINTS AND APPEALS

- Student requested deferment and suspension are not subject to Firbank's Complaints and Appeals Policy.
- Exclusion from class is subject to Firbank's Complaints and Appeals Policy.
- School initiated suspension and cancellations are subject to Firbank's Complaints and Appeals Policy.
- For the duration of the appeals process, the student is required to maintain enrolment and attendance. The Principal or Deputy Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- If students access Firbank's complaints and appeals process regarding a school initiated suspension or cancellation, the suspension or cancellation will not be reported to the Immigration Department until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.

Extenuating circumstances include:

- the student refuses to maintain approved welfare and accommodation arrangements

- the student is missing
- the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
- the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others is at risk of committing a criminal offence, or
- the student is the subject of investigation relating to criminal matters

The use of extenuating circumstances by Firbank to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

- The final decision for evaluating extenuating circumstances lies with the Principal

STUDENT ADVICE

Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as result of changes to enrolment status. The School will inform students to contact the Department of Immigration for advice.

STUDENT TRANSFER REQUEST ASSESSMENT POLICY

- Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study
- Students can apply for a letter of release to enable them to transfer to another education provider before the end of the six-month period

Firbank will only provide a letter of release to students in the first six months of their principal course in the following circumstances:

- The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school
- The School agrees the student would be better placed in a course that is not available at Firbank
- The School considers it to be in the student's best interest

Firbank will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:

- The student's progress is likely to be academically disadvantaged

- Firbank is concerned that the student's application to transfer is a consequence of the adverse influence of another party

If there are no educational benefits to be gained in the transfer, Firbank will not issue a letter of release.

Students under 18 years of age MUST have:

- Written evidence that the student's parent(s)/LSP supports the transfer
- Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative

Evidence that the student is always in Department of Home Affairs approved welfare and accommodation arrangements.

- All applications for transfer will be considered within 10 working days and the applicant notified of the decision. If granted, a Letter of Release will be issued at no cost to the student
- Students wishing to transfer from Firbank should be aware of the Notice of Withdrawal conditions and penalties as outlined in the Schedule of Fees
- If a student is released the student must contact Department of Home Affairs to seek advice on whether a new student Visa is required.



LEGISLATION AND POLICIES

CURRENT CRICOS LEGISLATION

- Education Services for Overseas Students Act 2000
- Education Services for Overseas Students Regulations 2019
- National Code 2018

THE AUSTRALIAN ESOS FRAMEWORK

The Education Services for Overseas Students Framework (ESOS) that includes the ESOS Act 2000, ESOS Regulations 2019 and The National Code as amended and related laws set out the requirements for providers who deliver education services to international students on a student visa.

These laws protect international students and help ensure students meet student visa conditions for attending classes and making satisfactory progress in their studies while in Australia.

For further information on Australian Legislation and how it affects International Students visit:

- <https://internationaleducation.gov.au/Regulatory-Information/Pages/Information-for-Students.aspx>
- <https://docs.education.gov.au/node/39586>

For the most current versions of our policies and procedures please click on hyperlink below or visit our website. If you are unable to access our website please contact us for a soft copy or have one emailed to you.

- NC Standard 3 - Refund policy & Complaints and Appeals Policy and Procedure
- NC Standard 5 - Younger Overseas Students policy and procedure
- NC Standard 6 - Summary of Critical Incident Policy/Procedure eg - Emergency evacuation procedures
- NC Standard 7 - Overseas Student Transfers
- NC Standard 8 - Monitoring Course Progress, Attendance monitoring, Online Distance & Completed in Expect Duration Policies and Procedures
- NC Standard 9 - Deferring, Suspending or Cancelling the Overseas Student's Enrolment Policy and Procedure
- NC Standard 10 - Complaints and Appeals Policy and Procedure

PRIVACY AND USE OF PERSONAL INFORMATION

Firbank Grammar School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The School's Privacy Policy is available on our website: www.firbank.vic.edu.au

In addition, information provided to the School by the student, parent or guardian may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.

The School is also required to advise [Department of Home Affairs](#) of certain changes to the student's enrolment and of any breach of a student visa condition relating to attendance or satisfactory academic performance.

RESPONSIBILITIES

Student on an international visa, are responsible for:

- satisfying student visa conditions
- maintaining Overseas Student Health Cover (OSHC) for the period of their stay
- meeting the terms of the written agreement with the school
- informing the school if there is a change of address
- maintaining satisfactory course progress
- following Firbank's attendance policy
- maintaining the approved accommodation, support and general welfare arrangements

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE (DFAT)

As well as links from the DHA website the Department of Foreign Affairs and Trade website <http://www.dfat.gov.au/embassies.html> has a comprehensive list of Australian embassies, high commissions, consulates and representative offices around the world.

Some Embassies/Consulates are listed below for your convenience:

- China PR
(03) 9822 0604
- India
(03) 99563830
- Indonesia
+61 26250 8600
- Japan
(02) 6273 1848
- Korea South
(03) 39533 3800
- Malaysia
(03) 9573 5400
- Taiwan
(03) 9650 8611
- Thailand
(08) 9123 6566
- Vietnam
(02) 6169 9916

For a complete list of foreign embassies in Australia visit, <https://protocol.dfat.gov.au/public/display>

TRAVEL ADVICE

THINGS TO DO

BEFORE LEAVING HOME:

- Apply for passport
- Arrange student visa
- Make contact with School
- Complete required forms with School
- Make payments to School
- Arrange for immunisations and medications from Doctor
- Confirm overseas access to funds with your bank
- Make travel arrangements
- Arrange travel insurance / OSHC
- Advise Firbank of travel details
- Arrange transport from airport to school

Pack bags being sure to include the following:

- Name and contact details of a School representative
- Enough currency for taxis, buses, phone calls etc. in the event of an emergency
- Important documents:
- THIS HANDBOOK!
- Passport
- Letter of Offer
- Confirmation of Enrolment (eCoe)
- Travel insurance policy
- ID cards, drivers licence, birth certificate (or copy)
- Keep receipts of payments made to the School
- Medical records and / or prescriptions

Keep all documents in your carry-on luggage. In case the originals are lost, make copies that can be left behind with family and sent to you.

UPON ARRIVAL IN AUSTRALIA:

- Call home
- Settle into accommodation
- Contact School
- Purchase household items and food
- Attend international student orientation at School (compulsory)
- Advise School of your address, phone and email
- Get student ID card
- Advise health insurance company of address & get card
- Open a bank account
- Get involved in student life and associations (eg music, sporting and cultural clubs)
- Keep copies of receipts/invoices for all payments you make to the School

WHAT TO BRING

Australian Customs Services and quarantine are considered to be quite strict. If you're in doubt about whether your goods are prohibited or not, declare it anyway on the Incoming Passenger Card which you will receive on the plane. Students have received on the spot fines for not declaring items.

For further information visit the Australian Customs website: <https://www.homeaffairs.gov.au/trav/enteringandleavingaustralia/entering-australia>

STUDENT & PARENT DECLARATION

Please note that you are required to return a signed copy of this page to Firbank Grammar with your enrolment application.

I / We have read and understand all of the information contained in this International Student Handbook, the links provided and recommended websites.

I / we are aware of the restrictions placed on my enrolment as an International Student Visa, including:

- Completing the course within the specified duration on the CoE
- Maintaining satisfactory attendance and academic progress
- Maintaining approved Overseas Student Health Cover (OSHC) while in Australia
- Remaining with my education provider for 6 calendar months of my enrolment- unless issued a letter of release from the school to attend another school
- Notifying the school of my Australian address and any subsequent changes of address, phone, emergency contact / next of kin or email within 7 days.

I / we have been provided in plain English with information regarding:

- The requirements for an international student's acceptance into the school, including the minimum level of English language proficiency
- The course duration and holiday breaks
- The course qualification, award or other outcomes
- Campus locations and facilities, equipment and learning resources available to students
- Indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies
- The grounds on which the overseas student's enrolment may be deferred, suspended or cancelled
- The ESOS framework, including official Australian Government material or links to this material online
- The policy and process that Firbank has in place for approving the accommodation, support and general welfare arrangements for younger international students (in accordance with Standard 5)

I / we understand the student responsibilities, Code of Behaviour/Rules, conditions of enrolment, visa conditions and policies outlined in this handbook and the hyperlinks provided.

I / we are aware of my obligation to pay all outstanding fees and understand Firbank Grammar will pursue outstanding fees under Australian Law.

I / we are aware that my child can only study with a CRICOS registered provider found at <http://cricos.education.gov.au/Institution/InstitutionSearch.aspx> whilst studying on an international student visa in Australia.

Name of Parent/Guardian:.....

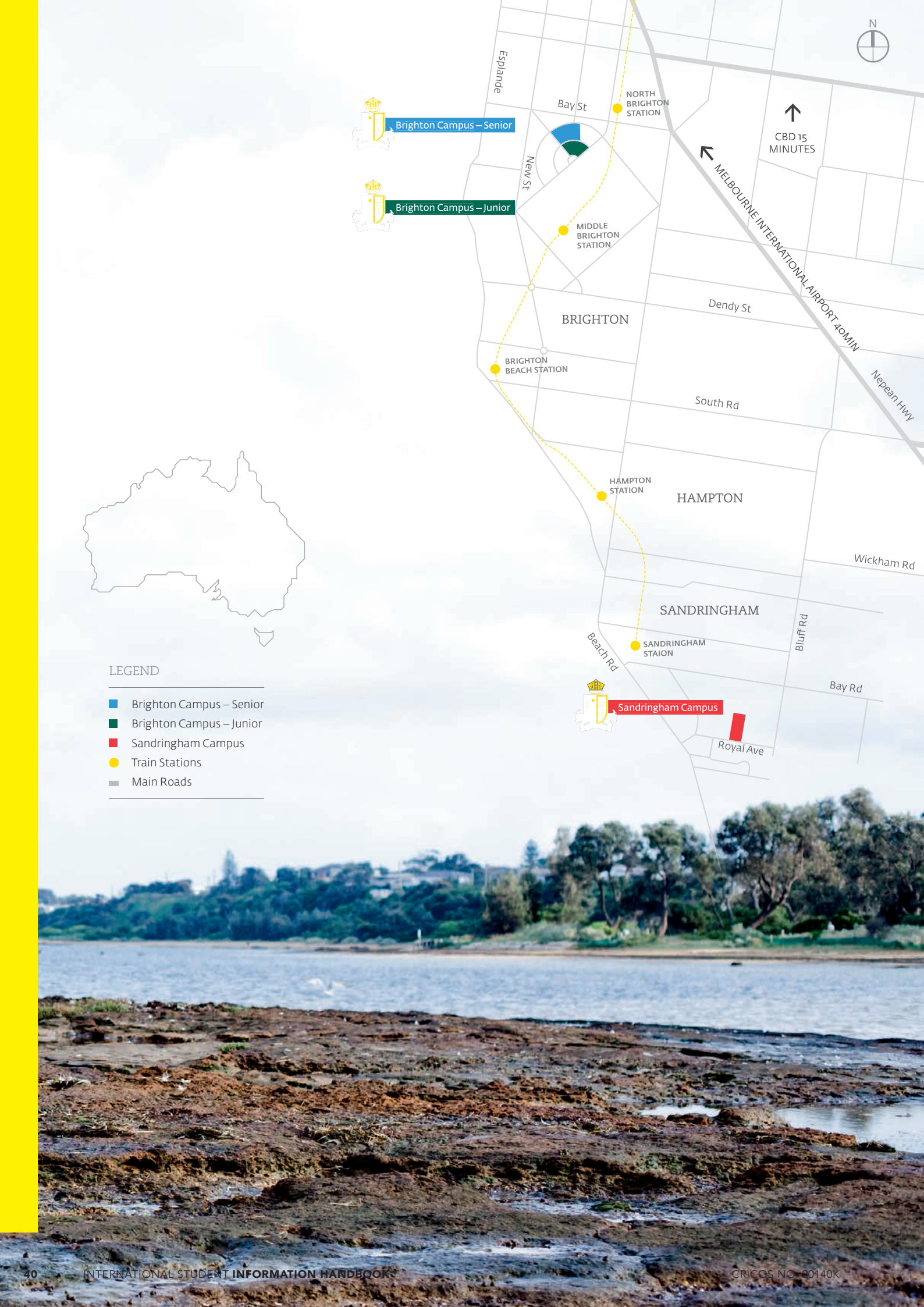
Signed:.....

Dated:.....

Student Name:.....

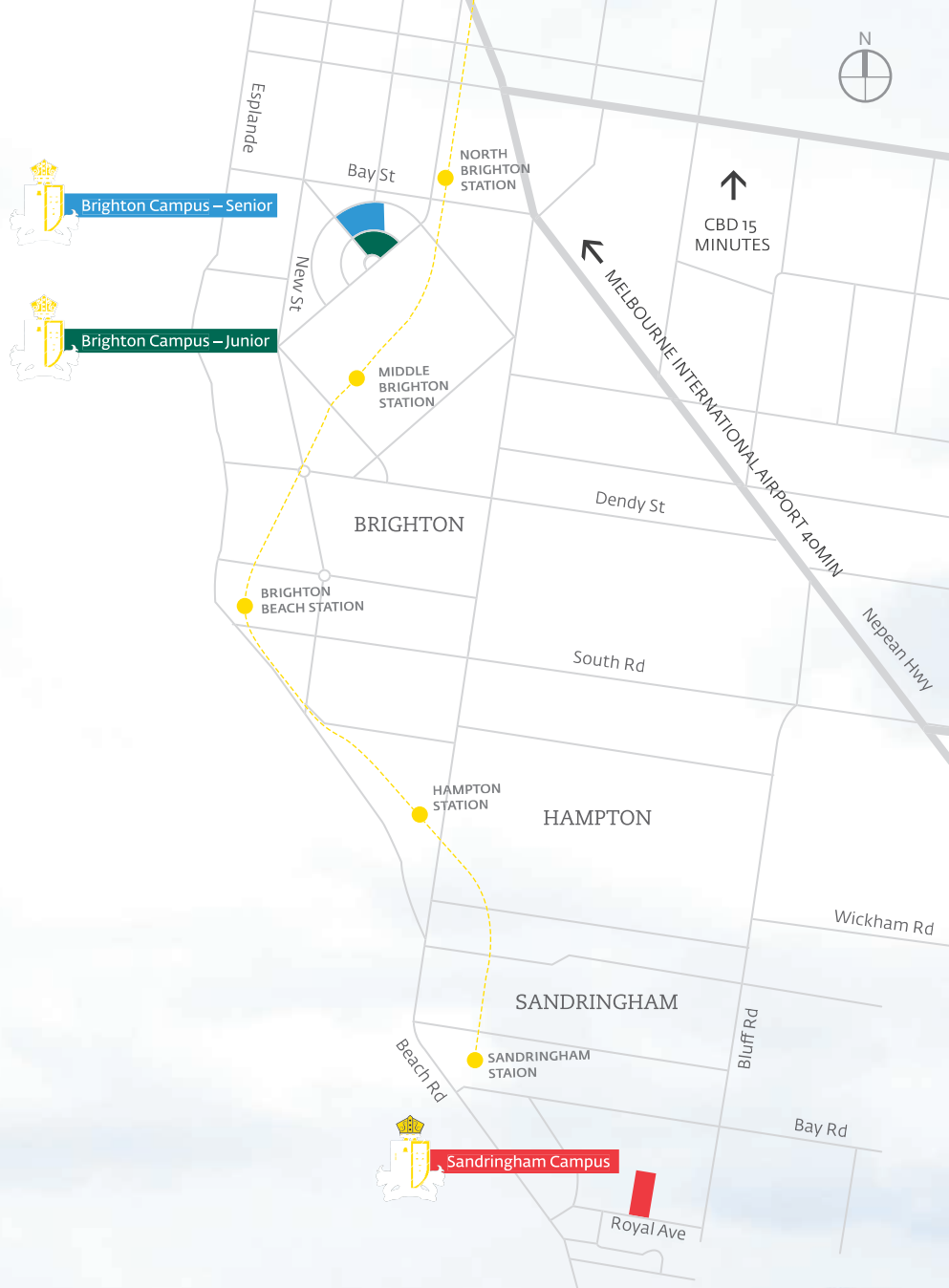
Signed:.....

Dated:.....



LEGEND

- Brighton Campus – Senior
- Brighton Campus – Junior
- Sandringham Campus
- Train Stations
- Main Roads



CONTACT DETAILS

SENIOR SCHOOL

All Girls, Secondary Years 7-12

51 Outer Crescent
BRIGHTON 3186 VICTORIA
AUSTRALIA

+61 3 9591 5188

JUNIOR SCHOOL – BRIGHTON CAMPUS

All Girls, ELC to Year 6

51 Outer Crescent
BRIGHTON 3186 VICTORIA
AUSTRALIA

+61 3 9591 5141

JUNIOR SCHOOL – SANDRINGHAM CAMPUS

Co-ed, ELC to Year 6

45 Royal Avenue
SANDRINGHAM 3191 VICTORIA
AUSTRALIA

+61 3 9533 5711

PRINCIPAL

Ms Jenny Williams

DIRECTOR OF INTERNATIONAL OPERATIONS

Mrs Wendy Grant

INTERNATIONAL STUDENT CO-ORDINATOR WELLBEING

Initial point of contact for international students

Mr Yu Tang

ytang@firbank.vic.edu.au
0429 907 225

INTERNATIONAL RELATIONS MANAGER

Ms Ling Zhu

lzhu@firbank.vic.edu.au

INTERNATIONAL STUDENT 24 HOUR EMERGENCY CONTACT

Firbank Boarding House

+61 429 907 225
+61 3 9591 5110

WEBSITE

www.firbank.vic.edu.au

FIRBANK WECHAT

Firbank_Grammar



FIRBANK
GRAMMAR

51 Outer Crescent, Brighton Vic 3186 ELC - Year 12 Girls Campus
45 Royal Avenue, Sandringham Vic 3191 ELC - Year 6 Co-educational Campus
firbank.vic.edu.au